

**University of South Carolina  
Time and Labor – TL/ABS Approver  
Earn Holiday Comp Time on a Punch Timesheet on Behalf of Employee**

**How to earn holiday comp time a punch timesheet:**

This job aid outlines how a TL/ABS Approver can earn holiday comp time on a punch timesheet on behalf of an employee. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

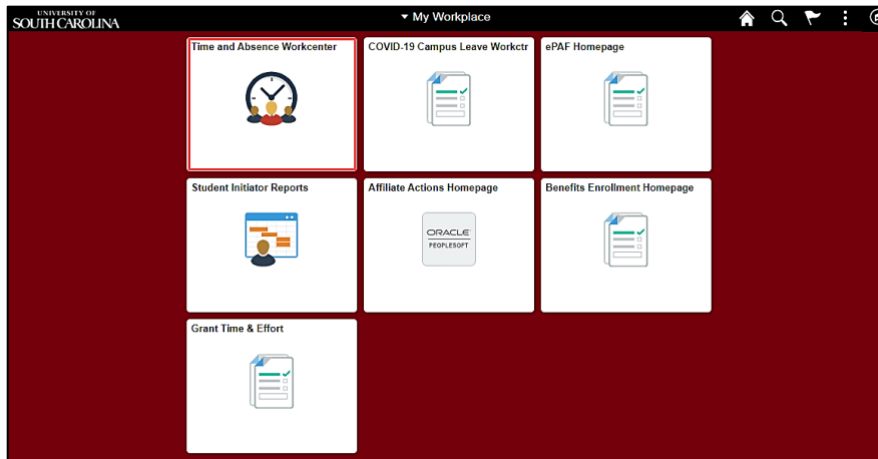
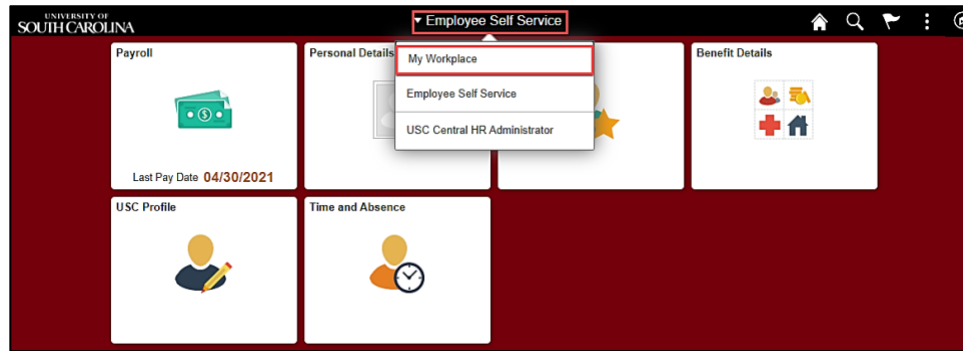
**Navigation:** Employee Self Service > My Workplace > Time and Absence Workcenter

**Processing Steps**

**Step 1:** On the Employee Self Service landing page, click the **Choose Other Homepages** drop down arrow and select **My Workplace** 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 TL/ABS Approvers 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.

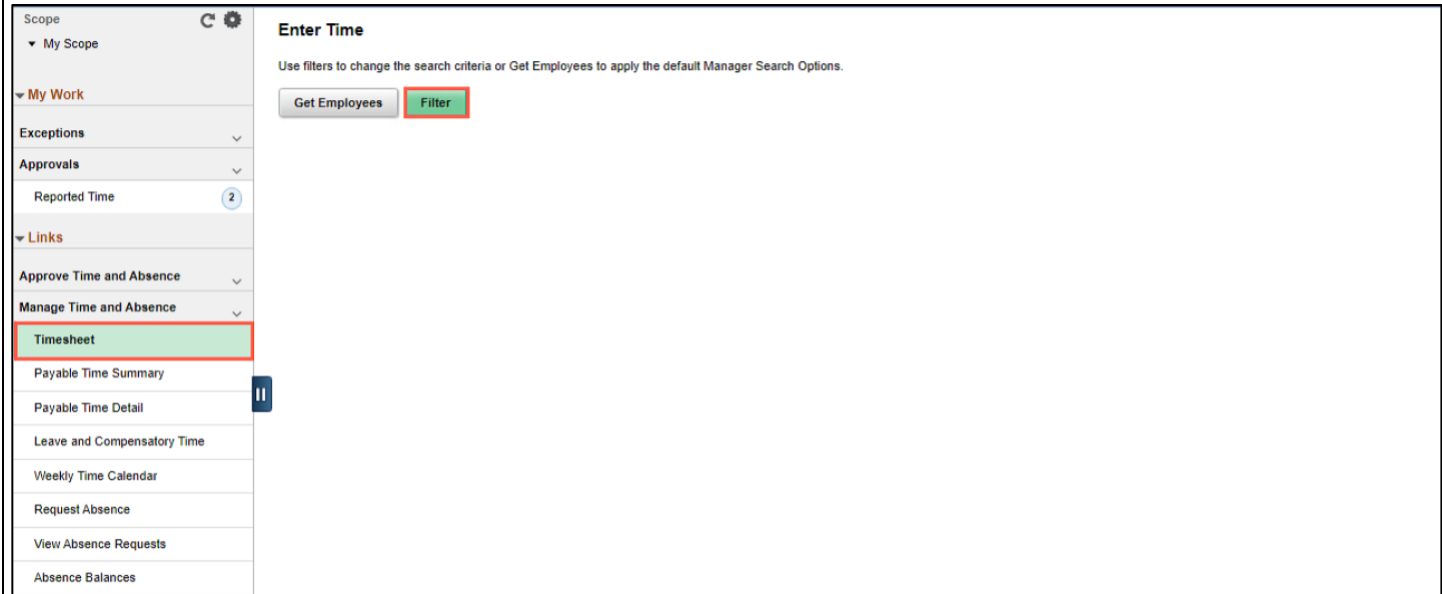
**Step 3:** Click the **Manage Time and Absence** drop-down arrow.



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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.

