

Earn Comp Time and Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field

How to earn comp time and request holiday comp payout on an elapsed timesheet with work order field:

This job aid outlines how an employee can earn comp time and request holiday comp payout on an elapsed timesheet with work order field.

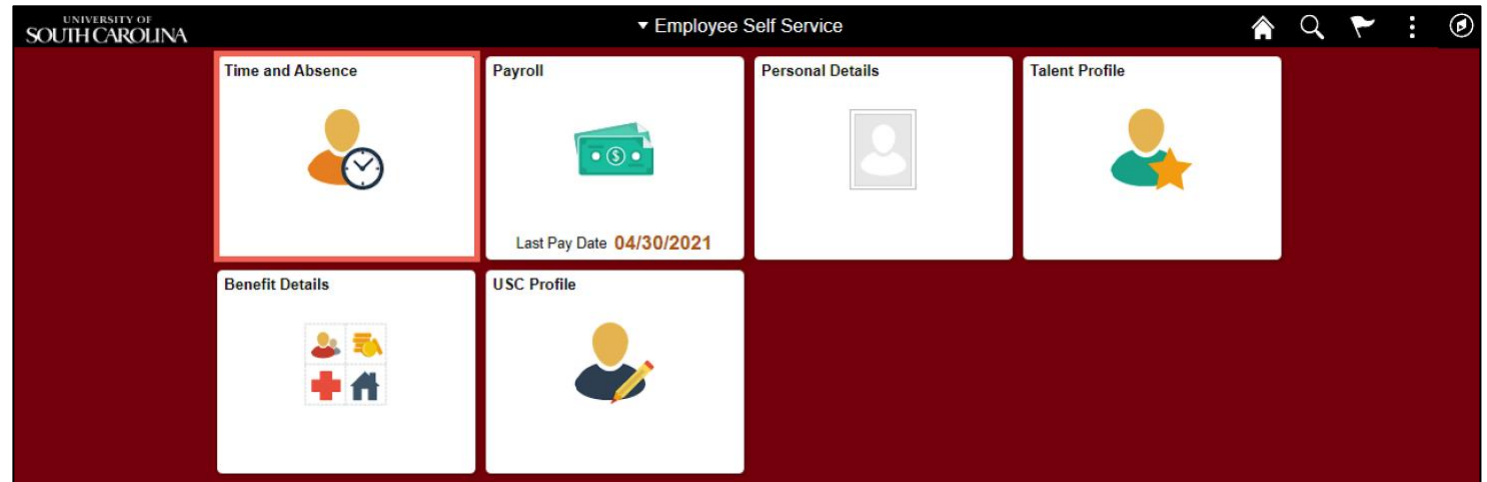
Note: Before indicating you would like to receive a payout for hours worked on a holiday, it is very important to receive approval from your manager. Although this option is available to all non-exempt employees, it is at the departments discretion whether they want to payout the hours worked or request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

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

Processing Steps

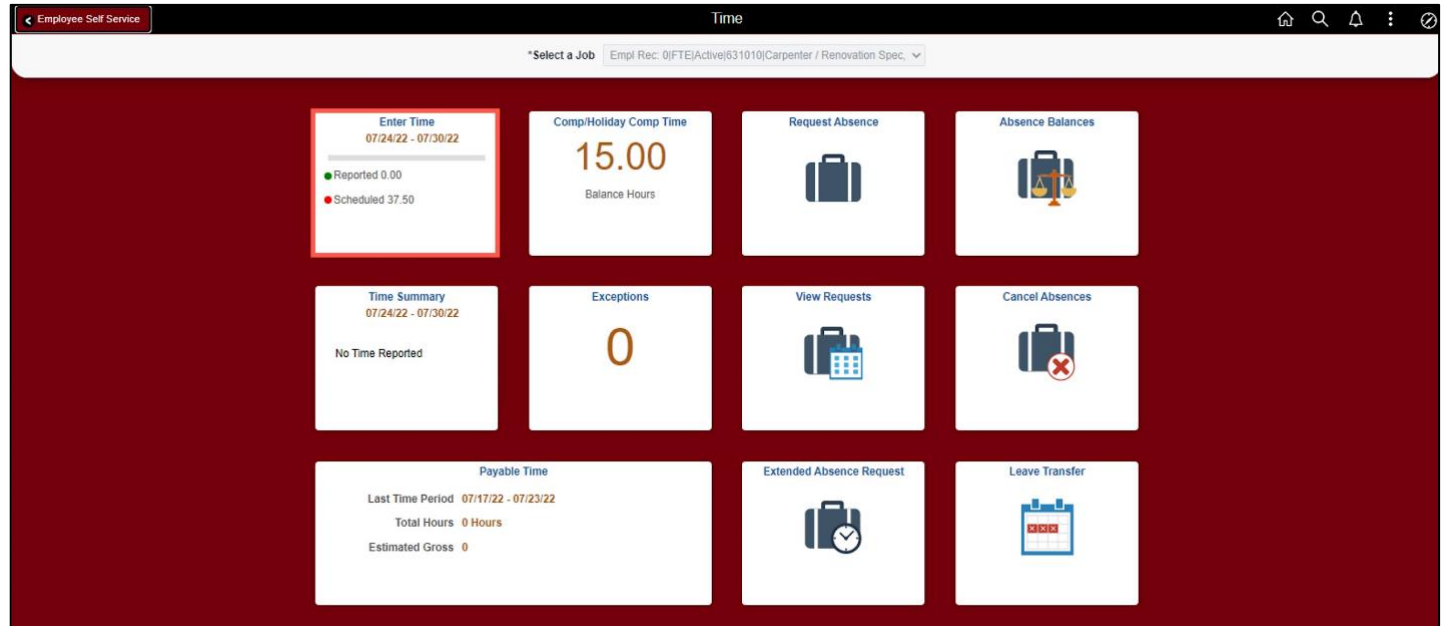
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screenshots



Earn Comp Time and Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field

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. At the top, there is a navigation bar with 'Employee Self Service' and 'Time' labels, along with search and notification icons. Below this, a dropdown menu shows the selected job: '*Select a Job' with the value 'Empl Rec: 0[FTE|Active|631010|Carpenter / Renovation Spec.]. The main content area features a grid of white tiles on a dark red background:

- Enter Time:** 07/24/22 - 07/30/22. Reported 0.00, Scheduled 37.50. This tile is highlighted with a red border.
- Comp/Holiday Comp Time:** 15.00 Balance Hours.
- 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'.

