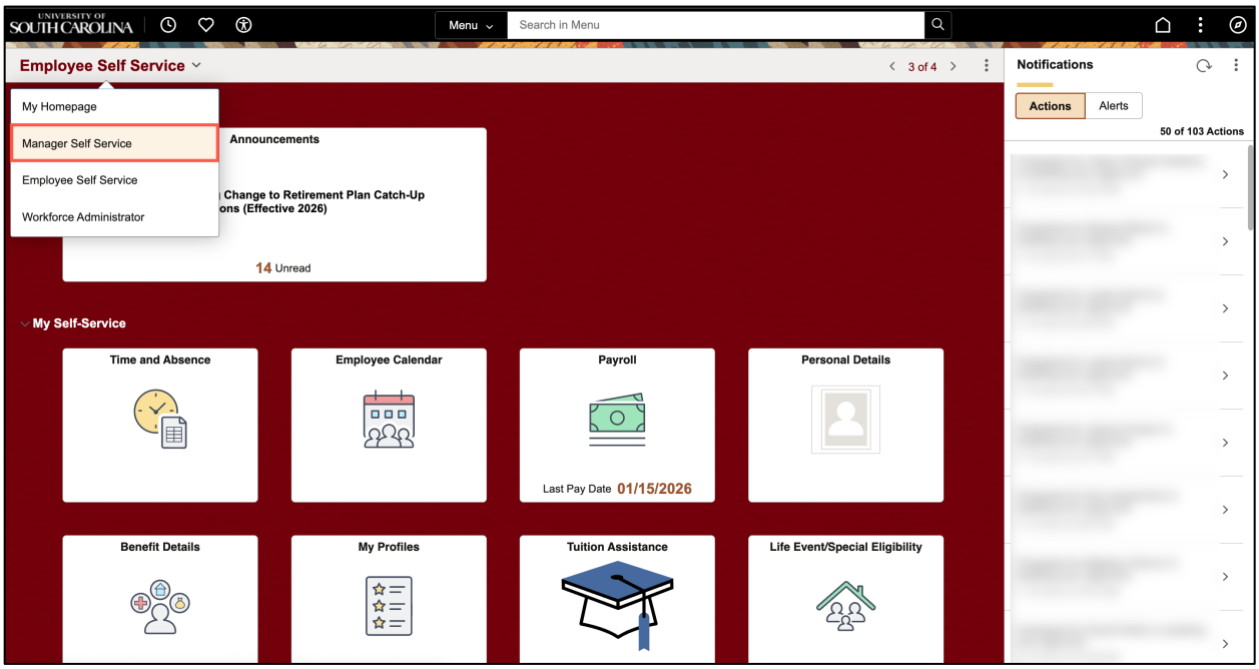
UNIVERSITY OF
South Carolina

Office of the Controller
Time and Labor – MSS
Enter Telecommuting Time on a Timesheet on Behalf of an Hourly Employee

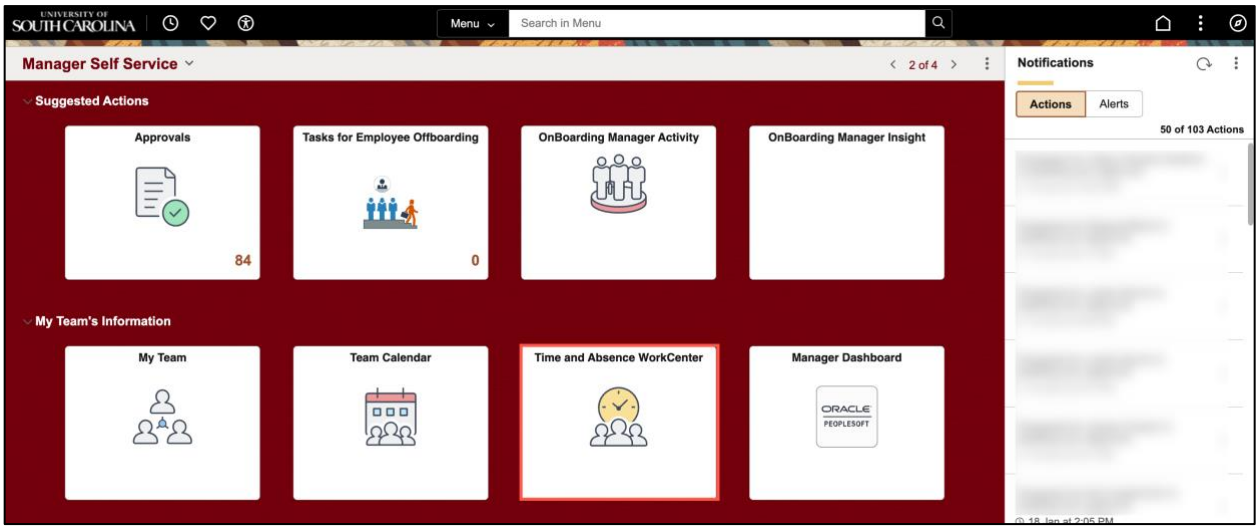
This job aid outlines how to enter or adjust telecommuting days and hours on behalf of an eligible Salary Non-Exempt employee as a manager in PeopleSoft HCM.

Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop down arrow and select **Manager Self Service** from the list.