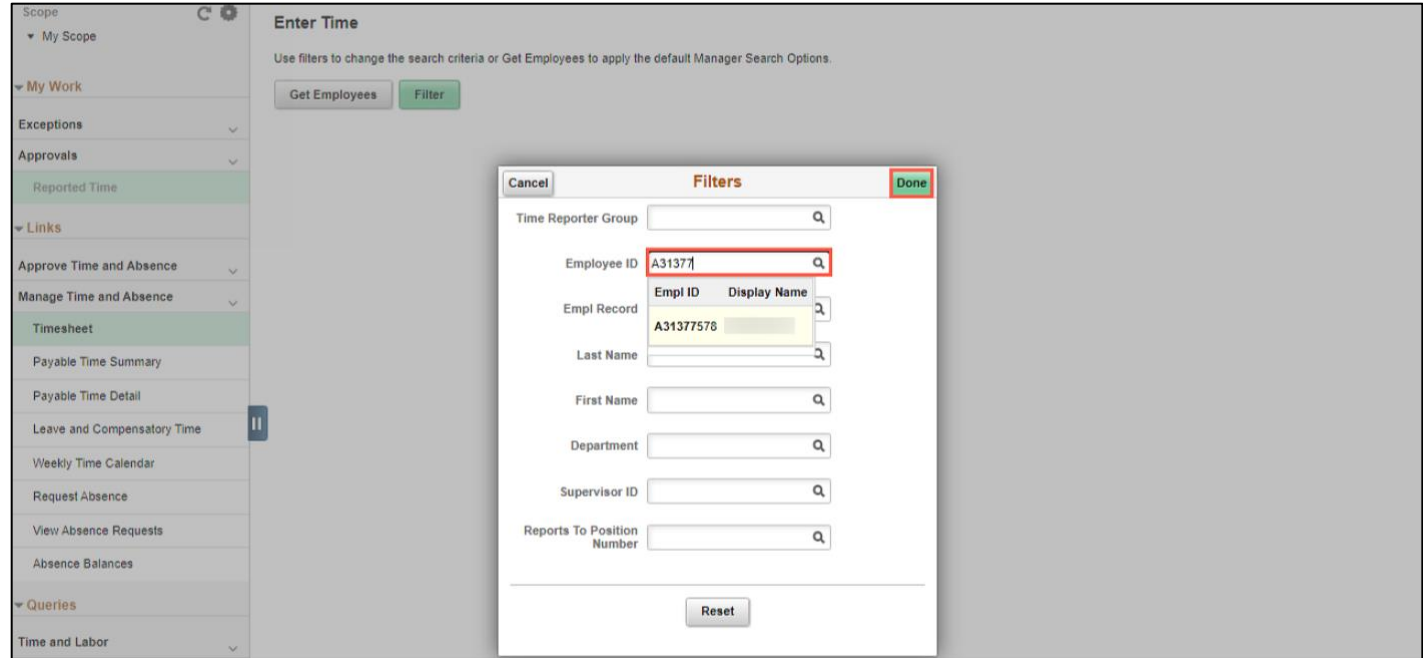


The screenshot displays the 'Enter Time' interface. On the left, a sidebar menu lists various options: Scope, My Scope, My Work, Exceptions, Approvals, Reported Time (with a '2' notification), Links, Approve Time and Absence, Manage Time and Absence, Timesheet (highlighted in green), Payable Time Summary, Payable Time Detail, Leave and Compensatory Time, Weekly Time Calendar, Request Absence, View Absence Requests, and Absence Balances. The main content area is titled 'Enter Time' and includes a sub-header: 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this, there are two buttons: 'Get Employees' and 'Filter' (highlighted in red).

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**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.

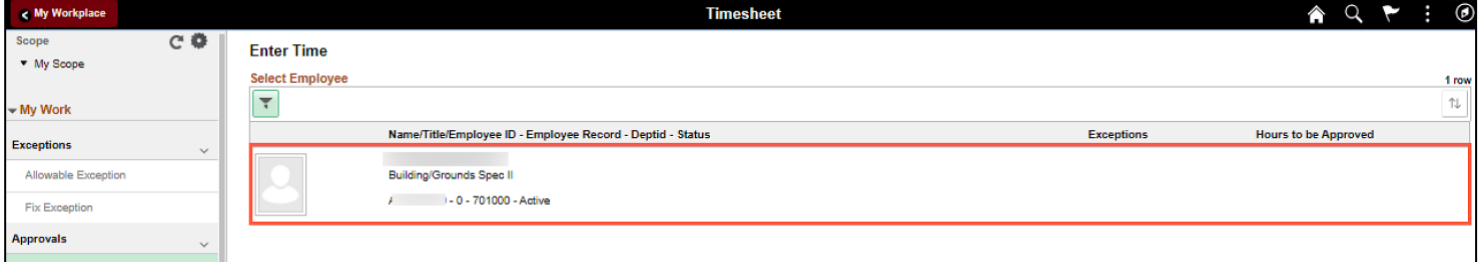
**Step 7:** Click **Done** to move on to the Enter Time page.



The screenshot shows the 'Enter Time' interface. On the left is a navigation menu with categories: Scope, My Work, Exceptions, Approvals, Reported Time, Links, Approve Time and Absence, Manage Time and Absence, Timesheet, Payable Time Summary, Payable Time Detail, Leave and Compensatory Time, Weekly Time Calendar, Request Absence, View Absence Requests, Absence Balances, Queries, and Time and Labor. The 'Reported Time' item is highlighted. The main area is titled 'Enter Time' and contains the text 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this are two buttons: 'Get Employees' and 'Filter'. A 'Filters' modal is open, showing search criteria for 'Employee ID' (A31377), 'Empl Record' (A31377576), 'Last Name', 'First Name', 'Department', 'Supervisor ID', and 'Reports To Position Number'. The 'Employee ID' field is highlighted with a red box. The modal has 'Cancel', 'Done', and 'Reset' buttons.

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



The screenshot shows the 'Enter Time' page in a 'Timesheet' application. On the left is a navigation menu with options like 'Scope', 'My Work', 'Exceptions', and 'Approvals'. The main area displays a table with the following data:

Name/Title/Employee ID - Employee Record - Deptid - Status	Exceptions	Hours to be Approved
Building/Grounds Spec II / - 0 - 701000 - Active		

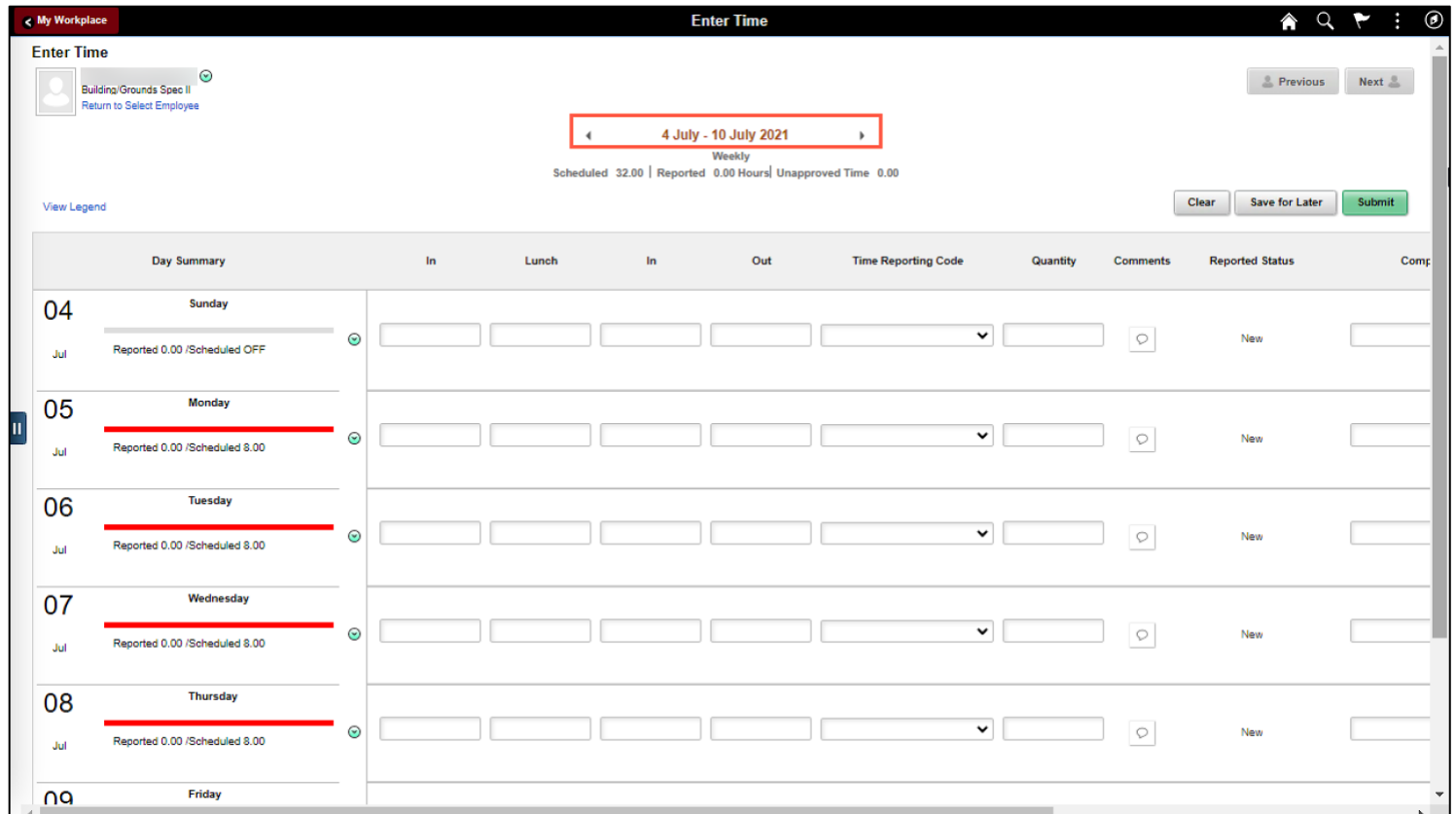
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A **Punch Timesheet** is used to create shifts that define specific work times. Punch shifts are defined by an In punch and the first subsequent instance of an Out punch. There can be other punches, such as lunch, between the In and Out punches.

