OFFICE OF THE CONTROLLER
Time and Labor
Top 10 Q and A

February 2026

UNIVERSITY OF
South Carolina

Table of Contents

UNIVERSITY OF South Carolina

Top 10 Time and Labor Q and A

#1 Time and Labor Q and A

What happens if an employee forgets to enter time?

✓ Hourly employees **will not be paid** unless time is entered, approved, and processed.

✓ Managers are responsible for ensuring **salary non-exempt employees** complete timesheets.

✓ If an employee cannot enter time, Managers or Time & Labor (T&L) approvers may enter or adjust time.

✓ Time correction limits:

- Employees: up to **30 days** from current date
- Managers/T&L approvers: up to **60 days** from current date
- Changes over 60 days must be sent to **TLAPPRVR@MAILBOX.COM**

#2 Time and Labor Q and A

What are the deadline submission dates for approved hours to be paid?

✓ Hourly employees must **submit and receive approval** for hours worked by payroll deadlines.

✓ Late submissions are paid in the **next available pay cycle**.

✓ Payroll deadlines:

- Posted on the Payroll Pay Dates webpage

- Email reminder sent **one day before** the deadline to the department approvers

#3 Time and Labor Q and A

What does a red triangle on a timesheet indicate?

A red triangle signals a **time entry error or exception.**

✓ Common exceptions include:

- Invalid employee or time reporter status
- Entering time after a job termination date
- Insufficient comp time balance
- Reporting more than **24 hours** in one day
- Using **HOLEX** on a non-holiday

✓ Employees and managers should review the error message carefully and correct the issue.

#4 Time and Labor Q and A

How should employees report days when no hours were worked?

✓ Leave the timesheet field **blank.**

✓ Do not enter zero (0) hours.

✓ Applies to:

- Hourly non-exempt temporary employees (including students)

- Non-exempt FTE, RGP, and TL employees

✓ This includes holidays.

✓ Entering zero hours may cause **processing issues.**

#5 Time and Labor Q and A

Why don't some employees appear in the Time and Absence Workcenter?

✓ TL/ABS approvers are assigned based on **Job Data department.**

✓ Access is determined by the employee's **assigned department.**

✓ If employees do not appear:

- Verify the employee's department assignment
- Verify the employee is hired in PeopleSoft
- Confirm you are listed as a department approver (on their hiring paperwork and is the same as their funding department)

✓ When the TL/ABS Approver terminates or leaves the role, the approver form will need to be updated. The Access to HCM link will assist with adding/deleting approvers.

#6 Time and Labor Q and A

How do I earn overtime hours on my timesheet?

✓ Overtime is **automatically calculated** for hours worked over 40 in an FLSA workweek.

✓ No additional action is required beyond:

- Accurate time entry
- Manager or TL/ABS approver approval

✓ To earn Comp Time:

- The **Comp Time Indicator** must be added to the timesheet
- This can be added by the employee or approver

Comp Time Indicator

To earn Comp Time, The **Comp Time Indicator** must be added to the timesheet. The Comp Time Indicator is located by scrolling to the **far right** of the timesheet.

#7 Time and Labor Q and A

What should an employee do if they cannot see their timesheet?

✓ If the position appears **grayed out**:

- Use the calendar at the top of the page
- Select the employee's **hire date**

✓ This will display the correct timesheet for entry.

✓ A "Terminated" label may appear. This is expected when the position started on a day other than Sunday.

#8 Time and Labor Q and A

When is Holiday Comp and Overtime Comp paid out?

✓ Earned when eligible employees work on a **university-recognized holiday.**

✓ Holiday Comp Time:

- **Salary non-exempt employees:** Holiday Comp must be used within one year of the date earned. Any unused Holiday Comp is automatically paid out one year after it is earned.

- **Exempt Employees:** Holiday Comp may be tracked for reporting purposes and is not eligible for payout.

✓ Overtime Comp Time:

- Earned when eligible employees accrue compensatory time in lieu of overtime pay.

- All unused Overtime Comp is automatically paid out at the end of the fiscal year (June 30th).

#9 Time and Labor Q and A

How do I enter Holiday Comp hours to be paid out or banked?

✓ HCM PeopleSoft provides two options for non-exempt, comp-eligible employees.

✓ To receive the hours on a holiday **as banked comp time hours** to be used later:

1. Enter the hours worked on the holiday using the regular hours **(REGHR)** time reporting code.

2. When the timesheet is submitted, the system will automatically know to record the hours worked as holiday comp time and add it to your holiday comp time balance.

#9 Time and Labor Q and A, Cont'

How do I enter Holiday Comp hours to be paid out or banked?

✓ To receive a **payout** for the hours worked on a holiday:

1. Add a second line and enter the hours worked on the holiday using the regular hours **(REGHR)** time reporting code.

2. To indicate you would like to receive a payout, click the Comp Time Look up button and select **HOLPAYOUT** from the list. When the timesheet is submitted, the system will know to pay the employee instead of banking the hours for future use.

