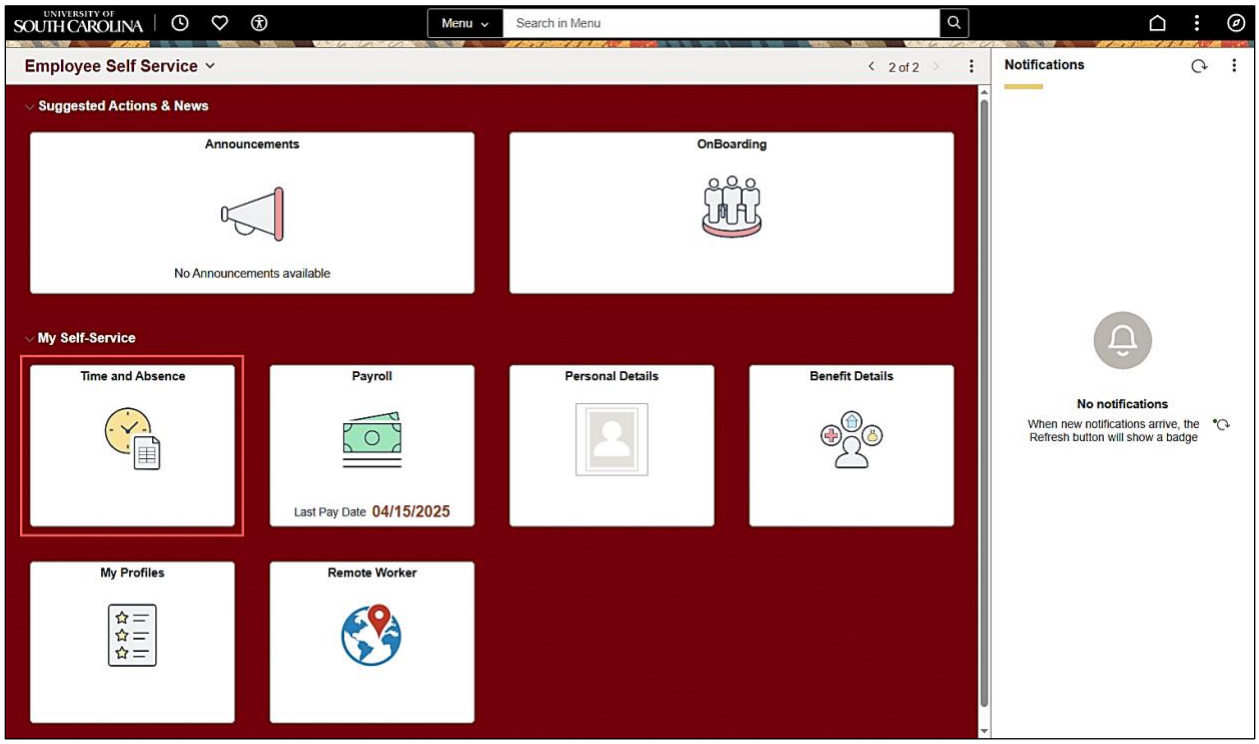
UNIVERSITY OF
South Carolina

Office of the Controller
Time and Labor - ESS
Edit a Submitted Timesheet - Exempt

