CREATE AND USE WORKING TIME FAVORITES

QUICK REFERENCE CARD

Employees can save a time entry as a favorite and use it again and again in the My Timesheet tile. Creating and using favorites is optional.

PROCESS

1. Under the Employee Self-Service section, click the My Timesheet tile. You should now see the timesheet.

Create a Favorite

1. To create a favorite, click a date on the calendar that you need to enter working time for.

2. Click the Create button in the bottom right corner.

3. In the From text box, enter the start time you would like to save in the favorite.

4. In the To text box, enter the end time you would like to save in the favorite. Start and end times need to be entered using the 12 hour clock.

5. If the Time Assignment section is not expanded, click the arrow to expand it.

6. Click the Attendance/Absence Type drop-down menu and select the attendance type you would like to save in the favorite.

7. Click the Favorites button in the bottom right corner.

8. Select Save as Favorite.

9. In the Add Favorite window, enter a name for the favorite.

10. Check the box beside Save With Time. If you do not check this box, it will only save the attendance type selected.

11. Click Save to save the favorite. Click Cancel if you need to make changes.

12. At this point, you can either click the Submit button to submit the time you entered for the date selected, or click Cancel to return to the previous screen.
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USE A FAVORITE TO ENTER WORKING TIME

1. Click the date(s) on the calendar that you need to enter working time for.

2. Click the Create button in the bottom right corner.

3. Click in the Select Favorite or Worklist drop-down field.

4. Select the Favorite you would like to use for this date.

5. Notice that the From and To times are populated with your saved favorite information along with the attendance type.

6. Click the Submit button to send the time entry to your supervisor for approval.

7. Click the Cancel button to cancel the entry go back to the previous screen.

8. Click the Reset button to clear the entries in each field. You will have to select the date again and proceed to fill out the appropriate fields.

9. Once you click the Submit button, the Confirm Submission window will appear. Be sure to check the Number of Entries field. The number should match the number of days you selected. The time you entered will be submitted for each date you selected.

10. Click OK in the pop-up window if you are ready to submit the time to your supervisor.

11. The time entry will now appear in the Time Assignment section. You should see that the entry is Sent for approval in the Status column.

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.