

**University of South Carolina
Time and Labor - ESS
Earn Holiday Comp Time on a Timesheet – Exempt**

How to earn holiday comp time on a timesheet for an exempt employee:

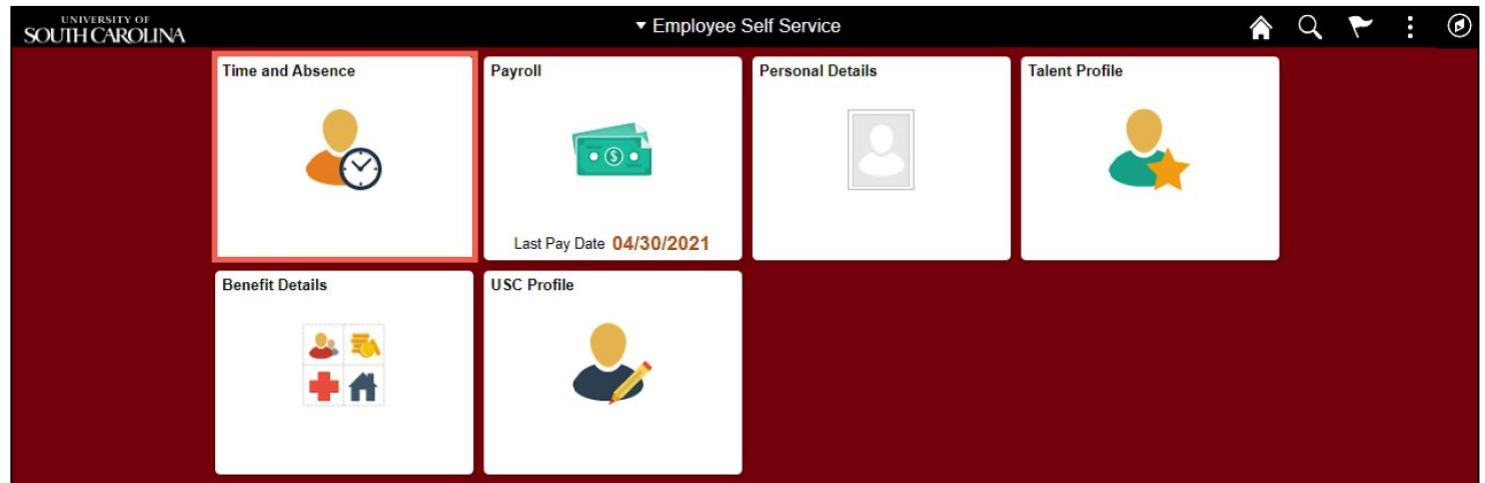
This job aid outlines how an exempt employee can earn holiday comp time on a timesheet. Note exempt employees do not enter daily hours worked on a timesheet. This job aid is for logging hours worked on a university holiday which results in holiday compensatory time.

