



Manager Self Service Guide to Reporting Time

Manager Guide to Report Time

Objectives

The purpose of this guide is to teach supervisors how to accurately report time.

Before You Begin

You must have the following:

- ✓ Supervisory Status and/or are the *Report To* for the employee(s)
Position
- ✓ PeopleSoft Manager Self Service Log-in User ID and Password
- ✓ Employee ID

When to Use

- ✓ When you need to update or make corrections to a Non-Exempt employee's timesheet.

NOTE: Managers should not be making changes to exempt employee timesheets, changes should be made by the employee.

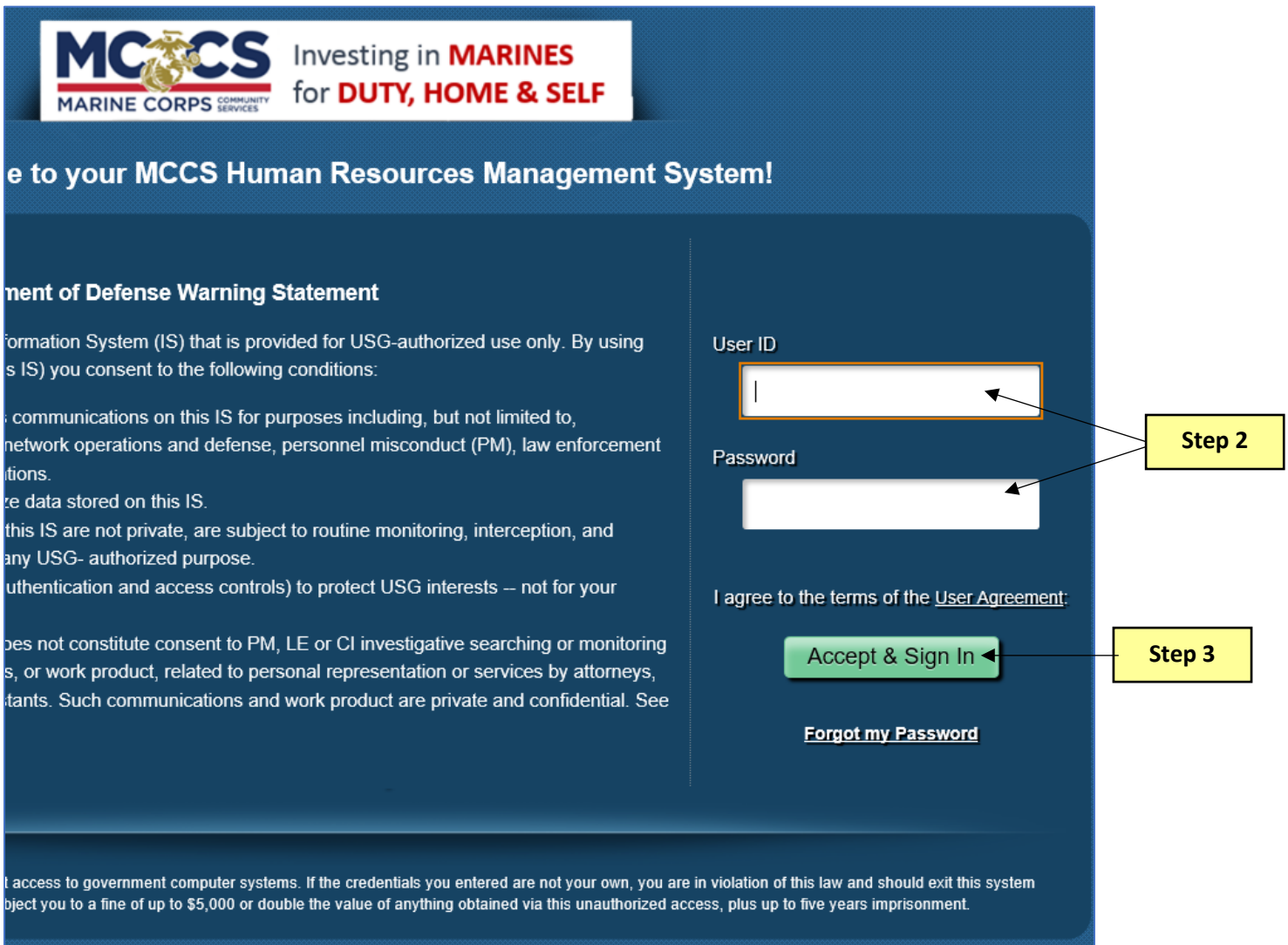
Step 1: Enter the following URL link into the address bar on Internet Explorer.

