University of South Carolina
Time and Labor - ESS
Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

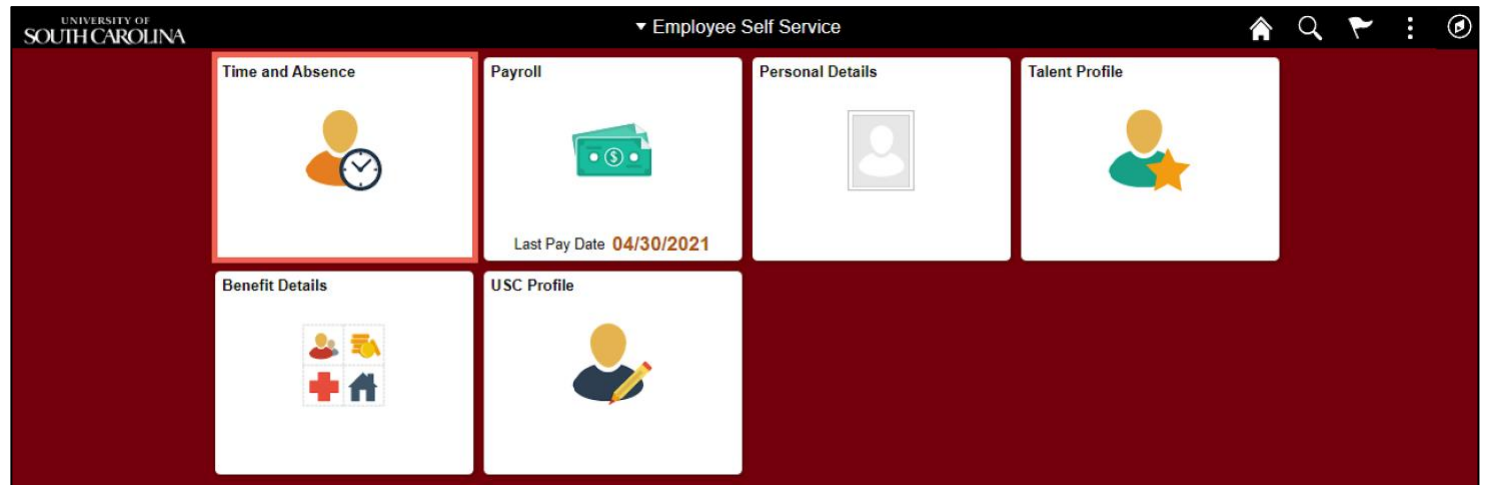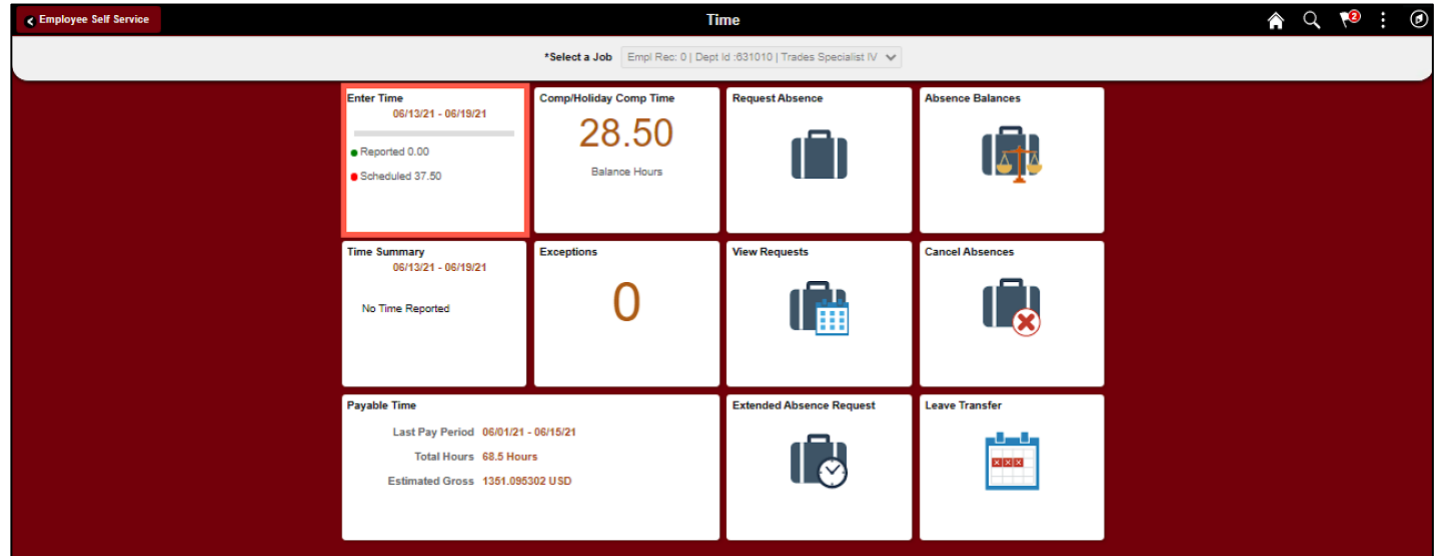| How to earn holiday comp time on an elapsed timesheet for multiple work orders: |
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| This job aid outlines how an employee can earn holiday comp time on an elapsed timesheet with multiple work orders. |
| **Navigation:** Employee Self Service > Time and Absence > Enter Time |

