

How to earn holiday comp time on an elapsed timesheet for multiple work orders:

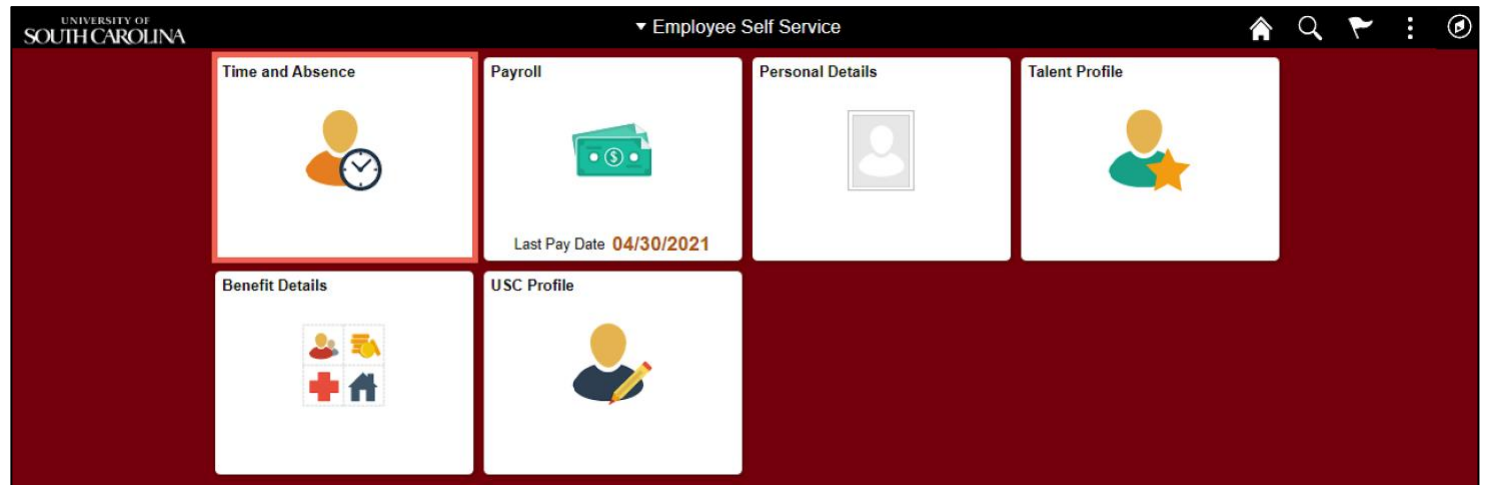
This job aid outlines how an employee can earn holiday comp time on an elapsed timesheet with multiple work orders.

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

Processing Steps

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

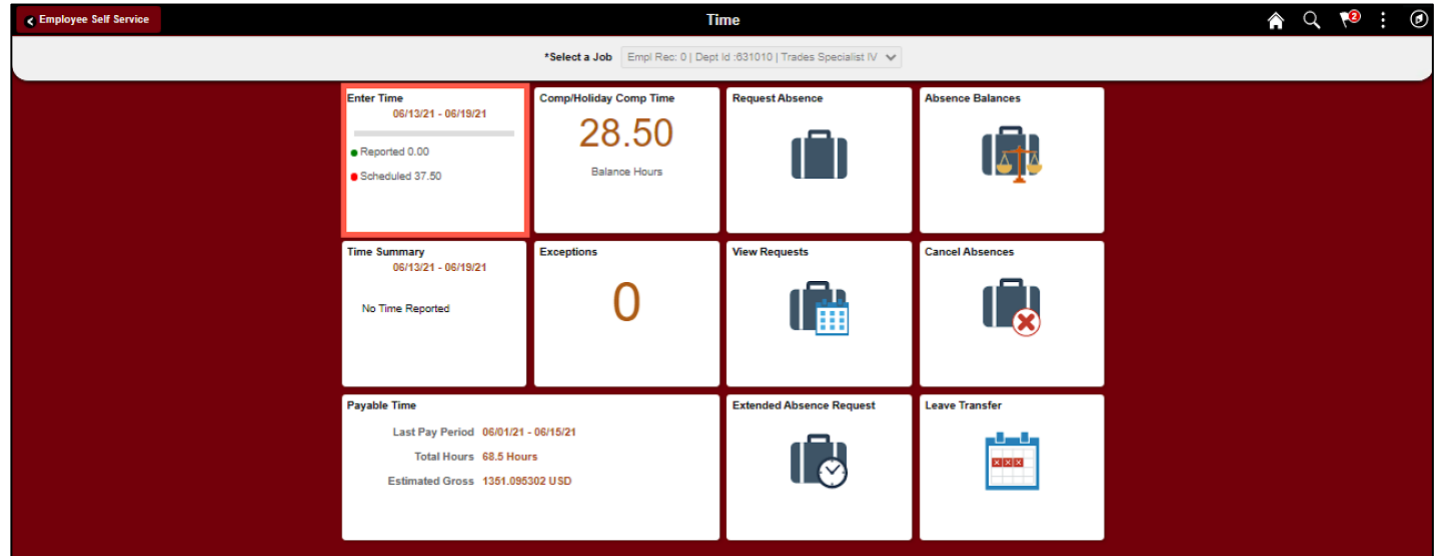
Screenshots



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Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