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For this example, the employee worked just one work order for the week of July 4 – July 10. To add hours worked for multiple work orders, view the **Enter/Adjust Time on an Elapsed Timesheet for Multiple Work Orders** job aid.

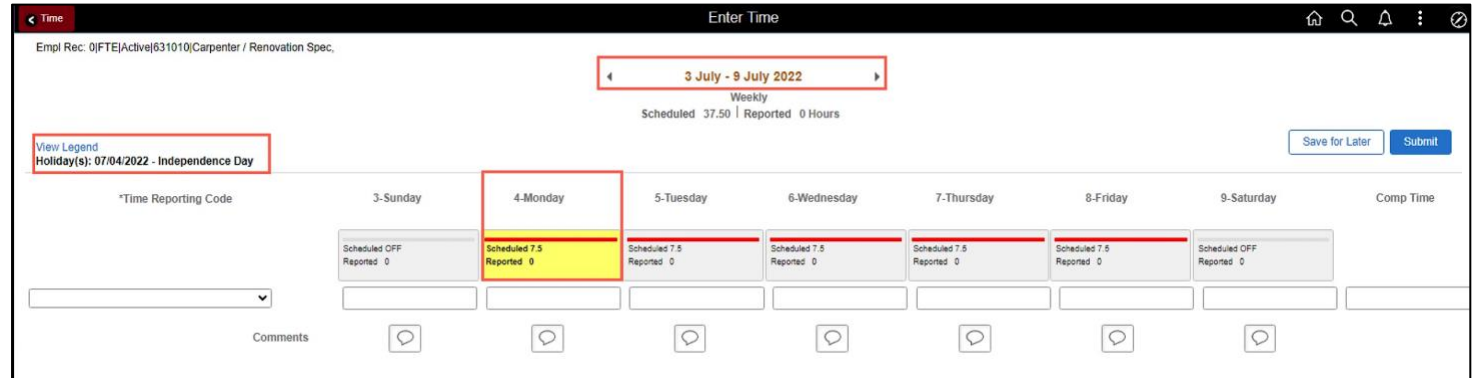
Step 3: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

Notice the holiday is highlight in yellow and under the View Legend link the holiday date and name is spelled out in bold.

Begin by selecting the appropriate **Time Reporting Code (TRC)**. You can only have one TRC per line.

Step 4: Click the **Time Reporting Code** drop-down arrow.

Step 5: Select **REGHR – Regular Hours**.



Enter Time

Empl Rec: 0[FTE]Active[631010]Carpenter / Renovation Spec.

3 July - 9 July 2022

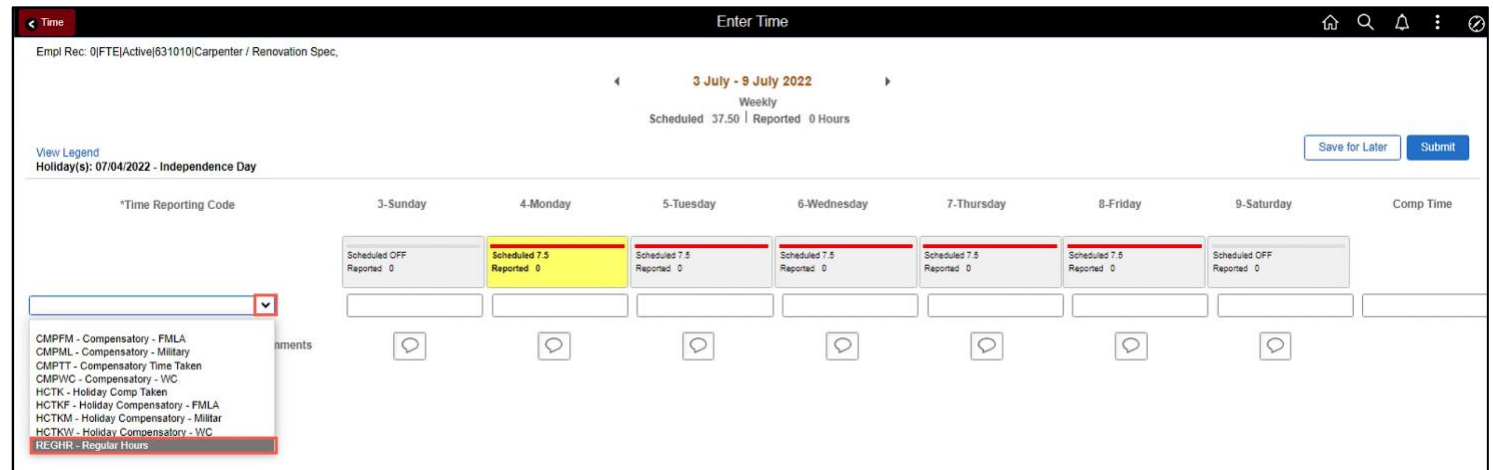
Weekly

Scheduled 37.50 | Reported 0 Hours

View Legend

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

*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
Comments								



Enter Time

Empl Rec: 0[FTE]Active[631010]Carpenter / Renovation Spec.

3 July - 9 July 2022

Weekly

Scheduled 37.50 | Reported 0 Hours

View Legend

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

*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
Comments								

CMPFM - Compensatory - FMLA
 CMPML - Compensatory - Military
 CMPPTT - Compensatory Time Taken
 CMPWVC - Compensatory - VC
 HCTK - Holiday Comp Taken
 HCTKF - Holiday Compensatory - FMLA
 HCTKM - Holiday Compensatory - Military
 HCTKW - Holiday Compensatory - VC
 REGHR - Regular Hours