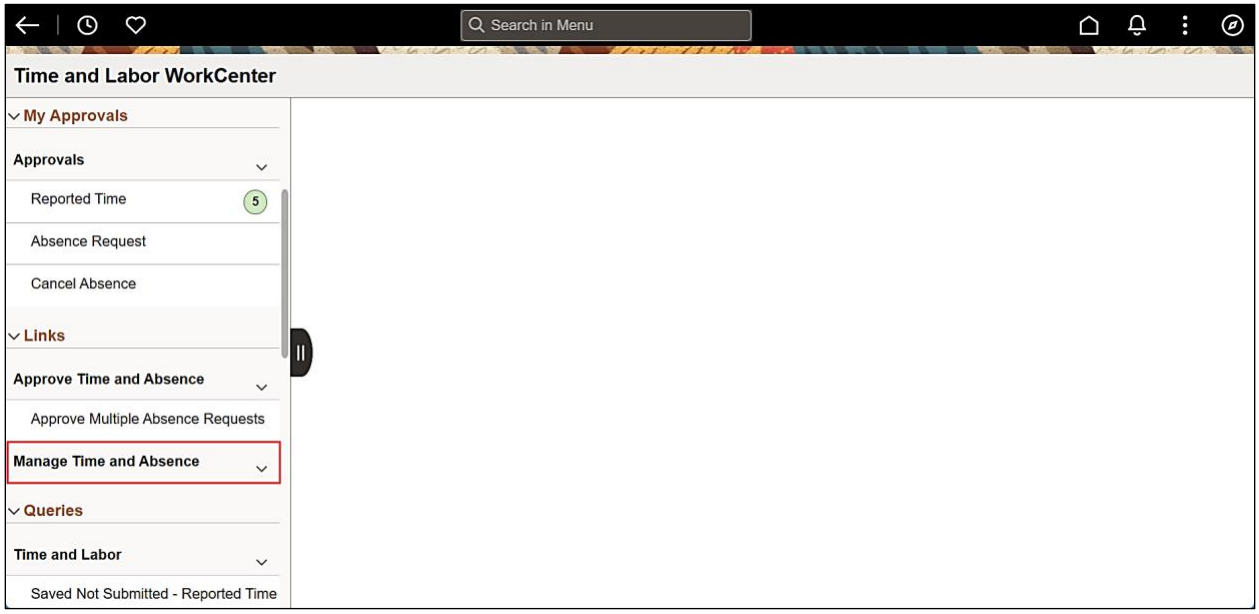
Step 2: Click the **Time and Absence Workcenter** tile.



Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

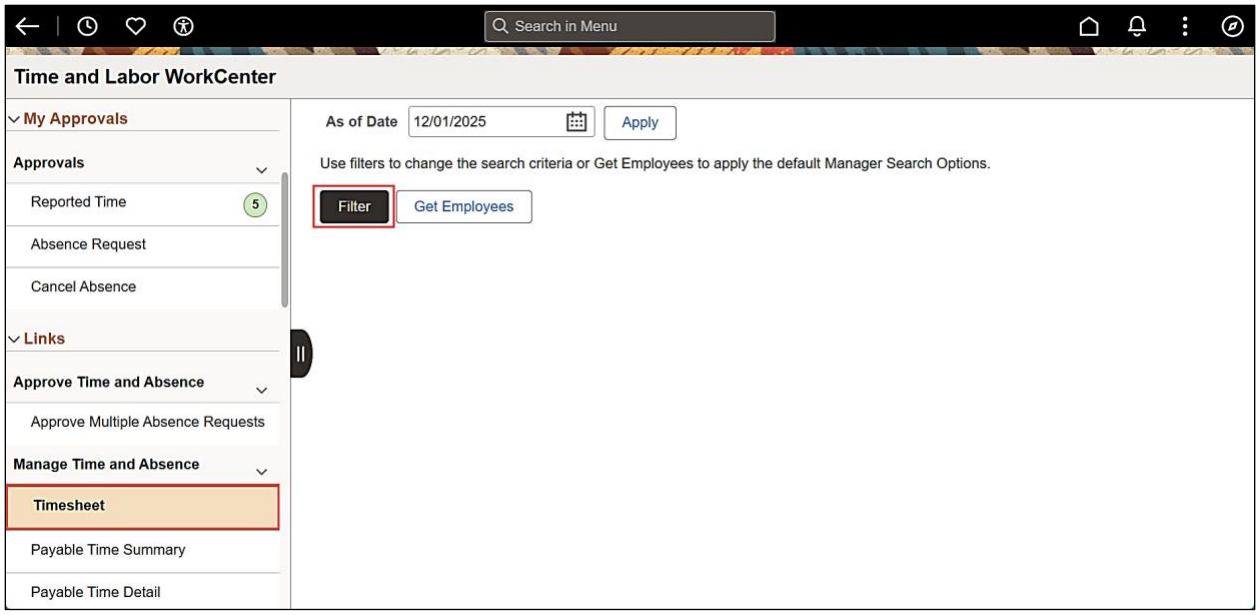
The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

Step 3: Click the **Manage Time and Absence** drop-down arrow.