Due to regulatory guidelines employees that are eligible for call back, on call, and/or shift differential will utilize Time and Labor punch timesheets to track time worked.

You can go back and enter timesheets 60 days prior to the current day on behalf of an employee.

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



Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp
04 Sunday Jul Reported 0.00 / Scheduled OFF								New	
05 Monday Jul Reported 0.00 / Scheduled 8.00								New	
06 Tuesday Jul Reported 0.00 / Scheduled 8.00								New	
07 Wednesday Jul Reported 0.00 / Scheduled 8.00								New	
08 Thursday Jul Reported 0.00 / Scheduled 8.00								New	
09 Friday									

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For this example, the employee worked regularly scheduled hours Monday, July 5, the Independence Day holiday for UofSC but forgot to enter their time worked and the week has now passed. As the TL/ABS Approver, you can enter time on behalf of employees in your area.

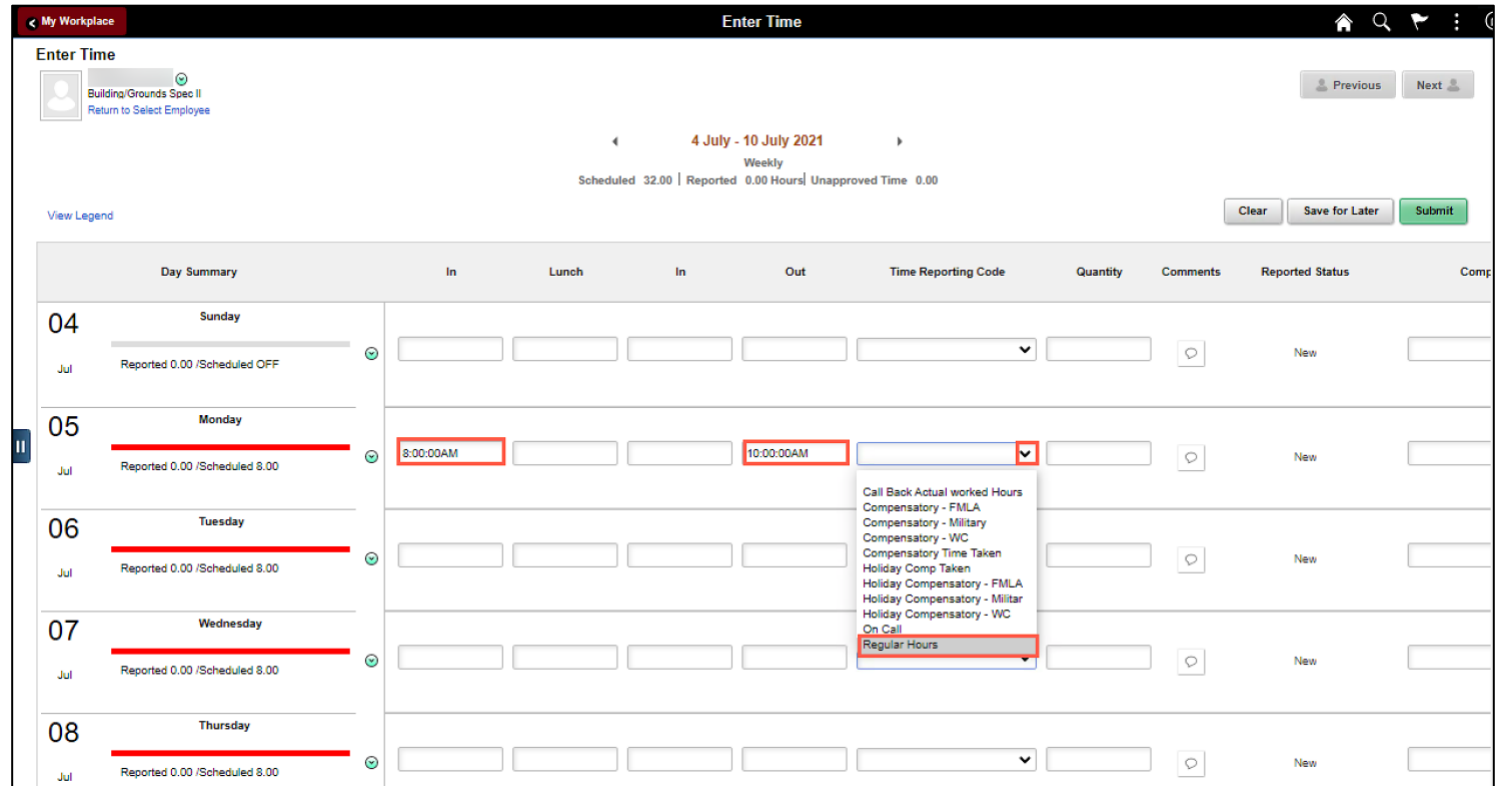
To add hours worked for multiple work orders, begin by adding the in and out times for the first line. In this example, an employee is working three work orders on Monday.

**Step 10/Work Order Line #1:** For the first work order, the employee worked from 8am to 10am. To enter this on the punch timesheet, enter 8:00am as the IN time and 10:00am in the OUT Time Entry field.

Now select the appropriate **Time Reporting Code (TRC)**. You can only have one TRC per line.

