

**University of South Carolina
Time and Labor - ESS
Earn Comp Time and Request Holiday Comp Payout on a Punch Timesheet**

How to earn comp time and request holiday comp payout on a punch timesheet:

This job aid outlines how an employee can earn comp time and request holiday comp payout on a punch timesheet.

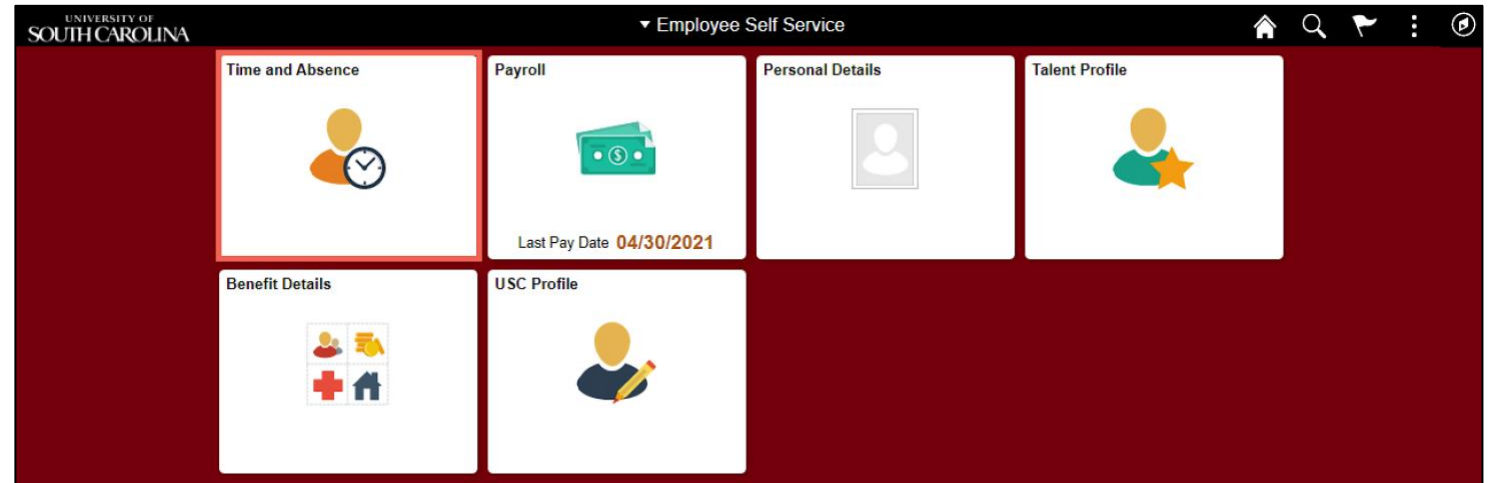
Note: Before indicating you would like to receive a payout for hours worked on a holiday, it is very important to receive approval from your manager. Although this option is available to all non-exempt employees, it is at the departments discretion whether they want to payout the hours worked or request you comp the hours for future use.

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

Processing Steps

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

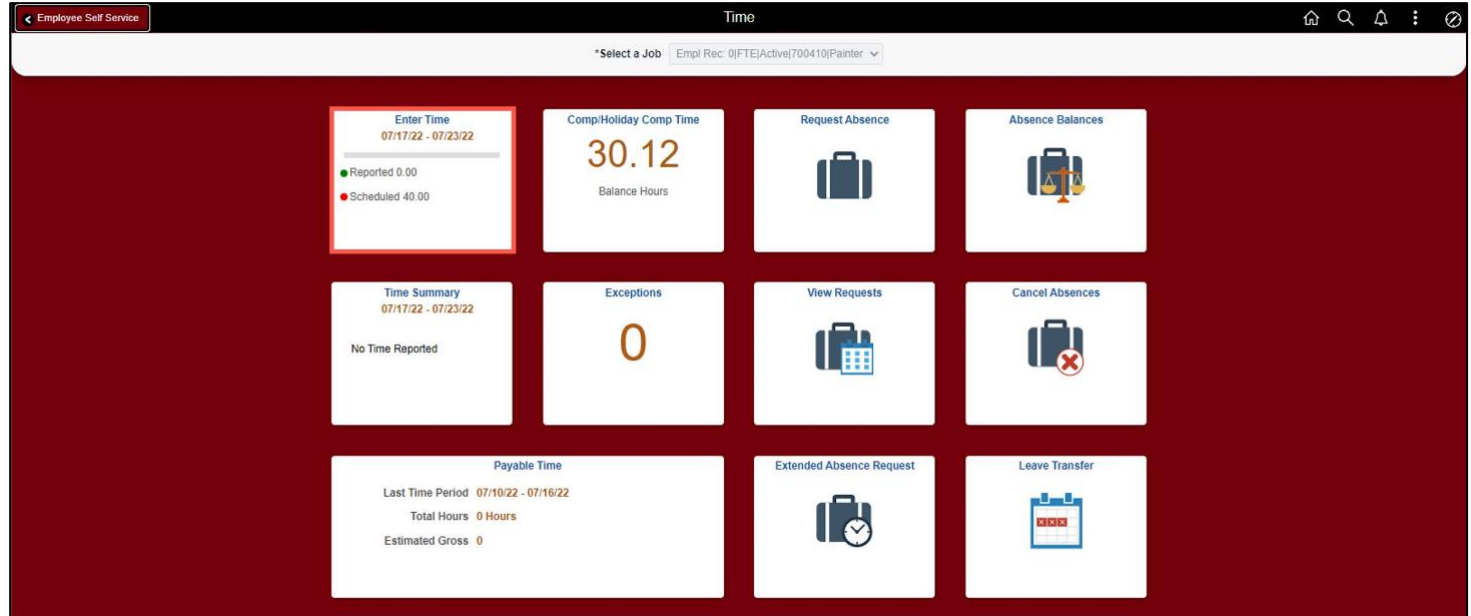
Screenshots



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Earn Comp Time and Request Holiday Comp Payout on a Punch Timesheet

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



The screenshot displays the 'Time' section of the Employee Self Service (ESS) portal. The user is logged in as 'Empl Rec: 0(FTE)Active(700410)Painter'. The interface features a grid of tiles:

- Enter Time (07/17/22 - 07/23/22):** Highlighted with a red border. Shows 'Reported 0.00' and 'Scheduled 40.00'.
- Comp/Holiday Comp Time:** Shows a balance of 30.12 hours.
- Request Absence:** Icon of a briefcase.
- Absence Balances:** Icon of a briefcase and scales.
- Time Summary (07/17/22 - 07/23/22):** Shows 'No Time Reported'.
- Exceptions:** Shows a balance of 0.
- View Requests:** Icon of a briefcase and calendar.
- Cancel Absences:** Icon of a briefcase with a red 'X'.
- Payable Time:** Shows 'Last Time Period 07/10/22 - 07/16/22', 'Total Hours 0 Hours', and 'Estimated Gross 0'.
- Extended Absence Request:** Icon of a briefcase and clock.
- Leave Transfer:** Icon of a calendar with a red 'X'.

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A **Punch Timesheet** is used to create shifts that define specific work times. Punch shifts are defined by an In punch and the first subsequent instance of an Out punch. There can be other punches, such as lunch, between the In and Out punches.

Due to regulatory guidelines employees that are eligible for call back, on call, and/or shift differential will utilize Time and Labor punch timesheets to track time worked.

Notice an employee's weekly work schedule is automatically populated.

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



Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Inst
03 Sunday Jul Reported 0.00 / Scheduled OFF									
04 Monday Jul Reported 0.00 / Scheduled 8.00									
05 Tuesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM					
06 Wednesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM					
07 Thursday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM					
08 Friday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM					