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

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

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).
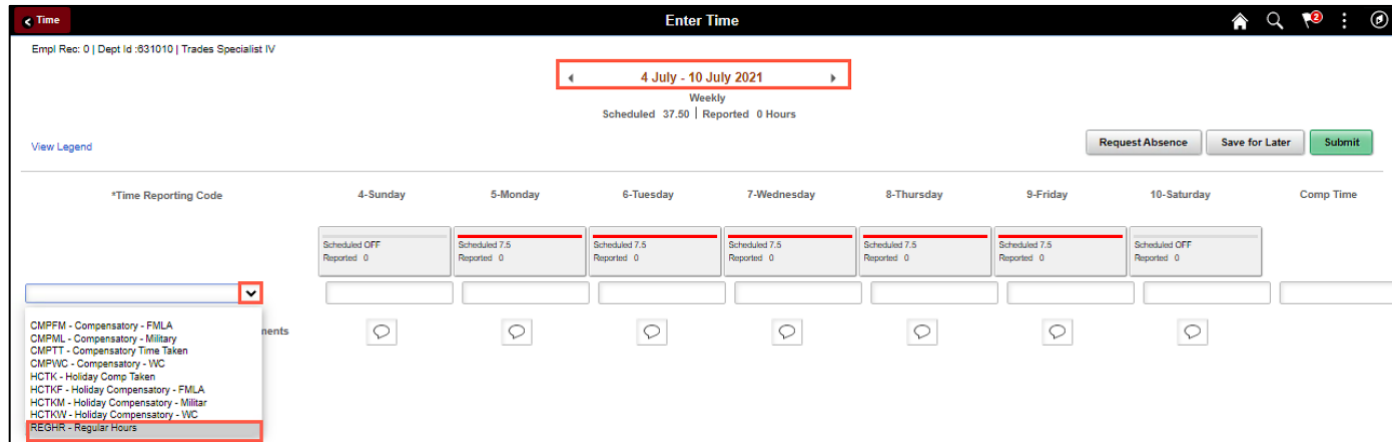
You can only have one TRC per line.

Step 4/Work Order Line#1: Click the **Time Reporting Code** drop-down arrow.

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

Step 6: Click in the **Time Entry** field and enter hours worked for each day. For this example, enter hours worked July 5, the Independence Day holiday for UofSC.

Note: There is no Time Reporting Code for working a holiday. Just enter the time worked on the holiday and the system will know to add that time to your comp balance.

Step 7: Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the first line.

Step 8: Click the **+ (plus)** button to add an additional line for the second work order you worked that week.