**Step 11:** Click the **Time Reporting Code** drop-down arrow.

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

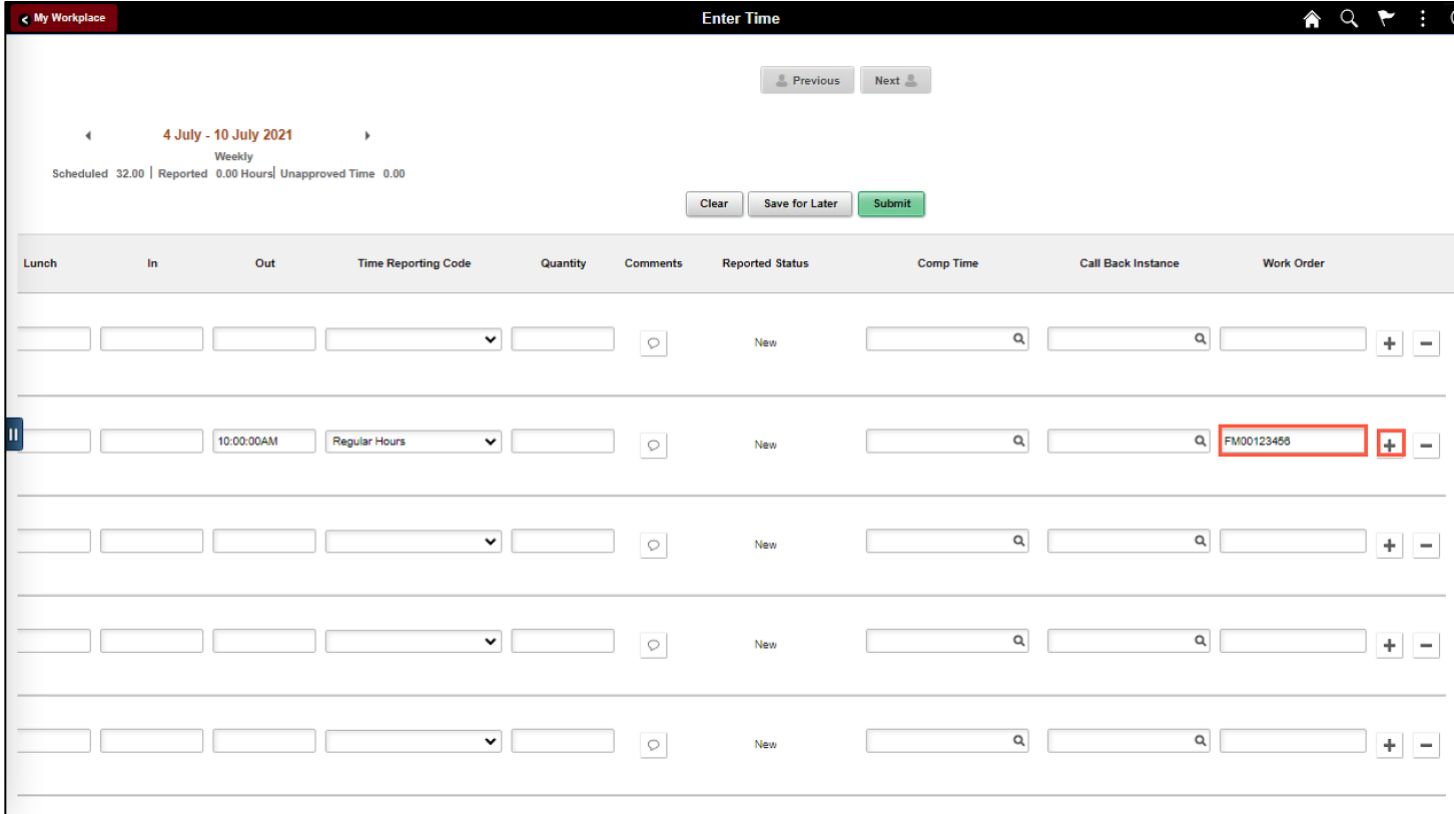


Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp
04 Sunday Jul Reported 0.00 / Scheduled OFF								New	
05 Monday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			New	
06 Tuesday Jul Reported 0.00 / Scheduled 8.00								New	
07 Wednesday Jul Reported 0.00 / Scheduled 8.00								New	
08 Thursday Jul Reported 0.00 / Scheduled 8.00								New	

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**Step 13:** 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 14:** Click the + (plus) button to add an additional line for the second work order the employee worked that same day.



**Enter Time**

Previous Next

4 July - 10 July 2021  
Weekly  
Scheduled 32.00 | Reported 0.00 Hours | Unapproved Time 0.00

Clear Save for Later Submit

Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time	Call Back Instance	Work Order
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	10:00:00AM	Regular Hours	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	FM00123456
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/>



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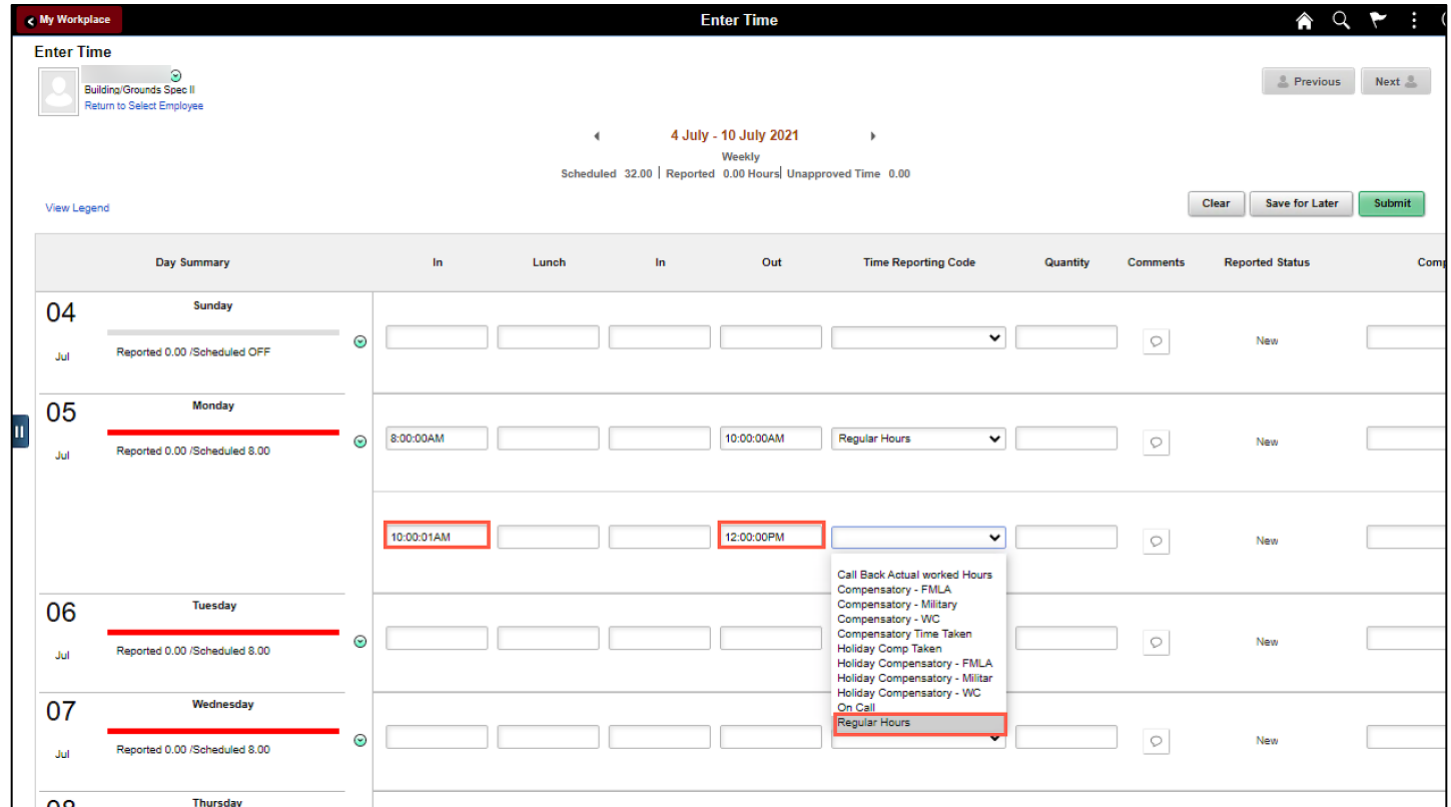
**Step 15/Work Order Line #2:** For the second work order, the employee started work at 10:00:01am and ended at their scheduled lunch time of 12:00pm. To enter this on the punch timesheet, enter **10:00:01am** in the **IN Time Entry** field and enter **12:00pm** in the **OUT Time Entry** field.