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 'Trades Specialist IV' in the 'Dept Id :031010' department. The interface features a grid of tiles for time management:

- Enter Time:** 06/13/21 - 06/19/21. Reported 0.00, Scheduled 37.50. This tile is highlighted with a red border.
- Comp/Holiday Comp Time:** 28.50 Balance Hours.
- Request Absence:** Icon of a briefcase.
- Absence Balances:** Icon of a briefcase and scales.
- Time Summary:** 06/13/21 - 06/19/21. 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 Pay Period 06/01/21 - 06/15/21. Total Hours 68.5 Hours. Estimated Gross 1361.095302 USD.
- Extended Absence Request:** Icon of a briefcase and clock.
- Leave Transfer:** Icon of a calendar with a red 'X'.

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)**.

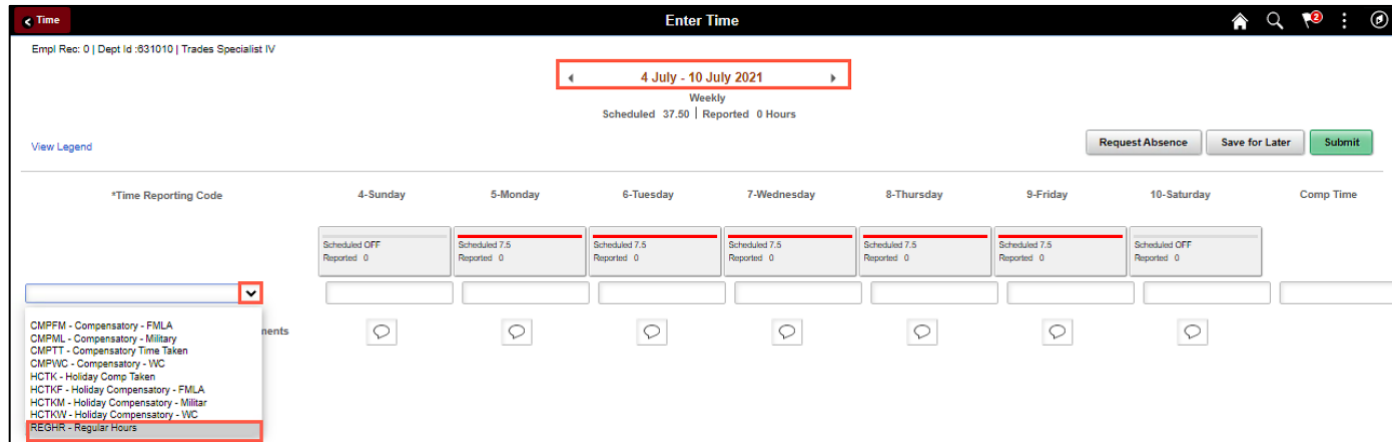
You can only have one TRC per line.

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.

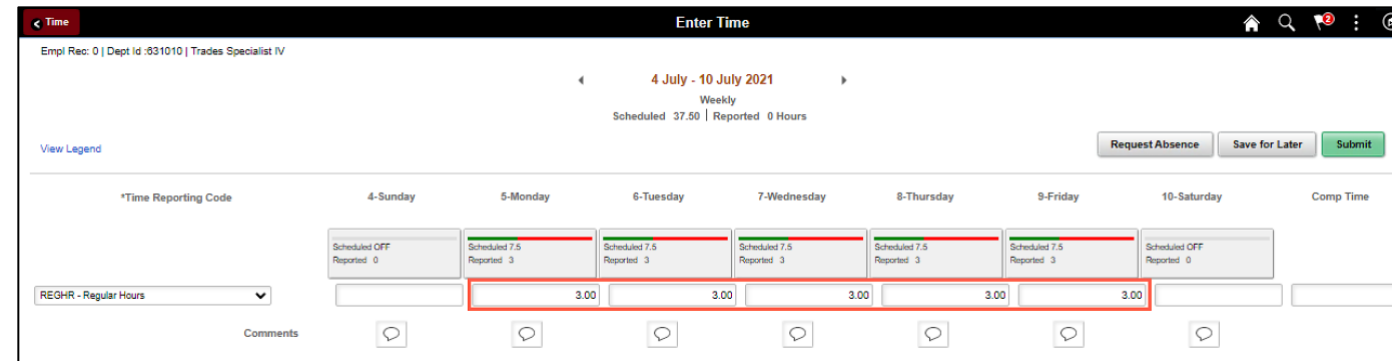


EmpI Rec: 0 | Dept Id :031010 | Trades Specialist IV

4 July - 10 July 2021
Weekly
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

*Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-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 OFF Reported 0	
REGHR - Regular Hours								



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Request Absence Save for Later Submit

*Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled OFF Reported 0	
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00		