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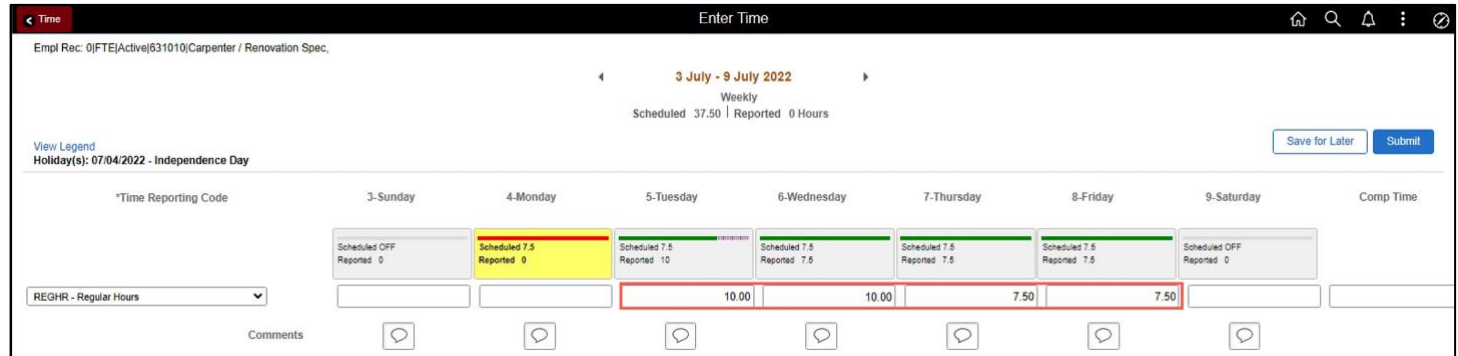
Earn Comp Time and Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field

Step 6: On this first line, click in the **Time Entry** field and enter hours worked for each day that is not a holiday.

This week the employee worked a few hours more than their scheduled hours and would like to have the hours added to their comp balance.

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

Step 7: To earn comp time for the extra hours worked, scroll to the right, and click the **Comp Time** Lookup button.

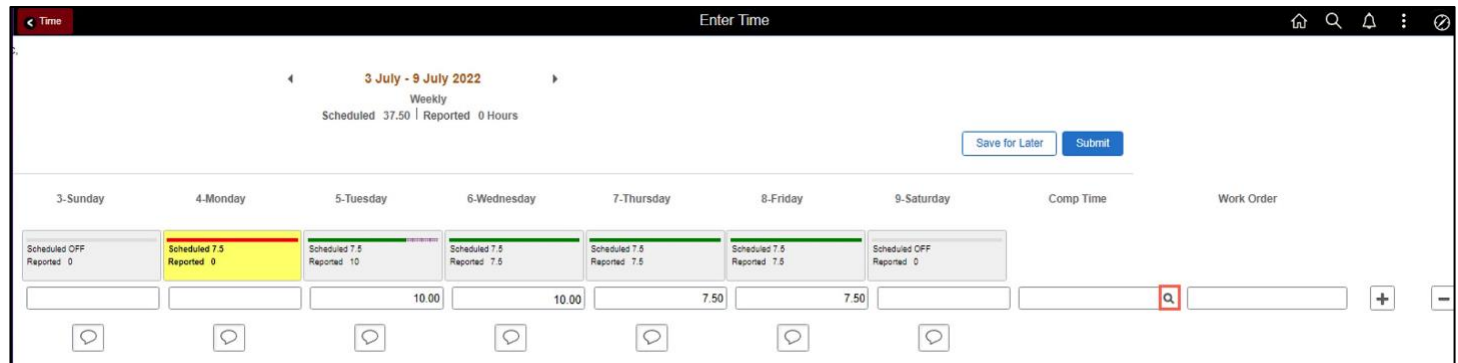


Empl Rec: 0[FTE]Active(631010)Carpenter / Renovation Spec.

3 July - 9 July 2022
Weekly
Scheduled 37.50 | Reported 0 Hours

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

*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
REGHR - Regular Hours	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
			10.00	10.00	7.50	7.50		
Comments								



3 July - 9 July 2022
Weekly
Scheduled 37.50 | Reported 0 Hours

3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0		
		10.00	10.00	7.50	7.50			

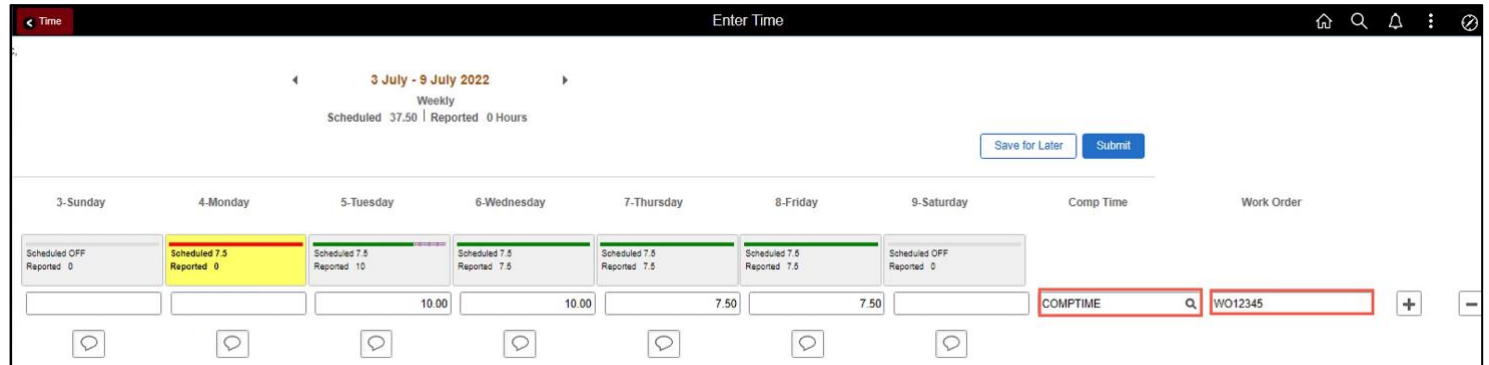
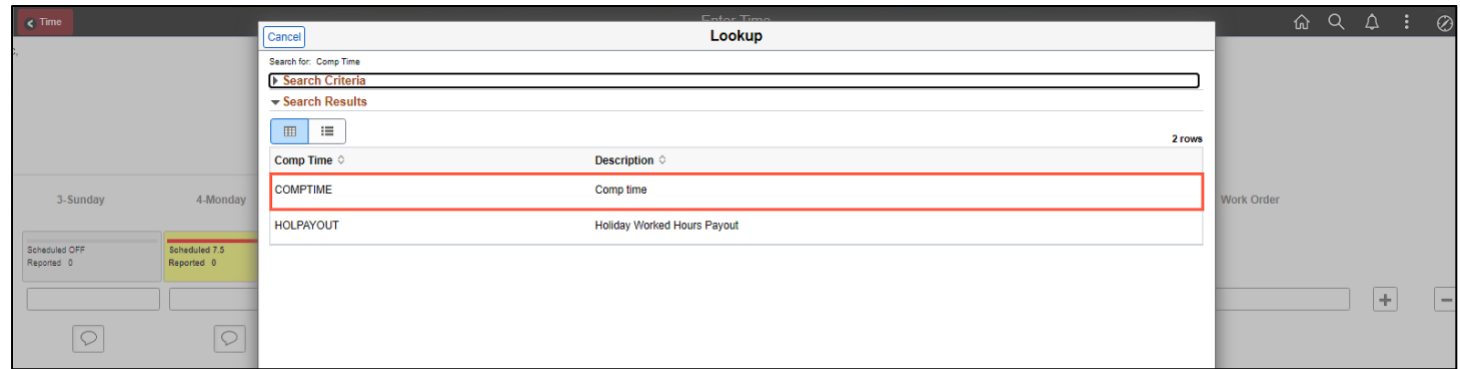
Earn Comp Time and Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field