Now select the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

**Step 16:** Click the **Time Reporting Code** drop-down arrow.

**Step 17:** Select **REGHR – Regular Hours**.



**Enter Time**

Building/Grounds Spec II  
Return to Select Employee

4 July - 10 July 2021  
Weekly  
Scheduled 32.00 | Reported 0.00 Hours | Unapproved Time 0.00

View Legend

Clear Save for Later Submit

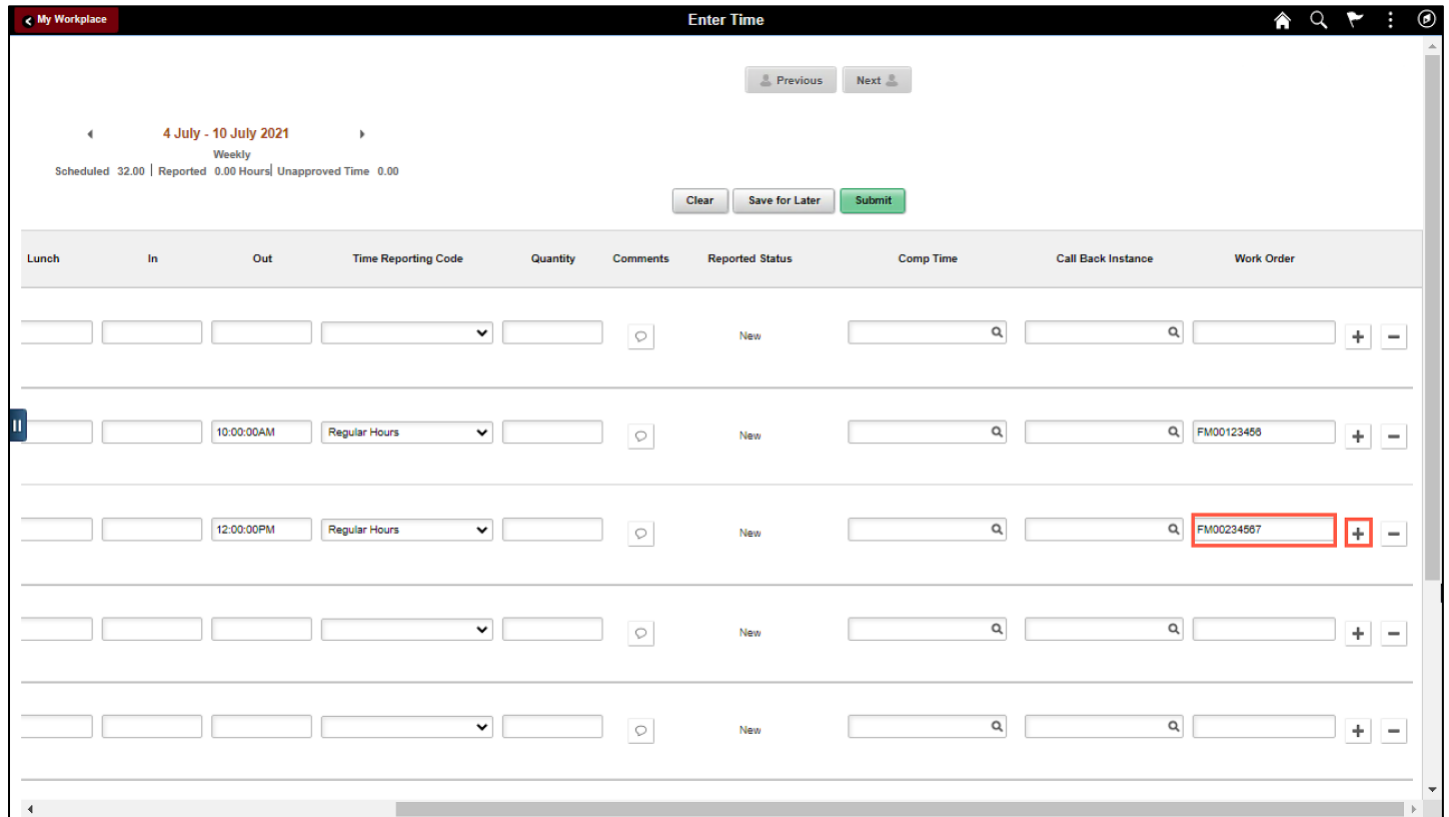
Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
04 Sunday Jul Reported 0.00 /Scheduled OFF								New
05 Monday Jul Reported 0.00 /Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			New
06 Tuesday Jul Reported 0.00 /Scheduled 8.00	10:00:01AM			12:00:00PM	Regular Hours			New
07 Wednesday Jul Reported 0.00 /Scheduled 8.00								New
08 Thursday								

- Call Back Actual worked Hours
- Compensatory - FMLA
- Compensatory - Military
- Compensatory - WC
- Compensatory Time Taken
- Holiday Comp Taken
- Holiday Compensatory - FMLA
- Holiday Compensatory - Military
- Holiday Compensatory - WC
- On Call
- Regular Hours

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**Step 18:** 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 19:** Click the + (plus) button to add an additional line for the second work order the employee worked that same day.



My Workplace Enter Time

Previous Next

4 July - 10 July 2021

Weekly

Scheduled 32.00 | Reported 0.00 Hours | Unapproved Time 0.00

Clear Save for Later Submit

Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time	Call Back Instance	Work Order
						New			
		10:00:00AM	Regular Hours			New			FM00123456
		12:00:00PM	Regular Hours			New			FM00234567
						New			
						New			

## University of South Carolina Time and Labor – TL/ABS Approver Earn Holiday Comp Time on a Punch Timesheet on Behalf of Employee