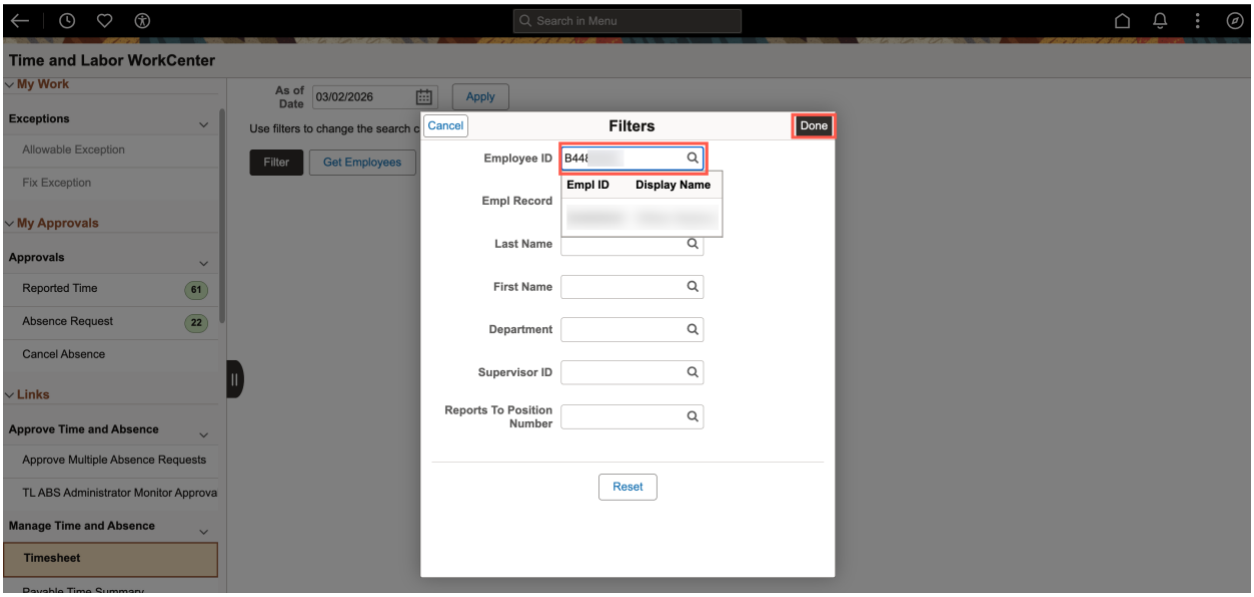
Step 4: Click the **Timesheet** option from the list.

Step 5: To enter time for a specific employee, begin by clicking the **Filter** button.

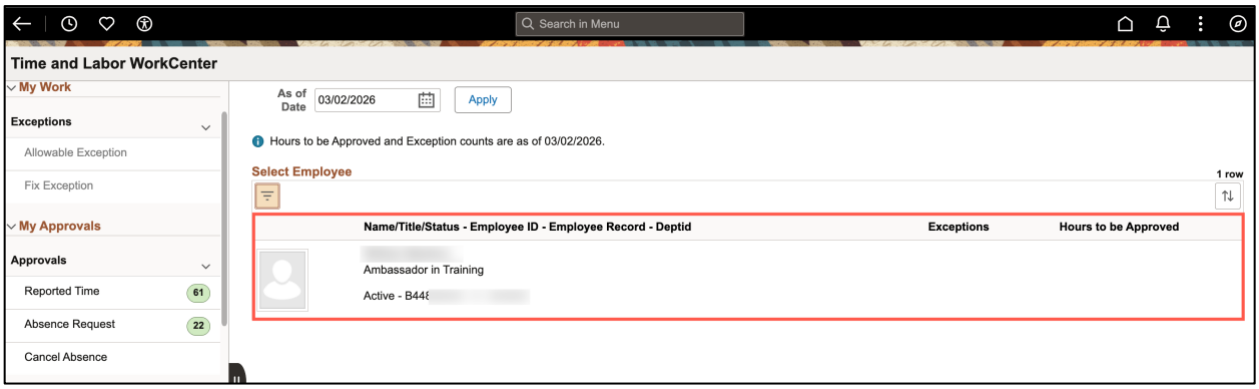


Step 6: To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

Step 7: Click **Done** to move on to the Enter Time page.



Step 8: Click the **Employee Name/Tile** line to view the Enter Time page.



In this example, the employee is approved to telecommute two days per week: Tuesday and Wednesday, working 7.5 hours per day. During this week, the employee telecommuted on Tuesday as scheduled, but instead of telecommuting on Wednesday, the employee telecommuted on Thursday due to a campus internet outage.