Step 8: Click to select **Comp Time** from the list.

Note: Comp Time will need to be added to every line added to the timesheet.

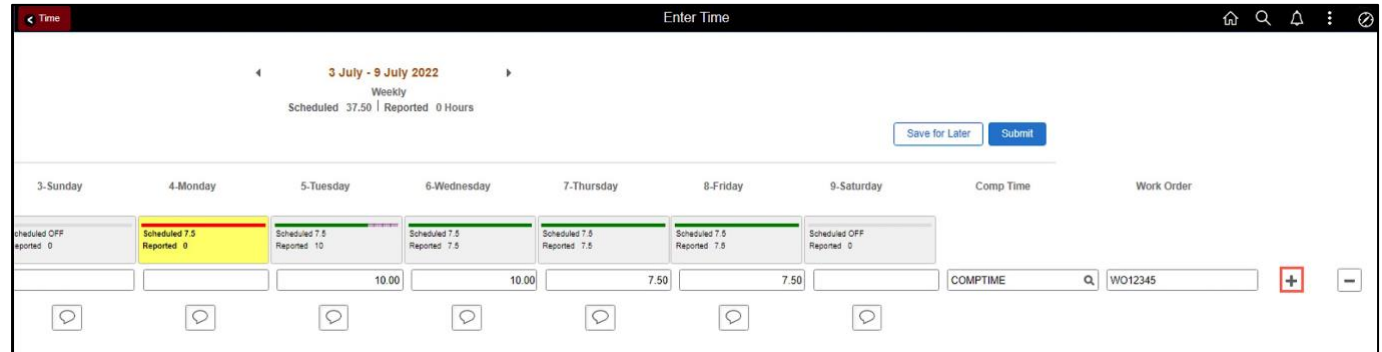
Notice **COMPTIME** is now populated in the **Comp Time** field.

Step 9: Click in the **Work Order** field and enter the order number that corresponds with the hours worked for the first line.



Earn Comp Time and Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field

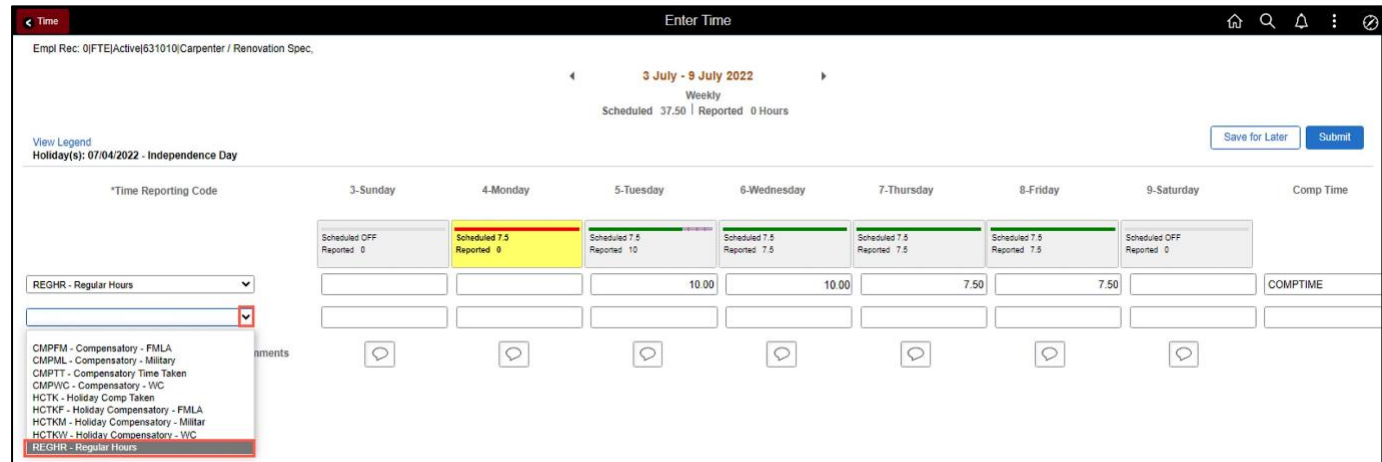
Step 10: To enter the hours worked on the holiday, click the **Plus (+)** button to add a second line.



The screenshot shows the 'Enter Time' interface for the week of July 3-9, 2022. The interface includes a calendar view with days from Sunday to Saturday, a 'Comp Time' field, and a 'Work Order' field. A red box highlights the plus sign button next to the work order field.

Step 11: Scroll back to the left to enter time worked on the holiday. Click the **Time Reporting Code** drop-down arrow.