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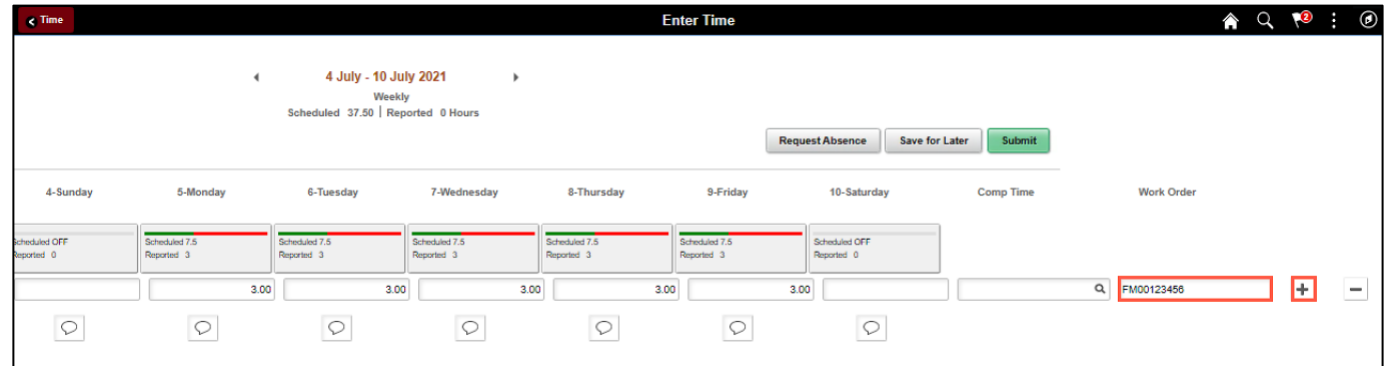
Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

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**.

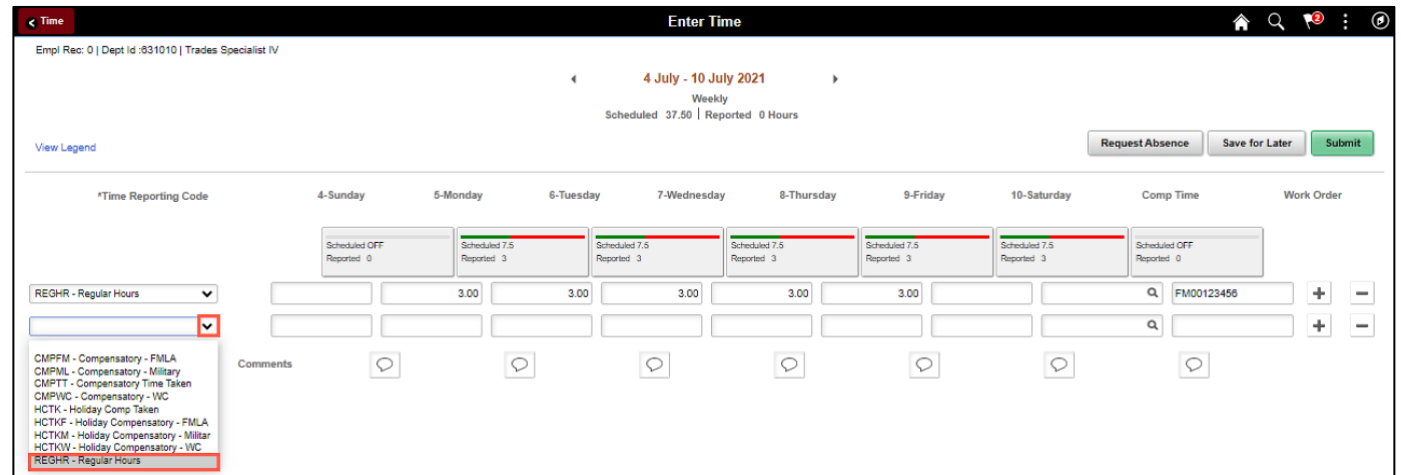


Enter Time

4 July - 10 July 2021
Weekly
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled OFF Reported 0		
	3.00	3.00	3.00	3.00	3.00			FM00123456



Enter Time

Empl Rec: 0 | Dept Id: 831010 | Trades Specialist IV

4 July - 10 July 2021
Weekly
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

View Legend

*Time Reporting Code

4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled OFF Reported 0	
	3.00	3.00	3.00	3.00	3.00			FM00123456

