

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

How to earn holiday comp time on a timesheet on behalf of a salary non-exempt employee:

This job aid outlines how a TL/ABS Approver can earn holiday comp time on a timesheet on behalf of a salary non-exempt 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.

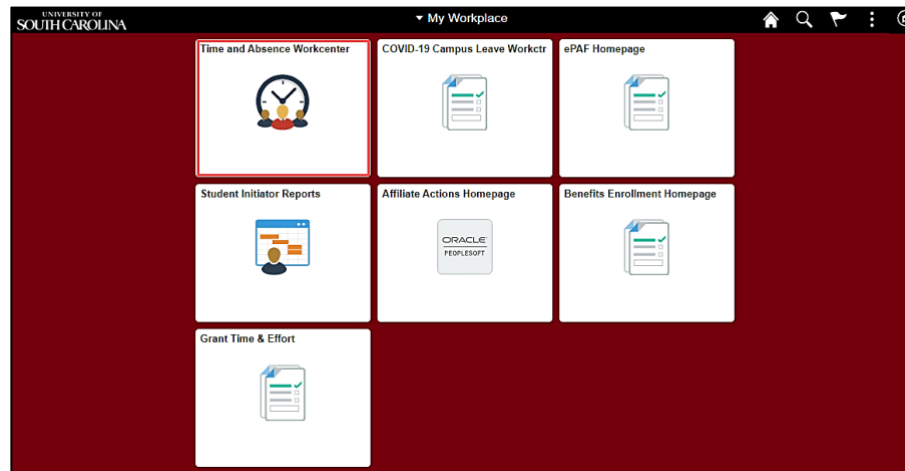
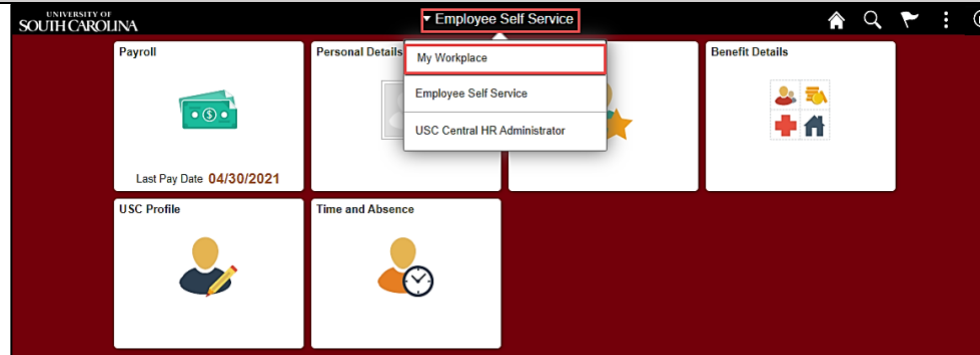
Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter