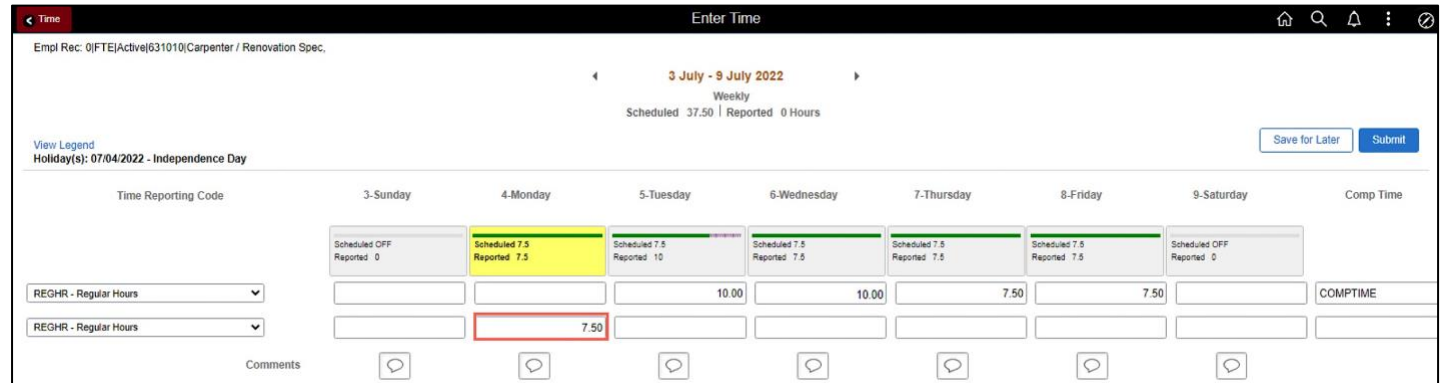
Step 12: Select **REGHR – Regular Hours**.



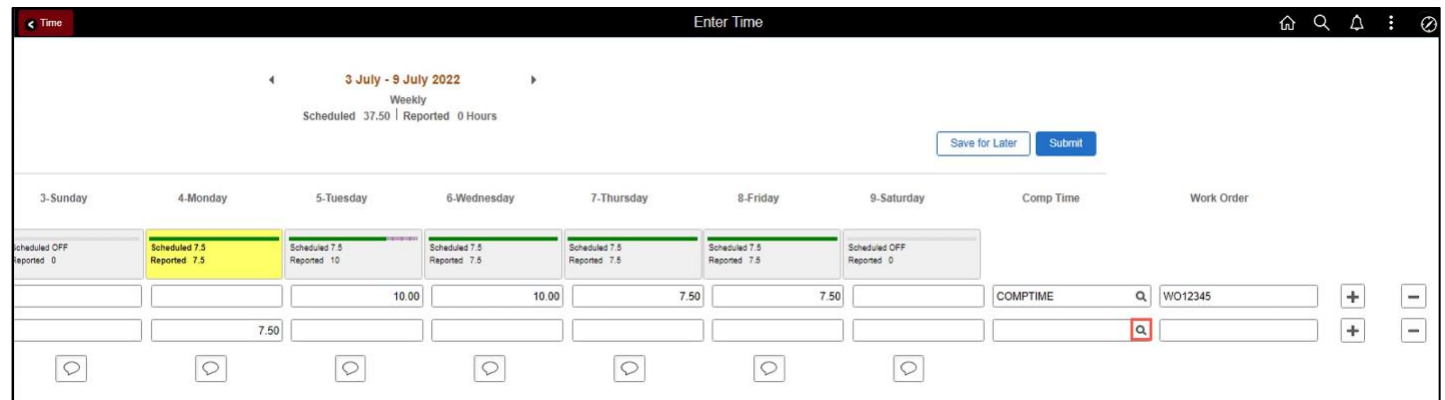
The screenshot shows the 'Enter Time' interface for the week of July 3-9, 2022. The interface includes a calendar view with days from Sunday to Saturday, a 'Comp Time' field, and a 'Work Order' field. A red box highlights the plus sign button next to the work order field. A dropdown menu is open, showing a list of time reporting codes, with 'REGHR - Regular Hours' selected.

Earn Comp Time and Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field

Step 13: Click in the **Time Entry** field and enter hours worked for each day.

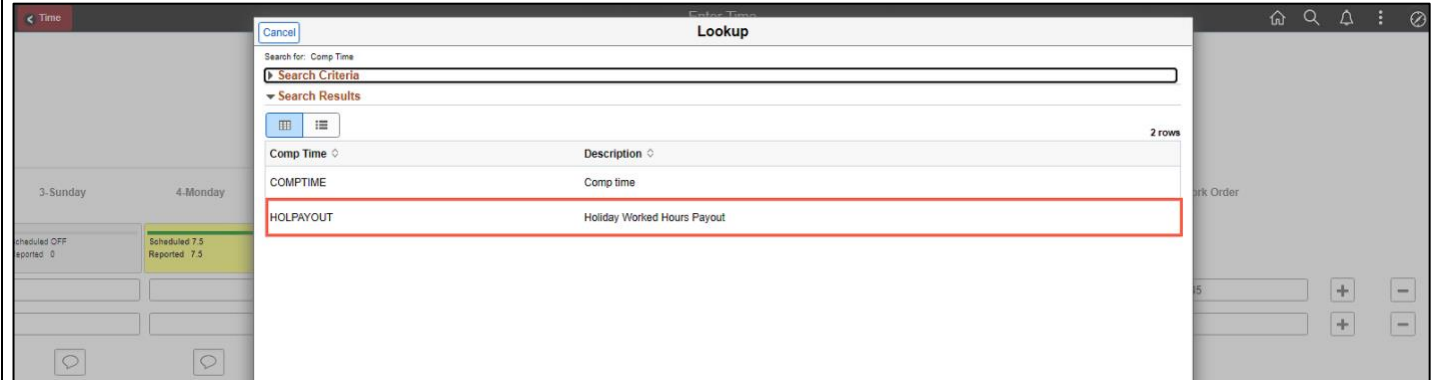


Step 14: To request a payout for the hours worked on the holiday, scroll to the right and click the **Look up Comp** button.