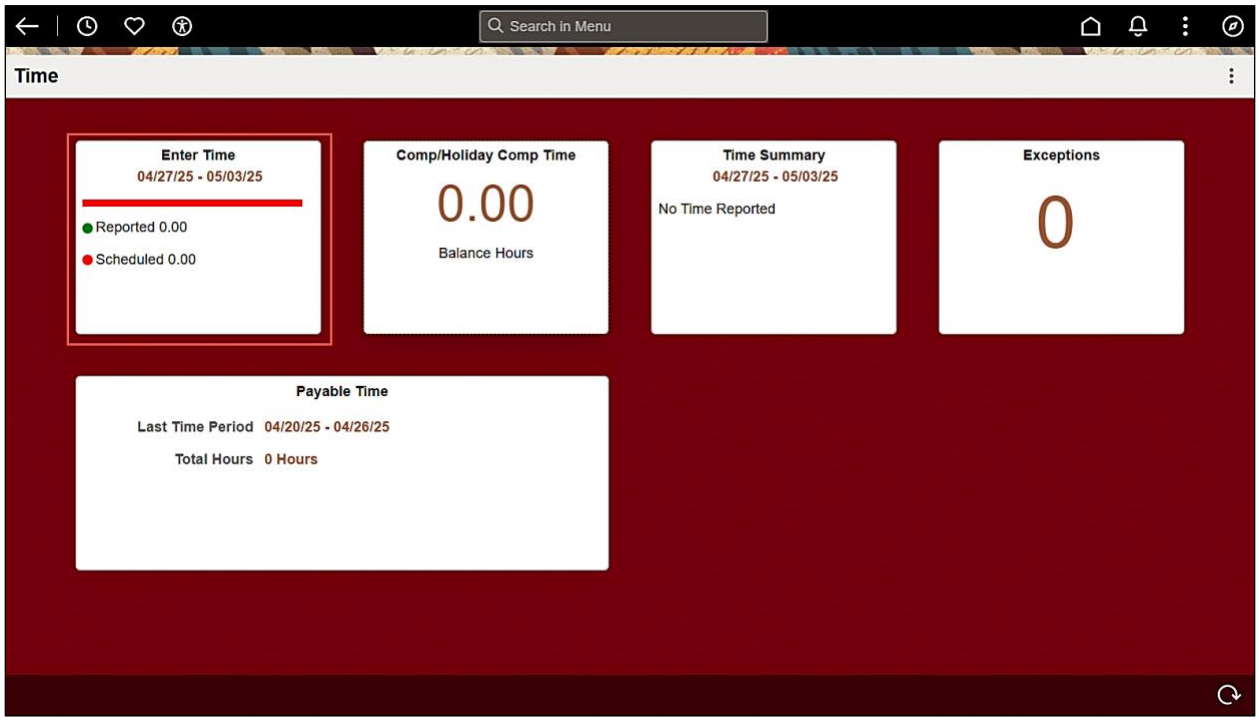
How to edit a submitted timesheet for an exempt employee: This job aid outlines how an exempt employee can edit a timesheet that has already been submitted and approved by their manager or TL/ABS Approver.

