

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

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

This job aid outlines how a manager can earn comp time and request holiday comp payout on an elapsed timesheet with a work order field on behalf of an employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

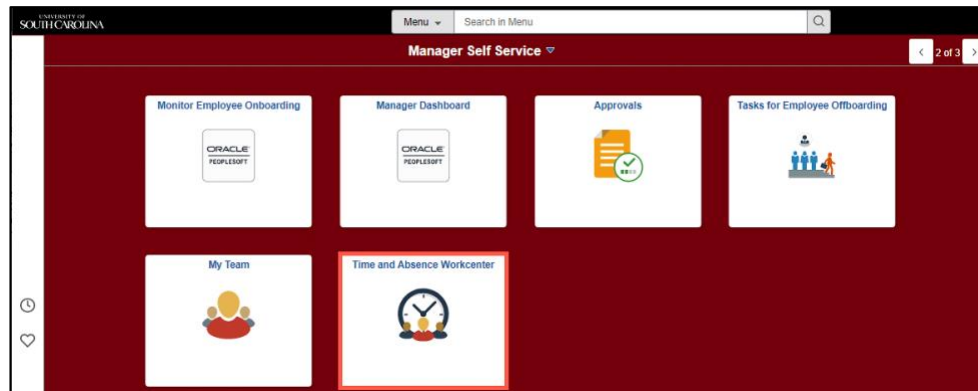
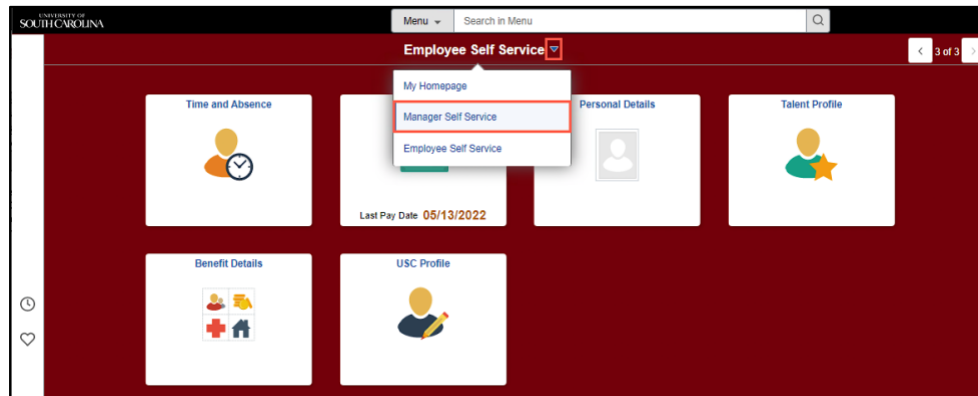
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

Processing Steps

Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **Manager Self Service** from the list.

Step 2: Click the **Time and Absence Workcenter** tile.