Step 9/Work Order Line #2: Scroll back to the left to enter time worked for the second work order. Click the **Time Reporting Code** drop-down arrow.
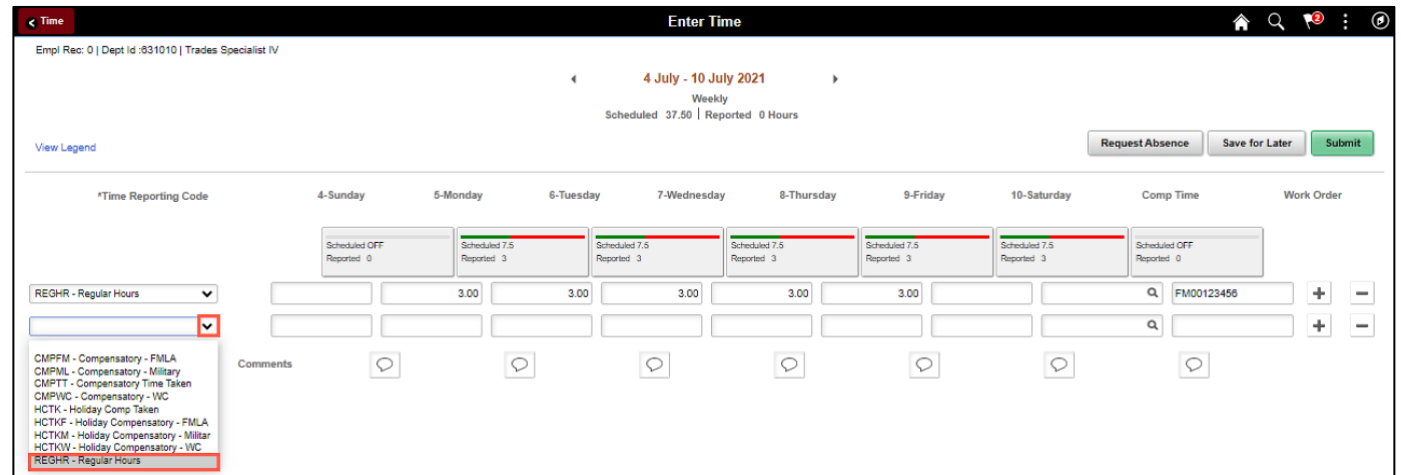
Step 10: Select **REGHR – Regular Hours.**