Navigation: Employee Self Service > Time and Absence > Enter Time

Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

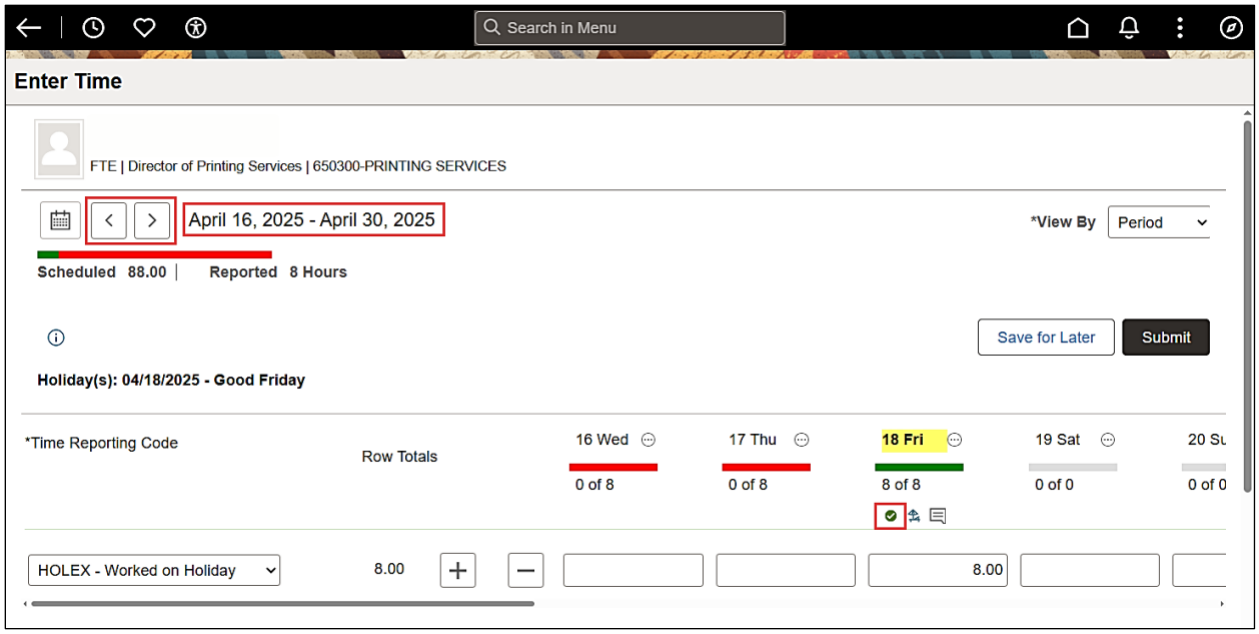


Step 2: Click the **Enter Time** tile, to enter time on a timesheet.

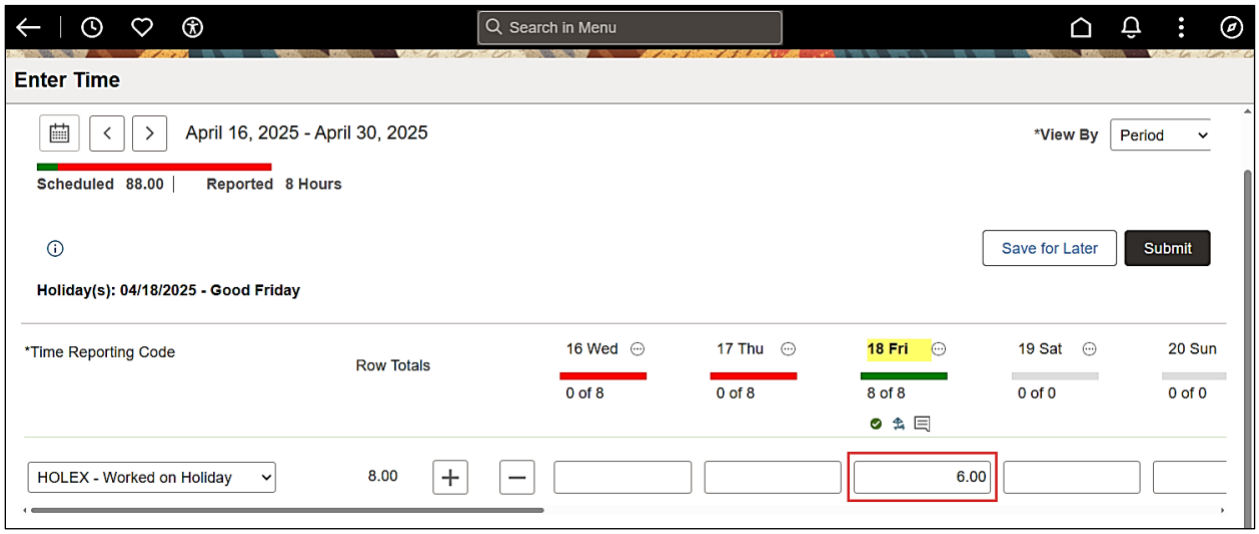


Step 3: Be sure to select the correct timesheet for the work week you would like to edit. Use the **Arrows** to navigate to the appropriate timesheet.

Notice the time for that time has been approved as indicated by the .