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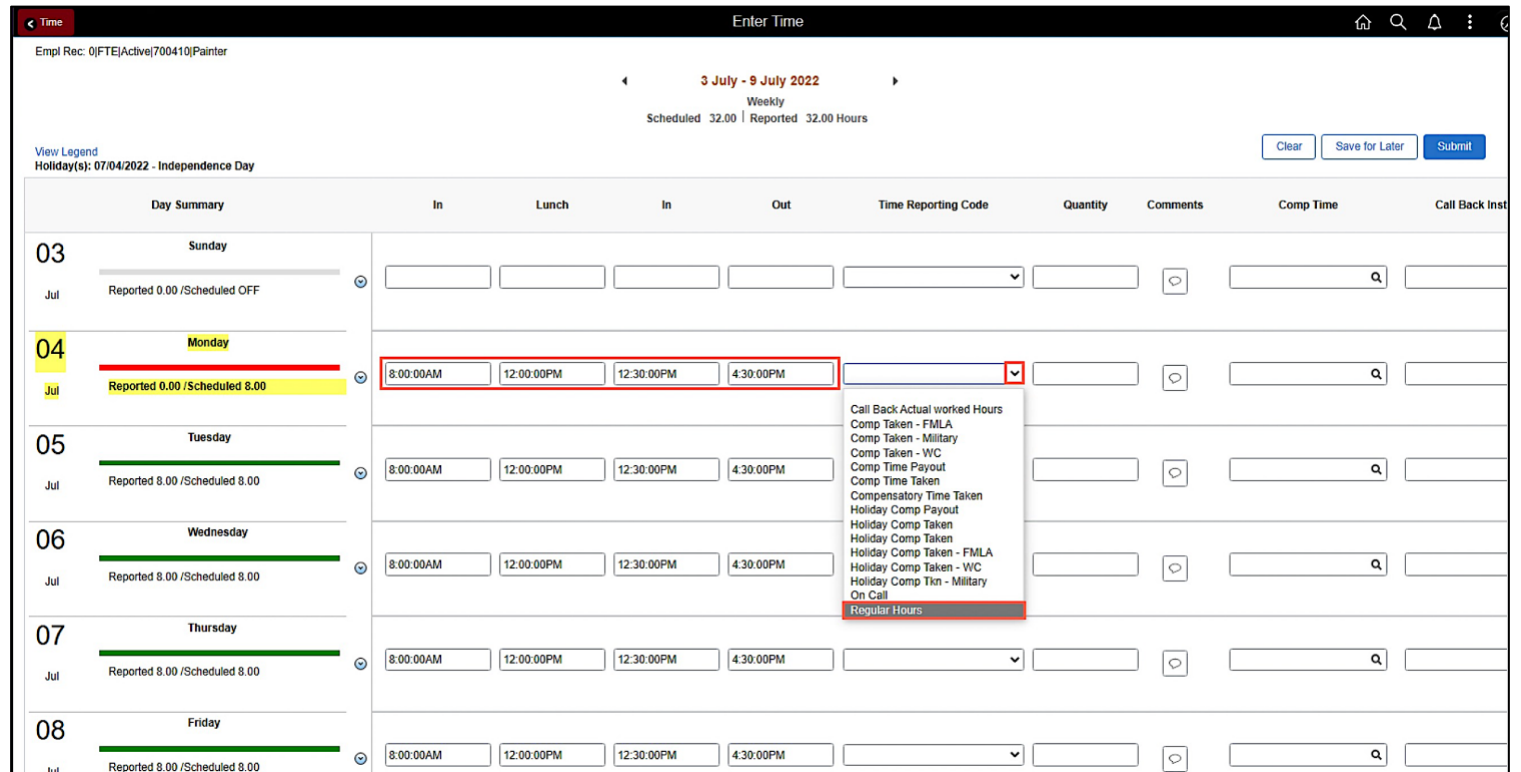
For this example, the employee worked just one work order each day. To add hours worked for multiple work orders in a day, view the **Enter/Adjust Time on a Punch Timesheet for Multiple Work Orders** job aid.

Notice Monday is highlighted in yellow indicating it is a UofSC holiday and therefore is not a scheduled workday. This employee received manager approval to work the holiday and request to receive a payout for the hours worked.

Step 4: The scheduled hours are not populated for Monday because it is a holiday. To enter the hours worked begin by entering 8:00am in the **In** field, 12:00pm in the **LUNCH** field, 12:30pm in the second **IN** field, and 4:30pm in the **OUT** field.

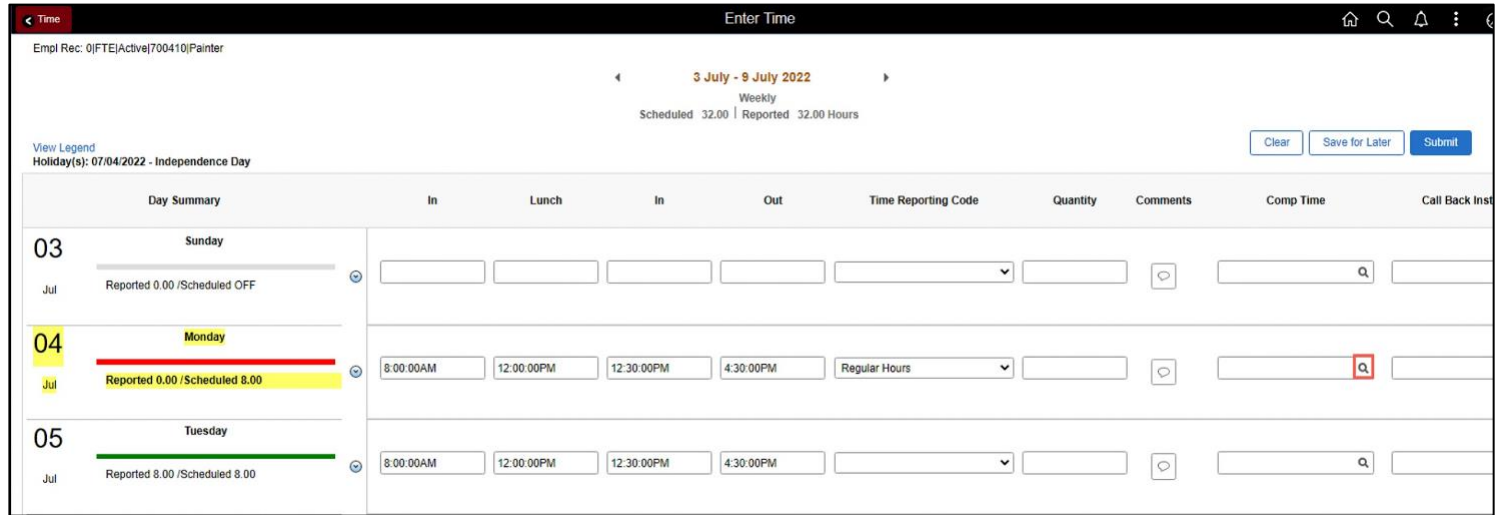
Step 5: Click the **Time Reporting Code** drop-down arrow and select **REGHR – Regular Hours**.

You can only have one TRC per line.



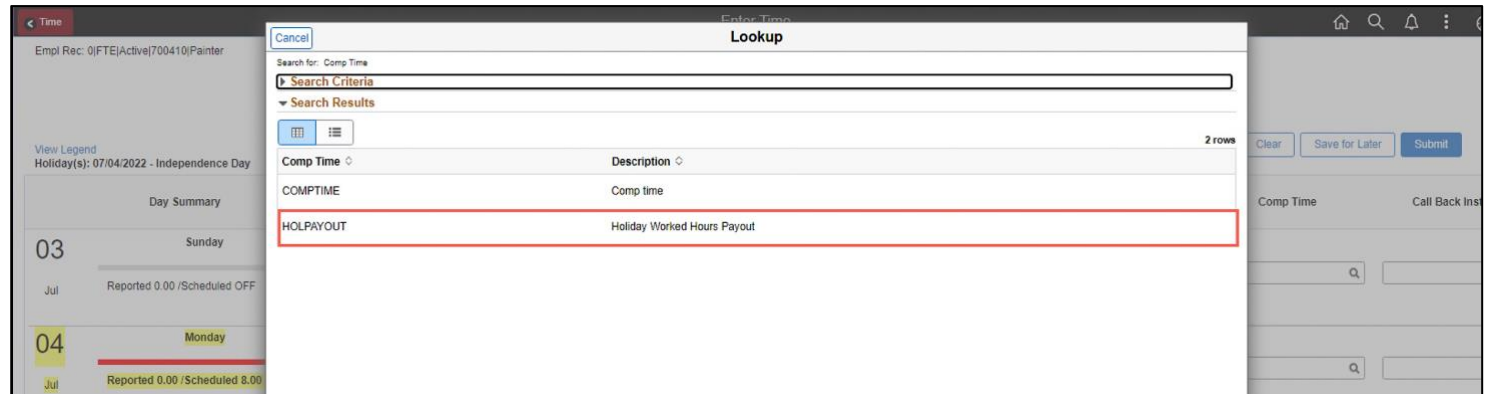
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Step 6: To request a payout for the hours worked on the holiday, click the **Look up Comp** button.



Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Inst
03 Sunday Jul Reported 0.00 / Scheduled OFF									
04 Monday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			<input type="button" value="Look up Comp"/>	
05 Tuesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM				<input type="button" value="Look up Comp"/>	

Step 7: Click to select the **Holiday Worked Hours Payout (HOLPAYOUT)** option from the list.