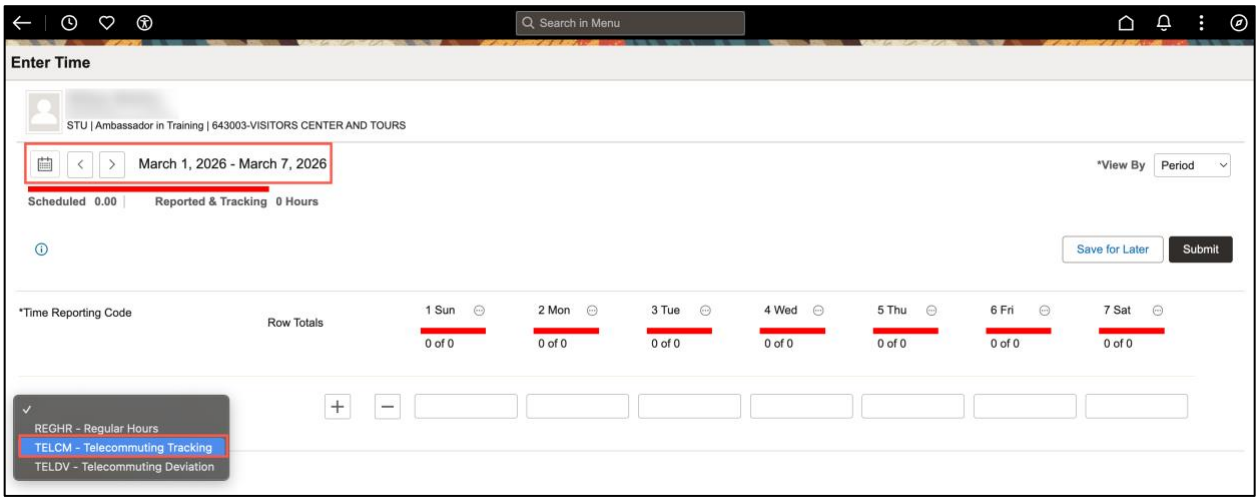
You can go back to enter and adjust timesheets 60 days prior to the current day on behalf of an employee.

Step 9: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet. Begin by selecting the appropriate **Time Reporting Code** (TRC).

Step 10: Click the **Time Reporting Code** drop-down arrow.

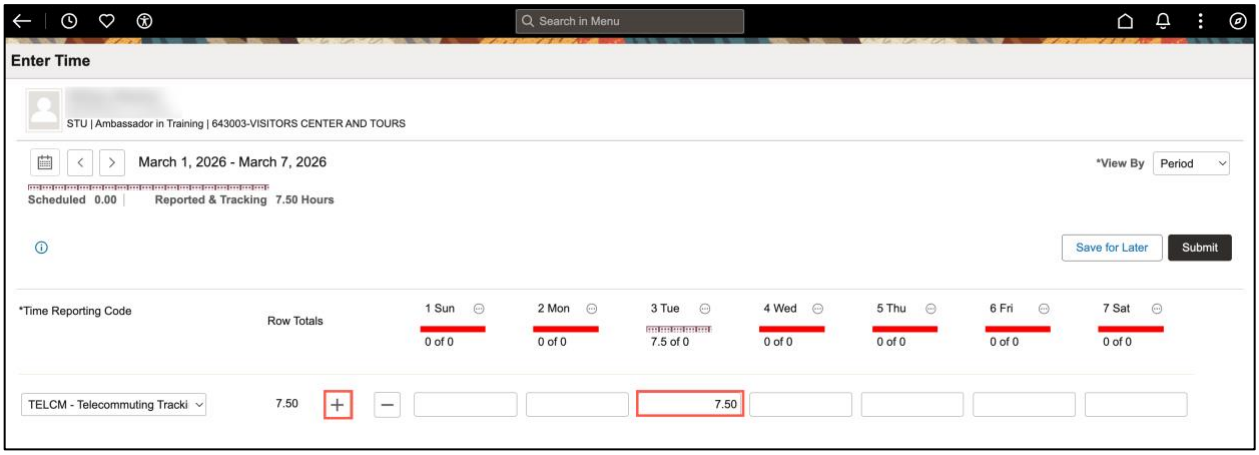
Step 11: Select TELCM – Telecommuting Tracking or TELD – Telecommuting Deviation.

- **TELCM – Telecommuting Tracking** should be used for telecommuting as outlined in the employee's telecommuting agreement.
- **TELD – Telecommuting Deviation** should be used for any telecommuting outside the approved telecommuting schedule or for those with no agreement and had to telecommute for other extenuating circumstances.
    - **Example 1:** If an employee's agreement lists Tuesday and Wednesday as remote days, but they work remotely on Thursday instead of Wednesday, the Tuesday will be marked as Telecommuting Tracking (TELCM) and Thursday must be recorded as a deviation (TELD).
    - **Example 2:** Short-term telecommuting must be recorded as a deviation if it exceeds more than 2 hours during the employee's regular workday (e.g., working from home while waiting on a plumber).



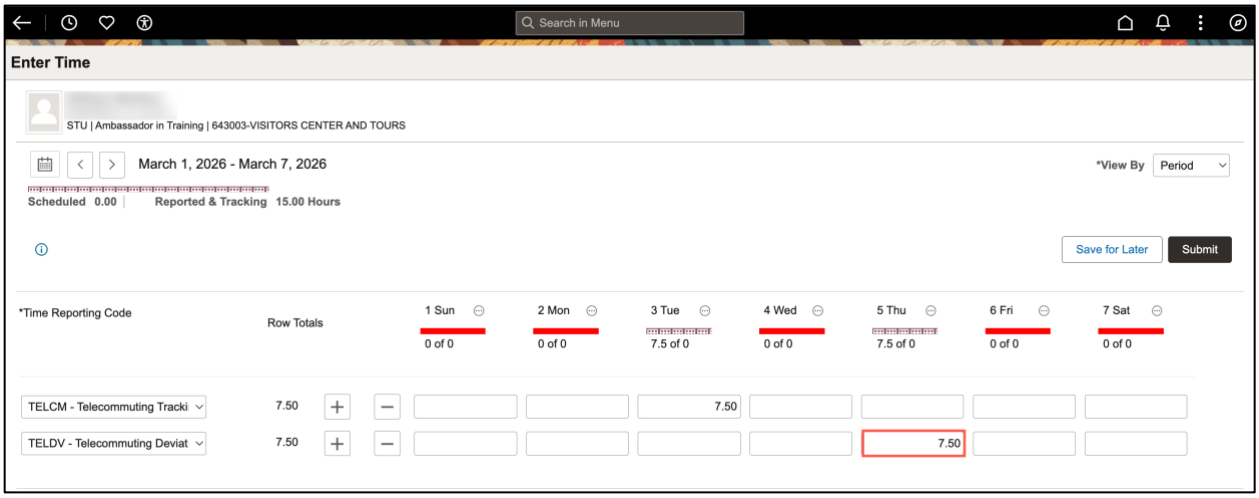
Step 12: For this approved telecommuting, enter 7.5 hours on Tuesday and leave all other days' blank on this row.