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

Processing Steps

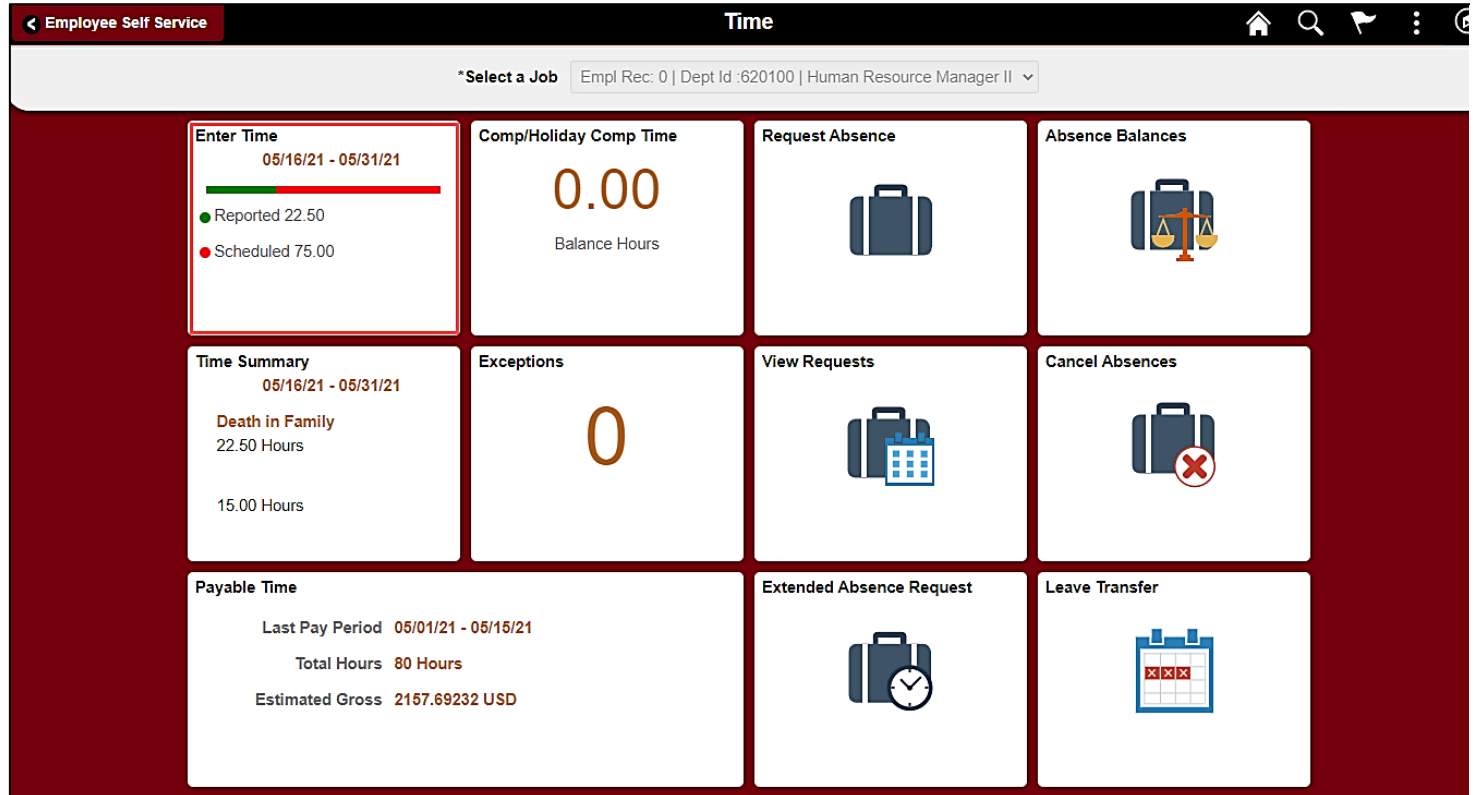
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screenshots










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



Employee Self Service Time

*Select a Job Empl Rec: 0 | Dept Id :620100 | Human Resource Manager II

Enter Time 05/16/21 - 05/31/21  ● Reported 22.50 ● Scheduled 75.00	Comp/Holiday Comp Time <h1>0.00</h1> Balance Hours	Request Absence 	Absence Balances 
Time Summary 05/16/21 - 05/31/21 Death in Family 22.50 Hours 15.00 Hours	Exceptions <h1>0</h1>	View Requests 	Cancel Absences 
Payable Time Last Pay Period 05/01/21 - 05/15/21 Total Hours 80 Hours Estimated Gross 2157.69232 USD		Extended Absence Request 	Leave Transfer 