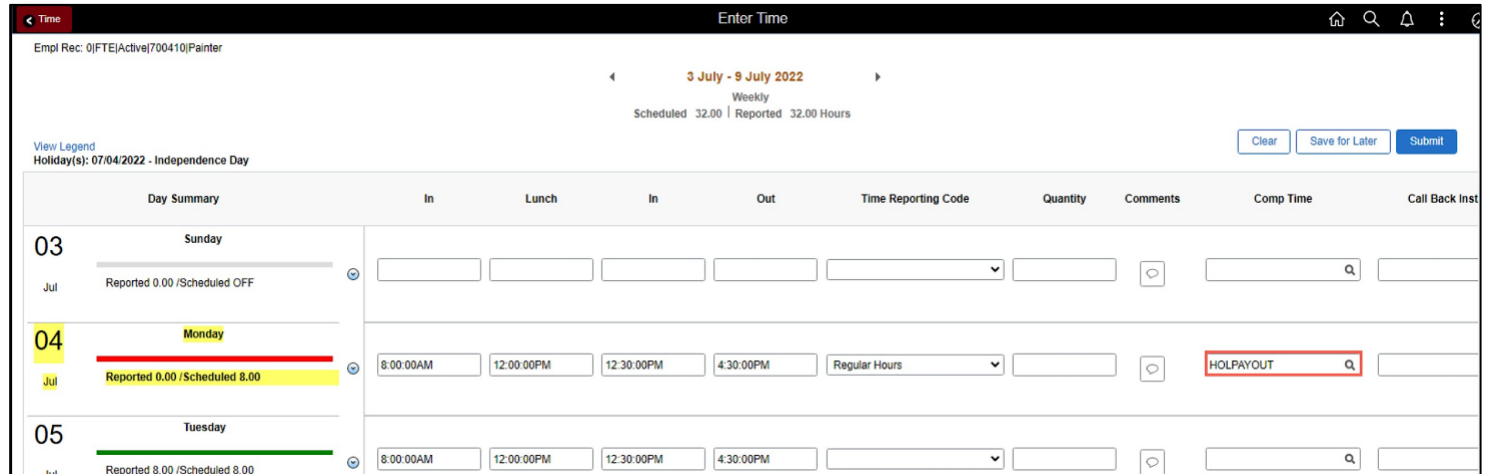
Comp Time	Description
COMPTIME	Comp time
HOLPAYOUT	Holiday Worked Hours Payout

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Earn Comp Time and Request Holiday Comp Payout on a Punch Timesheet

Notice that **HOLPAYOUT** is now populated in the Comp Time field. This prompts the system to payout the time worked on the holiday.

Step 8: Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked the holiday.

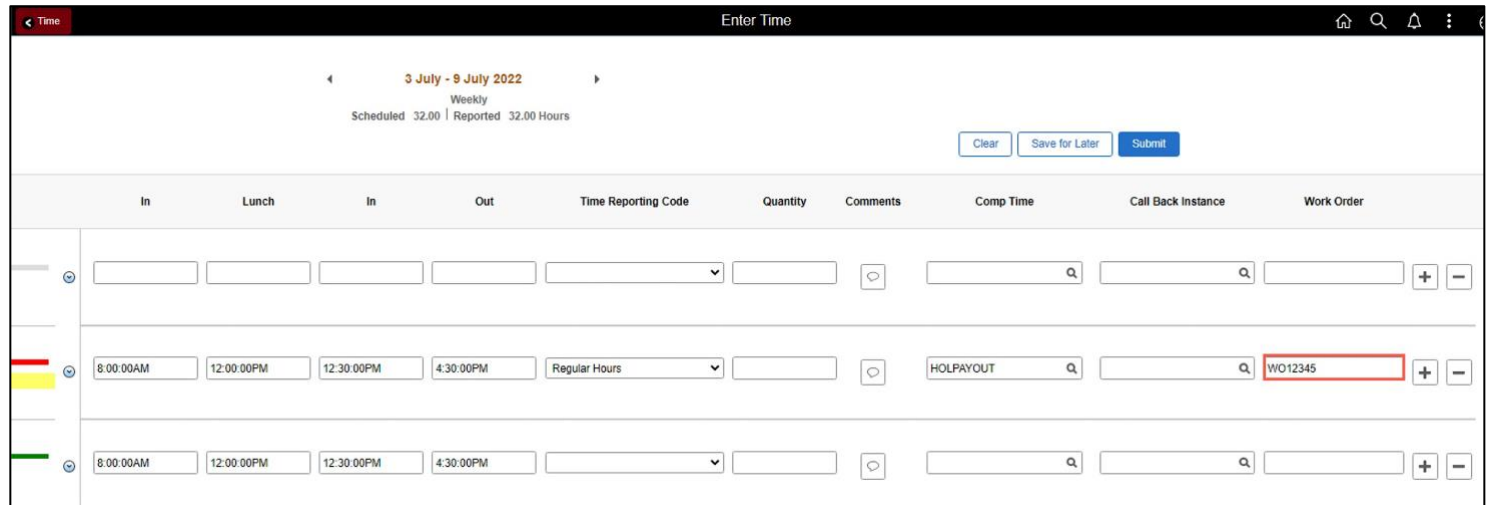


Empl Rec: 0[FTE]Active[700410]Painter

3 July - 9 July 2022
Weekly
Scheduled 32.00 | Reported 32.00 Hours

View Legend
Holiday(s): 07/04/2022 - Independence Day

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Inst
03 Sunday Jul Reported 0.00 / Scheduled OFF									
04 Monday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			HOLPAYOUT	
05 Tuesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM					



Empl Rec: 0[FTE]Active[700410]Painter

3 July - 9 July 2022
Weekly
Scheduled 32.00 | Reported 32.00 Hours

In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Instance	Work Order
8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			HOLPAYOUT		WO12345
8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM						

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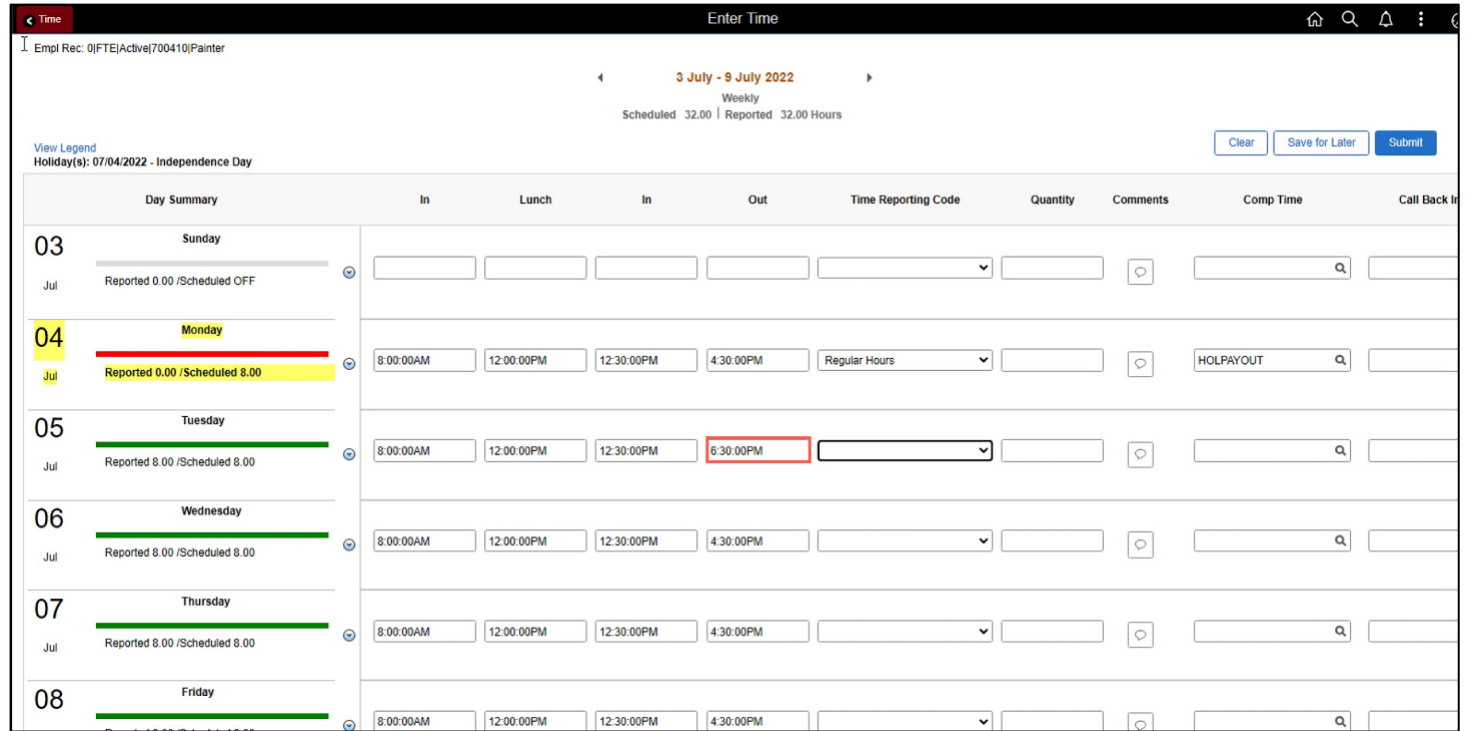
Earn Comp Time and Request Holiday Comp Payout on a Punch Timesheet

This week the employee also received permission to work additional hours on Tuesday.