Step 13: Click the **+ plus** icon to add a new row. On a new row, open the Time Reporting Code dropdown menu.

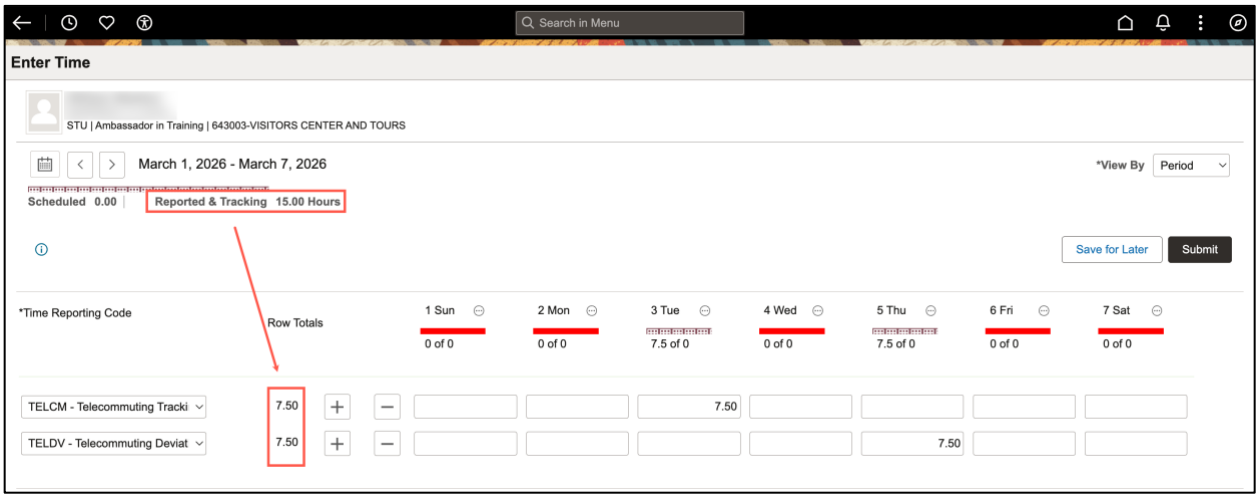


Step 14: Select **TELD – Telecommuting Deviation**. This telecommuting code should be used for any telecommuting outside the approved telecommuting schedule or for those with no agreement and had to telecommute for other extenuating circumstances.

Step 15: For this telecommuting deviation, enter 7.5 hours on Thursday and leave all other days' blank on this row.



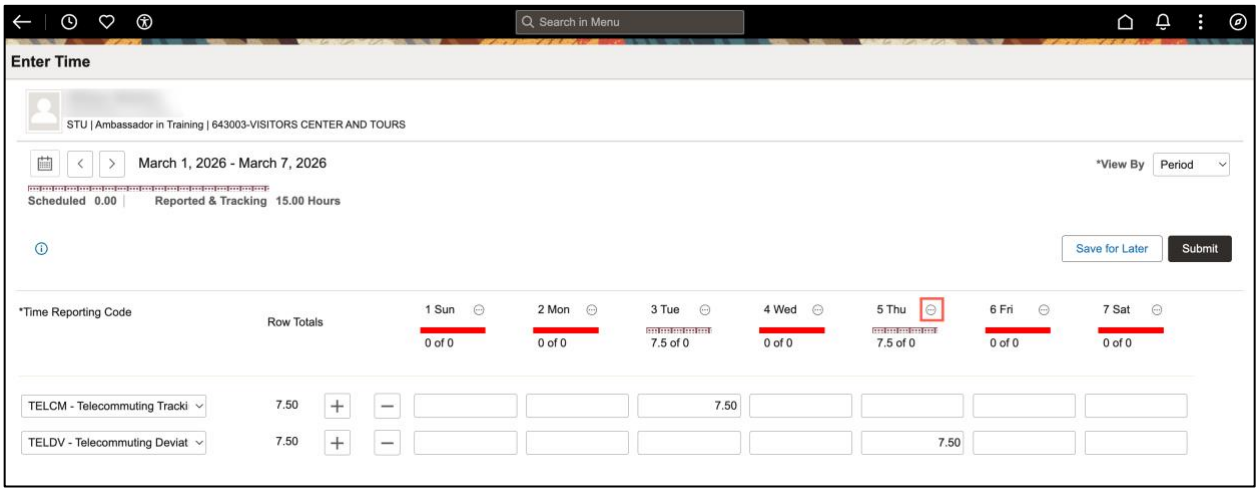
Step 16: Notice the telecommuting hour totals at the top of the timesheet and in the time reporting code row.