Screenshots

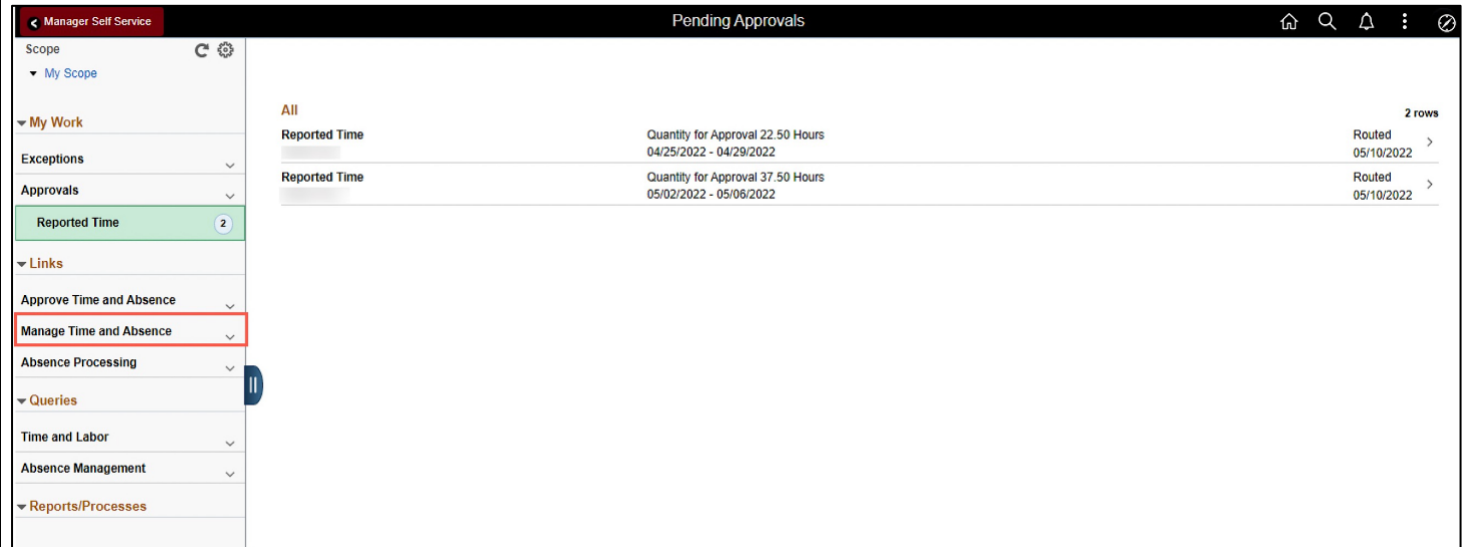


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Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries and reports.

Step 3: Click the **Manage Time and Absence** drop-down arrow.