To earn comp time, the hours entered will need to be more than the scheduled hours.

For this example, the employee worked 2 hours more than their scheduled hours.

Step 9: Notice the scheduled hours are populated. To enter the additional hours worked that day, click in the **Out** field, clear the auto populated time, and enter the new time to include the overtime hours.



Empl Rec: 0|FTE|Active|700410|Painter

3 July - 9 July 2022
Weekly
Scheduled 32.00 | Reported 32.00 Hours

View Legend
Holiday(s): 07/04/2022 - Independence Day

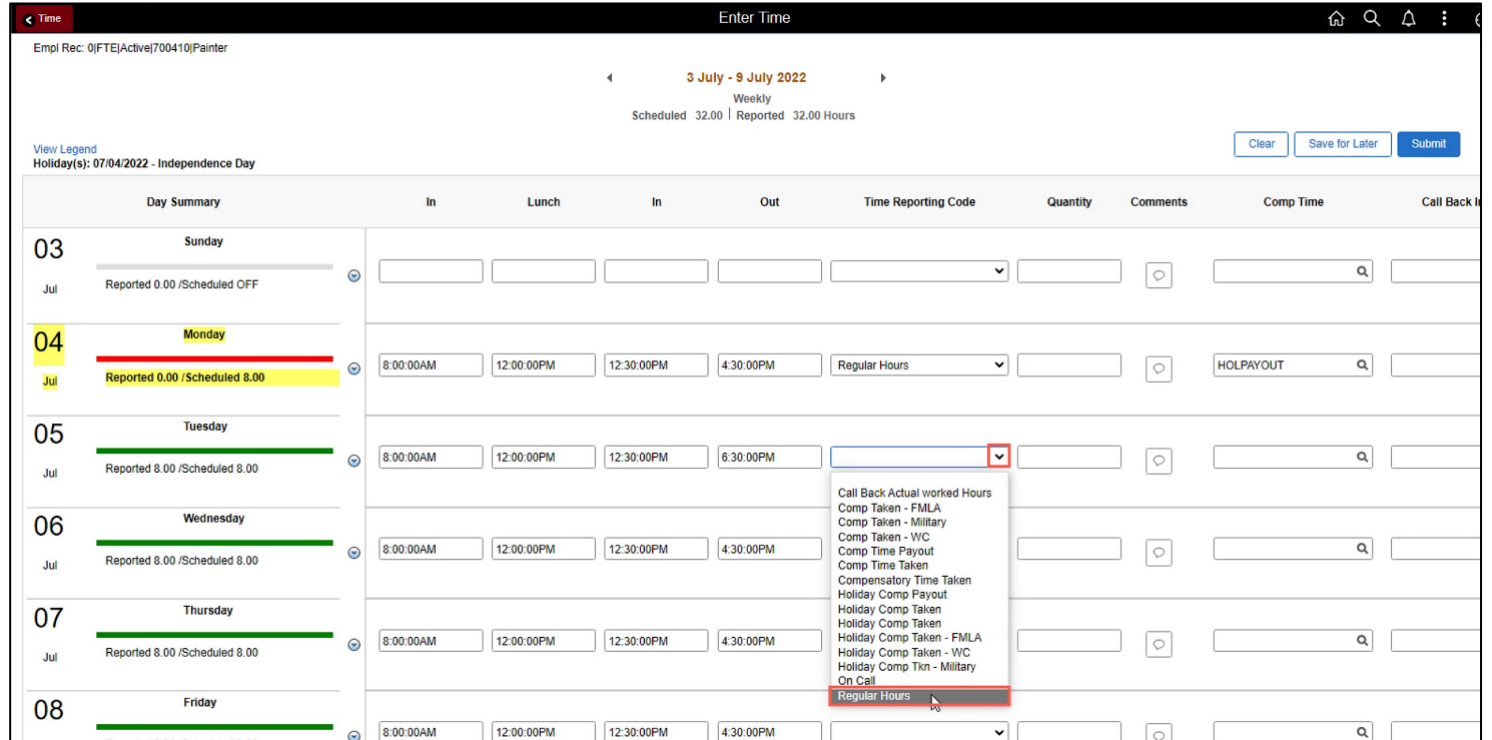
Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back
03 Sunday Jul Reported 0.00 / Scheduled OFF									
04 Monday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			HOLPAYOUT	
05 Tuesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	6:30:00PM					
06 Wednesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM					
07 Thursday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM					
08 Friday	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM					

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Step 10: Click the **Time Reporting Code** drop-down arrow and select **REGHR – Regular Hours**.

You can only have one TRC per line.



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3 July - 9 July 2022
Weekly
Scheduled 32.00 | Reported 32.00 Hours

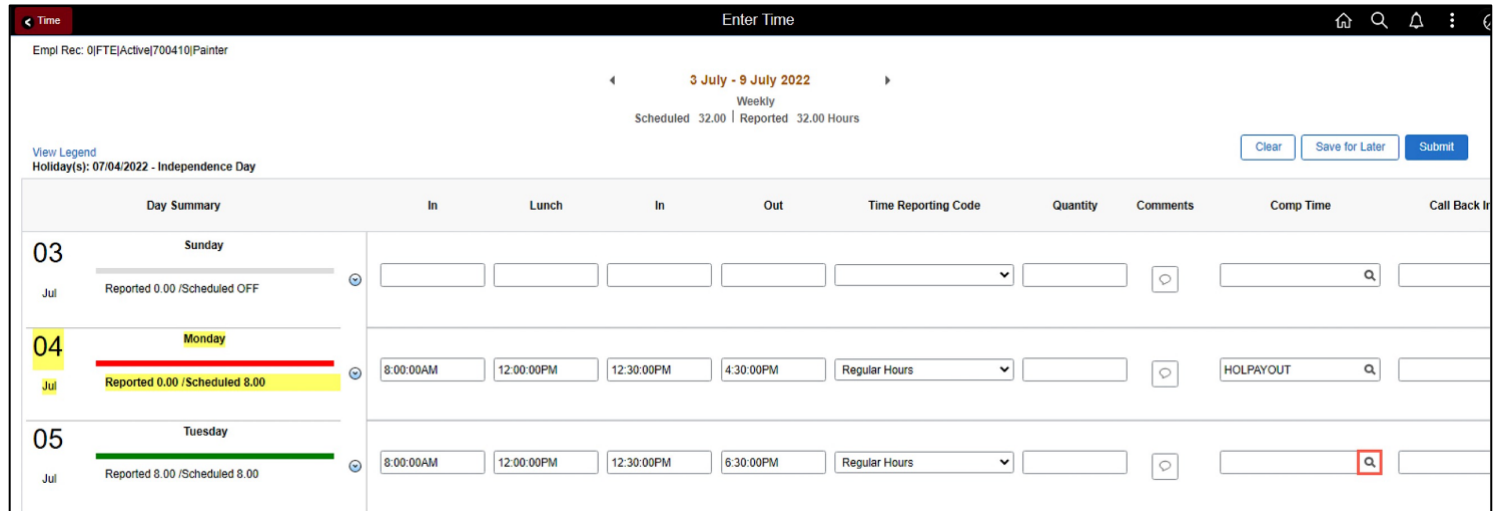
View Legend
Holiday(s): 07/04/2022 - Independence Day

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back
03 Sunday Jul Reported 0.00 / Scheduled OFF									
04 Monday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours		HOLPAYOUT		
05 Tuesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	6:30:00PM					
06 Wednesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM					
07 Thursday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM					
08 Friday Jul	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM					