<https://hrms.usmc-mccs.org>



Step 2: Log into Manager Self Service by entering your **User ID** and **Password**.

Step 3: Select the **Accept & Sign In** button.



MCCS Investing in **MARINES**
MARINE CORPS COMMUNITY SERVICES for **DUTY, HOME & SELF**

Welcome to your MCCS Human Resources Management System!

Statement of Defense Warning Statement

Information System (IS) that is provided for USG-authorized use only. By using this IS you consent to the following conditions:

- Communications on this IS for purposes including, but not limited to, network operations and defense, personnel misconduct (PM), law enforcement operations.
- Data stored on this IS.
- Information on this IS are not private, are subject to routine monitoring, interception, and any USG-authorized purpose.
- Authentication and access controls) to protect USG interests – not for your
- Does not constitute consent to PM, LE or CI investigative searching or monitoring, or work product, related to personal representation or services by attorneys, agents. Such communications and work product are private and confidential. See

User ID

Password

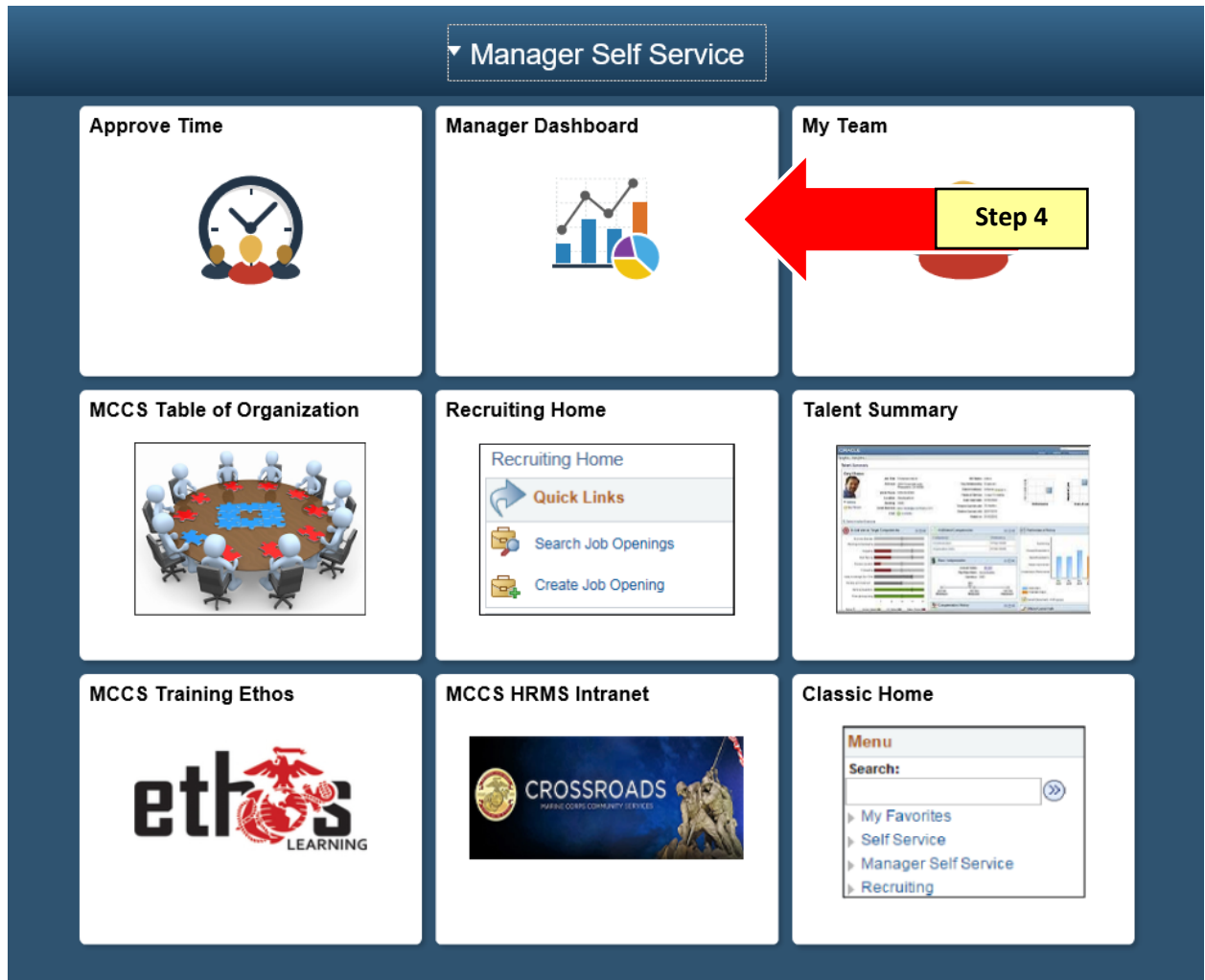
I agree to the terms of the [User Agreement](#):