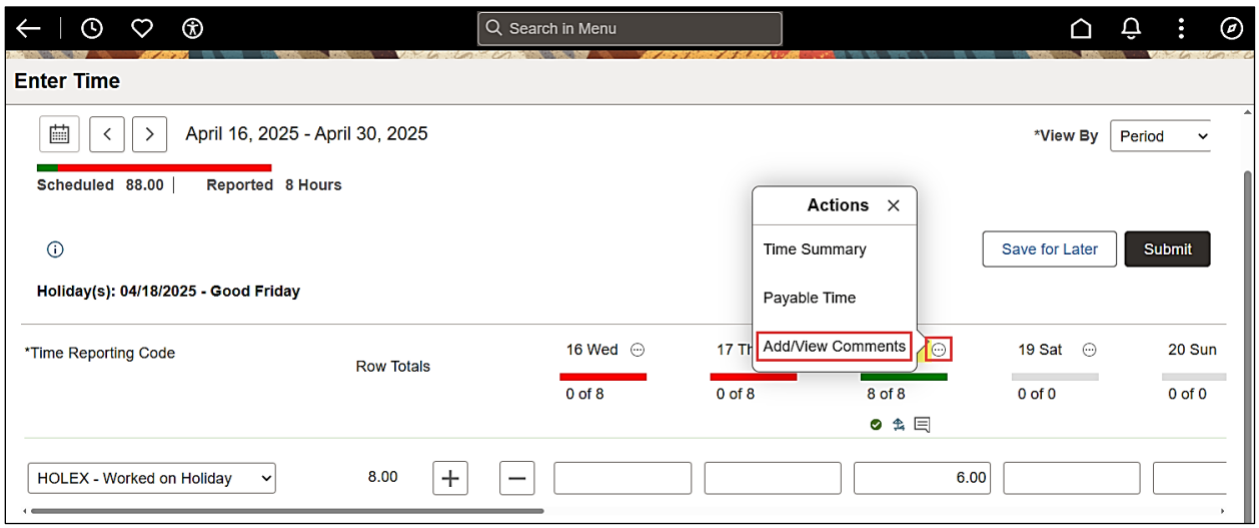
Step 4: To edit the time, click in the **Time Entry** field for the day(s) you would like to change and enter the corrected hours.



You can enter comments about the edited time entries if you feel additional information is needed.

Step 5: Click the **three dots icon** next to the date to bring up further actions.

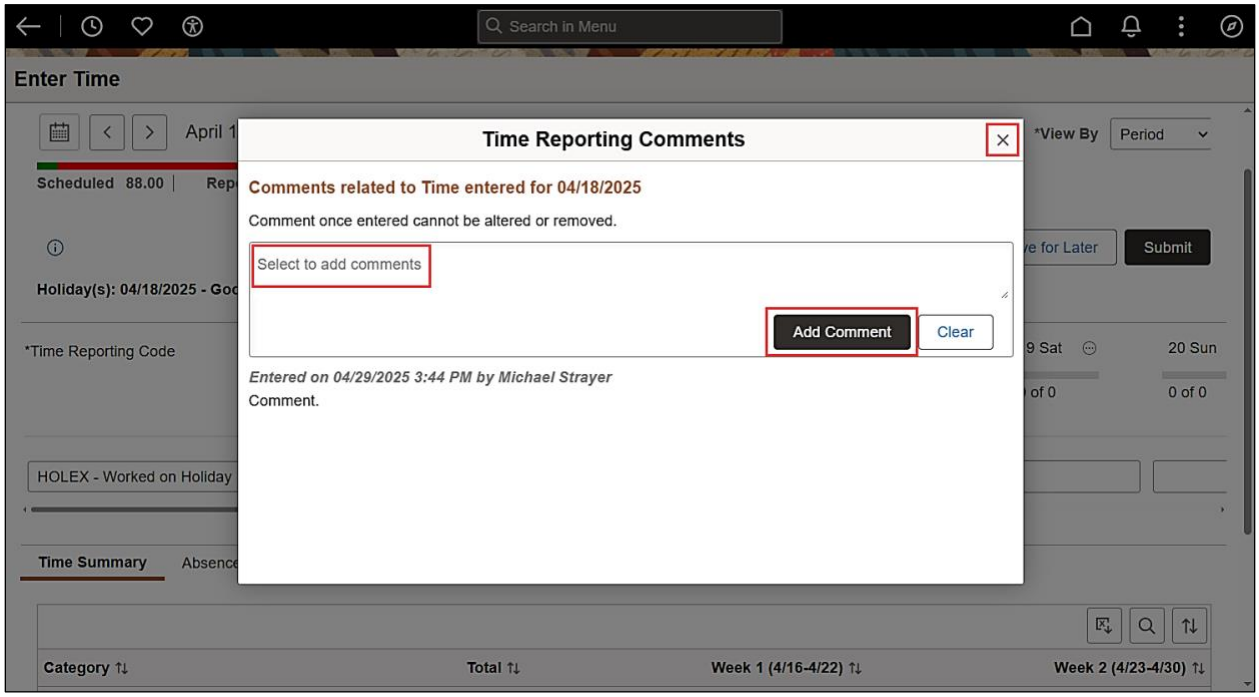
Step 6: Click the **Add/View Comments** option. Use the **Comments** page to enter comments for the reported time.



