Version 3 (V3) Timesheet

SCEIS CENTRAL

My Timesheet
Manage working time

Missing Days

🌙 V3 will go live Monday, April 19, 2021.

🌙 Screen designs will be more modern and visually appealing.

🌙 Menu items located directly above the calendar will make it easier to navigate and enter time.

🌙 Convenient updates include:

- A two-month calendar view.

- A To-Do List tab to display missing time.

- Features that still allow users to save and reuse frequently entered time.

- A Check button to quickly identify potential time entry errors.

- A Progress Indicator to indicate status of time entries.

Detailed training will be available in MySCLearning beginning Monday, March 15.

New Calendar View

The new calendar view:

- Displays the previous month and the current month.

- Allows users to navigate to the previous eight weeks to view and duplicate previously entered time.

- Allows users to navigate one week in the future.

- Includes color-coded lines to indicate the current date (Today), Time Completed, Time Missing, Time Rejected, Approved Leave and more.

- Displays a legend for the color-coded lines.

Employee Information, Overview Tab and To Do List
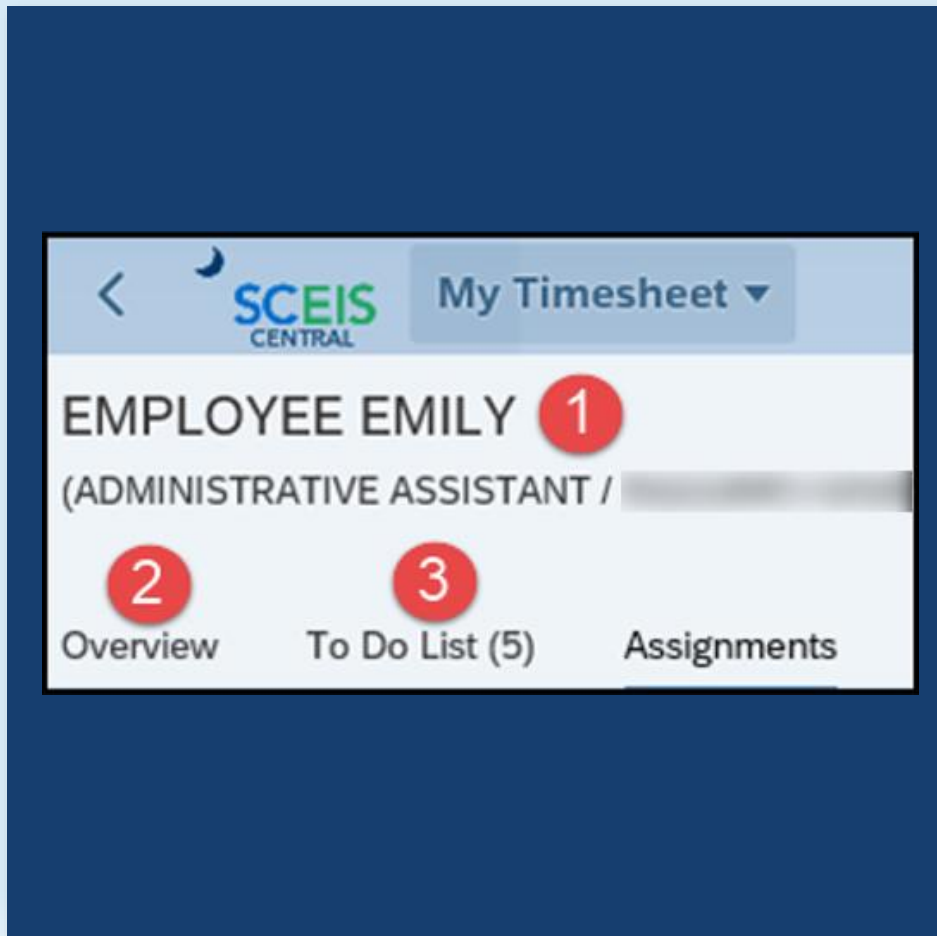
1. The following information will display above the timesheet:
   - Employee name.
   - Internal position title.
   - Position number.
   - Employee Personnel Number.