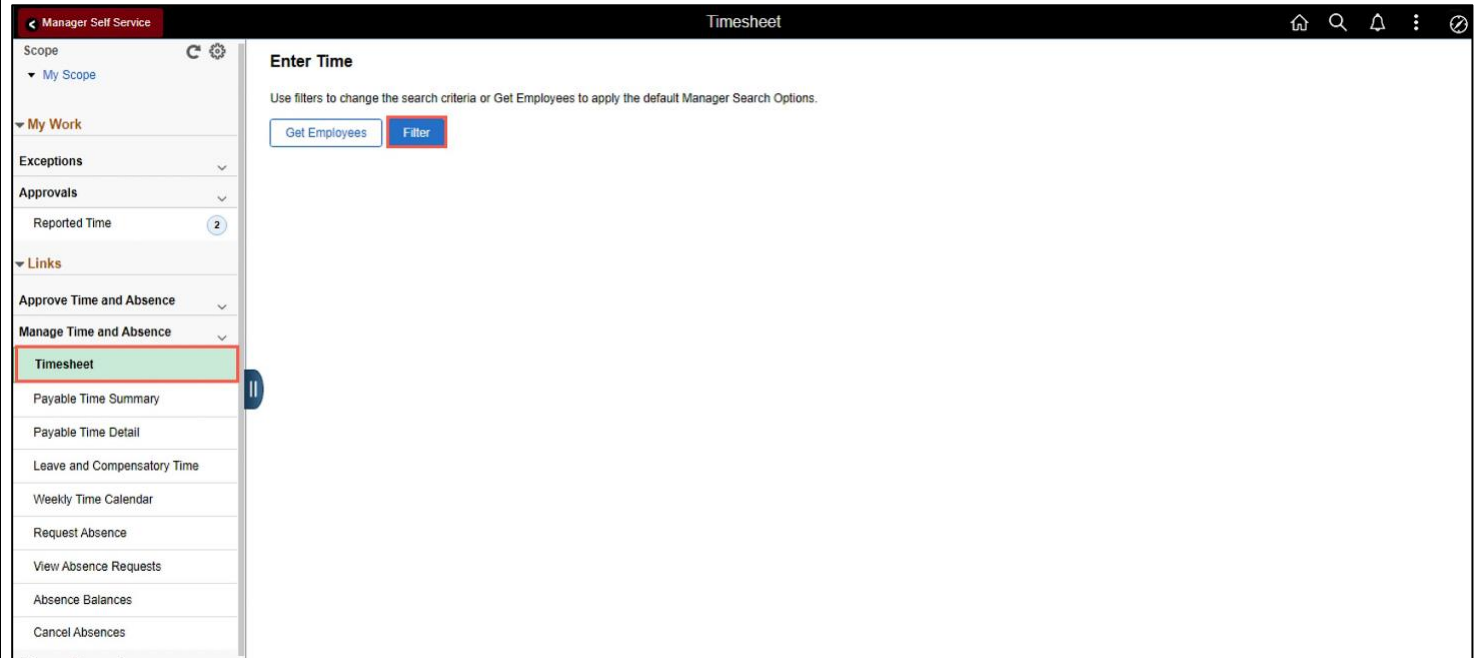


Pending Approvals		
All		
Reported Time	Quantity for Approval 22.50 Hours 04/25/2022 - 04/29/2022	Routed 05/10/2022 >
Reported Time	Quantity for Approval 37.50 Hours 05/02/2022 - 05/06/2022	Routed 05/10/2022 >

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Step 4: Click the **Timesheet** option from the list.

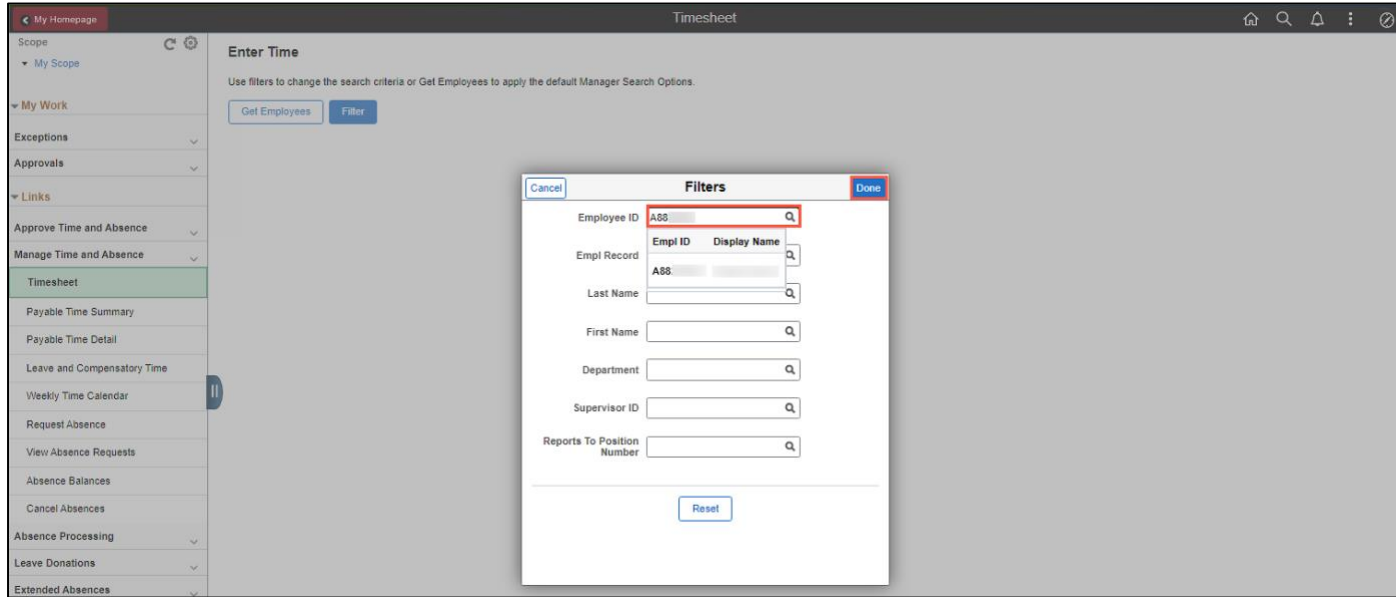
Step 5: To enter time for a specific employee, begin by clicking the **Filter** button.