Step 7: Click in the **Comment** field and enter a comment applicable to the time entered.

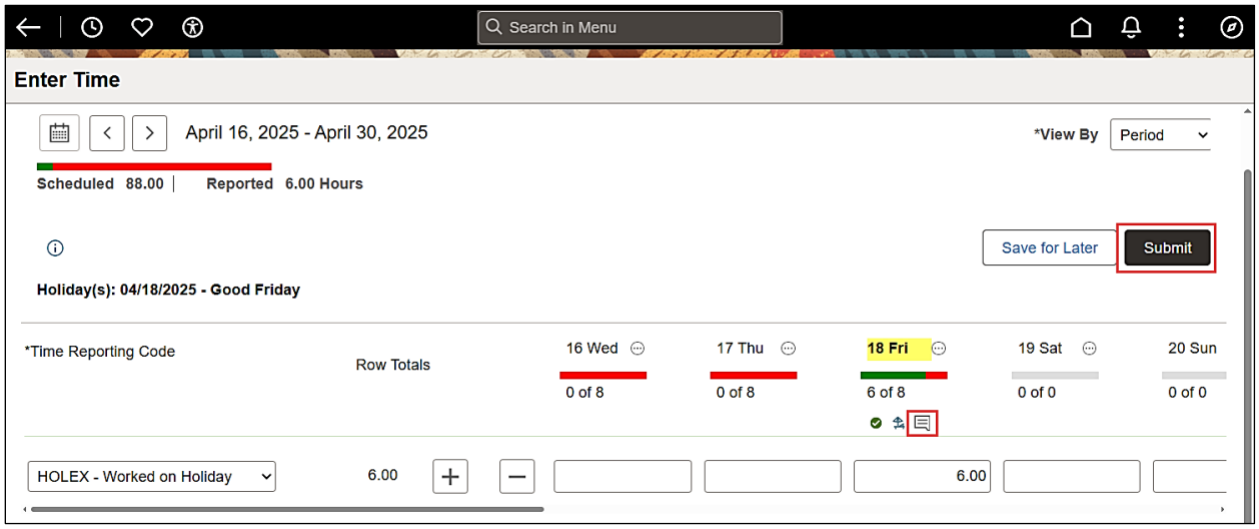
Step 8: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

Step 9: Click the **X** to close the Time Reporting Comments page.