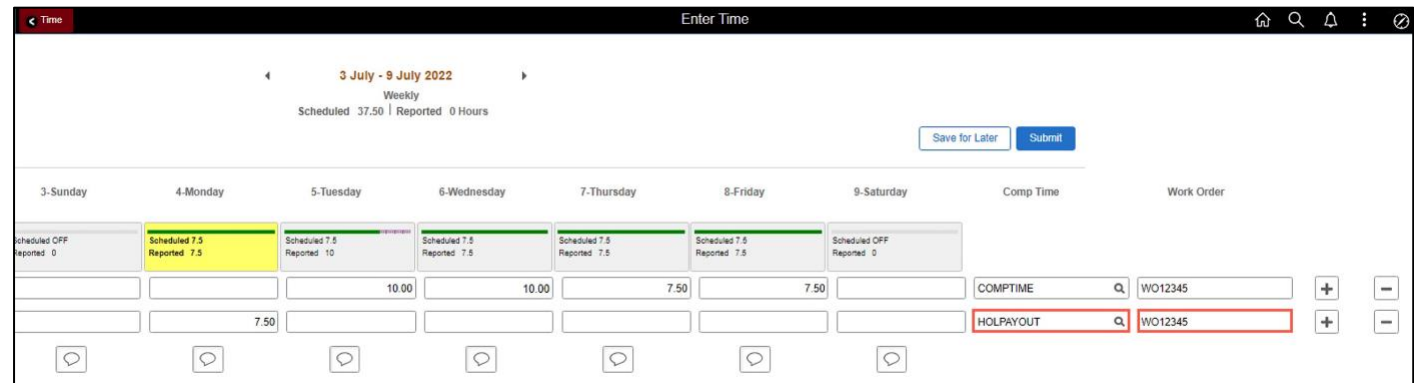
Earn Comp Time and Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field

Step 15: Click to select the **Holiday Worked Hours Payout (HOLPAYOUT)** option from the list.



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

Step 16: Click in the **Work Order** field and enter the order number that corresponds with the hours worked on the holiday.



Earn Comp Time and Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field

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

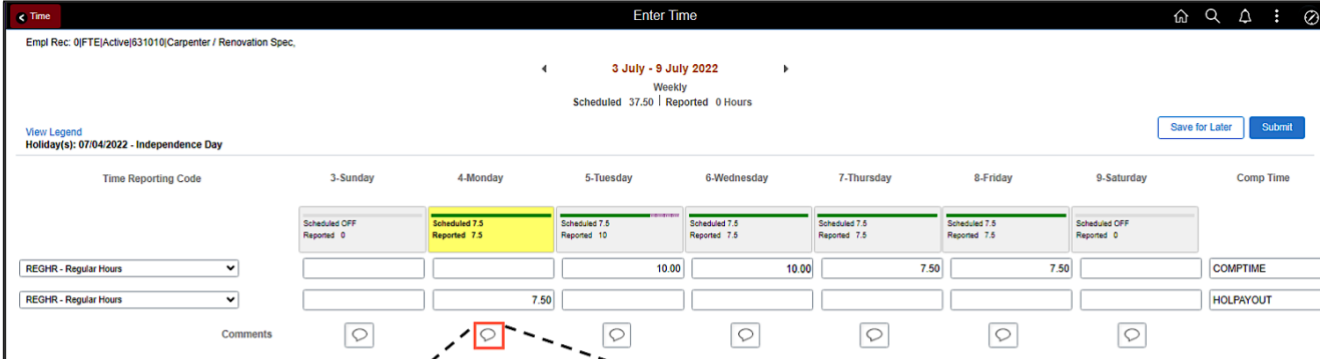
Step 17: Click the **Comments** button.

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

Step 19: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

Step 20: Click the **X** to close the Time Reporting Comments page.



Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0		
REGHR - Regular Hours			10.00	10.00	7.50	7.50		COMPTIME
REGHR - Regular Hours		7.50						HOLPAYOUT
Comments								



Time Reporting Comments [X]

Comments related to Time entered for 07/04/2022

Comment once entered cannot be altered or removed.

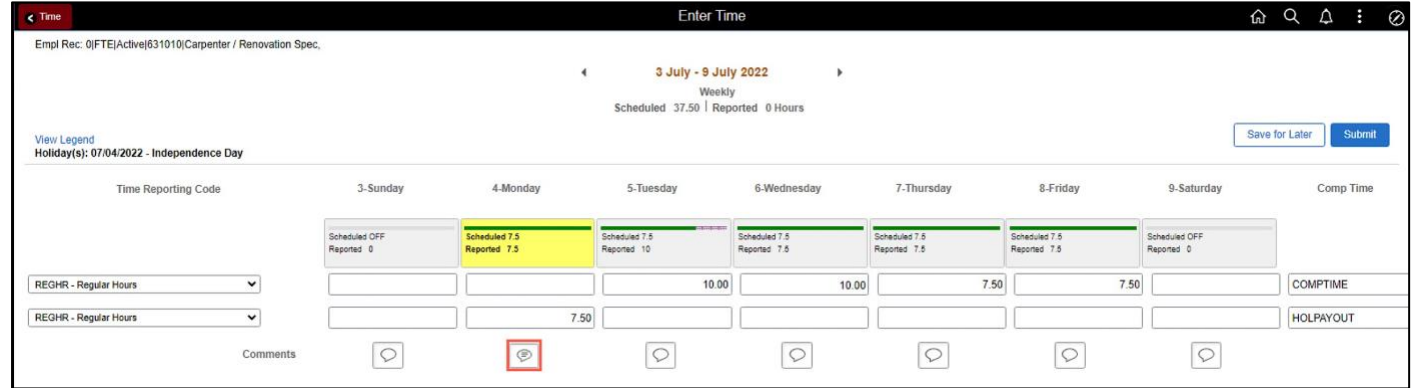
Manager gave permission to receive a payout for the hours worked on the holiday.

[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.



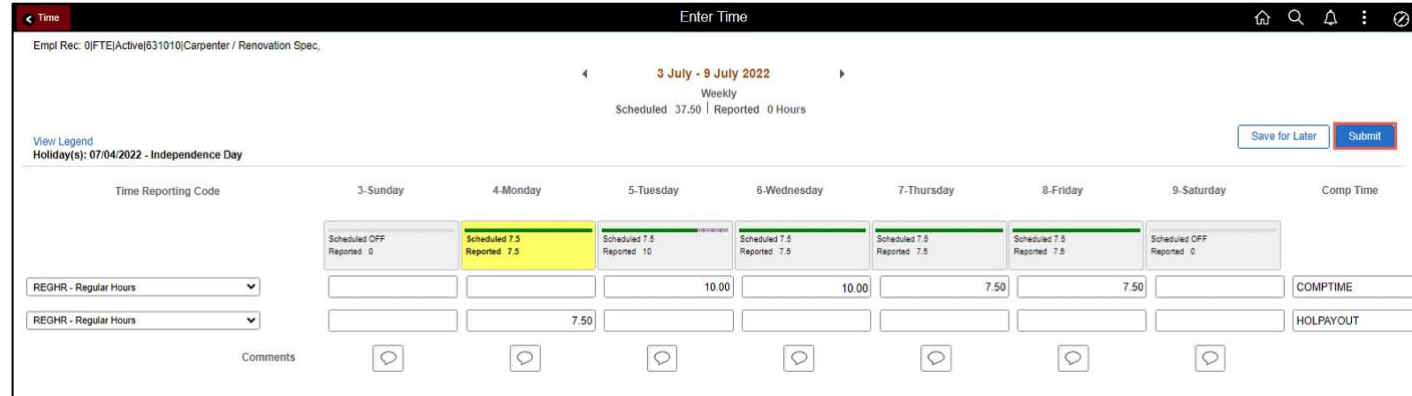
Empl Rec: 0[FTE]Active(631010)Carpenter / Renovation Spec.