HOLPAYOUT Indicator

Click the Comp Time Look up button and select HOLPAYOUT from the list.

#10 Time and Labor Q and A

Are there queries that will assist with pulling various employee data?

✓ Queries available in HCM include:

- Saved but Not Submitted (run at least twice monthly)
- Reported Time Approval Status
- Pending Approvals – Reported Time
- Payable Time by Date Range
- Overtime Hours by Date Range
- Schedules Not Met – Salary Non-Exempt
- Current Comp Balances
- Comp Hours by Date Range

✓ Use this Job Aid to access the queries above in PeopleSoft HCM.

Questions

Resources & Contacts

UNIVERSITY OF
South Carolina

Payroll Department

Payroll Department
My Payroll
Pay Dates
Direct Deposit
International Payroll
Payroll Toolbox
Forms
Payroll Schedules
HCM PeopleSoft Resources
Time/Labor and Absence Management
Employment Verification
Office Contacts

Time/Labor and Absence Management in HCM PeopleSoft

Our Time/Labor and Absence Management modules in HCM PeopleSoft bring pay, time, and absence management together into one system.

We recently made some changes to the Business Manager role in PeopleSoft HCM. Those with this role will now be able to access HR queries, and we've also added new payroll queries. Please refer to the below document for a list of available queries.

- **Useful Queries for Business Managers in PeopleSoft HCM [pdf]** ↗

The HCM All Access form has been updated to reflect this change to the Business Manager role. When submitting HCM access requests, please ensure you are using the current version of the form, so you see all roles/options currently available in the system. The current version of the access form is always housed in the **ServiceNow system** ↗, available by searching 'HCM' in the search field and selecting the first option that appears.

Login to the HCM PeopleSoft System

To log in, use your Network Username and password. This requires two-factor authentication (DUO). The HCM PeopleSoft system replaces ITAMS.

It is important to note that you will receive an error message (STR_PCMINVPORTAL: Invalid portal name) when logged into both the HCM PeopleSoft and Finance PeopleSoft systems in the same browser. It is recommended that you use different browsers for each system (Edge, Chrome, Safari, etc.). If that doesn't work, clear your browser cache using the **How to clear your web browser's cache** ↗ instructions.

Expand all

Student Job Aids ⊕

Employee Job Aids ⊕

Manager Job Aids ⊕

HR Leave Administrator Job Aids ⊕

TL/ABS Approver Job Aids ⊕

TL/ABS Approver Touchpoint Resources ⊕

Where to Find the Resources

For more resources, visit the Time/Labor and Absence Management page on our website.

UNIVERSITY OF **South Carolina**

Controller's Office Contact List

General Accounting (JEs, JVs, Apex, GL issues/Questions)	Email Address
General Email Address	genacctg@mailbox.sc.edu
Cash Advance Settlement	cashadvc@mailbox.sc.edu
Payroll Retro Journal Entries	retroje@mailbox.sc.edu
Chartfield Maintenance	cfmaint@mailbox.sc.edu
Moving & Relocation Mailbox	moving@mailbox.sc.edu
PeopleSoft Finance Security Requests	pssecure@mailbox.sc.edu
Accounts Payable	**Email Address**
General Email Address	ap@mailbox.sc.edu
AP Uploads	apupload@mailbox.sc.edu
Supplier Maintenance	apsupplr@mailbox.sc.edu
Travel Office	**Email Address**
General Email Address	teoffice@mailbox.sc.edu
Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers	tesubmit@mailbox.sc.edu

Controller's Office Contact List

Capital Assets	Email Address
Physical Inventory	physinv@mailbox.sc.edu
Capital Leases	lease@sc.edu
Cash Management and Treasury	**Email Address**
General Treasury Email Address	treasury@mailbox.sc.edu
Program Expense Card	cards@mailbox.sc.edu
Team Card	teamcard@mailbox.sc.edu
Travel Card	travelcard@sc.edu
Compliance and Tax	**Email Address**
General Compliance Email Address	controllercompliance@sc.edu
General Tax Email Address	tax@mailbox.sc.edu
Research/Development Sales/Use Tax Exemptions	rdequip@mailbox.sc.edu
Time and Effort Reporting	timeandeffort@sc.edu

Controller's Office Contact List

Grants and Funds Management	Email Address
Sponsored Award Specific Questions	Contact your **Post Award Accountant** (PAA)

Payroll	Email Address
General Email Account	payroll@mailbox.sc.edu

UNIVERSITY OF
South Carolina

THANK YOU!

Office of the Controller

Address:
1600 Hampton Street
Columbia, SC 29208

Contact Number:
Phone: 803-777-2602
Fax: 803-777-9586

Email Address:
controller@sc.edu

Alone, we can do so little; together,
we can do so much.

UNIVERSITY OF
South Carolina