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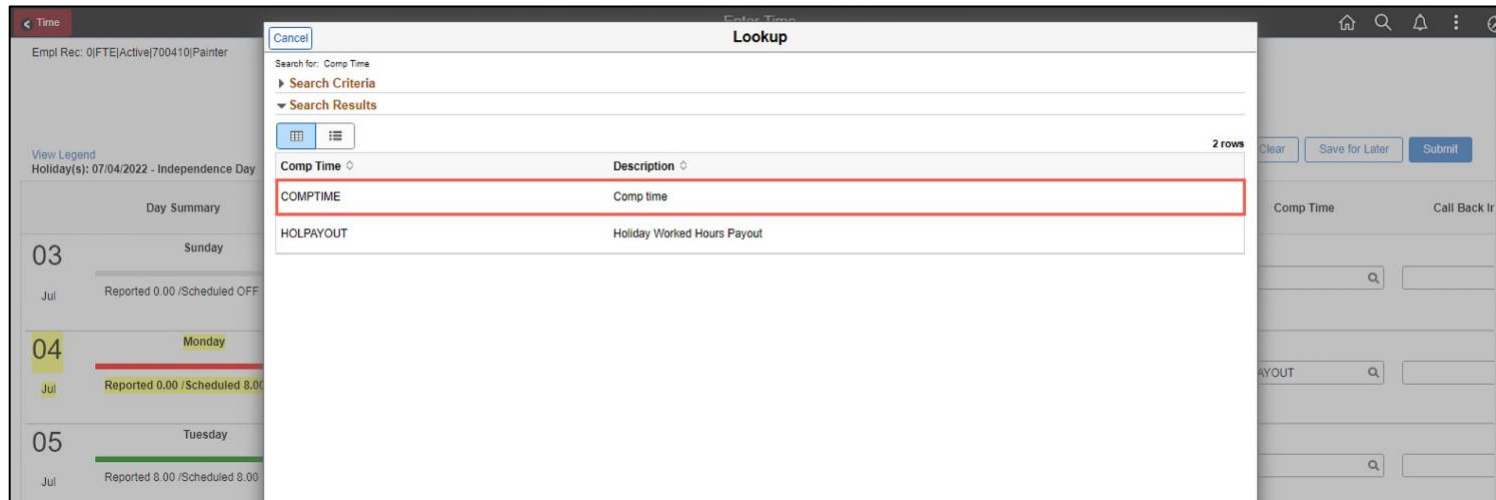
Earn Comp Time and Request Holiday Comp Payout on a Punch Timesheet

Step 11: To earn comp time for the extra hours worked, click the **Comp Time Lookup** button.



Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back
03 Sunday Jul Reported 0.00 / Scheduled OFF									
04 Monday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours		HOLPAYOUT		
05 Tuesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	6:30:00PM	Regular Hours				

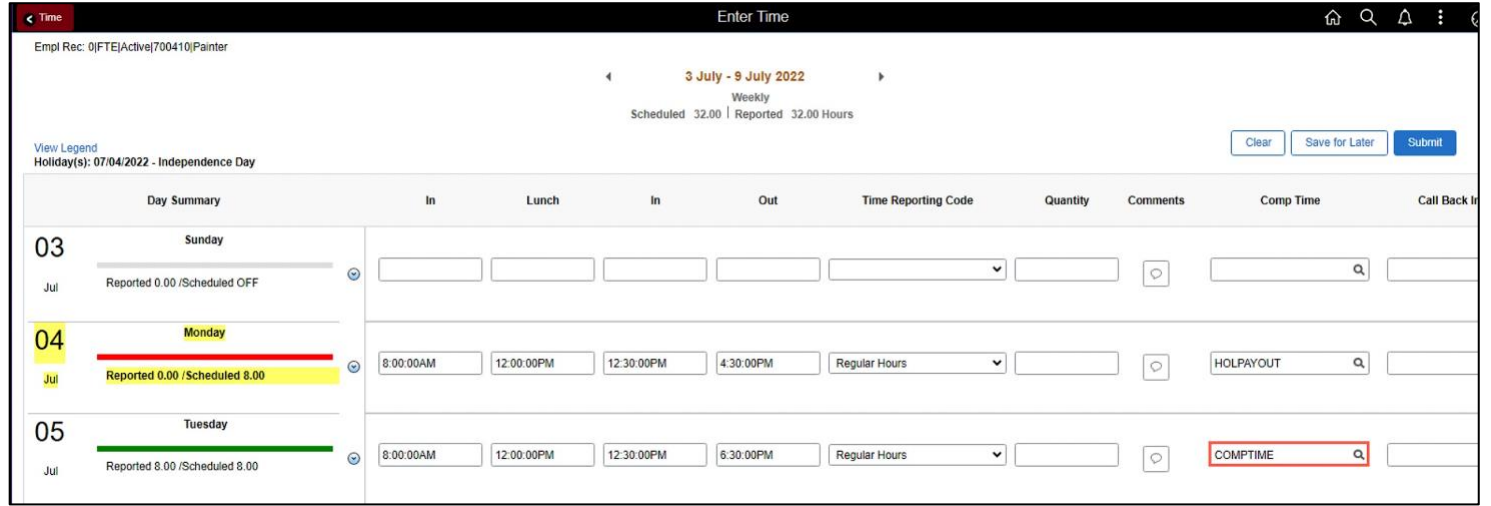
Step 12: Select **Comp Time** from the list.



Comp Time	Description
COMPTIME	Comp time
HOLPAYOUT	Holiday Worked Hours Payout

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Step 13: Notice **COMPTIME** is now populated in the Comp Time field.



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3 July - 9 July 2022
Weekly
Scheduled 32.00 | Reported 32.00 Hours

View Legend
Holiday(s): 07/04/2022 - Independence Day

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back In
03 Sunday Jul Reported 0.00 /Scheduled OFF									
04 Monday Jul Reported 0.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours		HOLYPAYOUT		
05 Tuesday Jul Reported 8.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	6:30:00PM	Regular Hours		COMPTIME		

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Earn Comp Time and Request Holiday Comp Payout on a Punch Timesheet

NOTE: To earn comp time for the overtime hours, the comp time indicator must be added to **ALL** the lines for which time is entered.

< Time

Enter Time
3 July - 9 July 2022
Weekly
Scheduled 32.00 | Reported 32.00 Hours

Clear Save for Later Submit

View Legend
Holiday(s): 07/04/2022 - Independence Day

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back In
03 Sunday <small>Jul</small> Reported 0.00 / Scheduled OFF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
04 Monday <small>Jul</small> Reported 0.00 / Scheduled 8.00	<input type="text" value="8:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text" value="12:30:00PM"/>	<input type="text" value="4:30:00PM"/>	<input type="text" value="Regular Hours"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="HOLPAYOUT"/>	<input type="text"/>
05 Tuesday <small>Jul</small> Reported 8.00 / Scheduled 8.00	<input type="text" value="8:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text" value="12:30:00PM"/>	<input type="text" value="6:30:00PM"/>	<input type="text" value="Regular Hours"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="COMPTIME"/>	<input type="text"/>
06 Wednesday <small>Jul</small> Reported 8.00 / Scheduled 8.00	<input type="text" value="8:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text" value="12:30:00PM"/>	<input type="text" value="4:30:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="COMPTIME"/>	<input type="text"/>
07 Thursday <small>Jul</small> Reported 8.00 / Scheduled 8.00	<input type="text" value="8:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text" value="12:30:00PM"/>	<input type="text" value="4:30:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="COMPTIME"/>	<input type="text"/>
08 Friday <small>Jul</small> Reported 8.00 / Scheduled 8.00	<input type="text" value="8:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text" value="12:30:00PM"/>	<input type="text" value="4:30:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="COMPTIME"/>	<input type="text"/>

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Step 14: Add the Time Reporting Codes for the remaining days. Click the **Time Reporting Code** drop-down arrow and select **REGHR – Regular Hours**.