Step 11: Click in the **Time Entry** field and enter hours worked for each day.
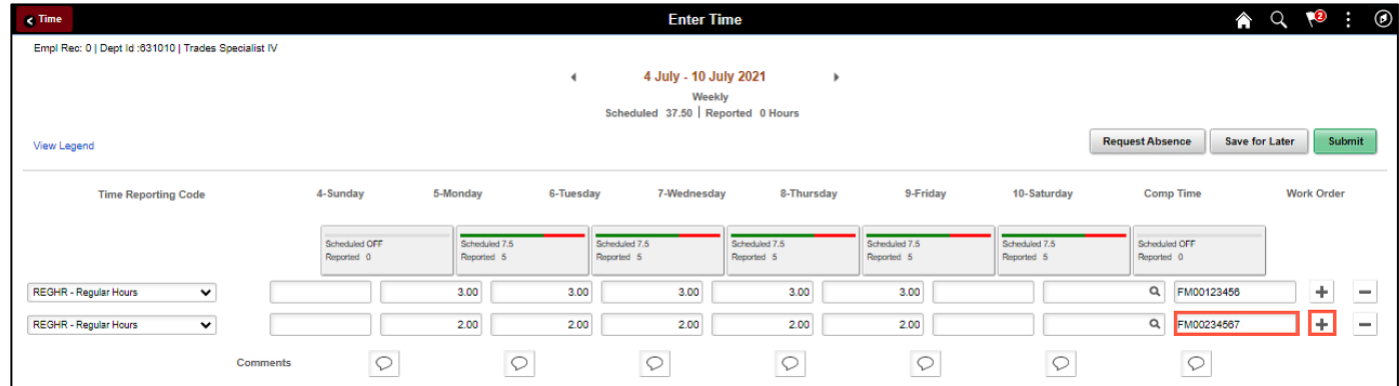
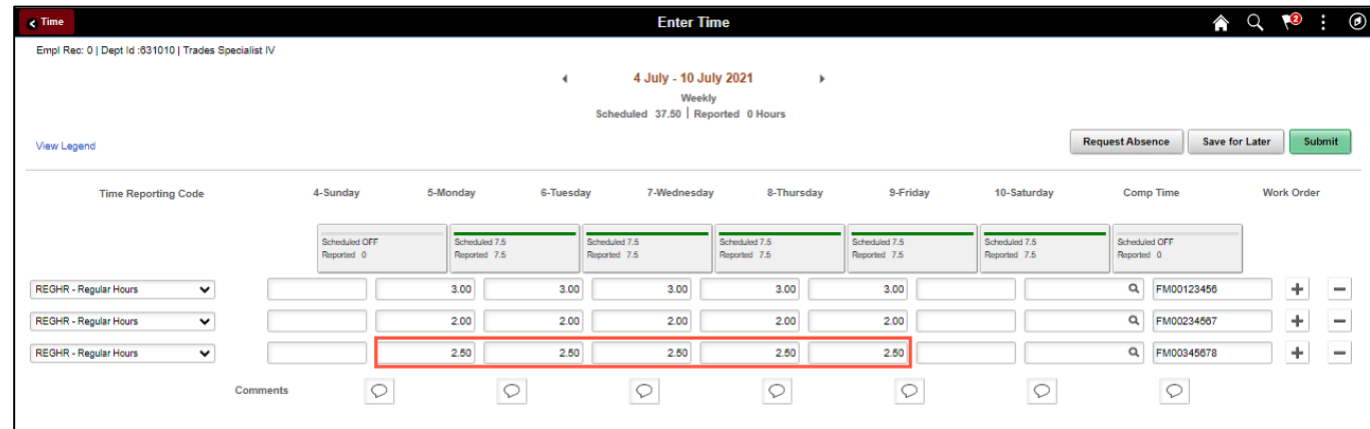**Step 12:** Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the second line.

Step 13: Click the **+ (plus)** button to add an additional line for the third work order you worked that week.

Step 14/Work Order Line #3: Scroll back to the left to enter time worked for the third work order. Click the **Time Reporting Code** drop-down arrow.

Step 15: Select **REGHR – Regular Hours.**

Step 16: Click in the **Time Entry** field and enter hours worked for each day.

Step 17: Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the third line.

Note: If you need to enter hours for additional work orders, follow steps 13 through 17.