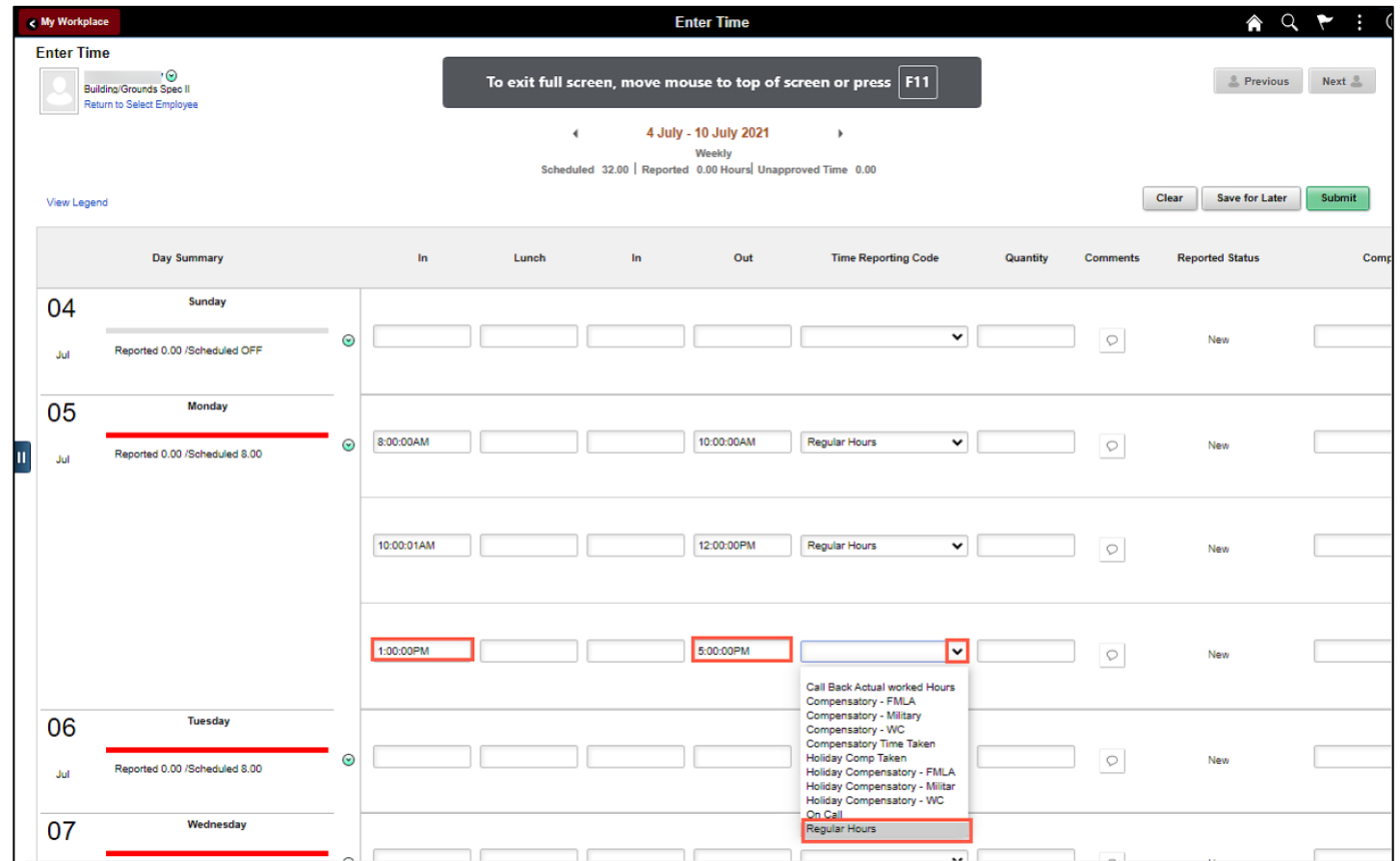
**Step 20/Work Order Line #3:** For the third work order, the employee came back from lunch 1:00pm and ended their workday at 5:00pm. To enter this on the punch timesheet, enter **1:00pm in the IN Time Entry field** and enter **5:00pm in the OUT Time Entry field**.

Now select the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

**Step 21:** Click the **Time Reporting Code** drop-down arrow.

**Step 22:** Select **REGHR – Regular Hours**.



**Enter Time**

To exit full screen, move mouse to top of screen or press **F11**

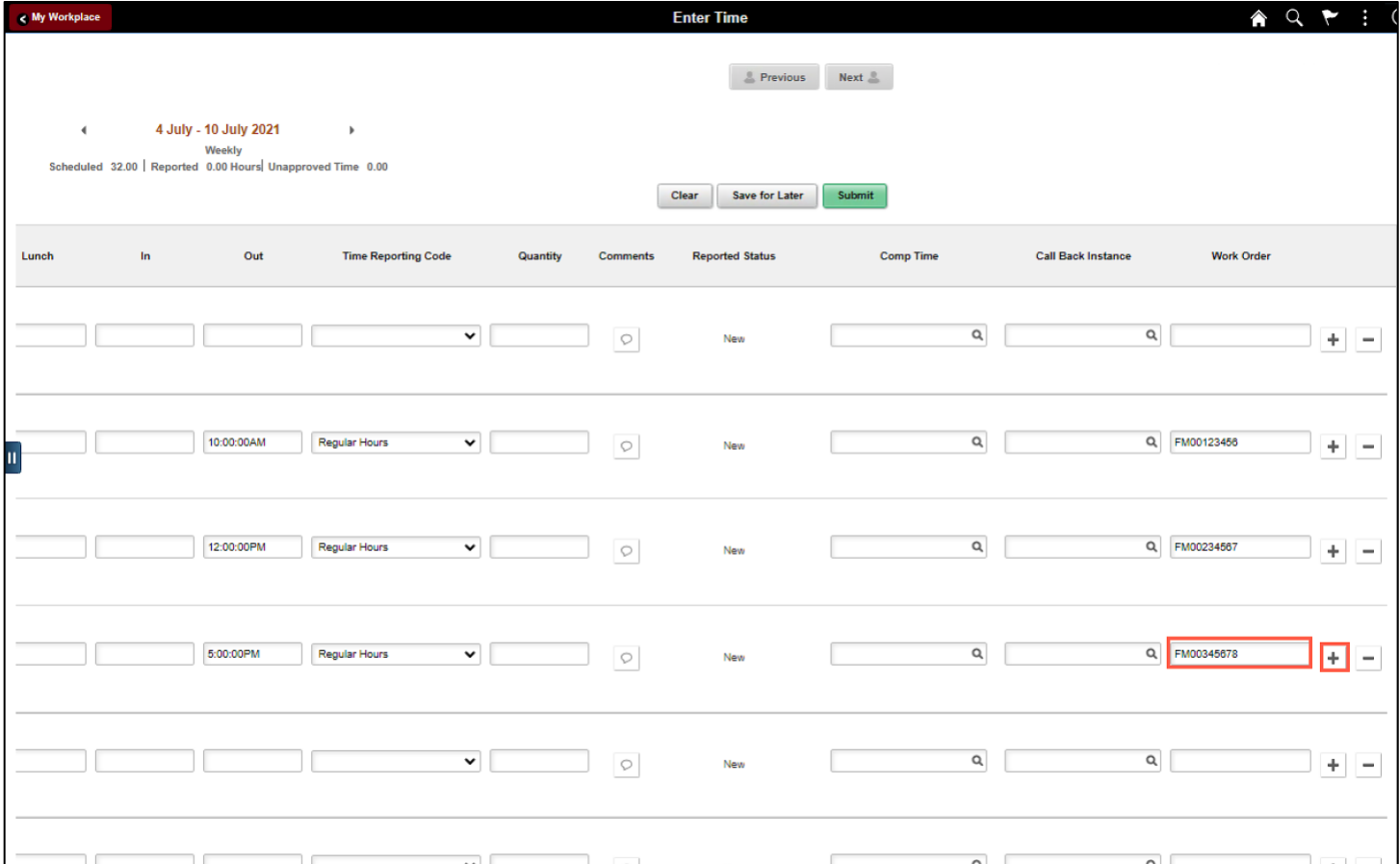
4 July - 10 July 2021  
Weekly  
Scheduled 32.00 | Reported 0.00 Hours | Unapproved Time 0.00

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp
<b>04</b> Sunday Jul Reported 0.00 /Scheduled OFF								New	
<b>05</b> Monday Jul Reported 0.00 /Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			New	
	10:00:01AM			12:00:00PM	Regular Hours			New	
	1:00:00PM			5:00:00PM	Regular Hours			New	
<b>06</b> Tuesday Jul Reported 0.00 /Scheduled 8.00								New	
<b>07</b> Wednesday									

## University of South Carolina Time and Labor – TL/ABS Approver Earn Holiday Comp Time on a Punch Timesheet on Behalf of Employee

**Step 23:** 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.

Use steps 15 through 19, if you need to add additional IN and OUT times because the employee worked with additional work orders that day.