Step 17: Because **TELD – Telecommuting Deviation** is used, comments are required.

For more information and examples of telecommuting deviation reasons, please review the Telecommuting Deviation Reasoning table on the following page. This reference outlines approved deviation categories and examples to support accurate and consistent time entry.

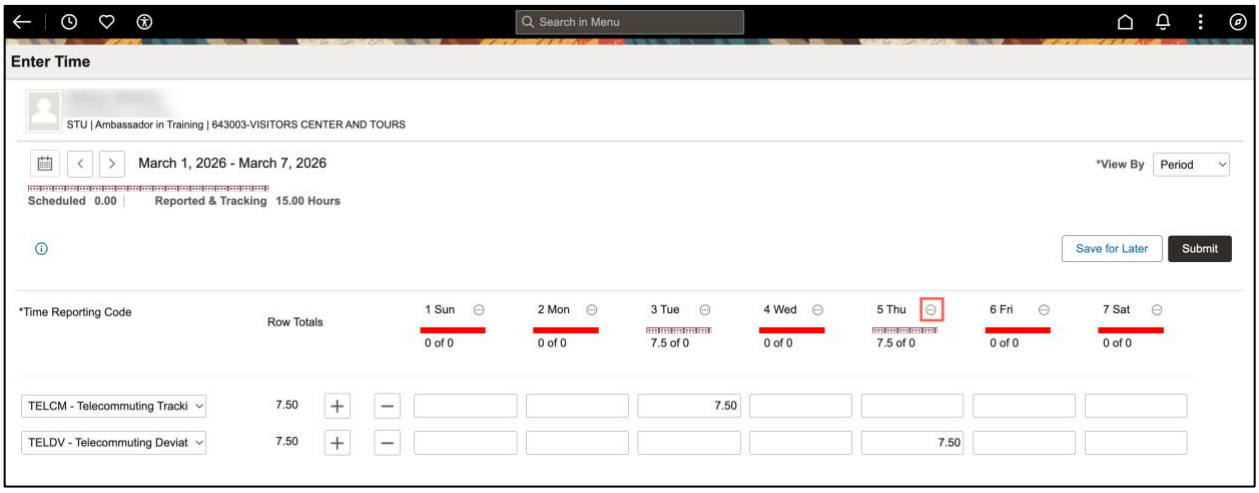
Step 18: Click the **three dots** icon next to the date to bring up further actions.



Comments are required for Telecommuting Deviation about the reason for the remote work. Below are identified deviation reasons:

Category	Deviation Reason
Medical and Health – Related	Medical reason (self)
	Medical appointment (self)
	FMLA-related absence or arrangement
	Preventive measures due to illness exposure
Family and Caregiving	Sick, post-procedure, or surgery of child/family member (presence at home, no supervised care required)
	Dependent school schedule issue (where child is self-sufficient and childcare not required)
	Family medical appointment
Appointments and Scheduling	Schedule adjustment due to personal appointment
	Schedule adjustment due to work appointment
	Temporary schedule change (e.g., swapped telecommuting day)
Transportation and Commute Issues	Vehicle repair or transportation issue
	Unable to commute to campus
Home and Personal Logistics	Home repair or maintenance
	Utility or internet outage at home
	Contractor or service appointment at home
	Unforeseen personal matter
Campus and Facilities Issues	Building internet outage
	Campus facility or safety-related building issue or construction
	Office space limitations
Work – Related and Operational Needs	Project-based work requiring minimal interruption or high-focus work
	Completion of mandatory training
	Deadline-driven work approved by supervisor
	Preparation for major work-related event or project
	Year-end or time-sensitive operational work

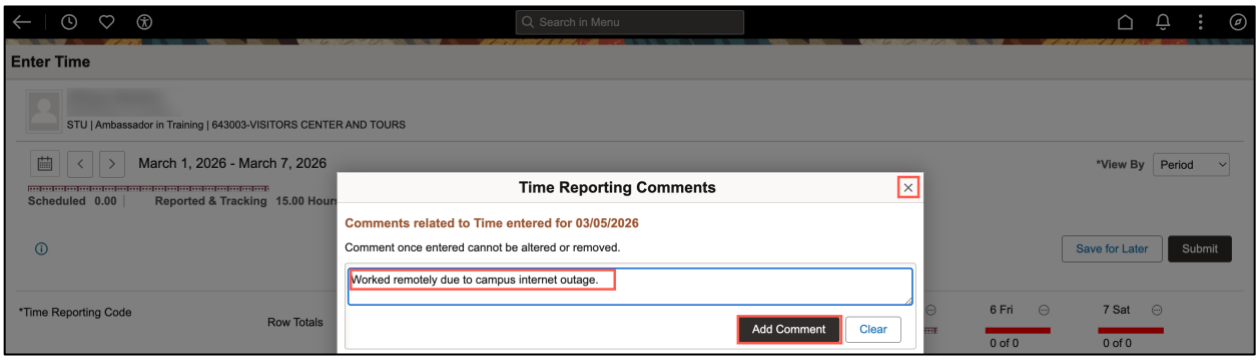
Step 19: Click the **Add/View Comments** option. Use the Comments page to enter comments for the reported time.