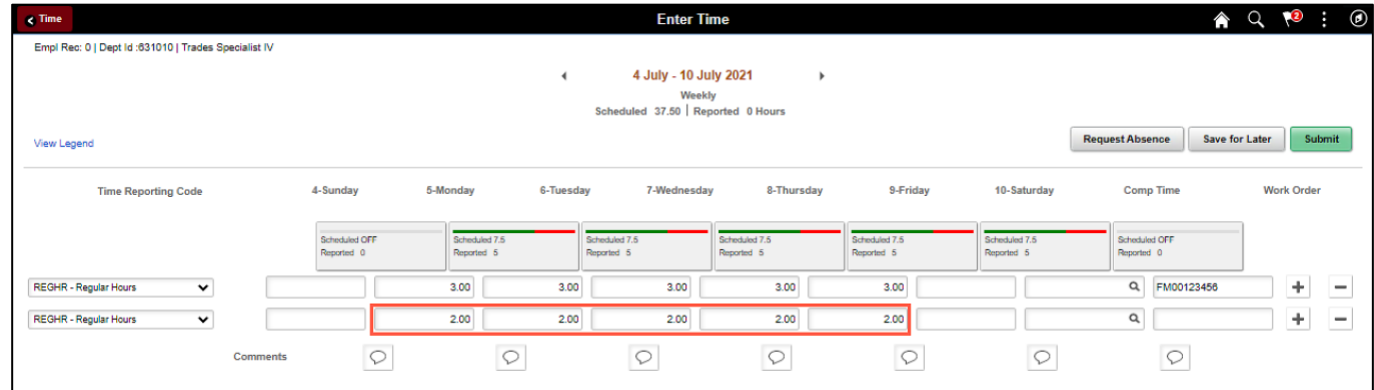
REGHR - Regular Hours

- CMPFM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMPPTT - Compensatory Time Taken
- CMPWVC - 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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Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

Step 11: Click in the **Time Entry** field and enter hours worked for each day.



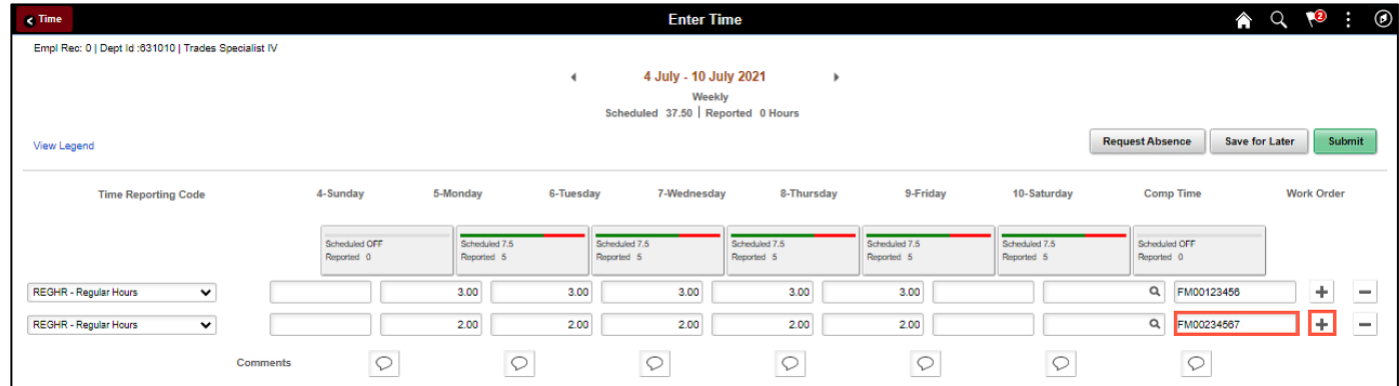
Empi Rec: 0 | Dept Id :831010 | Trades Specialist IV

4 July - 10 July 2021
Weekly
Scheduled 37.50 | Reported 0 Hours

View Legend Request Absence Save for Later Submit

Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled OFF Reported 0	
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00			FM00123456
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			
Comments									

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.



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4 July - 10 July 2021
Weekly
Scheduled 37.50 | Reported 0 Hours

View Legend Request Absence Save for Later Submit

Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled OFF Reported 0	
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00			FM00123456
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			FM00234567
Comments									

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

Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

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.



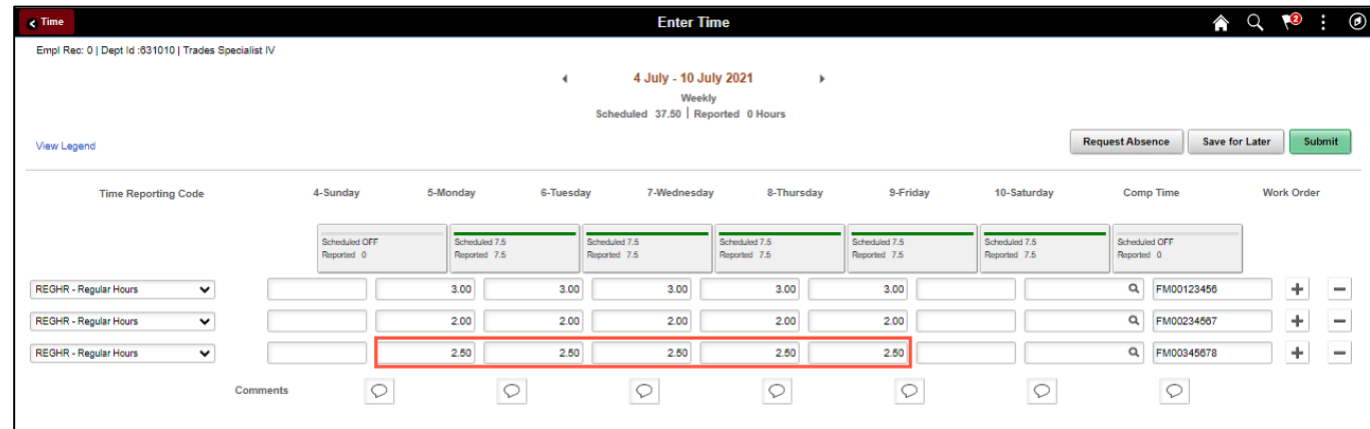
Empi Rec: 0 | Dept Id :031010 | Trades Specialist IV