Enter Time
3 July - 9 July 2022
Weekly
Scheduled 32.00 | Reported 32.00 Hours

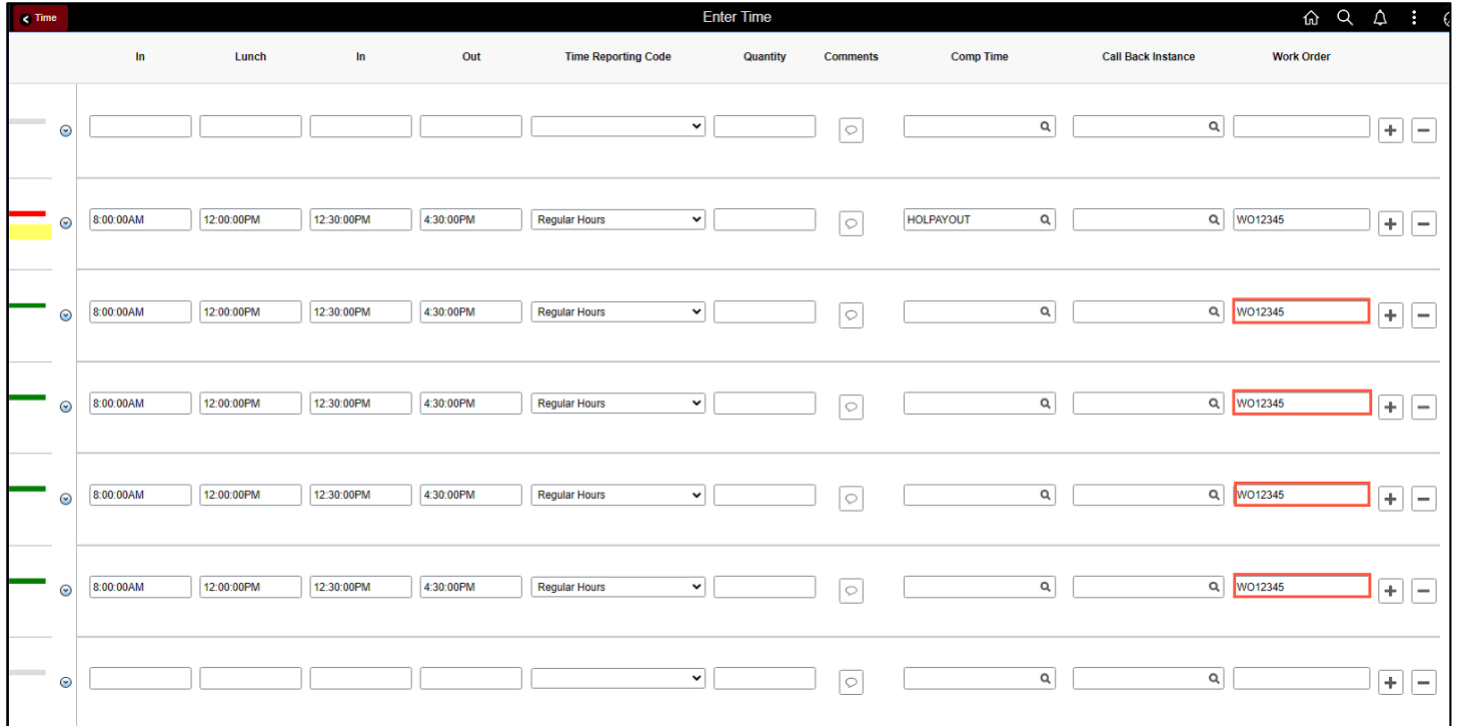
View Legend
Holiday(s): 07/04/2022 - Independence Day

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back In
03 Sunday Jul Reported 0.00 / Scheduled OFF									
04 Monday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			HOLPAYOUT	
05 Tuesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	6:30:00PM	Regular Hours			COMPTIME	
06 Wednesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			COMPTIME	
07 Thursday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			COMPTIME	
08 Friday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			COMPTIME	

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Earn Comp Time and Request Holiday Comp Payout on a Punch Timesheet

Step 15: Scroll over to the right, click in the **Work Order** field and enter the order numbers that corresponds with the hours worked each day. For this example, the employee only worked with one work order for the entire week.



	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Instance	Work Order
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours	<input type="text"/>	<input type="text"/>	HOLPAYOUT	<input type="text"/>	WO12345
	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	WO12345
	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	WO12345
	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	WO12345
	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	WO12345
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

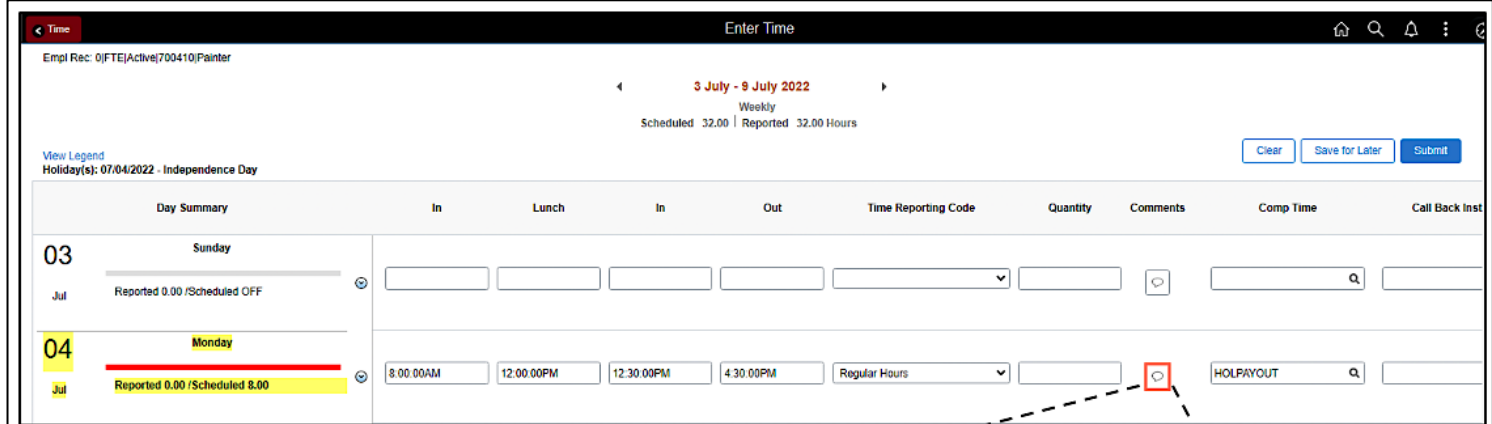
Step 16: Click the **Comments** button.

Use the **Comments** page to enter comments for the reported time. This would be a great place to indicate that approval was received to request holiday comp payout.


Step 17: Click in the **Comment** field and enter a comment applicable to the time entered.

Step 18: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

Step 19: Click the **X** to close the Time Reporting Comments page.



Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Inst
03 Sunday Jul Reported 0.00 / Scheduled OFF									
04 Monday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours		HOLY PAYOUT		



Time Reporting Comments

Comments related to Time entered for 07/04/2022
Comment once entered cannot be altered or removed.

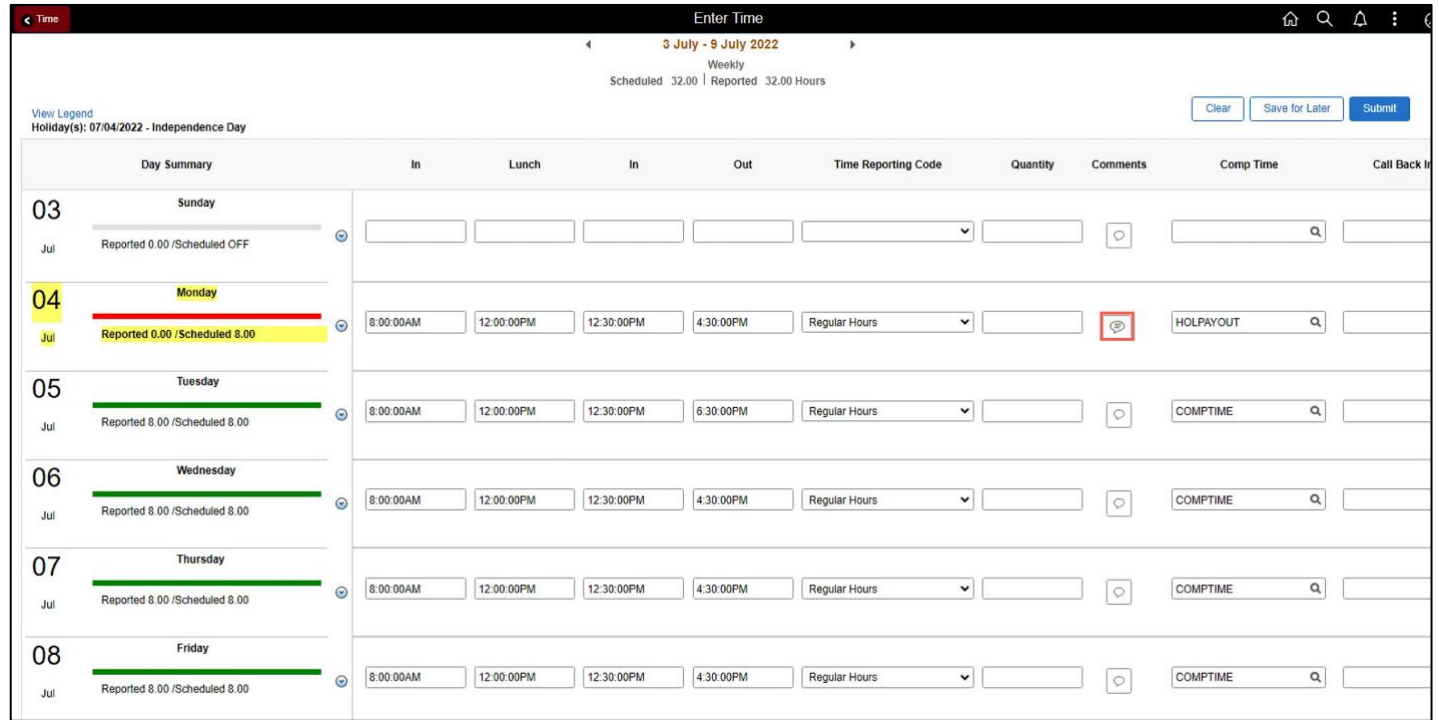
Received permission from my manager to request holiday comp payout.