You can enter comments about the time entries if you feel additional information is needed.
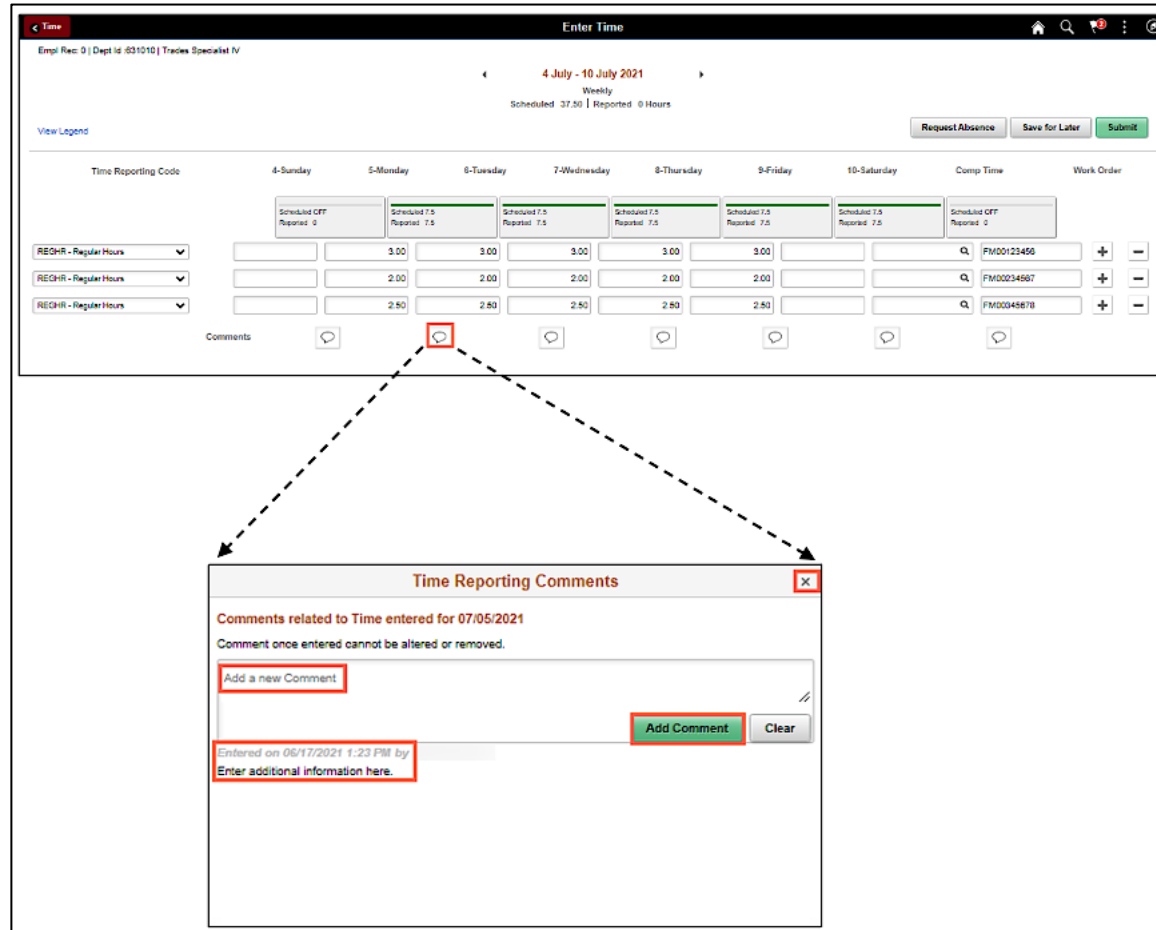
Step 18: Click the **Comments** button.

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

Step 19: Click in the **Comment** field and enter a comment applicable to the time entered.

Step 20: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.
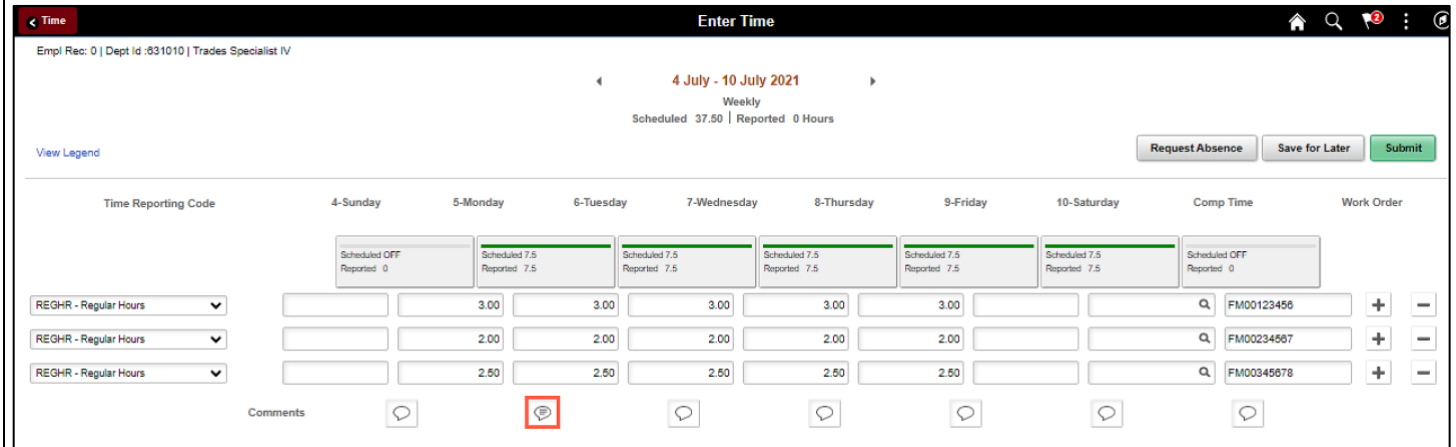
Step 21: Click the **X** to close the Time Reporting Comments page.