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

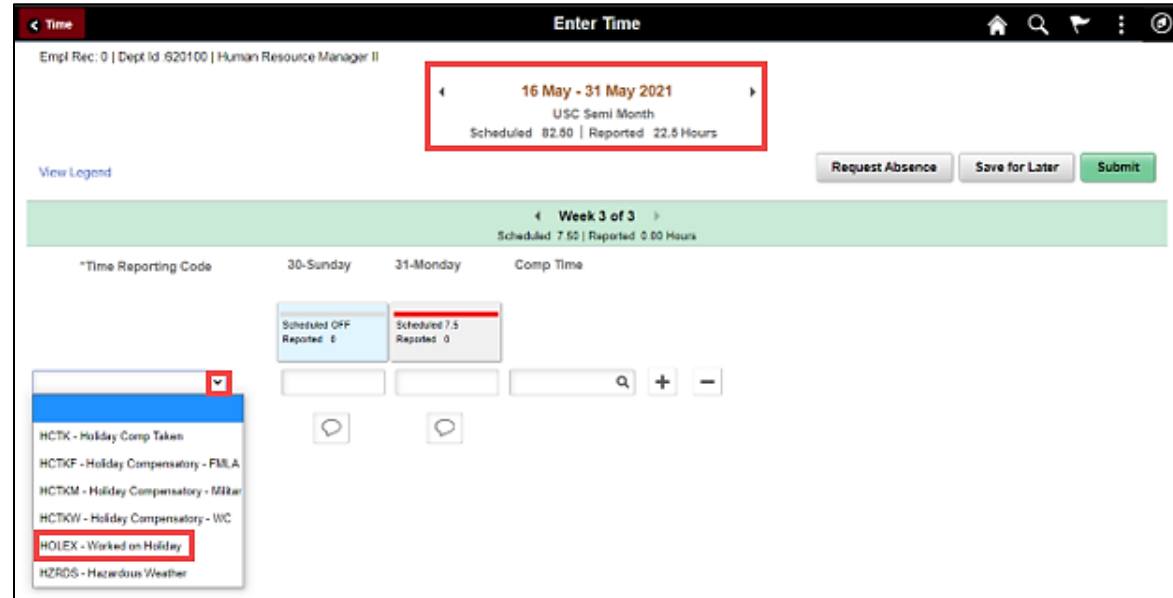
Begin by selecting the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

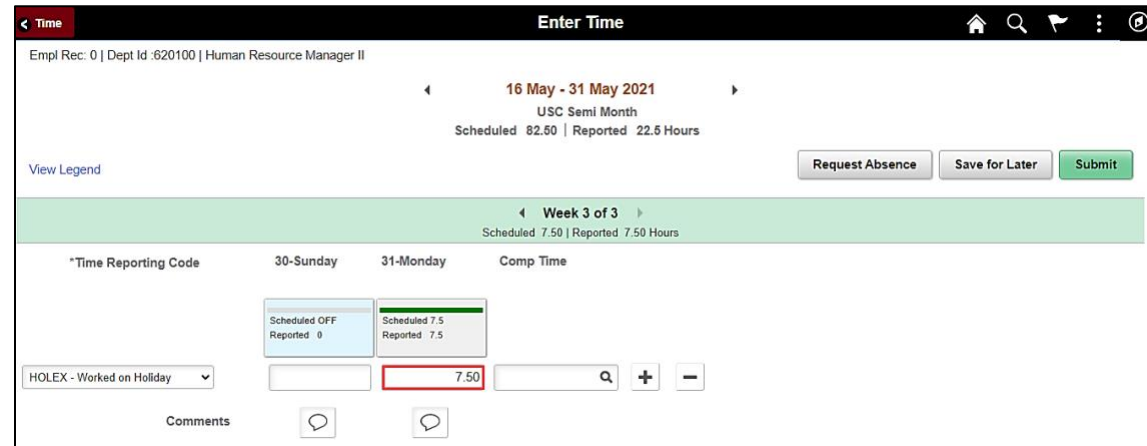
Step 4: Click the **Time Reporting Code** drop-down arrow. Exempt employees do not report regular hours worked, so the available TRCs are for holiday, hazardous weather, and using holiday comp time.

Step 5: Select **HOLEX – Worked on Holiday**.

Step 6: Click in the **Time Entry** field and enter hours worked on the university holiday. For this example, hours worked were entered on May 31, the Memorial Day holiday for UofSC.



The screenshot shows the 'Enter Time' interface for Employee Record 0, Department ID 620100, Human Resource Manager II. The selected period is 16 May - 31 May 2021 (USC Semi Month), with 82.50 hours scheduled and 22.5 hours reported. The interface shows a table for Time Reporting Codes (TRC) for 30-Sunday and 31-Monday. A dropdown menu is open for the 31-Monday entry, showing options: HCTK - Holiday Comp Taken, HCTKF - Holiday Compensatory - FMLA, HCTKM - Holiday Compensatory - MHA, HCTKW - Holiday Compensatory - WC, **HOLEX - Worked on Holiday** (highlighted in red), and HZRDS - Hazardous Weather. The 'SCHEDULED' field for 31-Monday is currently empty.