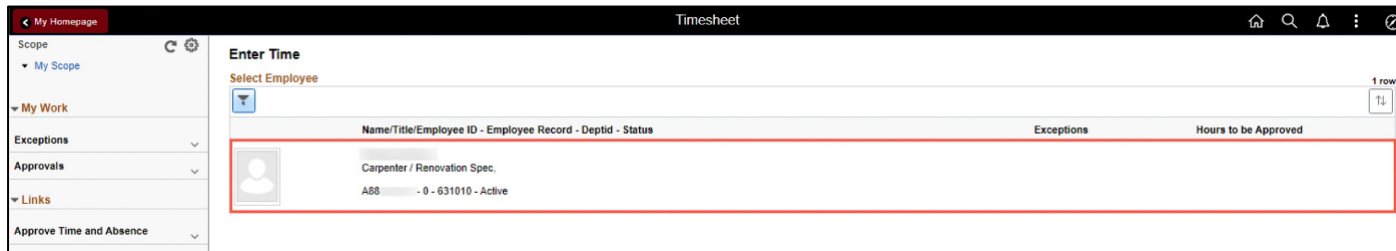
Earn Comp Time and Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field on Behalf of an Employee

Step 6: To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

Step 7: Click **Done** to move on to the Enter Time page.



Step 8: Click the **Employee Name/Tile** line to view the Enter Time page.



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For this example, the employee worked just one work order for the week of July 4 – July 10. As the manager, you can enter time on behalf of your direct reports.

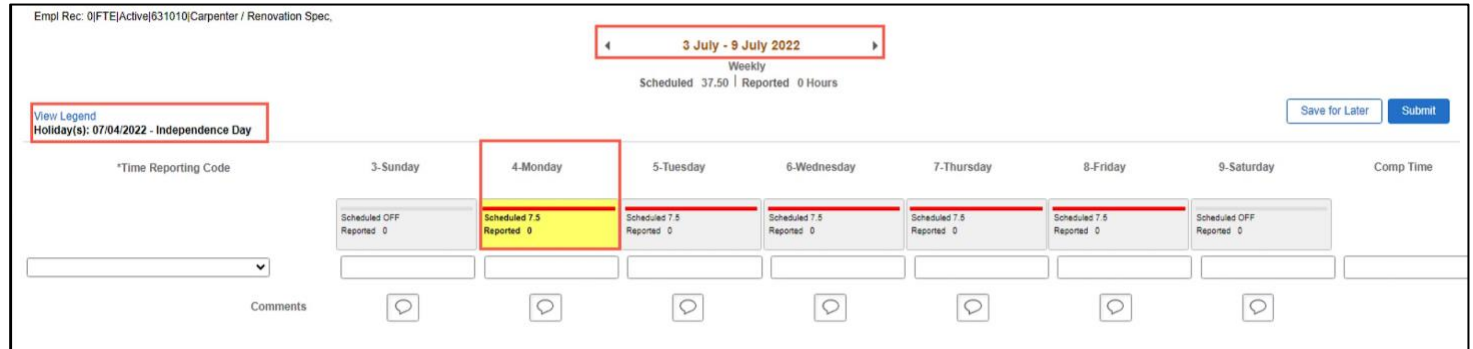
Step 9: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

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

Step 11: Select **REGHR – Regular Hours**.