4 July - 10 July 2021
Weekly
Scheduled 37.50 | Reported 0 Hours

Request Absence Save Later Submit

Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time	Work Order
REGHR - Regular Hours	Scheduled OFF Reported 0	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled OFF Reported 0	FM00123456
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00			FM00234567
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			

Comments



Empi Rec: 0 | Dept Id :031010 | Trades Specialist IV

4 July - 10 July 2021
Weekly
Scheduled 37.50 | Reported 0 Hours

Request Absence Save Later Submit

Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time	Work Order
REGHR - Regular Hours	Scheduled OFF Reported 0	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 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	FM00123456
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00			FM00234567
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			FM00345678
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50			

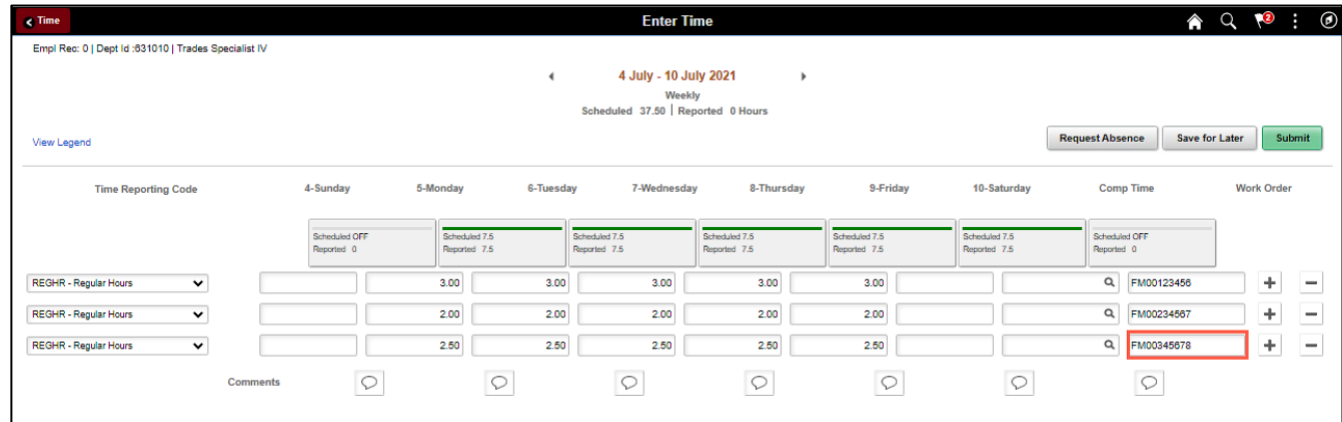
Comments

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Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

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.



Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time	Work Order
REGHR - Regular Hours	Scheduled OFF Reported 0	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 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	FM00123456
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00			FM00234567
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.50			FM00345678

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Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

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

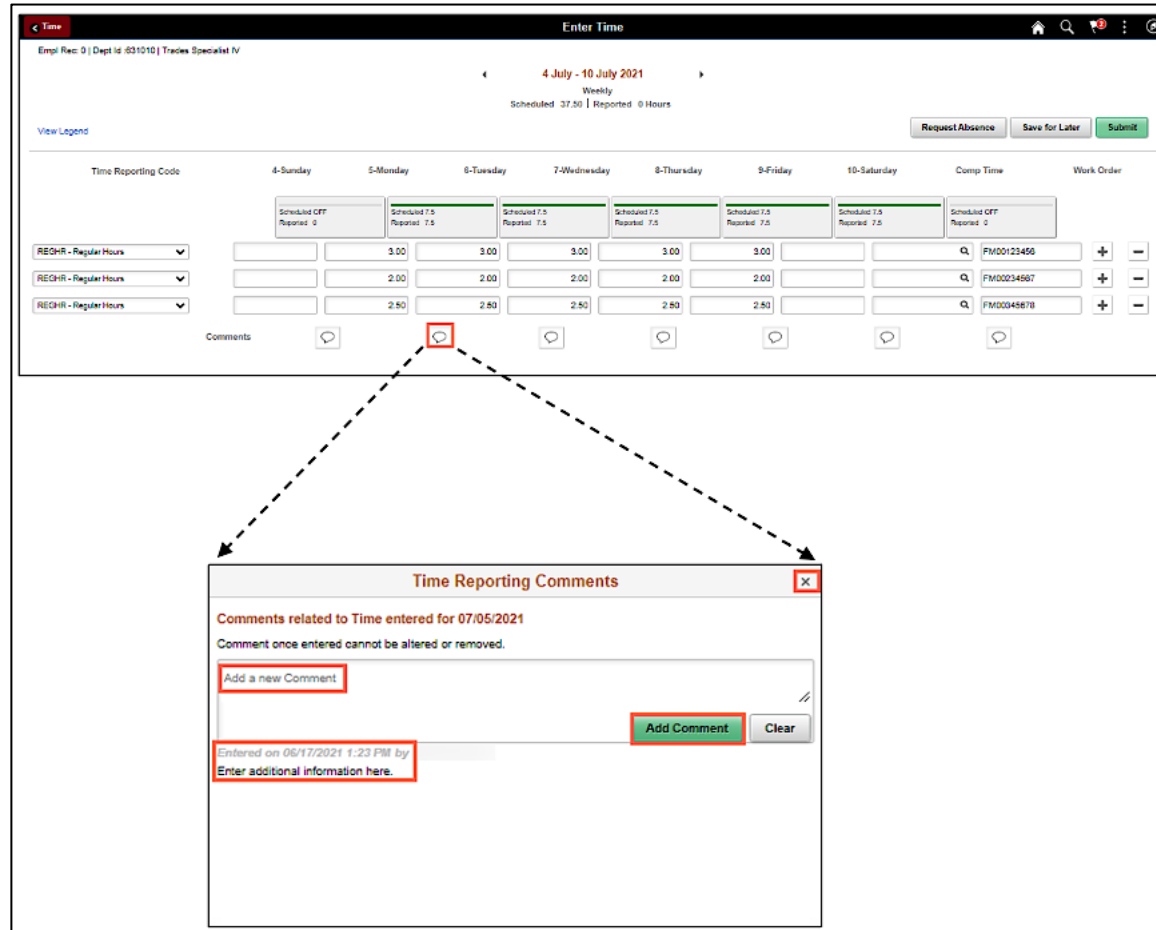
Step 18: Click the **Comments** button.