The screenshot shows the 'Enter Time' interface after the TRC has been selected. The 'Time Reporting Code' dropdown is now set to 'HOLEX - Worked on Holiday'. The 'SCHEDULED' field for 31-Monday is now filled with '7.50' (highlighted in red). The 'Reported' field for 31-Monday is still empty. The total reported hours for the week is now 7.50.

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

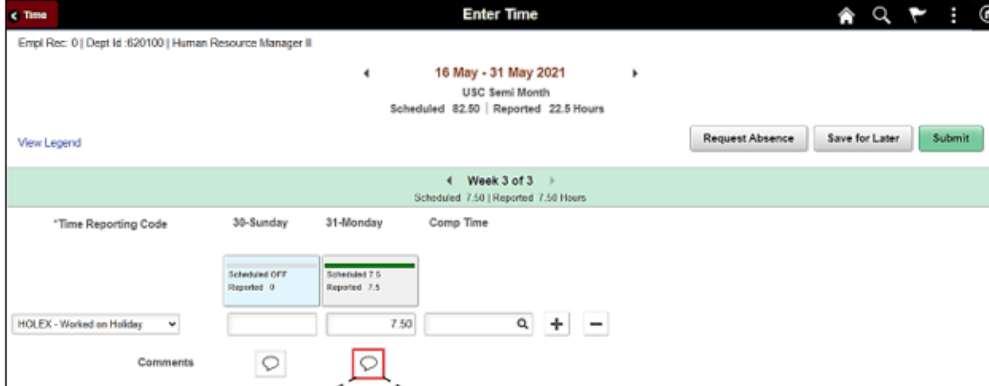
Step 7: Click the **Comments** button.

Use the **Comments** page to enter comments for the reported time.

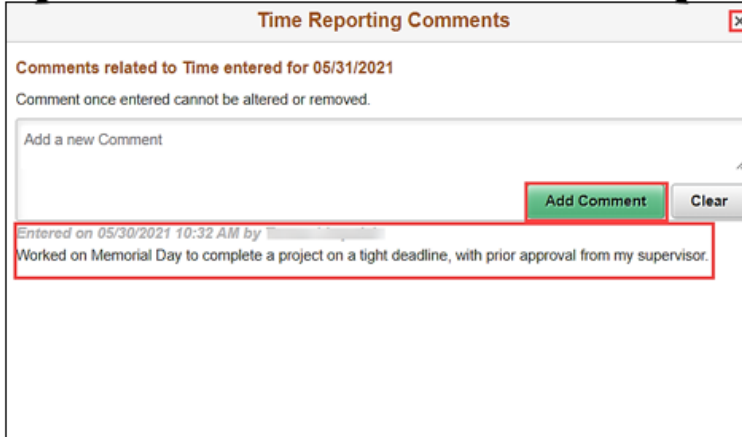
Step 8: Click in the **Comment** field and enter a comment applicable to the time entered on the holiday.

Step 9: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

Step 10: Click the **X** to close the Time Reporting Comments page.



The screenshot shows the 'Enter Time' interface. At the top, it displays 'Emp# Rec: 0 | Dept Id: 650100 | Human Resource Manager II' and the date range '16 May - 31 May 2021'. Below this, it shows 'USC Semi Month' and 'Scheduled 82.50 | Reported 22.5 Hours'. There are buttons for 'Request Absence', 'Save for Later', and 'Submit'. A 'View Legend' link is also present. The main area shows a calendar for 'Week 3 of 3' with 'Scheduled 7.50 | Reported 7.50 Hours'. A table below shows time reporting codes for '30-Sunday' and '31-Monday'. The '31-Monday' entry is selected, showing 'Scheduled 7.5' and 'Reported 7.5'. A dropdown menu is set to 'HOLEX - Worked on Holiday'. A 'Comments' button is highlighted with a red box.