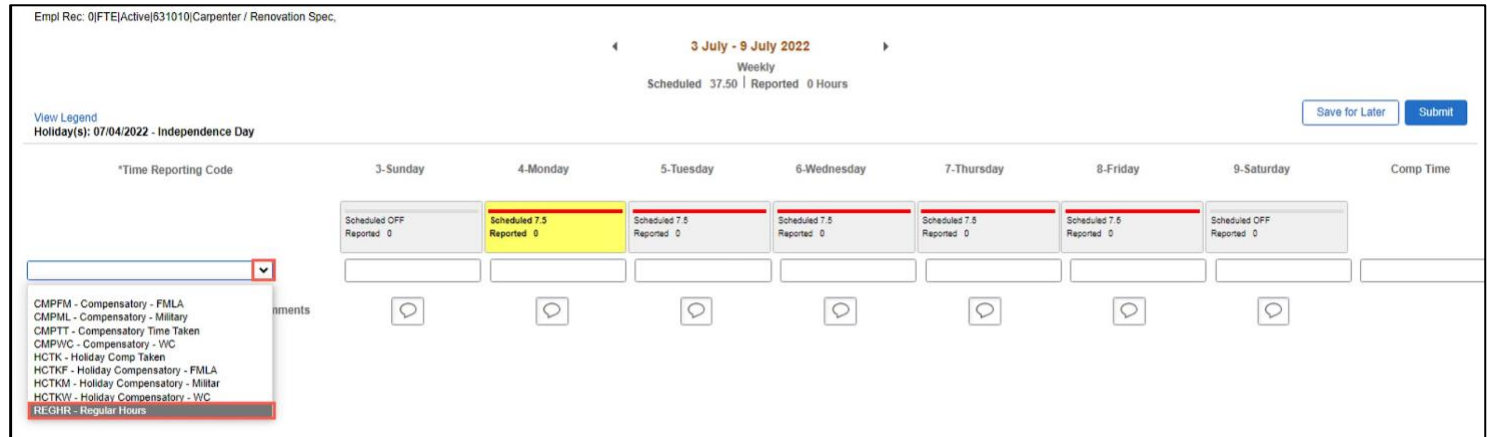


Empl Rec: 0[FTE]Active[631010]Carpenter / Renovation Spec.

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 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 OFF Reported 0	
Comments								



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 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 OFF Reported 0	
Comments								

- CMPFM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMBTT - Compensatory Time Taken
- CMPWC - Compensatory - WC
- HCTK - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Militar
- HCTKW - Holiday Compensatory - WC
- REGHR - Regular Hours

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Step 12: 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 13: 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](#) [Save for Later](#) [Submit](#)

*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 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		
Comments								

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

[Save for Later](#) [Submit](#)

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			

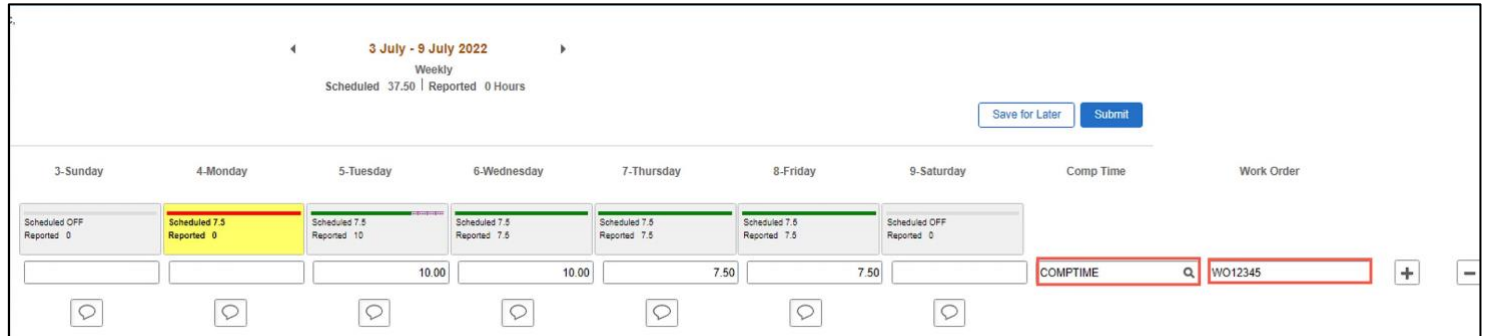
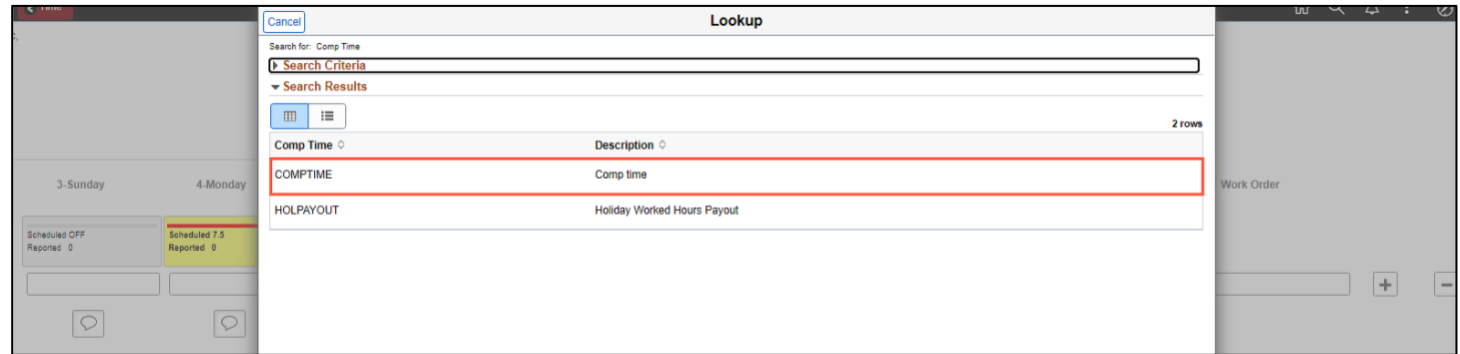
Earn Comp Time and Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field on Behalf of an Employee

