Managers can record working time on behalf of their employee in the Employee Profile in the Team Services tile. The manager will then have to approve the working time in Manager Self-Service.

1. Under the Manager Self-Service section, click the Team Services tile. Under the My Team section, in the Employee Information subsection, click General Information.

2. Click the Display drop-down menu. Select Direct Reports to see your direct reports. Select Employees in Organizational Structure to see the organizational structure under your management. Employees in Organizational Units will display a list of organizational units under your management. Select Employee Search to search for a particular employee. For this example, we are using Direct Reports.

3. Click the Data drop-down menu. Select Organizational Information to display organizational information on your employees. Select Employee Data to display employee contact information and attendance status of your employees. For this example, we are using Organizational Information.

4. Click the grey square beside the employee you would like to see. When selected, the grey square will turn blue.

5. Click the Employee Profile button. The Employee Profile should now appear.

6. Click the Related Links drop-down menu and select Record Working Time (On Behalf of EE).
7. The calendar at the top of the screen provides an overview of the time entered and its status.

8. Navigate to the appropriate week by using the Previous Period or Next Period buttons.

9. Locate the day you need to record working time on behalf of the employee.

**Entering the total number of hours worked without the start and end times**

10. In the Att./abs. type field, click the drop-down arrow and select the appropriate attendance type.

11. In the Content field, enter the total number of hours the employee worked that day. For example, if the employee worked 7.5 hours, enter 7.5 in the Content field.

12. Repeat steps 10 and 11 for each day you need to record working time on behalf of your employee.

13. Click the Save button in the top left corner of the screen.
**Entering the number of hours worked with the start and end times**

14. In the **Att./abs. type field**, click the drop-down arrow and **select the appropriate attendance type**.

15. In the **Start time field**, enter the **time the employee started work that day in military time**.

16. In the **End time field**, enter the **time the employee ended work before lunch/break in military time**.

17. Click the **grey square** by the date you just entered the morning hours. (The grey square will turn blue when selected.)

18. Click the **Insert Row** button.

<table>
<thead>
<tr>
<th>Date</th>
<th>Att./abs. type</th>
<th>Actual</th>
<th>Content</th>
<th>Start time</th>
<th>End time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MO, 11/26</td>
<td>Attendance hours</td>
<td>0.00</td>
<td></td>
<td>08:30</td>
<td>12:00</td>
</tr>
</tbody>
</table>

19. In the first blank row you just inserted, in the **Att./abs. type field**, click the drop-down arrow and **select the appropriate attendance type**.

20. In the **Start time field**, enter the **time the employee returned from lunch/break in military time**.

21. In the **End time field**, enter the **time the employee left work for the day in military time**.
22. Repeat steps 14 and 21 for each day you need to record working time on behalf of your employee.

23. Click the **Save** button in the top left corner of the screen.

If you have difficulty using this procedure, contact the SCEIS help desk at 803-896-0001 then select option #1. **Note: SCEIS Central may appear differently than above depending on the browser and device you are using.**