Accept & Sign In

[Forgot my Password](#)

Unauthorized access to government computer systems. If the credentials you entered are not your own, you are in violation of this law and should exit this system. Subject you to a fine of up to \$5,000 or double the value of anything obtained via this unauthorized access, plus up to five years imprisonment.

Step 4: Select the **Manager Dashboard** tile on your Manager Self Service homepage.



Step 5: Select the **Timesheet** link.

The screenshot shows the Manager Dashboard interface. The 'Quick Links' section is highlighted, and the 'Timesheet' link is enclosed in a red box. A yellow box labeled 'Step 5' has an arrow pointing to the 'Timesheet' link. Other sections include 'Company Directory', 'Time Management Alerts', 'Direct Line Reports', 'Query Reporting', and 'MCCS Average Hours'.

Time Management Alerts

Alerts	Occurrences
Payable Time Approval Required	4
Exceptions to Review	0

Direct Line Reports

Personalize |

Summary Job Details Contact Compensation

Name		Job Title
KENNEDY, JACKIE	▼ Actions	FINANCIAL TE LDR NF3*
HAMM, MIA A	▼ Actions	FINANCIAL TE NF3*

Headcount Analytics

MCCS Average Hours

Pay Period End Date 05/13/2017

Find | View All | First 1-2 of 2 Last

Empl ID	Name	Full/Part/Flex	Avg Weekly Hours 6 Mos	Avg Weekly Hours 12 Mos
08515	HAMM, MIA A	Full-Time	40.00	40.13
07936	KENNEDY, JACKIE	Full-Time	40.00	40.13

Step 6: Enter the employee ID.

Step 7: Select Get Employees.

The screenshot shows the 'Report Time' interface. Under 'Timesheet Summary', there is an 'Employee Selection Criteria' section with a table of search criteria. The 'Employee ID' field is highlighted with a red box and labeled 'Step 6'. To the right, a 'Get Employees' button is highlighted with a red box and labeled 'Step 7'. Below this is a 'Change View' section with a 'View By' dropdown set to 'Week', a date field for '07/10/2017', and a 'Show Schedule Information' checkbox. At the bottom, a table lists 'Employees For JOHNSON,LADY B, Totals From 07/09/2017 - 07/15/2017'. The table has columns for Last Name, First Name, Employee ID, Empl Record, Reported Hours, Scheduled Hours, Exception, Earliest Change Date, Department, Business, and Company. The first row shows HAMM, MIA, 08515, 0, 0.00, 36.00, and other details.

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Scheduled Hours	Exception	Earliest Change Date	Department	Business	Company
HAMM	MIA	08515	0	0.00	36.00		07/16/2017	901002	FIN14	PNM

Step 8: Make corrections or adjustments to Non-exempt timesheets.

- To add missed punches, enter the correct time into the respective In, Lunch, In, or Out field(s).
- Insert rows where needed by selecting the plus sign.
- Delete rows where needed by selecting the minus sign.
- Only enter Time Reporting Codes for coding hours outside the employees normal work schedule (i.e. Sick, Vacation, Training, Admin hours, Leave no Pay, Jury Duty, etc.).

NOTE: The system knows to assign differential pay based on the hours entered.