Step 14: 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 15: Click in the **Work Order** field and enter the order number that corresponds with the hours worked for the first line.





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Step 16: To enter the hours worked on the holiday, click the **Plus (+)** button to add a second line.

Step 17: Scroll back to the left to enter time worked on the holiday. Click the **Time Reporting Code** drop-down arrow.

Step 18: Select **REGHR – Regular Hours**.

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Step 19: Click in the **Time Entry** field and enter hours worked for each day.

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

Save for Later Submit

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						
Comments								

Step 20: To request a payout for the hours worked on the holiday, scroll to the right and click the **Look up Comp** button.

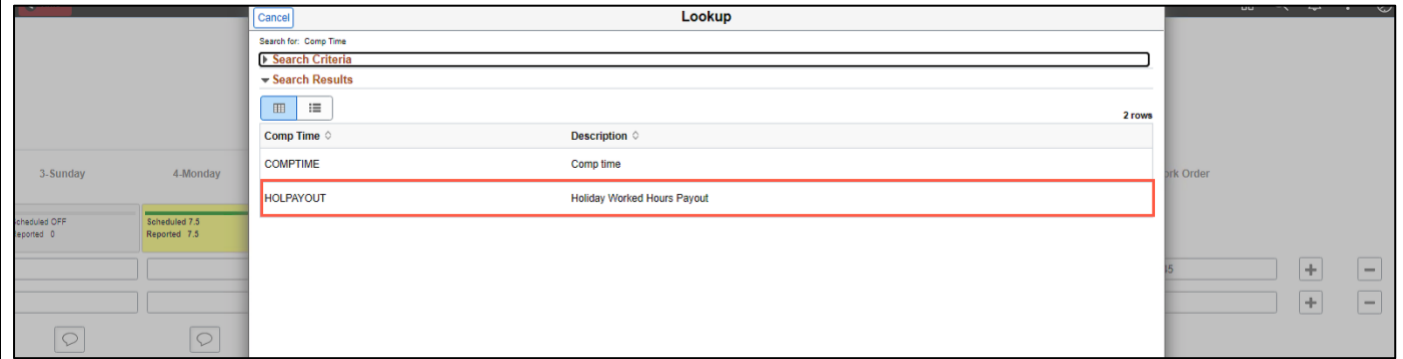
3 July - 9 July 2022
Weekly
Scheduled 37.50 | Reported 0 Hours

Save for Later Submit

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 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		
		10.00	10.00	7.50	7.50		COMPTIME	WO12345
	7.50							

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Step 21: Click to select the **Holiday Worked Hours Payout (HOLPAYOUT)** option from the list.