Step 20: In the comment field, enter the reason for the deviation. For example: 'Worked remotely due to campus internet outage.' This reason aligns with the Campus and Facilities Issues deviation category.

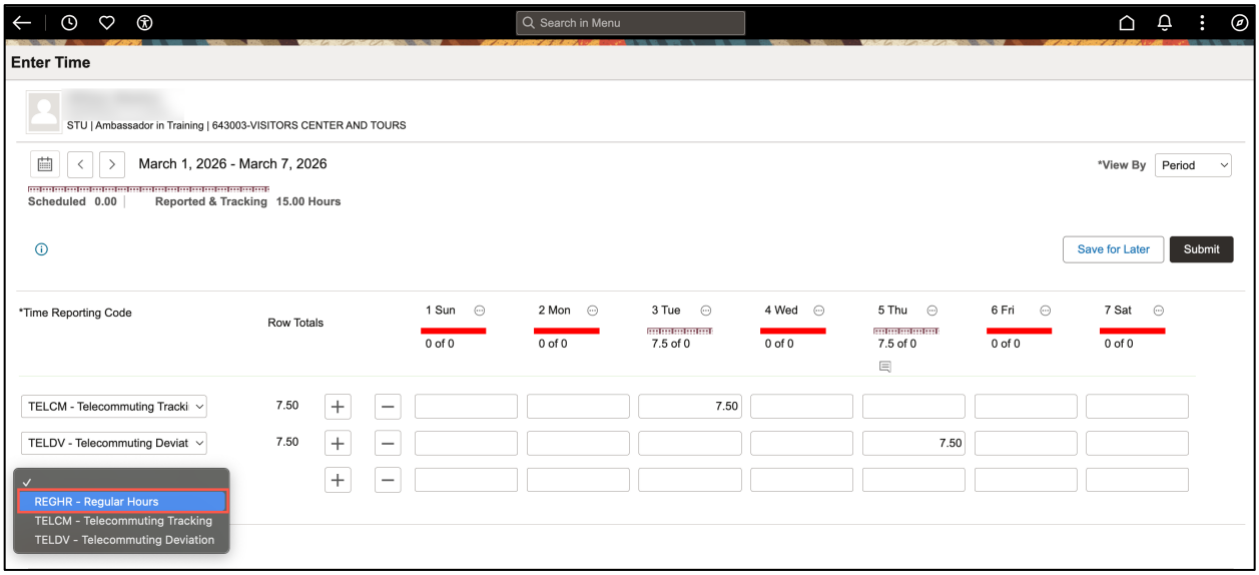
Step 21: Select **Add Comment**. The system records the comment with a timestamp and the name of the individual who entered it.

Step 22: Click the **X** to close the Time Reporting Comments page.



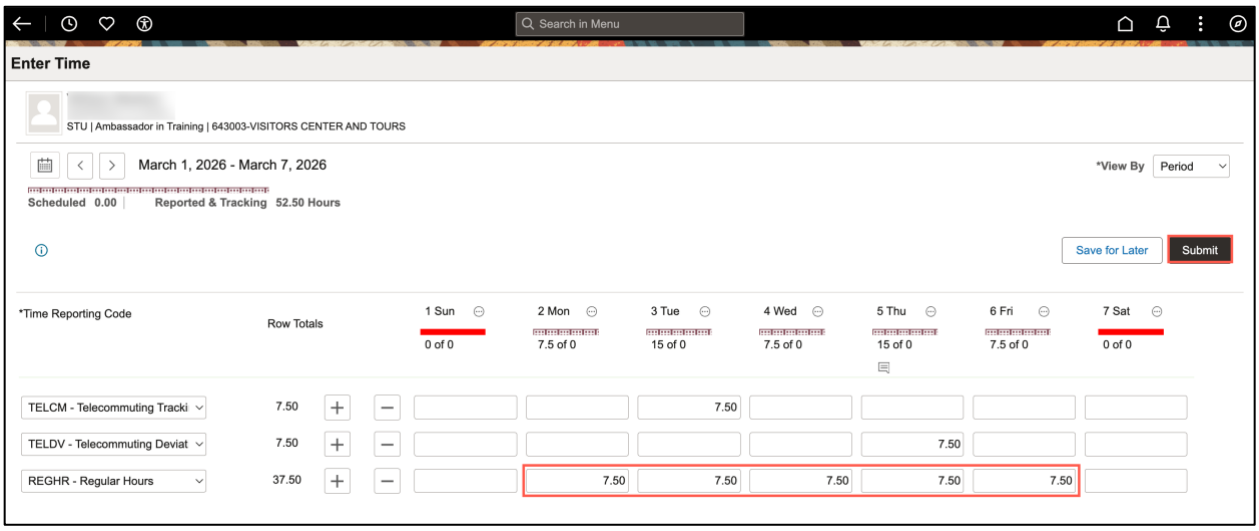
Step 23: Notice when a comment has been added to a specific time entry, a speech bubble icon appears underneath that day.

Step 24: An hourly employee is required to submit time each week for all hours worked. To complete the timesheet, click the **+ plus** icon button and select REGHR - Regular Hours from the Time Reporting Code menu.