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.

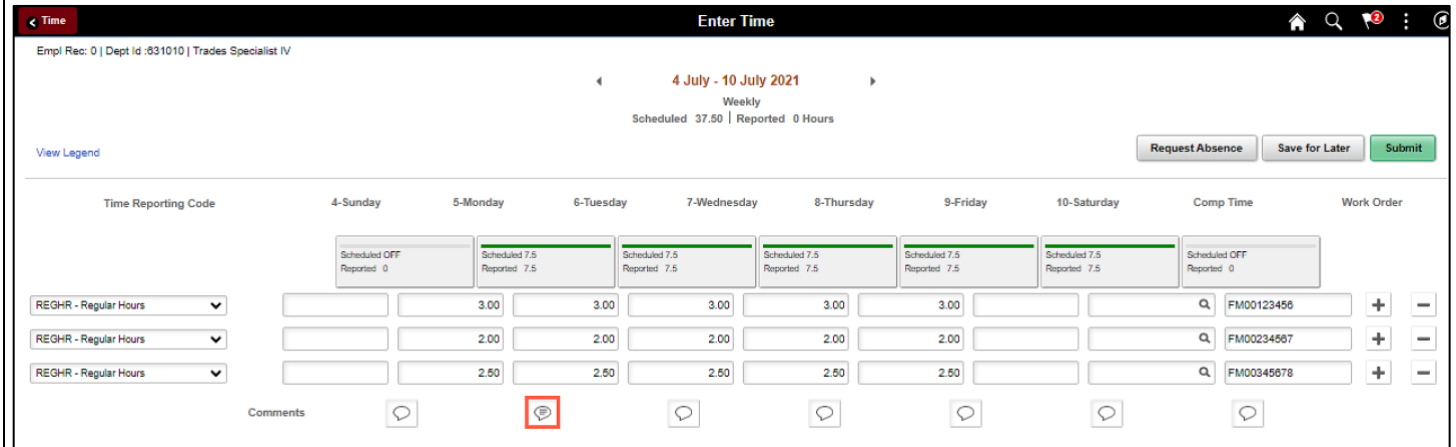
Step 21: Click the **X** to close the Time Reporting Comments page.



The screenshot shows the 'Enter Time' interface for a weekly timesheet from 4 July to 10 July 2021. The interface includes a 'View Legend' section, a table for entering time by day, and a 'Comments' column. A red box highlights the 'Comments' button under the 5-Monday column. A dashed arrow points from this button to a 'Time Reporting Comments' modal window. The modal window has a red box around the 'Add a new Comment' text field and another red box around the 'Add Comment' button. A third red box highlights the 'X' close button in the top right corner of the modal.

Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

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



Enter Time

Empl Rec: 0 | Dept Id :031010 | Trades Specialist IV

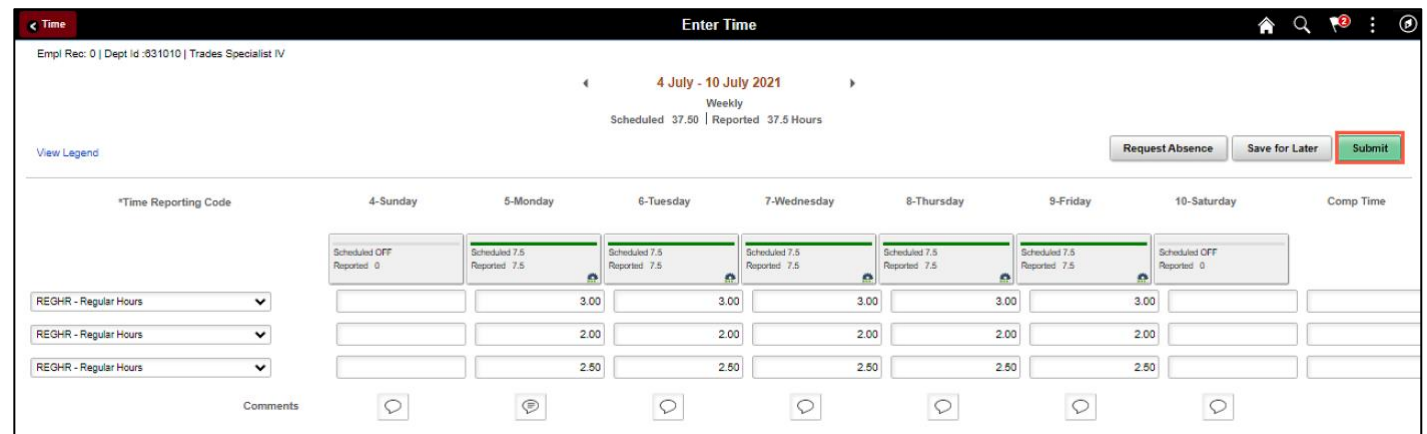
4 July - 10 July 2021
Weekly
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time	Work Order
REGHR - Regular Hours	Scheduled OFF Reported 0	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 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	FM00123456
REGHR - Regular Hours		3.00	2.00	2.00	2.00	2.00			FM00234567
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50			FM00345678

Comments

Step 22: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.



Enter Time

Empl Rec: 0 | Dept Id :031010 | Trades Specialist IV

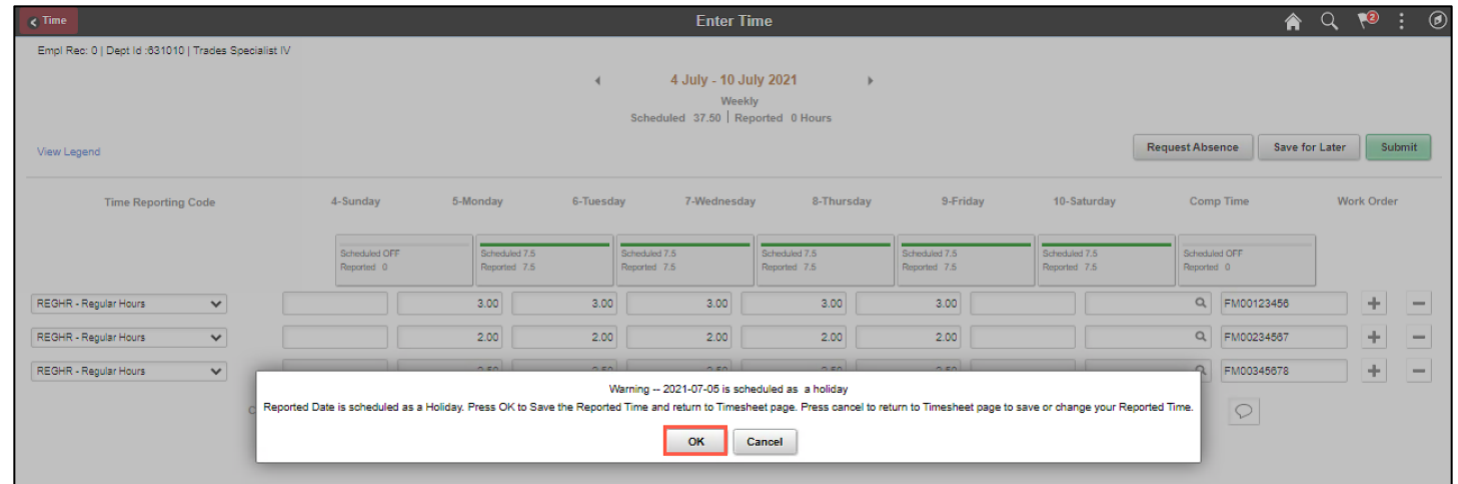
4 July - 10 July 2021
Weekly
Scheduled 37.50 | Reported 37.5 Hours

Request Absence Save for Later Submit

*Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
REGHR - Regular Hours	Scheduled OFF Reported 0	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 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0
REGHR - Regular Hours		3.00	2.00	2.00	2.00	2.00		
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50		

Comments

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.