The screenshot shows a timesheet grid for the period 'From 07/09/2017 to 07/22/2017'. The grid has columns for Day, Date, Status, Exception, In, Lunch, In, Out, Punch Total, Time Reporting Code, Quantity, Sched Hrs, Override Reason, HR Department, and Date. A 'Step 8' label points to several areas: the 'In' field for Wednesday 7/12, the 'Lunch' field for Wednesday 7/12, the 'Out' field for Wednesday 7/12, and the 'Time Reporting Code' and 'Quantity' columns for Thursday 7/13 and Friday 7/14. Red boxes highlight these specific fields and the 'S0 - Sick Hours, No Diff' entries with a quantity of 9.00.

Add Comments	Day	Date	Status	Exception	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Override Reason	HR Department	Date
	Sun	7/9	New									0.00			7/9
	Mon	7/10	Submitted		7:30AM	12:02PM	12:33PM	5:00PM	9.00			9.00			7/10
	Tue	7/11	Submitted		7:28AM		11:57AM	12:29PM	9.00			9.00			7/11
	Wed	7/12	Submitted			12:03PM		5:17PM				9.00			7/12
	Thu	7/13	Submitted							S0 - Sick Hours, No Diff	9.00	9.00			7/13
	Fri	7/14	Submitted							S0 - Sick Hours, No Diff	9.00	9.00			7/14
	Sat	7/15	New									0.00			7/15

Step 9: Remember to document the changes made to an employee's timesheet in the comment section. The timesheet is considered an official record and can be audited.

TIP: Comments can be retrieved through query `MCCS_TL_CMD_PYTM_COMMENTS`

From 07/09/2017 to 07/22/2017 ?

Add Comments	Day	Date	Status	Exception	In	Lunch	In	Out	Punch Total	Time Reporting Co
	Sun	7/9	New							
	Mon	7/10	Submitted		7:30AM	12:02PM	12:33PM	5:00PM	9.00	
	Tue	7/11	Submitted		7:28AM	11:57AM	12:29PM	5:03PM	9.00	
	Wed	7/12	Submitted			12:03PM		5:17PM		
	Thu	7/13	Submitted							S0 - Sick Hours,
	Fri	7/14	Submitted							S0 - Sick Hours,
	Sat	7/15	New							

Step 9

Step 10: Select OK.

Actions ▾

Note

Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

Comments related to time entered for 07/12/2017 Personalize | Find | View All | First 1 of 1 Last

Date	User ID	DateTime Created	Source	Comment
1 07/12/2017	07833	07/11/2017 12:46PM	Time Reporting	Employee forgot to clock in JS

Add Comment

OK Cancel Apply

Step 10

Step 11: After making changes to the timesheet, select Submit.

From 07/09/2017 to 07/15/2017 ?																	
Add Comments	Day	Date	Status	Exception	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Override Reason	HR Department	Date		
	Sun	7/9	New									0.00			7/9	+	-
	Mon	7/10	Submitted		7:30AM	12:02PM	12:33PM	5:00PM	9.00			9.00			7/10	+	-
	Tue	7/11	Submitted		7:28AM	11:57AM	12:29PM	5:03PM	9.00			9.00			7/11	+	-
	Wed	7/12	Submitted		0730	12:03PM		1235	5:17PM			9.00			7/12	+	-
	Thu	7/13	Submitted							S0 - Sick Hours, No Diff	9.00	9.00			7/13	+	-
	Fri	7/14	Submitted							S0 - Sick Hours, No Diff	9.00	9.00			7/14	+	-
	Sat	7/15	New									0.00			7/15	+	-

Submit

Step 11

Step 12: Select OK to confirm the changes.

Timesheet

Submit Confirmation

The Submit was successful.
Time for the Week of 2017-07-09 to 2017-07-15 is submitted

OK

Step 12

NOTE: The Time Admin process must run prior to approving these changes.

1. Time Admin automatically runs at the top of every hour.
2. Time Admin can also be ran manually under Approve Payable Time.

Approve Payable Time

Approve Time for Time Reporters

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Department	<input type="text"/>
Company	<input type="text"/>

Get Employees

Process Time Admin

Change Time in View

Start Date: 06/25/2017 End Date: 07/08/2017

This process is complete.