Add Comment Clear

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Notice when a comment has been added to a specific time entry, squiggles appear in the comment bubble.



Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back In
03 Sunday <small>Jul</small> Reported 0.00 / Scheduled OFF									
04 Monday <small>Jul</small> Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			HOLPAYOUT	
05 Tuesday <small>Jul</small> Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	6:30:00PM	Regular Hours			COMPTIME	
06 Wednesday <small>Jul</small> Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			COMPTIME	
07 Thursday <small>Jul</small> Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			COMPTIME	
08 Friday <small>Jul</small> Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			COMPTIME	

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Step 20: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.

< Time
Enter Time
Home Search Notifications

3 July - 9 July 2022
Weekly
Scheduled 32.00 | Reported 32.00 Hours

Clear Save for Later Submit

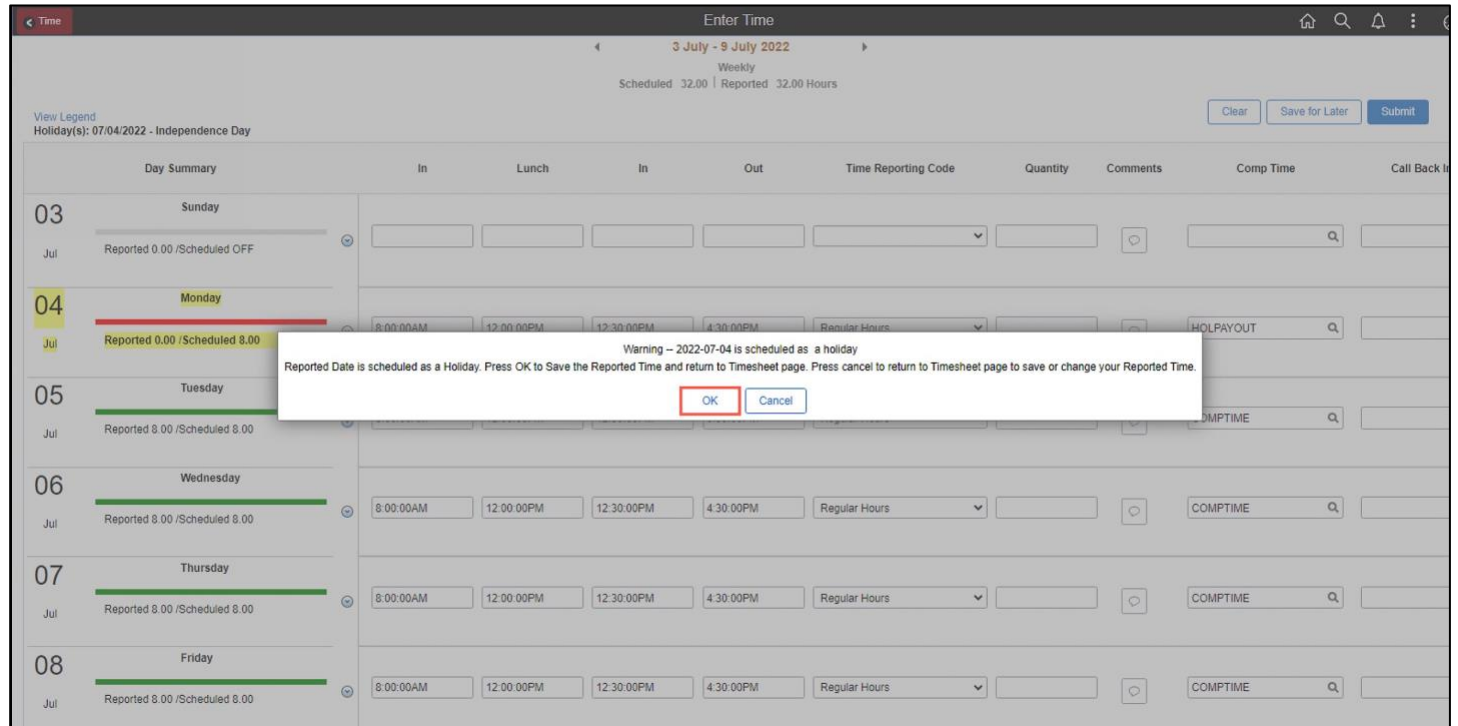
View Legend
 Holiday(s): 07/04/2022 - Independence Day

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back
03 Sunday <small>Jul</small> Reported 0.00 / Scheduled OFF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
04 Monday <small>Jul</small> Reported 0.00 / Scheduled 8.00	<input type="text" value="8:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text" value="12:30:00PM"/>	<input type="text" value="4:30:00PM"/>	<input type="text" value="Regular Hours"/>	<input type="text"/>	<input type="text" value="HOLPAYOUT"/>	<input type="text"/>	<input type="text"/>
05 Tuesday <small>Jul</small> Reported 8.00 / Scheduled 8.00	<input type="text" value="8:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text" value="12:30:00PM"/>	<input type="text" value="6:30:00PM"/>	<input type="text" value="Regular Hours"/>	<input type="text"/>	<input type="text" value="COMPTIME"/>	<input type="text"/>	<input type="text"/>
06 Wednesday <small>Jul</small> Reported 8.00 / Scheduled 8.00	<input type="text" value="8:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text" value="12:30:00PM"/>	<input type="text" value="4:30:00PM"/>	<input type="text" value="Regular Hours"/>	<input type="text"/>	<input type="text" value="COMPTIME"/>	<input type="text"/>	<input type="text"/>
07 Thursday <small>Jul</small> Reported 8.00 / Scheduled 8.00	<input type="text" value="8:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text" value="12:30:00PM"/>	<input type="text" value="4:30:00PM"/>	<input type="text" value="Regular Hours"/>	<input type="text"/>	<input type="text" value="COMPTIME"/>	<input type="text"/>	<input type="text"/>
08 Friday <small>Jul</small> Reported 8.00 / Scheduled 8.00	<input type="text" value="8:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text" value="12:30:00PM"/>	<input type="text" value="4:30:00PM"/>	<input type="text" value="Regular Hours"/>	<input type="text"/>	<input type="text" value="COMPTIME"/>	<input type="text"/>	<input type="text"/>

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Earn Comp Time and Request Holiday Comp Payout on a Punch Timesheet

Step 21: When you enter time on a holiday, a warning message will appear informing you that the reported date is a holiday. Click the **OK** button to save the reported time and return to the timesheet.



The screenshot shows the 'Enter Time' interface for the week of July 3-9, 2022. A warning dialog box is displayed over the Monday, July 4th entry, stating: 'Warning - 2022-07-04 is scheduled as a holiday. Reported Date is scheduled as a Holiday. Press OK to Save the Reported Time and return to Timesheet page. Press cancel to return to Timesheet page to save or change your Reported Time.' The 'OK' button is highlighted with a red box.

Day	Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back
03	Sunday									
Jul	Reported 0.00 / Scheduled OFF									
04	Monday									
Jul	Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			HOLDPAYOUT	
Warning - 2022-07-04 is scheduled as a holiday. Reported Date is scheduled as a Holiday. Press OK to Save the Reported Time and return to Timesheet page. Press cancel to return to Timesheet page to save or change your Reported Time.										
05	Tuesday									
Jul	Reported 8.00 / Scheduled 8.00								COMPTIME	
06	Wednesday									
Jul	Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			COMPTIME	
07	Thursday									
Jul	Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			COMPTIME	
08	Friday									
Jul	Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			COMPTIME	

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Earn Comp Time and Request Holiday Comp Payout on a Punch Timesheet