Enter Time

Emp# Rec: 0 | Dept Id :031010 | Trades Specialist IV

4 July - 10 July 2021

Weekly

Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

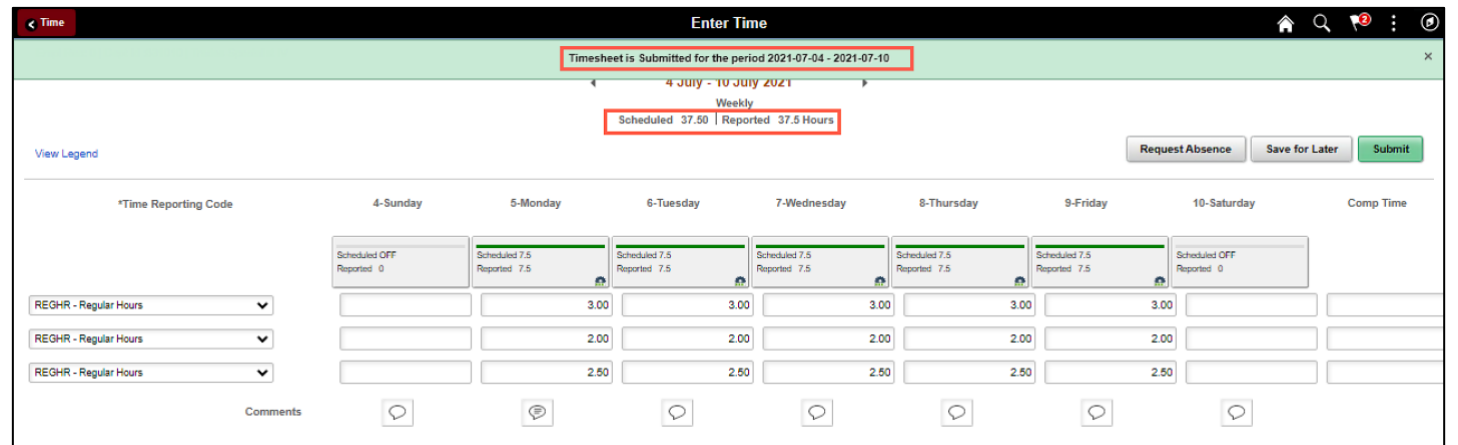
Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time	Work Order
REGHR - Regular Hours	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	FM00123456
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00			FM00234567
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			FM00345678

Warning -- 2021-07-05 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

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.



Enter Time

Timesheet is Submitted for the period 2021-07-04 - 2021-07-10

4 July - 10 July 2021

Weekly

Scheduled 37.50 | Reported 37.5 Hours





Request Absence Save for Later Submit

*Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
REGHR - Regular Hours	Scheduled OFF Reported 0	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 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00	3.00	
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00	2.00	
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50	2.50	

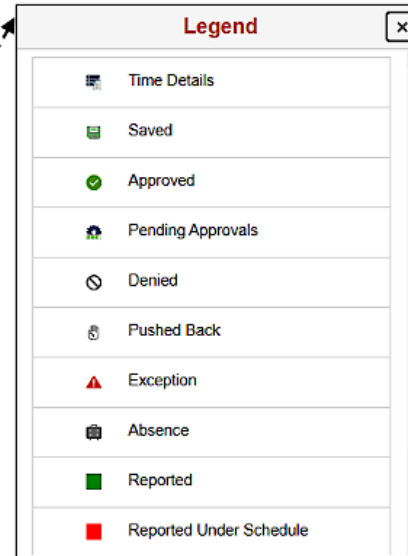
Comments

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:

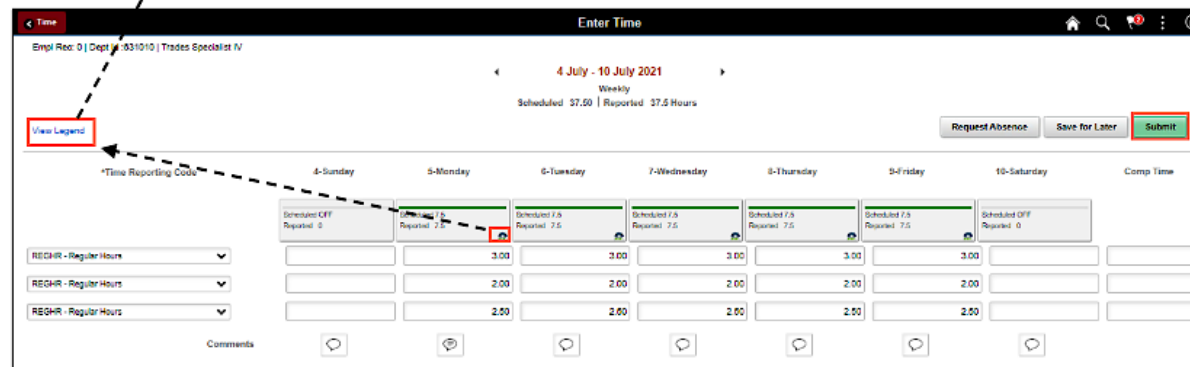
-  The user has an exception that needs to be fixed before submitting the timesheet.
-  The timesheet has been saved for later.
-  The time entered has been submitted and is pending approval.
-  The entered time has been approved.

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



Legend

-  Time Details
-  Saved
-  Approved
-  Pending Approvals
-  Denied
-  Pushed Back
-  Exception
-  Absence
-  Reported
-  Reported Under Schedule



Enter Time

Emp# Rec: 0 | Dept: 031010 | Trades Specialist IV

4 July - 10 July 2021

Weekly
Scheduled: 37.50 | Reported: 37.5 Hours

Request Absence Save for Later **Submit**

*Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
Scheduled OFF Reported: 0	Scheduled 7.5 Reported: 2.5	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 7.5 Reported: 7.5	Scheduled OFF Reported: 0	
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00		
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		
REGHR - Regular Hours		2.50	2.00	2.00	2.00	2.50		
Comments								