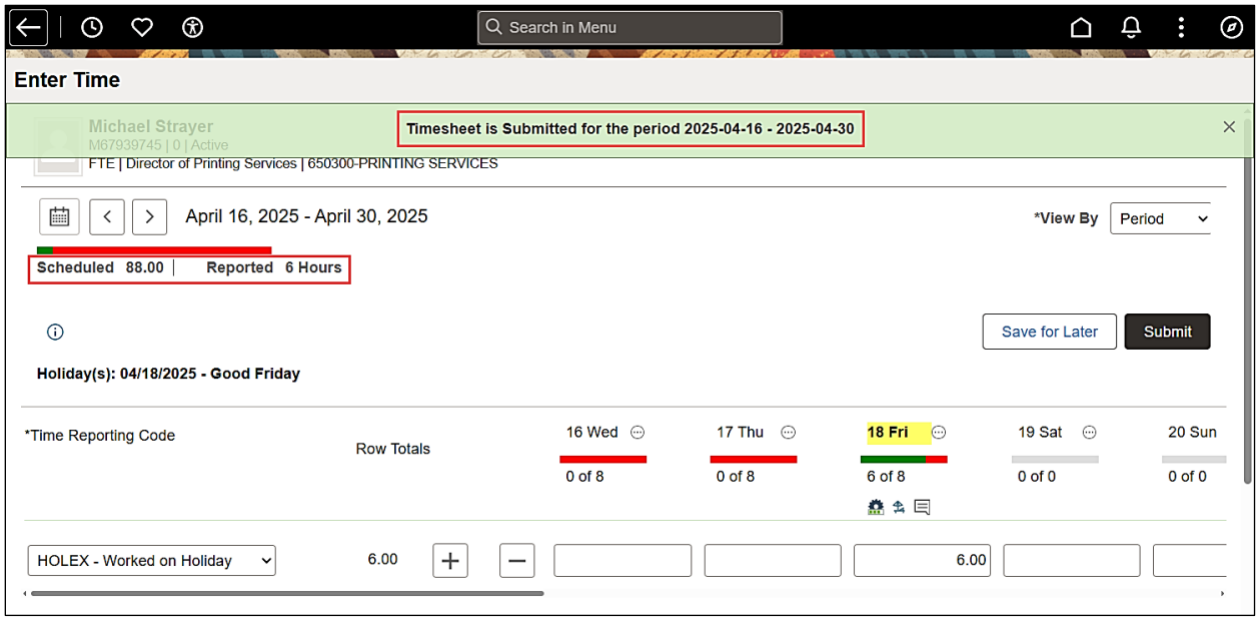
Notice when a comment has been added to a specific time entry, a speech bubble icon appears underneath that day.

Step 10: The edits have been made to the timesheet. Click the **Submit** button to submit the timesheet for approval.