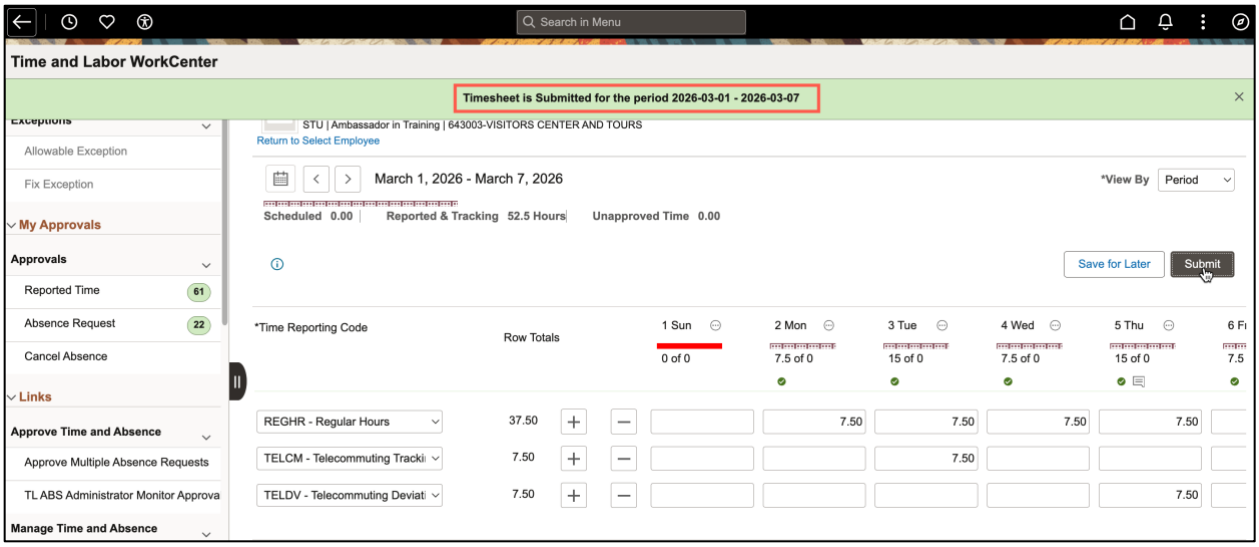
Step 25: The timesheet is complete. Click the Submit button to submit the timesheet for approval.

Note the Reported and Tracking hours at the top of the timesheet. The 15 hours entered using the telecommuting codes are for tracking purposes only, the employee will not get paid for those additional hours.

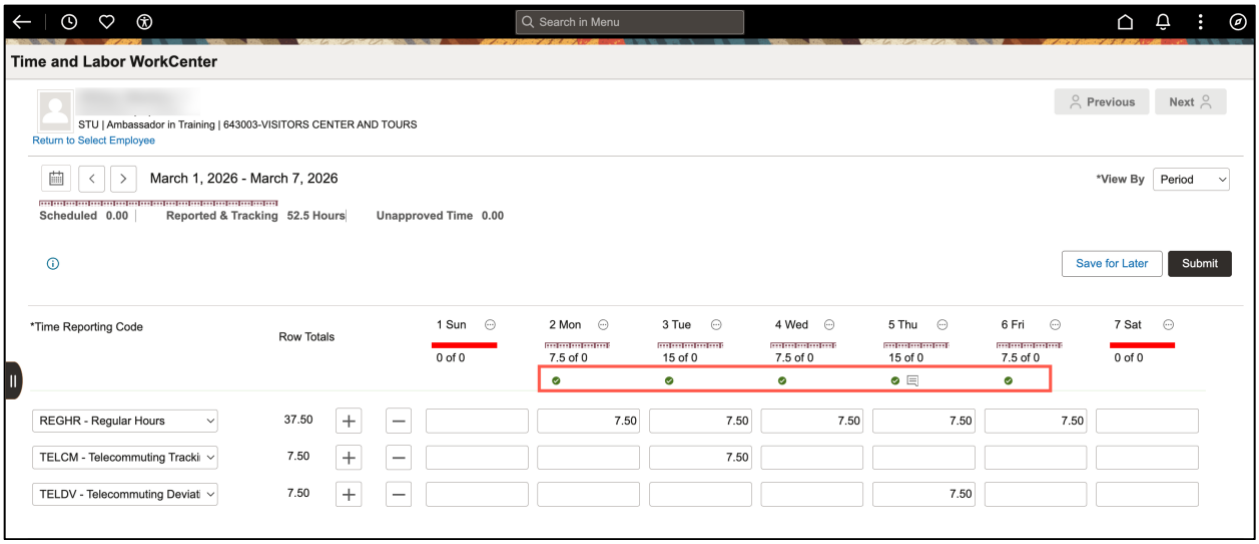


Step 26: When the timesheet is submitted, a message appears across the top of the screen saying that the timesheet is submitted successfully. An email is generated that will automatically be sent to the employee.

The summary at the top of the page will show the Scheduled total and Reported & Tracking total for the week in view.



Step 27: When submitted, the Approved icon appears for the days' time is entered indicating the timesheet is approved.



That is how approved telecommuting time is entered by a manager using the **TELCM – Telecommuting Tracking** and **TELDV – Telecommuting Deviation** time reporting codes for an exempt employee with an approved telecommuting agreement.