Cancel Lookup

Search for: Comp Time

Search Criteria

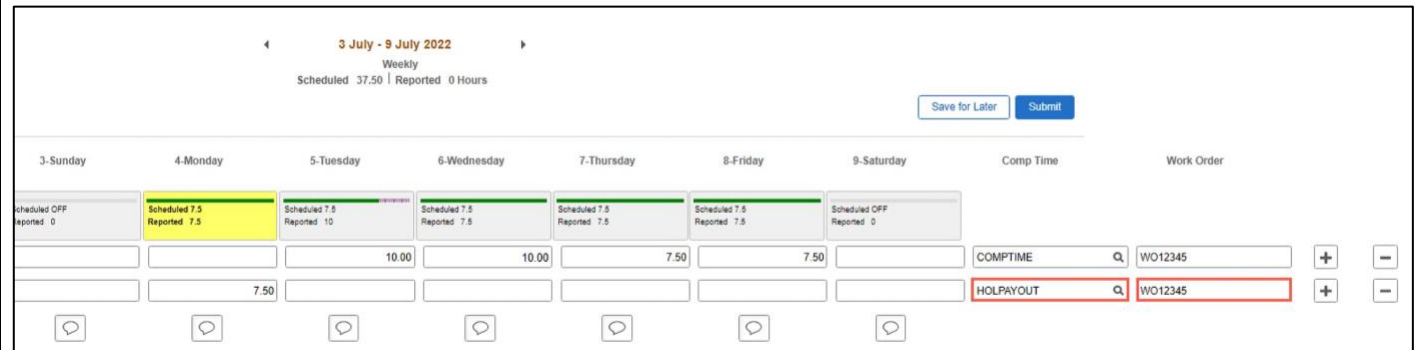
Search Results

2 rows

Comp Time	Description
COMPTIME	Comp time
HOLPAYOUT	Holiday Worked Hours Payout

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

Step 22: Click in the **Work Order** field and enter the order number that corresponds with the hours worked on the holiday.



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

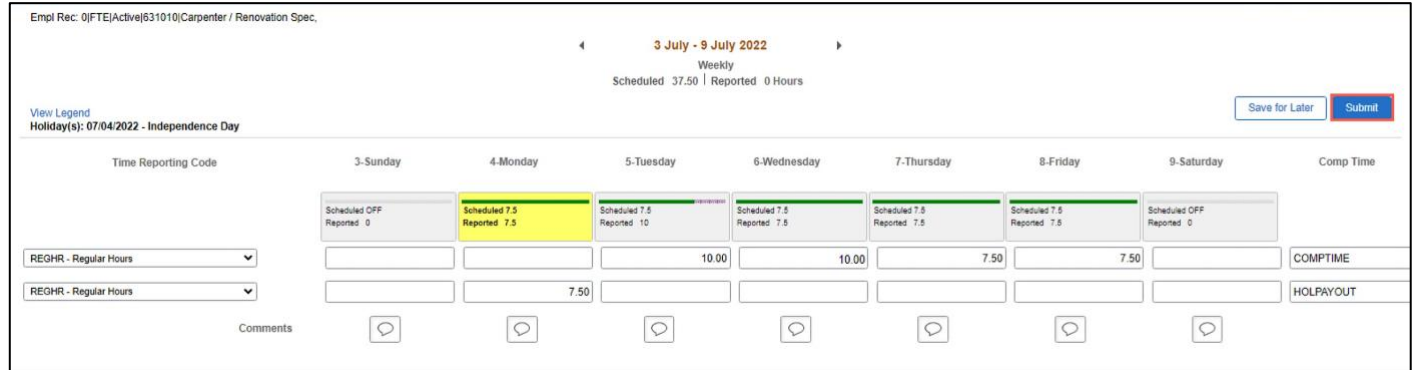
Save for Later Submit

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 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	COMPTIME	WO12345
	7.50	10.00	10.00	7.50	7.50		HOLPAYOUT	WO12345

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Step 23: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.



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

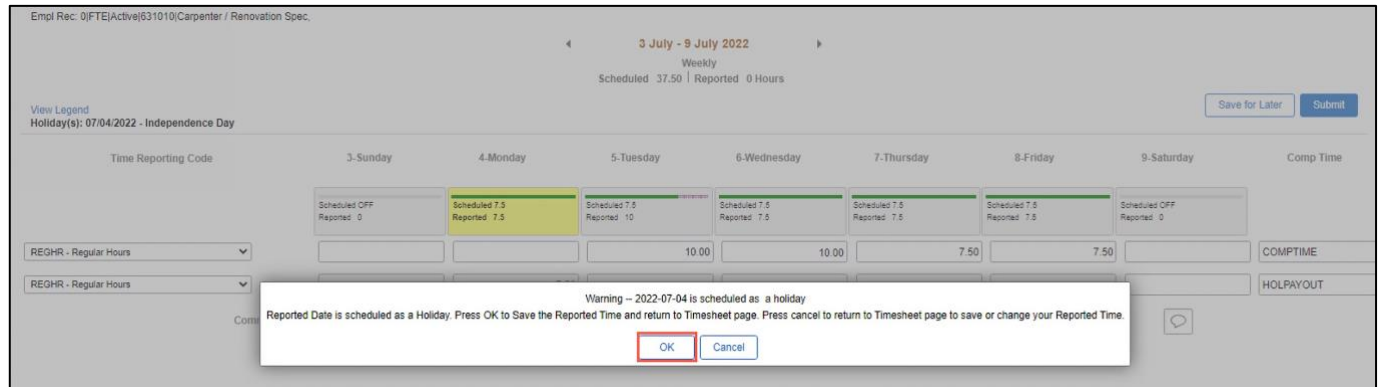
3 July - 9 July 2022
Weekly
Scheduled 37.50 | Reported 0 Hours