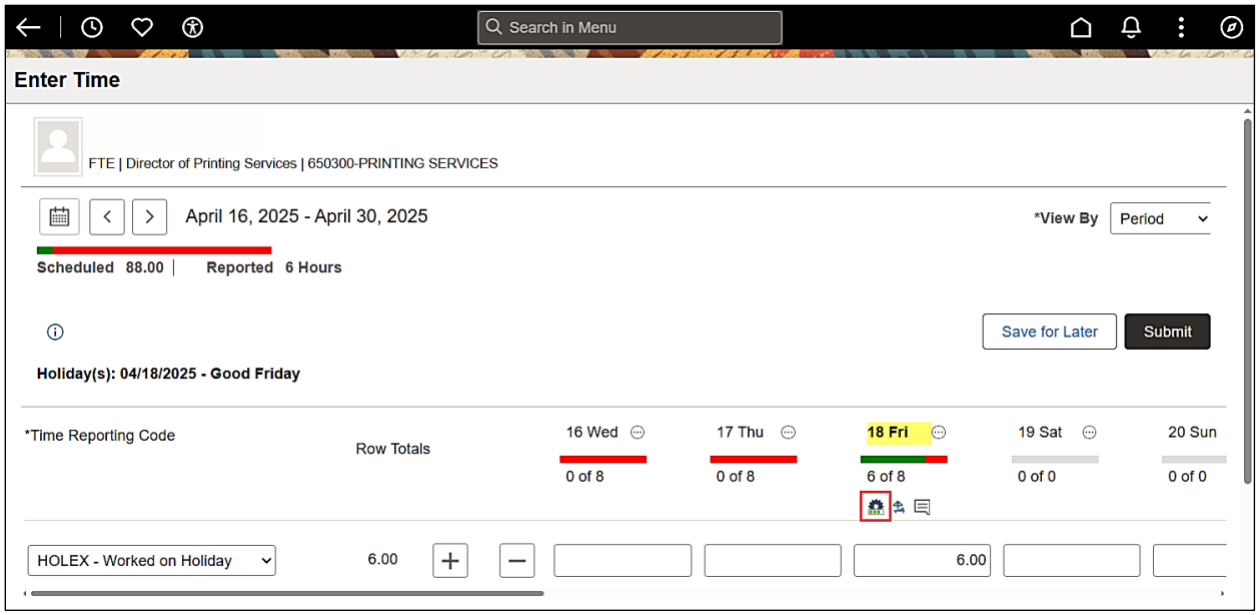


Once the timesheet has been submitted correctly, you will see a message across the top of the screen saying that the timesheet has been submitted successfully. An email is generated that will automatically be sent to you and your supervisor's inbox.

The summary at the top of the page will show the **Reported** total based on the edits made for the week in view. As an exempt employee, remember the only hours you report are for absences or hours worked during a hazardous weather event or on a university holiday. All other days will appear with zero reported hours.



Step 11: When submitted, the **Pending Approvals** icon appears for the days' time is entered indicating the timesheet is waiting for approval. Click the **Information Symbol** icon to view the legends used and a short description of each one.



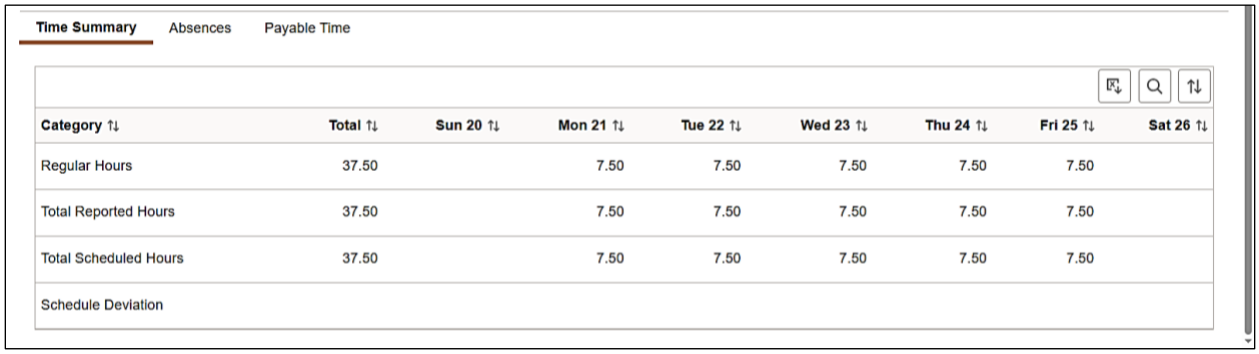
The most common icons that may appear in the **Daily Status** box are:

- The timesheet has been saved for later.
- The entered time has been approved.
- The time entered has been submitted and is pending approval.
- The time entered has been denied
- The time entered has been pushed back
- The user has an exception that needs to be fixed before submitting the timesheet.
- The user has submitted an absence.
- The absence has been saved.
- The absence is in process.
- The absence has been approved.
- The absence has been denied.
- The absence has been pushed back.
- The day is a holiday.

Note: You can go back to enter or adjust timesheets 30 days prior to the current day.

