

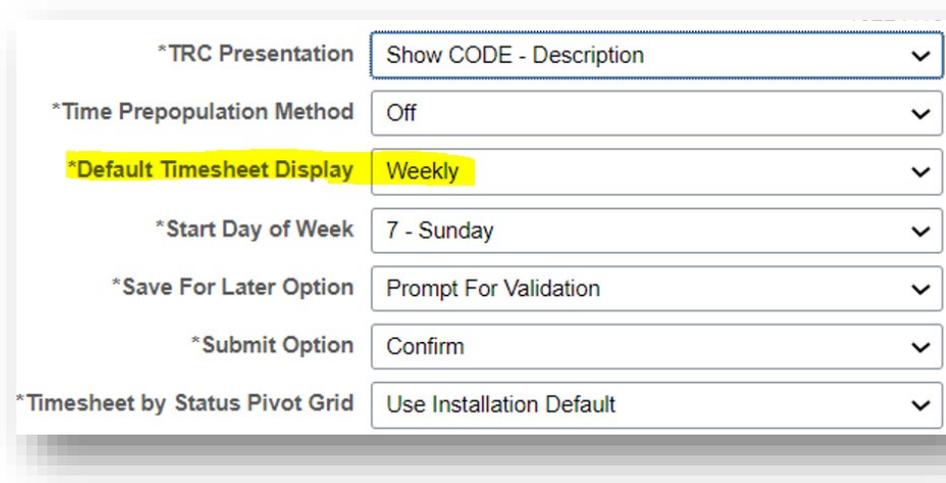
Deleting a Timesheet Row for EEs Hired in Mid Pay Period

Summary:

Within Manager Self Service/Employee Self Service (MSS/ESS) timesheet, if an employee was hired during mid-pay period, he/she will not be able to delete the TRC row after entering multiple TRC rows during the week that he/she was hired. There is a workaround to delete the TRC row. The instructions below explain the workaround.

User Preferences:

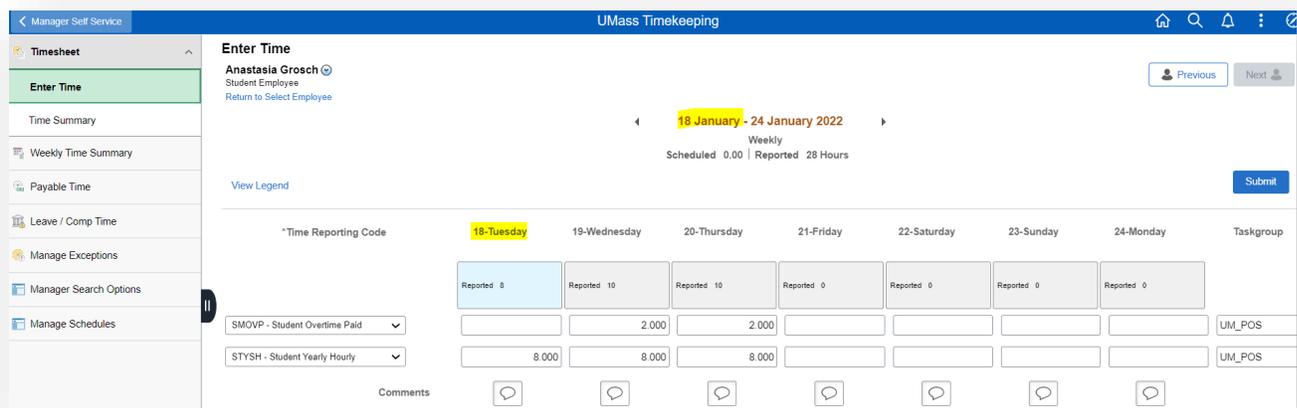
1. Navigate to Self Service > Time Reporting > User Preferences.
2. Verify/Change the Default Timesheet Display = Weekly. (Must be 'Weekly' in order for the workaround to work.)



The screenshot shows the 'User Preferences' section for 'Timesheet'. The 'Default Timesheet Display' is set to 'Weekly', which is highlighted in yellow. Other settings include: *TRC Presentation: Show CODE - Description; *Time Prepopulation Method: Off; *Start Day of Week: 7 - Sunday; *Save For Later Option: Prompt For Validation; *Submit Option: Confirm; *Timesheet by Status Pivot Grid: Use Installation Default.

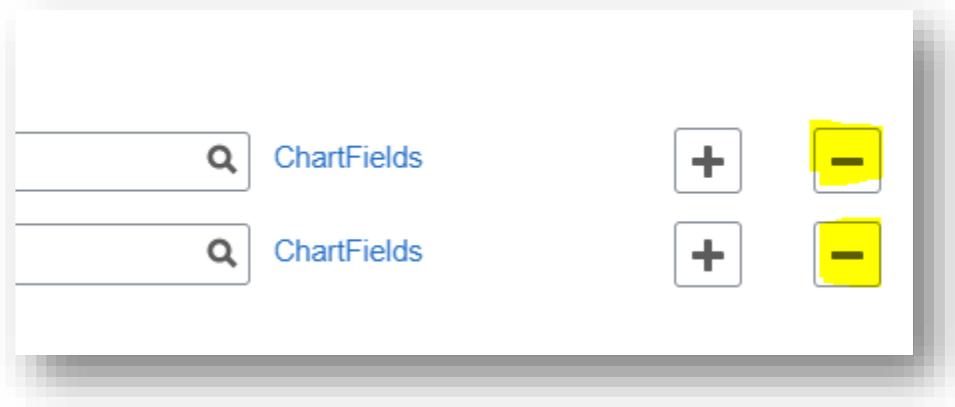
Delete TRC Row:

1. Go to MSS or ESS.
2. Go to the timesheet and select the hire date as the start of the week (for example, if employee was hired on 1/18/2022, then select 1/18/2022 as the start date.)



The screenshot shows the 'Enter Time' interface for 'Anastasia Grosch' (Student Employee) for the week of 18 January - 24 January 2022. The '18-Tuesday' is highlighted in yellow. The interface shows a table for reporting time by day and task group. The '18-Tuesday' row shows 'Reported 0' for all task groups. The '19-Wednesday' row shows 'Reported 10' for 'SMOVP - Student Overtime Paid' and 'STYSH - Student Yearly Hourly'. The '20-Thursday' row shows 'Reported 10' for 'SMOVP - Student Overtime Paid' and 'STYSH - Student Yearly Hourly'. The '21-Friday' row shows 'Reported 0' for all task groups. The '22-Saturday' row shows 'Reported 0' for all task groups. The '23-Sunday' row shows 'Reported 0' for all task groups. The '24-Monday' row shows 'Reported 0' for all task groups. The 'Taskgroup' column lists 'UM_POS' for the 'SMOVP' and 'STYSH' rows. There are comment icons below each day's row.

3. Scroll to the far right to delete (-) the row.



4. Save by clicking the Submit button.
5. If you had changed your User Preferences, please remember to change it back.