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								

Save for Later Submit

Step 24: 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.



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								

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.

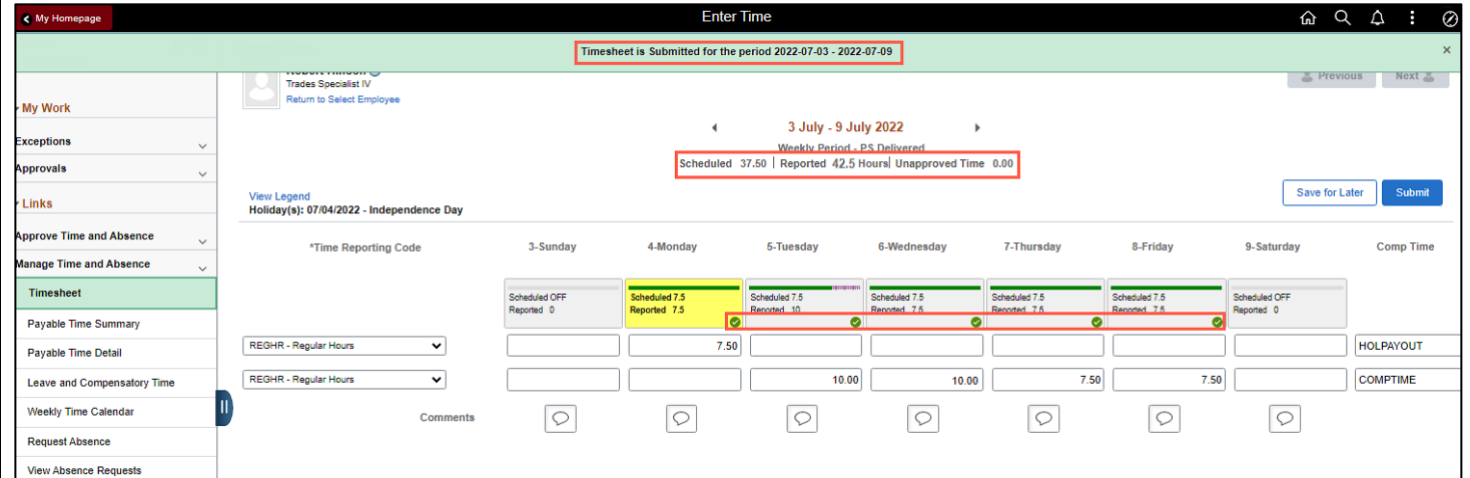
OK Cancel

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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.

When a timesheet is entered by a manager on behalf of an employee, additional approval is not required as indicated by the white check in the green circle.

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



Enter Time

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

3 July - 9 July 2022
Weekly Period - P.S. Delivered

Scheduled 37.50 | Reported 42.5 Hours | Unapproved Time 0.00





Save for Later Submit

*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	HOLPAYOUT
REGHR - Regular Hours	7.50	7.50	10.00	10.00	7.50	7.50		COMPTIME
REGHR - Regular Hours								

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














Step 25: When submitted, the **Approved** icon appears for the days' time is entered indicating the timesheet is approved. 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.

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

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 Period - P5 Delivered
Scheduled 37.50 | Reported 42.5 | Hourly Unapproved Time 0.00

Save for Later Submit

*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 11	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	HOLYPAYOUT
REGHR - Regular Hours		7.50						COMP TIME
REGHR - Regular Hours			10.00	10.00	7.50	7.50		

Comments