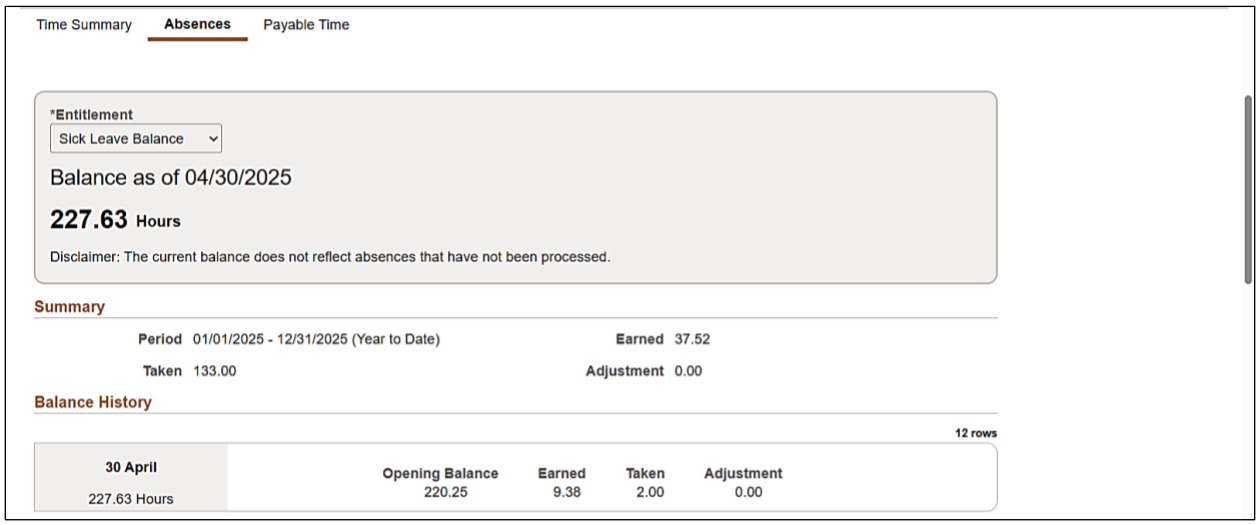
Below the timesheet, there are multiple tabs that give more information.

The **Time Summary** tab shows employees a clear summary of their reported hours for the selected pay period.

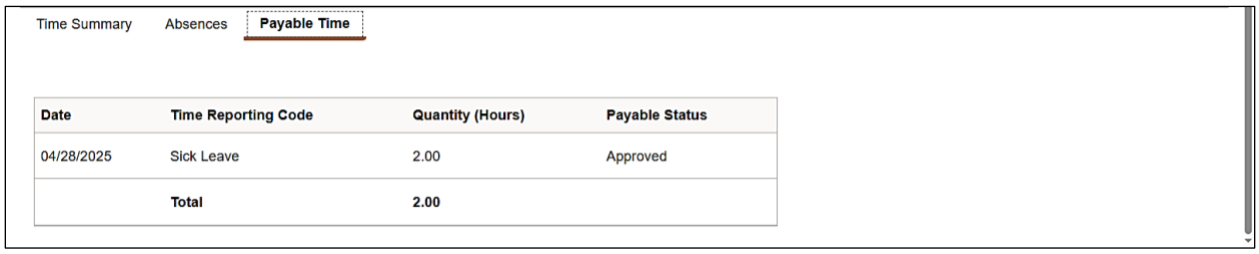


Category	Total	Sun 20	Mon 21	Tue 22	Wed 23	Thu 24	Fri 25	Sat 26
Regular Hours	37.50		7.50	7.50	7.50	7.50	7.50	
Total Reported Hours	37.50		7.50	7.50	7.50	7.50	7.50	
Total Scheduled Hours	37.50		7.50	7.50	7.50	7.50	7.50	
Schedule Deviation								

The **Absences** tab on the Fluid Timesheet gives employees a summary of their sick and annual leave balances.



The **Payable Time** tab is the final, approved work time that's been processed and is ready to be paid through payroll. It's created by the Time Administration process and includes hours, units, or amounts that have been validated for payment.



Date	Time Reporting Code	Quantity (Hours)	Payable Status
04/28/2025	Sick Leave	2.00	Approved
	Total	**2.00**	

You successfully learned how to edit a submitted timesheet as an exempt employee.