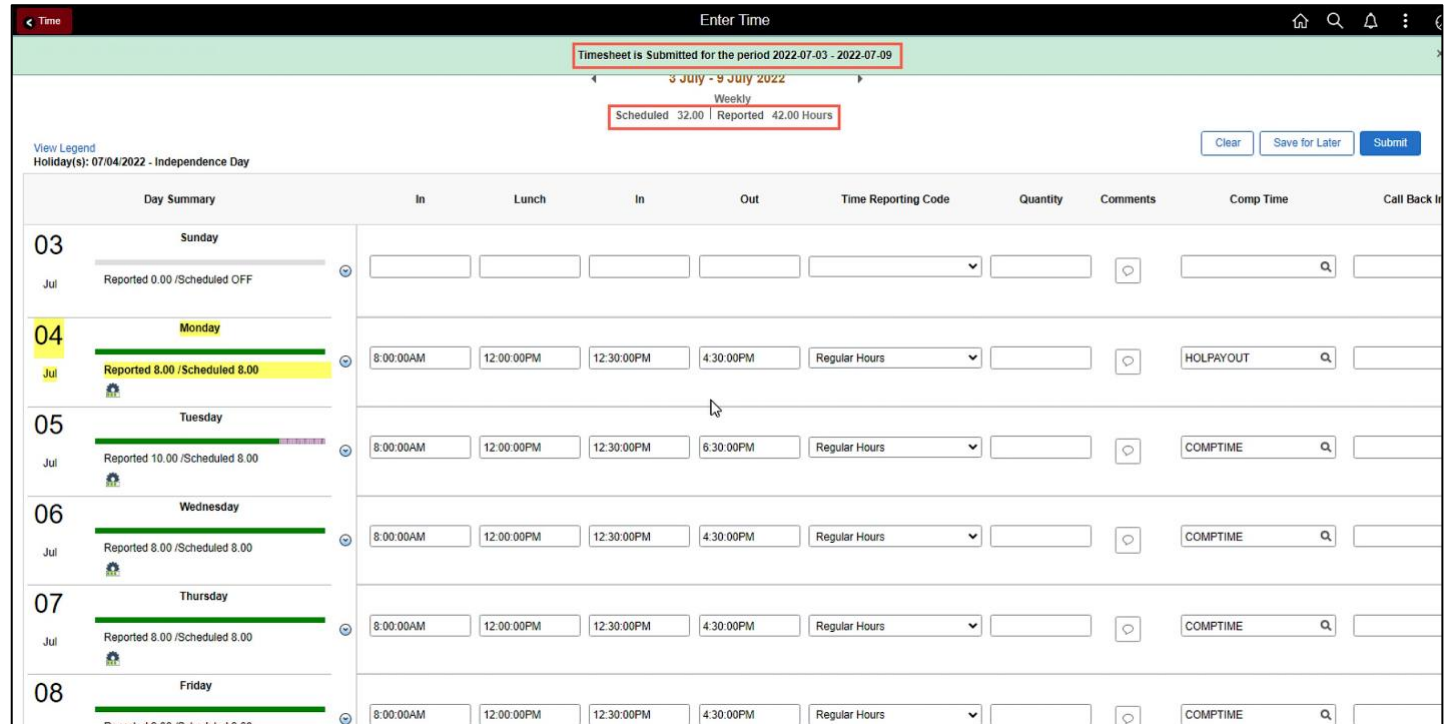
The timesheet will not submit when:

- A Time Reporting Code is missing
- When the Work Order Number is missing
- When the IN and OUT times do not match up

Error messages will appear indicating what needs to be fixed before the timesheet can be submitted.

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. Also, an email is generated that will automatically be sent to you.

When submitted, the summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view. Notice the reported hours includes the holiday and overtime hours.



Enter Time

Timesheet is Submitted for the period 2022-07-03 - 2022-07-09

3 July - 9 July 2022
Weekly
Scheduled 32.00 | Reported 42.00 Hours

View Legend
Holiday(s): 07/04/2022 - Independence Day





Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back
03 Sunday Jul Reported 0.00 / Scheduled OFF									
04 Monday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			HOLPAYOUT	
05 Tuesday Jul Reported 10.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	6:30:00PM	Regular Hours			COMPTIME	
06 Wednesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			COMPTIME	
07 Thursday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			COMPTIME	
08 Friday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			COMPTIME	














Earn Comp Time and Request Holiday Comp Payout on a Punch Timesheet

Step 22: When submitted, the **Pending Approvals** icon appear for the days' time is entered indicating the timesheet is waiting for approval. Click the **View Legend** link 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 user has an exception that needs to be fixed before submitting the timesheet.
-  The timesheet has been saved for later.
-  The time entered has been submitted and is pending approval.
-  The entered time has been approved.

Legend

-  Time Details
-  Saved
-  Approved
-  Pending Approvals
-  Denied
-  Pushed Back
-  Exception
-  Absence
-  Reported
-  Reported Under Schedule
-  Reported Over Schedule
-  OFF Day
-  Holiday

Enter Time

3 July - 9 July 2022
Weekly
Scheduled 32.00 | Reported 42.00 Hours

Clear Save for Later Submit

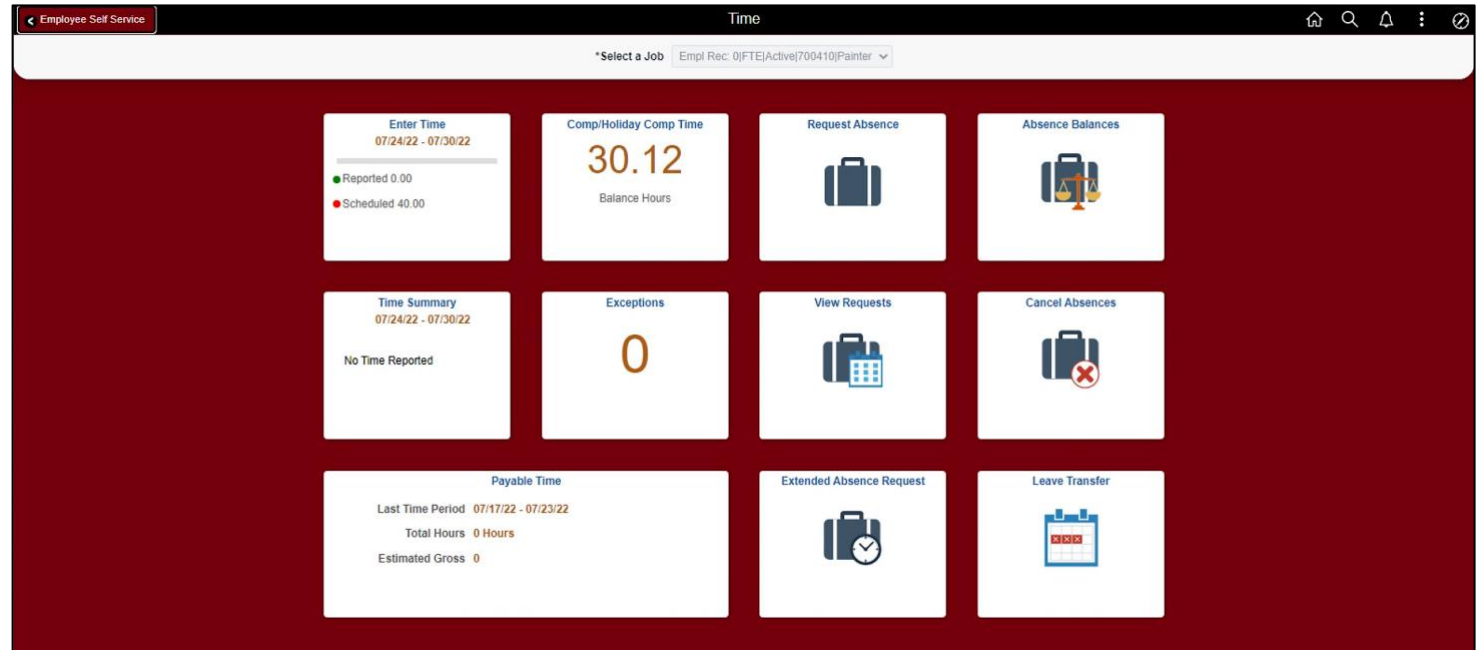
[View Legend](#)
Holidays(s): 07/04/2022 - Independence Day

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back It
03 Sunday									
Jul Reported 0.00 / Scheduled OFF									
04 Monday									
Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours		HOLYPAYOUT		
05 Tuesday									
Jul Reported 10.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	6:30:00PM	Regular Hours		COMPTIME		
06 Wednesday									
Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours		COMPTIME		

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Earn Comp Time and Request Holiday Comp Payout on a Punch Timesheet

To view comp and holiday comp time balances, click the **Comp/Holiday Comp Time** tile.



The screenshot shows the 'Time' dashboard with the following tiles:

- Enter Time** (07/24/22 - 07/30/22): Reported 0.00, Scheduled 40.00
- Comp/Holiday Comp Time**: Balance Hours 30.12
- Request Absence**: Icon of a briefcase
- Absence Balances**: Icon of a briefcase and scales
- Time Summary** (07/24/22 - 07/30/22): No Time Reported
- Exceptions**: 0
- View Requests**: Icon of a briefcase and calendar
- Cancel Absences**: Icon of a briefcase with a red X
- Payable Time** (Last Time Period: 07/17/22 - 07/23/22): Total Hours 0 Hours, Estimated Gross 0
- Extended Absence Request**: Icon of a briefcase and clock
- Leave Transfer**: Icon of a calendar with a red X

Here you can view the balance hours. Click each tile to view additional details.



The screenshot shows the 'Leave / Comp Time' details page with two plans:

Plan Name	Plan Type	Recorded Balance	As of Date	Expiration Period
SALNECMP	Comp Time	22.12	05/07/2022	Never
SALNEHOL	Comp Time	8.00	05/03/2022	Months 12

You successfully learned how to earn comp time and request holiday comp payout on a punch timesheet.