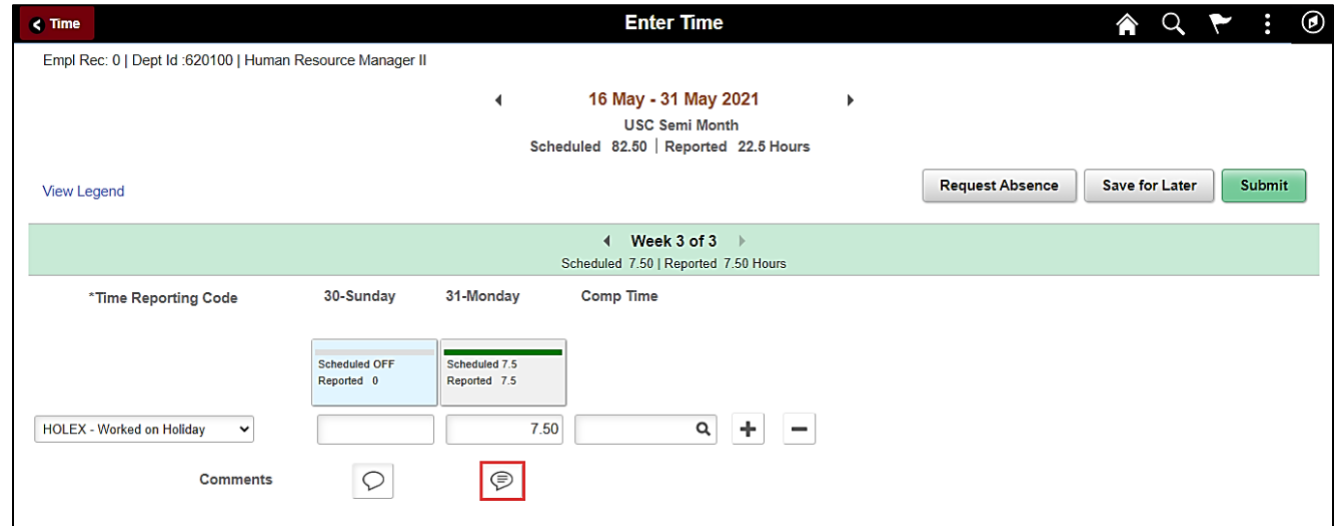


The screenshot shows the 'Time Reporting Comments' dialog box. It has a title bar with a close button (X). The main content area is titled 'Comments related to Time entered for 05/31/2021' and includes the instruction 'Comment once entered cannot be altered or removed.' Below this is a text input field with the placeholder 'Add a new Comment'. There are 'Add Comment' and 'Clear' buttons. A red box highlights the following text: 'Entered on 05/30/2021 10:32 AM by [redacted] Worked on Memorial Day to complete a project on a tight deadline, with prior approval from my supervisor.'

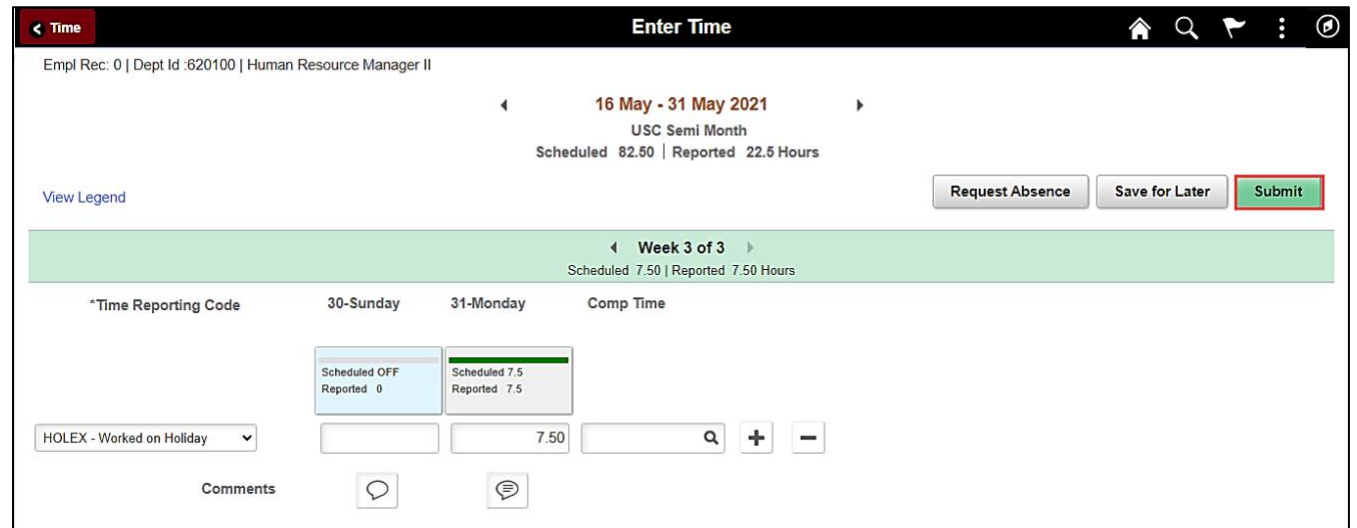
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Notice when a comment has been added to a specific time entry, squiggles appear in the comment bubble.