Enter Time

Previous Next

4 July - 10 July 2021  
Weekly  
Scheduled 32.00 | Reported 0.00 Hours | Unapproved Time 0.00

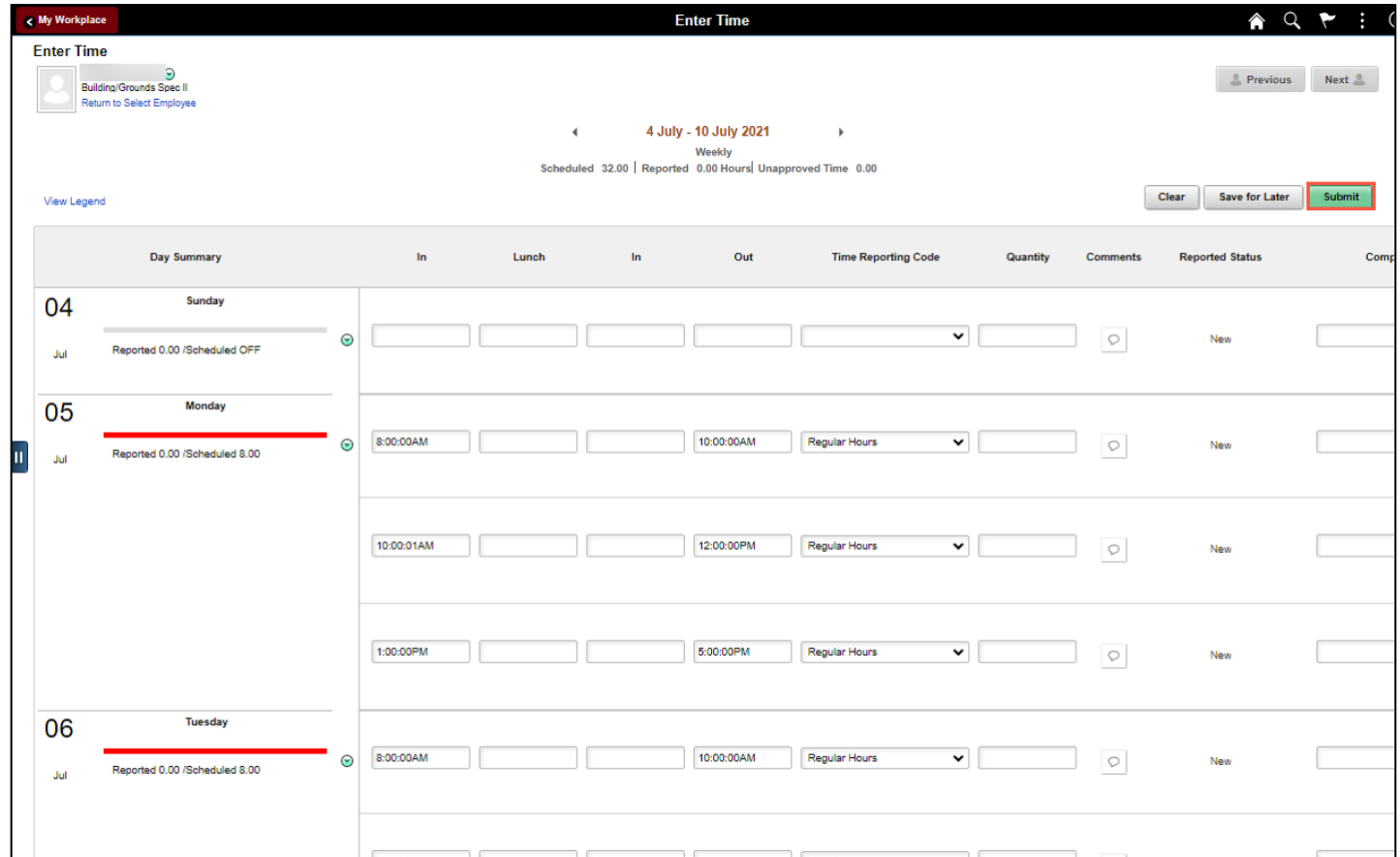
Clear Save for Later Submit

Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time	Call Back Instance	Work Order
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	10:00:00AM	Regular Hours	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	FM00123456
<input type="text"/>	<input type="text"/>	12:00:00PM	Regular Hours	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	FM00234567
<input type="text"/>	<input type="text"/>	5:00:00PM	Regular Hours	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	FM00345678
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Continue to complete the timesheet for the remaining days following steps 15 through 19 if working with multiple work orders in a single day.

**Step 24:** The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.



Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp
04 Sunday Jul Reported 0.00 / Scheduled OFF								New	
05 Monday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			New	
	10:00:01AM			12:00:00PM	Regular Hours			New	
	1:00:00PM			5:00:00PM	Regular Hours			New	
06 Tuesday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			New	

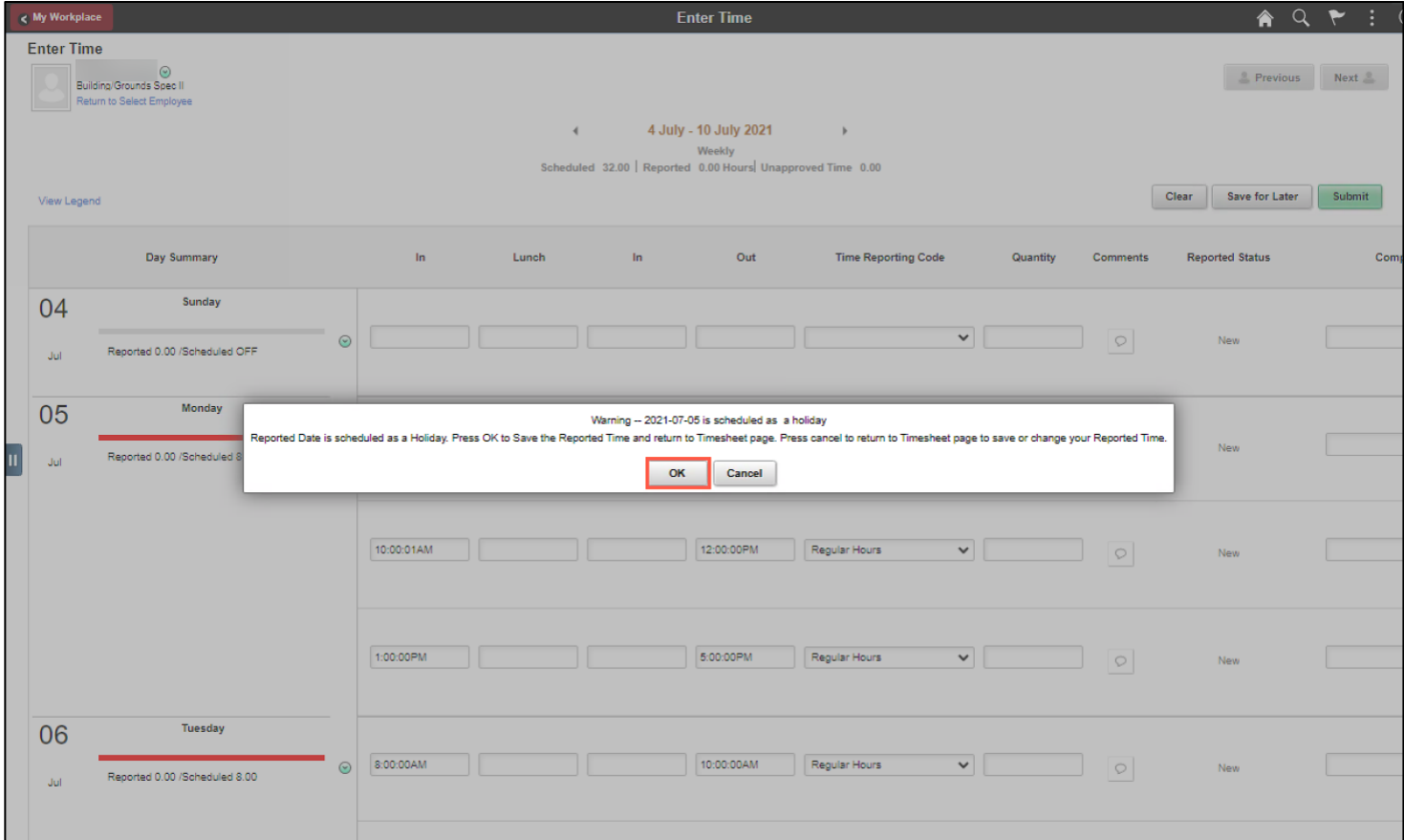
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**Step 25:** When you enter time on a holiday, a warning message will appear informing you that the reported date is a holiday. Click the **OK** button to save the reported time and return to the timesheet.