3 July - 9 July 2022
Weekly
Scheduled 37.50 | Reported 0 Hours

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

Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
REGHR - Regular Hours			10.00	10.00	7.50	7.50		COMPTIME
REGHR - Regular Hours		7.50						HOLPAYOUT
Comments								

Step 21: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.



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3 July - 9 July 2022
Weekly
Scheduled 37.50 | Reported 0 Hours

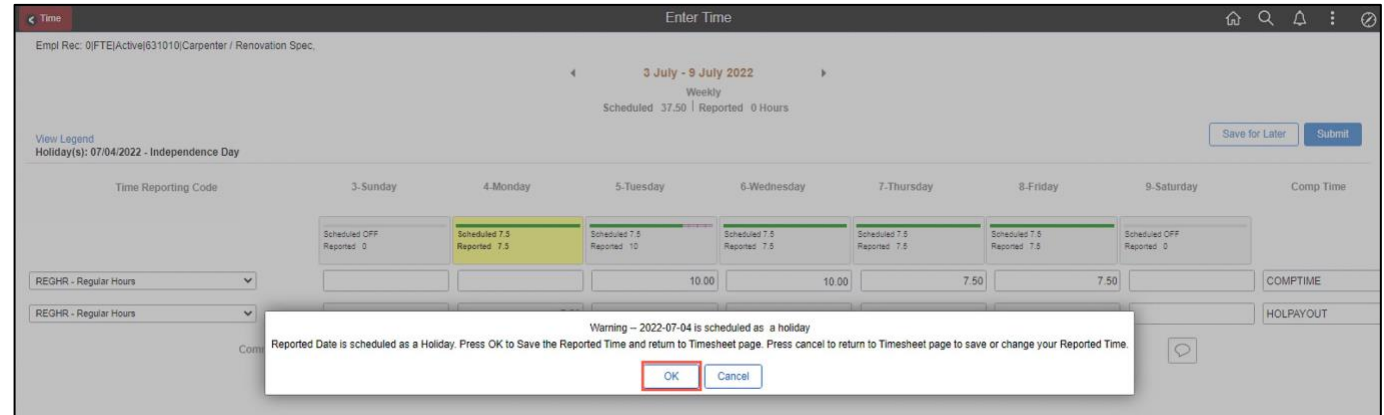
View Legend
Holiday(s): 07/04/2022 - Independence Day

Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
REGHR - Regular Hours			10.00	10.00	7.50	7.50		COMPTIME
REGHR - Regular Hours		7.50						HOLPAYOUT
Comments								

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Earn Comp Time and Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field

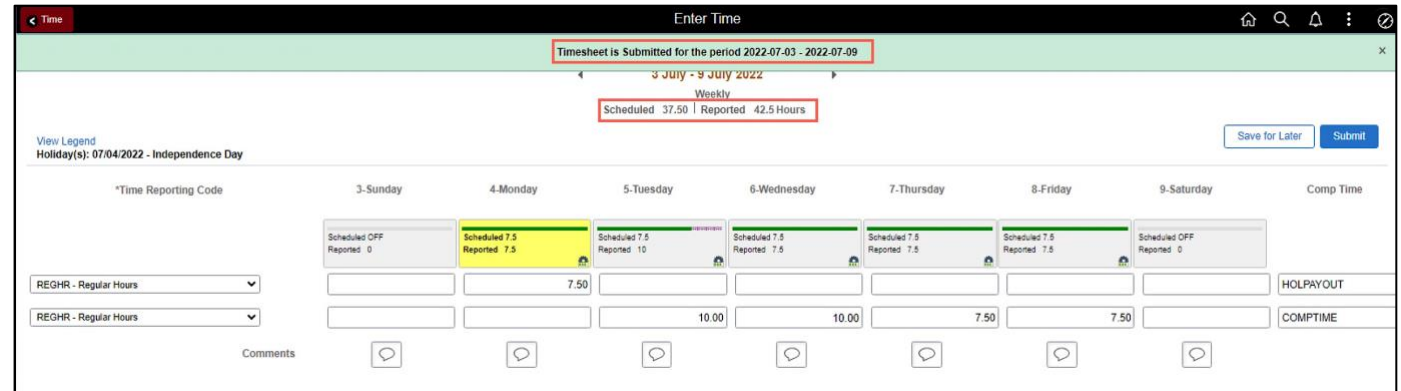
Step 22: When you enter time on a holiday, a warning message will appear informing you that the reported date is a holiday. Click the **OK** button to save the reported time and return to the timesheet.



The screenshot shows the 'Enter Time' interface for the week of July 3-9, 2022. A warning message is displayed: "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.

Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled OFF	
Reported 0	Reported 7.5	Reported 10	Reported 7.5	Reported 7.5	Reported 7.5	Reported 7.5	Reported 0	
REGHR - Regular Hours			10.00	10.00	7.50	7.50		COMP TIME
REGHR - Regular Hours								HOL PAYOUT

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 and your supervisor's inbox.



The screenshot shows the 'Enter Time' interface after successful submission. A green confirmation message is displayed at the top: "Timesheet is Submitted for the period 2022-07-03 - 2022-07-09". The summary at the top shows "Scheduled 37.50 | Reported 42.5 Hours".