Step 11: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.



The screenshot shows the 'Enter Time' interface for a user with Empl Rec: 0 | Dept Id :620100 | Human Resource Manager II. The period is 16 May - 31 May 2021 (USC Semi Month). The interface shows a table for time reporting with columns for '30-Sunday', '31-Monday', and 'Comp Time'. A dropdown menu is open for '31-Monday', showing 'Scheduled OFF Reported 0' and 'Scheduled 7.5 Reported 7.5'. The 'Comp Time' column has a value of 7.50. A comment bubble is visible below the 7.50 entry, containing a squiggle icon. Buttons for 'Request Absence', 'Save for Later', and 'Submit' are visible at the top right.



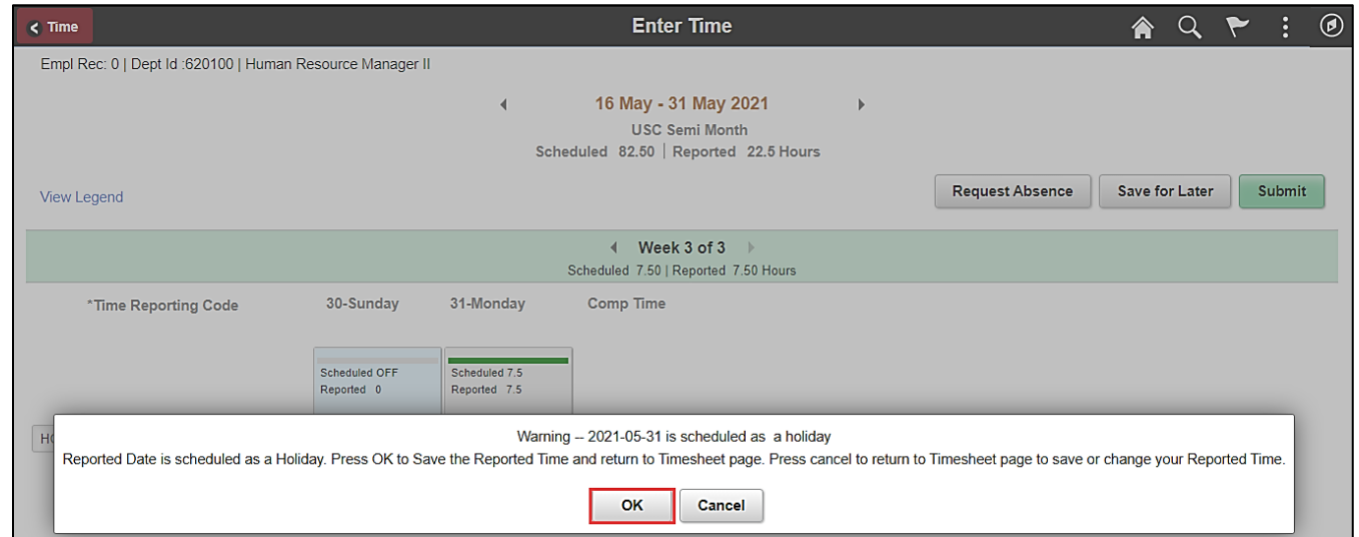
This screenshot is identical to the one above, but the 'Submit' button at the top right is highlighted with a red border, indicating the final step of the process.