The timesheet will not submit when:

- A Time Reporting Code is missing
- When the Work Order Number is missing
- When the IN and OUT times do not match up

Error messages will appear indicating what needs to be fixed before the timesheet can be submitted.



The screenshot shows the 'Enter Time' interface for the week of July 4-10, 2021. A warning dialog box is displayed over the Monday, July 5th entry, stating: "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." The 'OK' button is highlighted with a red box.

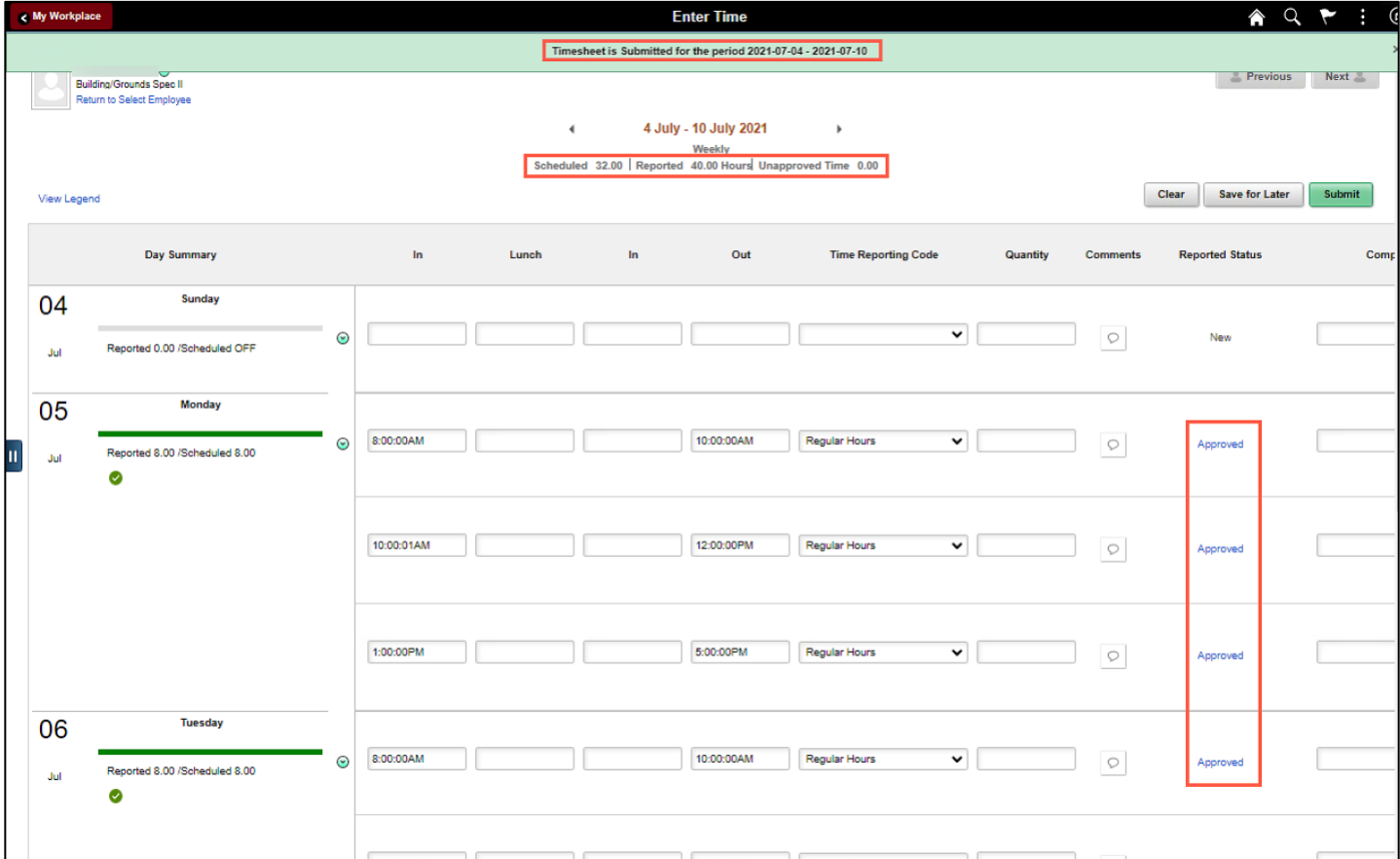
Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
<b>04</b> Sunday								
Jul Reported 0.00 / Scheduled OFF								New
<b>05</b> Monday								
Jul Reported 0.00 / Scheduled 8.00								New
	10:00:01AM			12:00:00PM	Regular Hours			New
	1:00:00PM			5:00:00PM	Regular Hours			New
<b>06</b> Tuesday								
Jul Reported 0.00 / Scheduled 8.00								New
	8:00:00AM			10:00:00AM	Regular Hours			New

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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 the employee.

The Scheduled Hours show 32hrs, 40 hour work minus the holiday and the Reported hours show what the employee actually worked that worked to include the holiday.

**Step 26:** Notice the time for each day is automatically approved at submission. When time is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required.



Enter Time

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

4 July - 10 July 2021

Weekly  
Scheduled 32.00 | Reported 40.00 Hours | Unapproved Time 0.00


View Legend


Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp
<b>04</b> Sunday								New	
Jul Reported 0.00 /Scheduled OFF									
<b>05</b> Monday								Approved	
Jul Reported 8.00 /Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			Approved	
	10:00:01AM			12:00:00PM	Regular Hours			Approved	
	1:00:00PM			5:00:00PM	Regular Hours			Approved	
<b>06</b> Tuesday								Approved	
Jul Reported 8.00 /Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			Approved	
	10:00:01AM			12:00:00PM	Regular Hours			Approved	


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**Step 27:** 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 holiday comp time on a timesheet on behalf of an employee.