Notice when a comment has been added to a specific time entry, squiggles appear in the comment bubble.
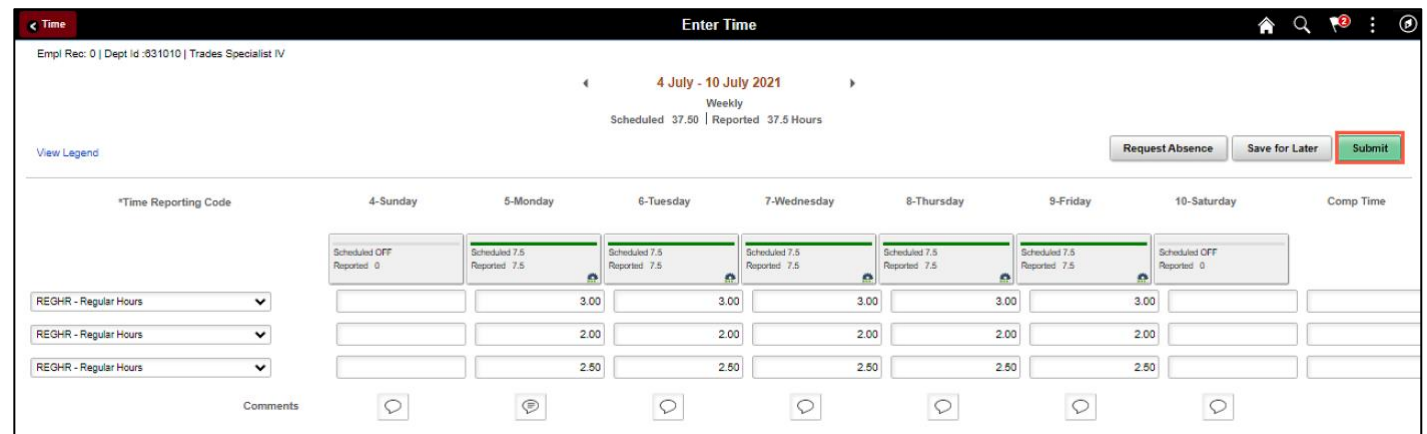
Step 22: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.
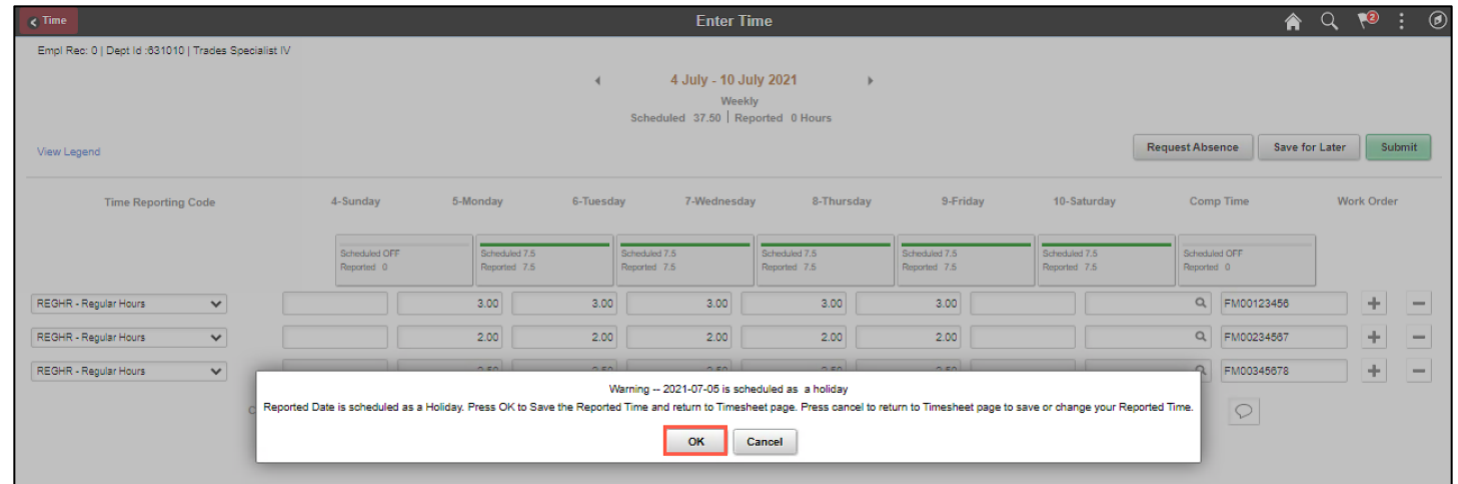
Step 23: When you enter time on a holiday, a warning message will appear informing you that the reported date is a holiday. Click the **OK** button to save the reported time and return to the timesheet.