*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled OFF	
Reported 0	Reported 7.5	Reported 10	Reported 7.5	Reported 7.5	Reported 7.5	Reported 7.5	Reported 0	
REGHR - Regular Hours		7.50						HOL PAYOUT
REGHR - Regular Hours			10.00	10.00	7.50	7.50		COMP TIME

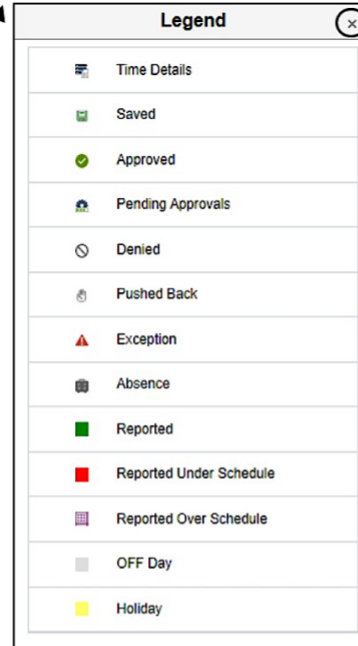
When submitted, the summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view.

Earn Comp Time and Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field

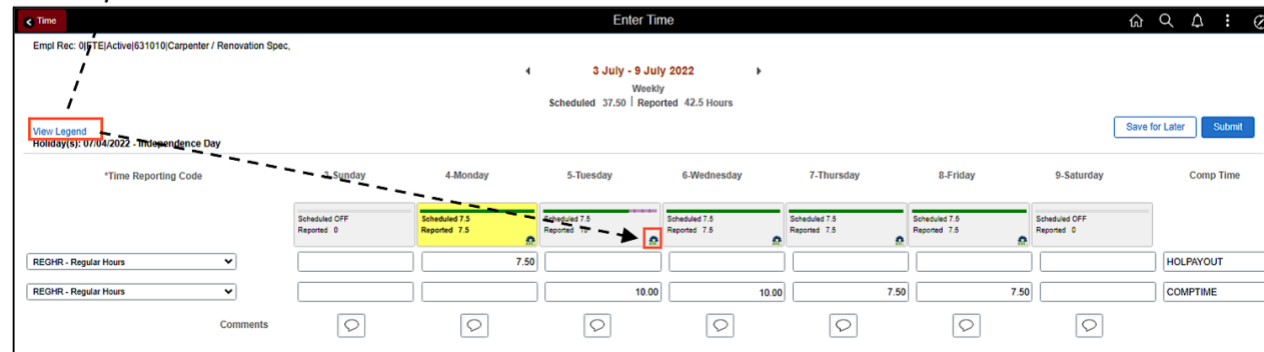
Step 23: When submitted, the **Pending Approvals** icon appear for the days' time entered indicating the timesheet is waiting for approval. Click the **View Legend** link to view the legends used and a short description of each one.

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

Empl Rec: 01TE/Active(631010)/Carpenter / Renovation Spec.

3 July - 9 July 2022

Weekly

Scheduled 37.50 | Reported 42.5 Hours

Save for Later Submit

View Legend

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

*Time Reporting Code

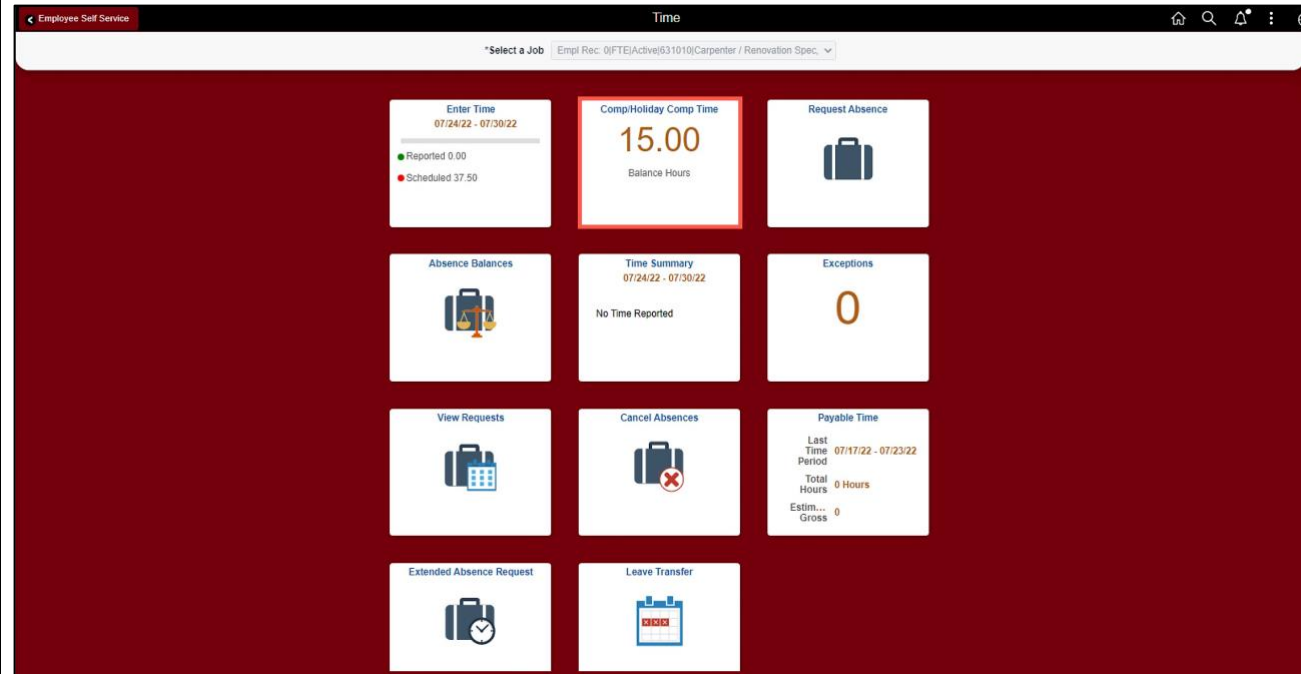
	Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF								
Reported 0								
Scheduled 7.5								
Reported 7.5		7.50	7.50	7.50	7.50	7.50		
Scheduled 7.5								
Reported 7.5			10.00	10.00	7.50	7.50		
Scheduled OFF								HOLYPAYOUT
Reported 0								COMPTIME

REGHR - Regular Hours

Comments

Earn Comp Time and Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field

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



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



You successfully learned how to earn comp time and request holiday comp payout on an elapsed timesheet with a work order field.