2. The Overview tab provides access to begin entering working time.

3. A number that appears after the To Do List tab:
   - Indicates the number of days for missing working time.
   - Provides users with the option to click on the tab and quickly see the list of days that are missing working time.
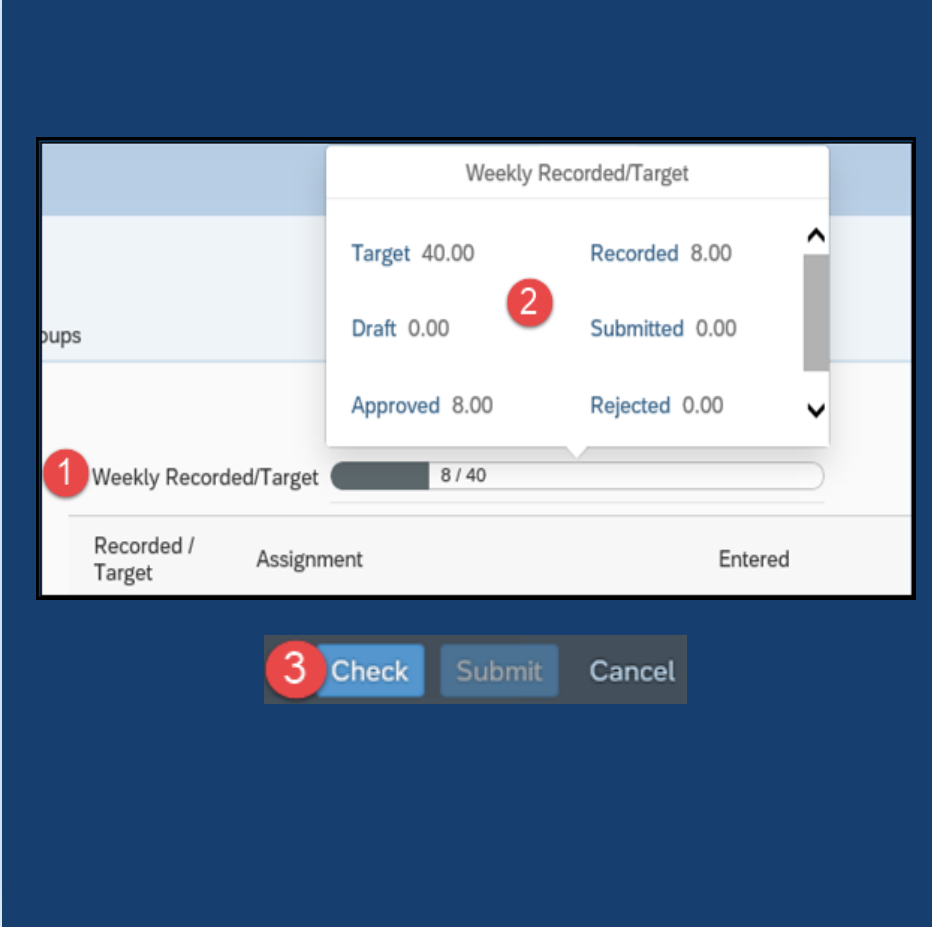
New Features — Assignments and Assignment Groups
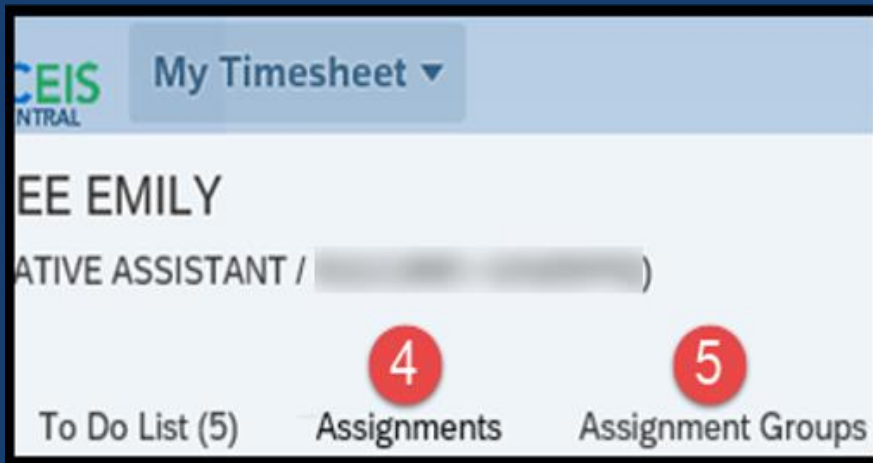
4. Assignments:

   - Allow users to save a time entry and use it again and again.

   - Can be created, saved and used repeatedly.

   - May include the attendance type, start and end times, and Charge Objects, if applicable.

   - Can be deleted when they are no longer needed.

   - Can be edited to include start and end times before being submitted as working time.

5. Assignment Groups are a combination of two or more assignments.

Note: An Ad-hoc Assignment option is available for users who do not want to use Assignments or Assignment Groups to enter working time.

Detailed training will be available in MySCLearning beginning Monday, March 15.

Weekly Recorded/Target Indicator and Check Button

To help users manage time entries:

1. The Weekly Recorded/Target Indicator provides an overview of the number of hours that have been entered for the week versus the number of target hours that should be entered based on the users work schedule in the system.

2. Further detail is available to show weekly totals for the following:

   - Target hours.

   - Recorded hours.

   - Submitted hours.

   - Approved hours.

   - Rejected hours.

3. A Check button must be selected to view potential errors before submitting time.

Managers May Act as Employees to Enter Their Time

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- Managers may record working time on behalf of their employees by using the Act as function in the Timesheet tile.

- Managers can create, edit, and/or delete Assignments and Assignment Groups when Acting as the employee.

- The manager's ID will be recorded as the user entering time.

- When they have finished entering the employee time, they use the Act as Yourself button to return to their own work.

- Managers who do not have access to the My Timesheet tile may use the Team Services tile to enter working time on behalf of their employees.

- All other manager functions remain the same in SCEIS Central.

Detailed training will be available in MySCLearning beginning Monday, March 15.

Glossary of Terms

- V3 — Version 3.
- Overview — The tab used to begin entering working time.
- To Do List — Indicates the number of days for missing working time.
- Assignments — A template that can be created and saved so that it can be used to populate the timesheet with relevant values such as attendance type, start and end times, and cost object details, if applicable.
- Assignment Groups — A combination of two or more Assignments.
- Ad-hoc Assignments — Available for users who prefer to not create Assignments or Assignment Groups or for time entries that will not be reused in future (once off entries).
- Check button — Must be selected to validate time entries and view any potential errors before submitting time.
- Act as — Allows managers to record working time on behalf of their employees.

For more information, please also review the Version 3 My Timesheet Frequently Asked Questions.

Detailed training will be available in MySCLearning beginning Monday, March 15.