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 you and your supervisor's inbox.

When submitted, the summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view.
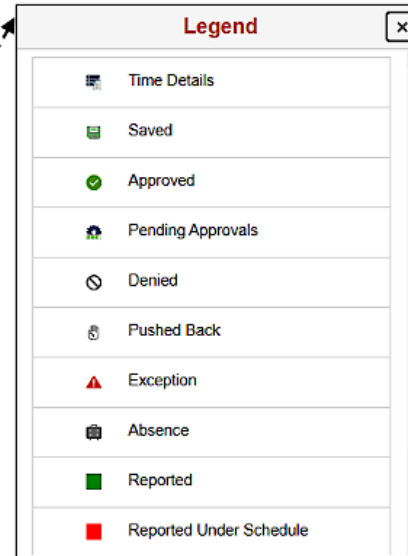
Step 24: When submitted, the **Pending Approvals** icon appear for the days' time entered indicating the timesheet is waiting for approval. Click the **View Legend** link to view the legends used and a short description of each one.

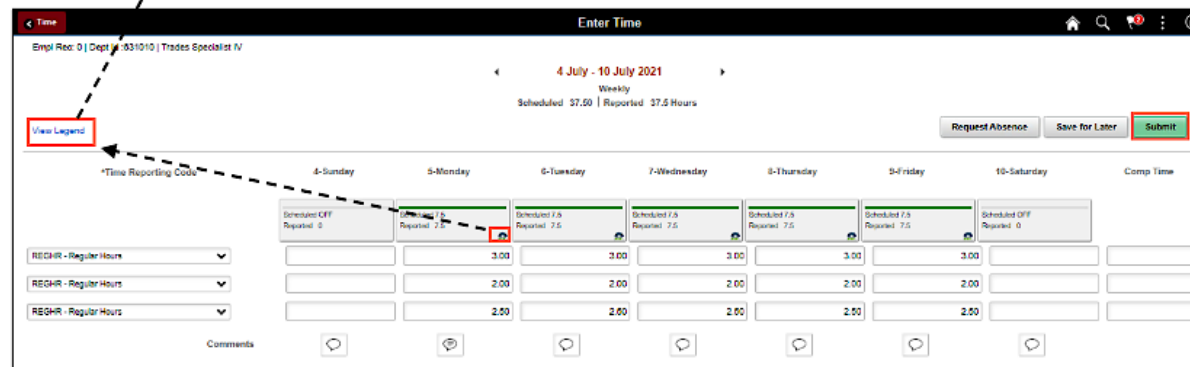The most common icons that may appear in the **Daily Status** box are:

⚠️ 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.

You successfully learned how to earn holiday comp time on an elapsed timesheet for multiple work orders.