

Miami-Dade County

Enter Time On Behalf Of An Employee - Job Aid



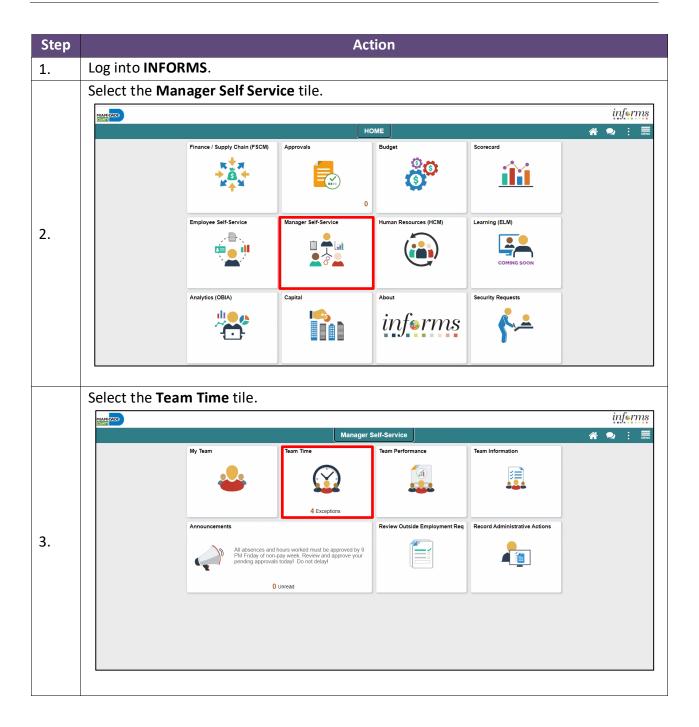
DESCRIPTION

This job aid is for Managers.

The purpose of this job aid is to help Managers perform the steps needed to enter time on behalf of an Employee.



ENTER TIME ON BEHALF OF AN EMPLOYEE





Manager Self-Service	Team Time 🔗
	Team Time 🔗
	nter Time
	e filters to change the search criteria or Get Employees to apply the default Manager Search Options.
Time Summary	Get Employees Filter
C Report Time	
🔞 Weekly Time Summary	
Payable Time	
Request Absence	
R Cancel Absences	
I View Requests	
Absence Balances	
Manage Exceptions	
Reporting Locations	
Workforce Availability	
	Cancel Filters Done Jefa
	Cancel Filters Done Time Reporter Group Q Employee ID Q Last Name Q First Name Q Job Code Q Department Q Taskgroup Q
	Time Reporter Group Q Employee ID Q Last Name Q First Name Q Business Unit Q Job Code Q Department Q Taskgroup Q
	Time Reporter Group Q Employee ID Q Last Name Q First Name Q Business Unit Q Job Code Q Department Q Taskgroup Q Reset Do open the employee's timesheet.
C Manager Self-Service	Time Reporter Group Q Employee ID Q Last Name Q First Name Q Business Unit Q Job Code Q Department Q Taskgroup Q
♦ Manager Set-Senvice ♦ Timesheet ► Enter Time Select Employee ▼	Ime Reporter Group Q Employee ID Q Last Name Q First Name Q Job Code Q Department Q Taskgroup Q Reset D O open the employee's timesheet.
C Manager had Service 2) Treeshert Enter Time Enter T	Imme Reporter Group
C Manager Sal Sandas 2) Tanesheet Chief Time Select Employee File Time Summery	Imme Reporter Group Imployee ID Employee ID Imployee ID Last Name Imployee ID First Name Imployee ID Business Unit Imployee ID Job Code Imployee ID Department Imployee ID Taskgroup Imployee ID Department Imployee ID



	scroll through the two-week pay period.
	C Manager Service Team Time ★ Q ● :
6.	Immesheet Enter Time Enter Time Pervice Meino Enter Time Pervice Meino Time Summay Time 4 > August 21, 2023 - September 3, 2023
	Report Time Scheduled 00.00 [Reported 31.00 Unapproved Time 0.00 [Unapproved Absence 16.00 Payable Time Scheduled Time 0.00 [Unapproved Absence 16.00
	Image: Request Absence 11mme Reporting Code Row Totals 21 Mon 22 Time 23 Wind 24 Time 25 Fri 25 Set 27 Set 27 Set 27 Set 0 of 0 Iff: Vew Requests EROVT - Emergency Overtiv 700 - - 500 200 -
	Image: Spread of the spread
	For each Time Reporting Code:
	 For each Time Reporting Code: Select the *Time Reporting Code list.
	Select the *Time Reporting Code list.
	 Select the *Time Reporting Code list. Select the desired Time Reporting Code list item.
	 Select the *Time Reporting Code list. Select the desired Time Reporting Code list item. Use the Add Row ("+") button to add another Time Reporting Code if necessary. Select Submit once all hours are entered.
	 Select the *Time Reporting Code list. Select the desired Time Reporting Code list item. Use the Add Row ("+") button to add another Time Reporting Code if necessary. Select Submit once all hours are entered.
	 Select the *Time Reporting Code list. Select the desired Time Reporting Code list item. Use the Add Row ("+") button to add another Time Reporting Code if necessary. Select Submit once all hours are entered.
	 Select the *Time Reporting Code list. Select the desired Time Reporting Code list item. Use the Add Row ("+") button to add another Time Reporting Code if necessary. Select Submit once all hours are entered.
	 Select the *Time Reporting Code list. Select the desired Time Reporting Code list item. Use the Add Row ("+") button to add another Time Reporting Code if necessary. Select Submit once all hours are entered.
	 Select the *Time Reporting Code list. Select the desired Time Reporting Code list item. Use the Add Row ("+") button to add another Time Reporting Code if necessary. Select Submit once all hours are entered.



	 Note: For each row with an Out of Class time reporting code: Scroll to the right of the timesheet and select the corresponding OCL Jobcode. Your default Taskgroup will auto-populate. If applicable, enter the appropriate Task Profile ID and Assignment as directed by your department. Each different code will require its own row. Select the Lookup icon to select a different task profile ID. Select the Submit button. 				
	< Manager Self-Service Team Time	international 🖌 🔿 🕺			
8.	Enter Time Enter Time Gog Buckner Vog Sarvica Technican 2 Fature to Salect Employee Time Summary	2 Previous Next 2			
	C Report Time ▲ ▲ August 7, 2023 - August 20, 2023	*View By Period V			
	Scheduled 80.00 Reported 0.00 Unapproved Time 0.00 Unapproved Absence 0.00				
	Payable Time Apply Schedule	Apply Rules Submit			
	III) Request Absence	S			
	Cancel Absences Orf 0 Orf 0 Orf 0	Sturce			
	1 View Requests 8.00 09672020 827187 Q Q [000011	٩			
	Absence Balances EMASS Labor and Work Performed				
	Ch. Manaon Exercision				