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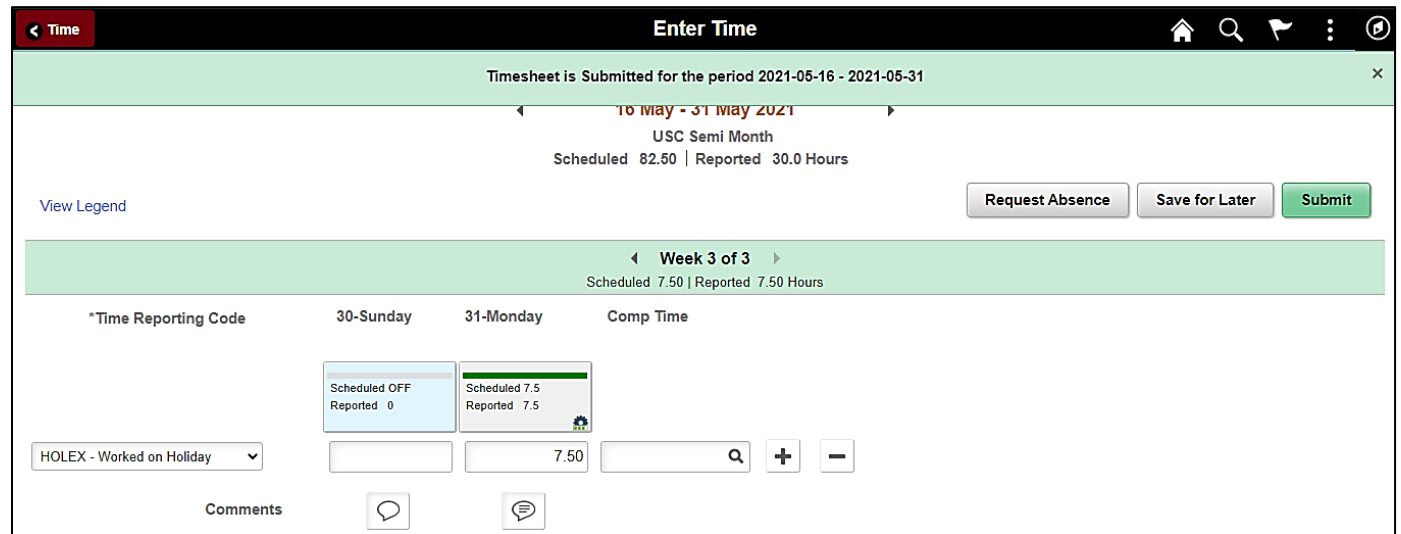
Step 12: When you enter time on a holiday, a warning message will appear informing you that the reported date is a holiday. Click the **OK** button to save the reported time and return to the timesheet.

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 your supervisor's inbox.

When submitted, the summary at the top of the page will show the **Scheduled** total and **Reported** total for the pay period in view. As an exempt employee, the only hours you report are those worked on a holiday or hazardous weather.



The screenshot shows the 'Enter Time' interface for a user with Emp ID 0 and Dept ID 620100. The pay period is 16 May - 31 May 2021 (USC Semi Month). The interface shows a table for time reporting with columns for '30-Sunday', '31-Monday', and 'Comp Time'. A warning message is displayed: 'Warning - 2021-05-31 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.





The screenshot shows the 'Enter Time' interface after successful submission. A green banner at the top reads: 'Timesheet is Submitted for the period 2021-05-16 - 2021-05-31'. The interface shows the same table as the previous screenshot, but now with a 'Scheduled OFF' entry for 30-Sunday (Reported 0) and a 'Scheduled 7.5' entry for 31-Monday (Reported 7.5). The 'HOLEX - Worked on Holiday' dropdown is visible, and the 'Submit' button is highlighted in green.


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Step 13: When submitted, the **Pending Approvals** icon appears for the 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.

You successfully learned how to earn holiday comp time on a timesheet as an exempt employee.