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

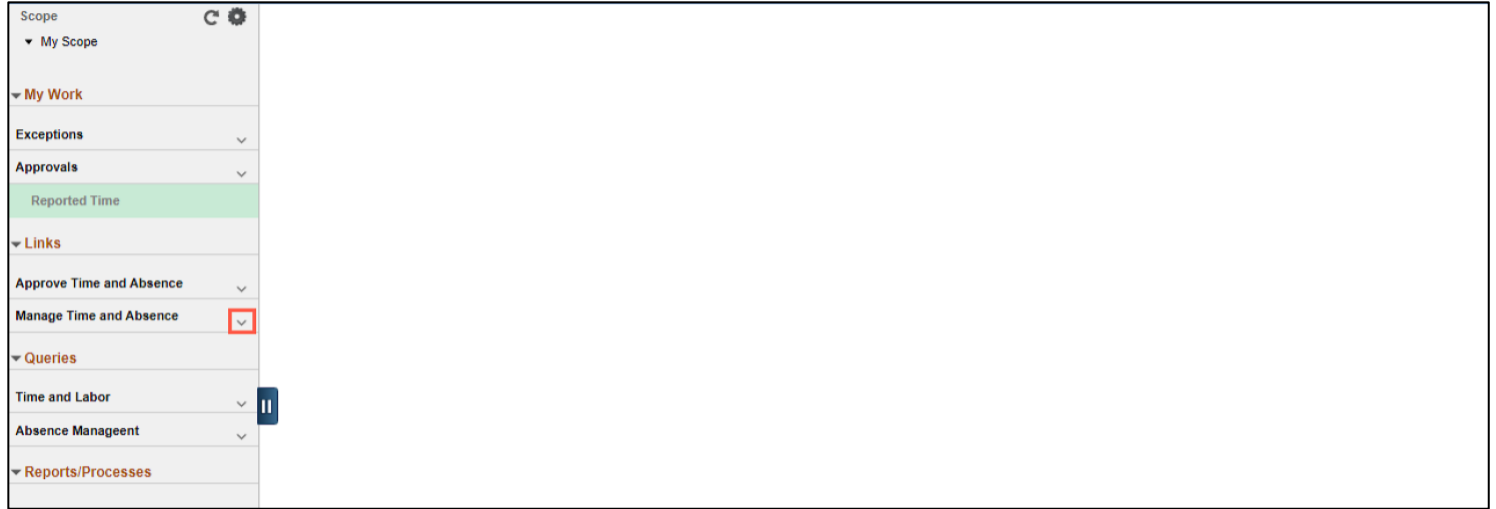


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Time and Absence Work center provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers to access various pages and keep multiple windows open while doing their daily work.

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

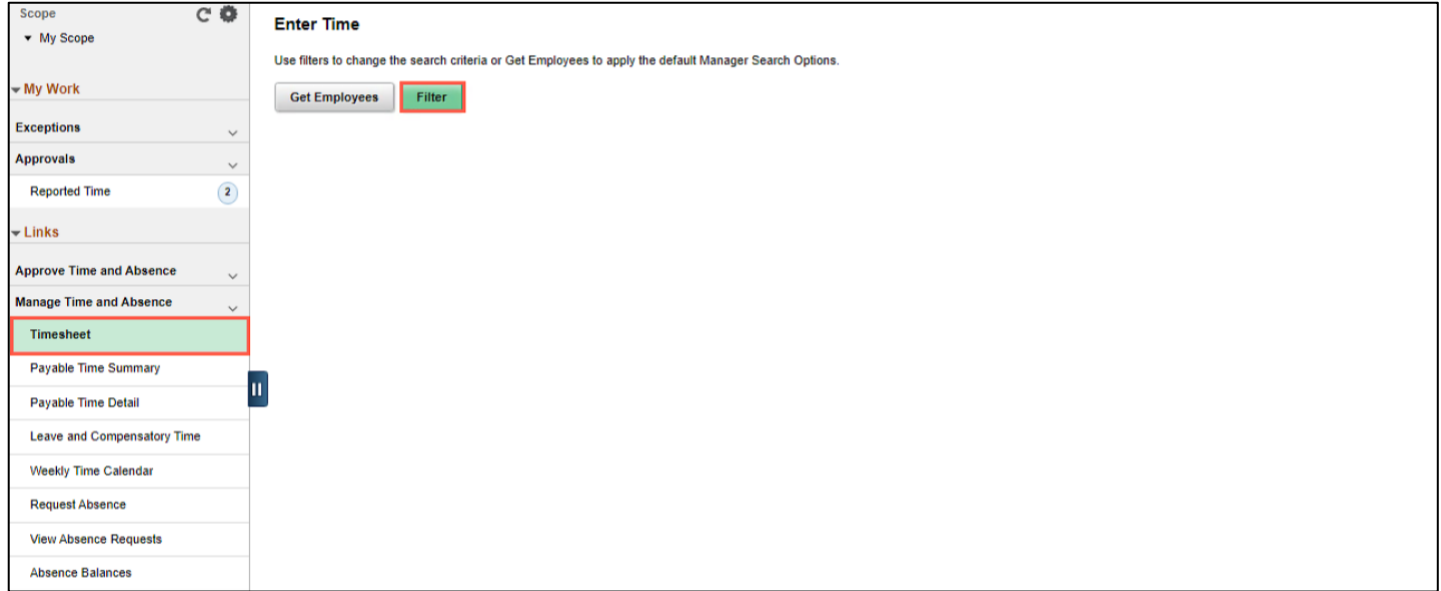
Step 3: Click the **Manage Time and Absence** drop-down arrow.



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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.

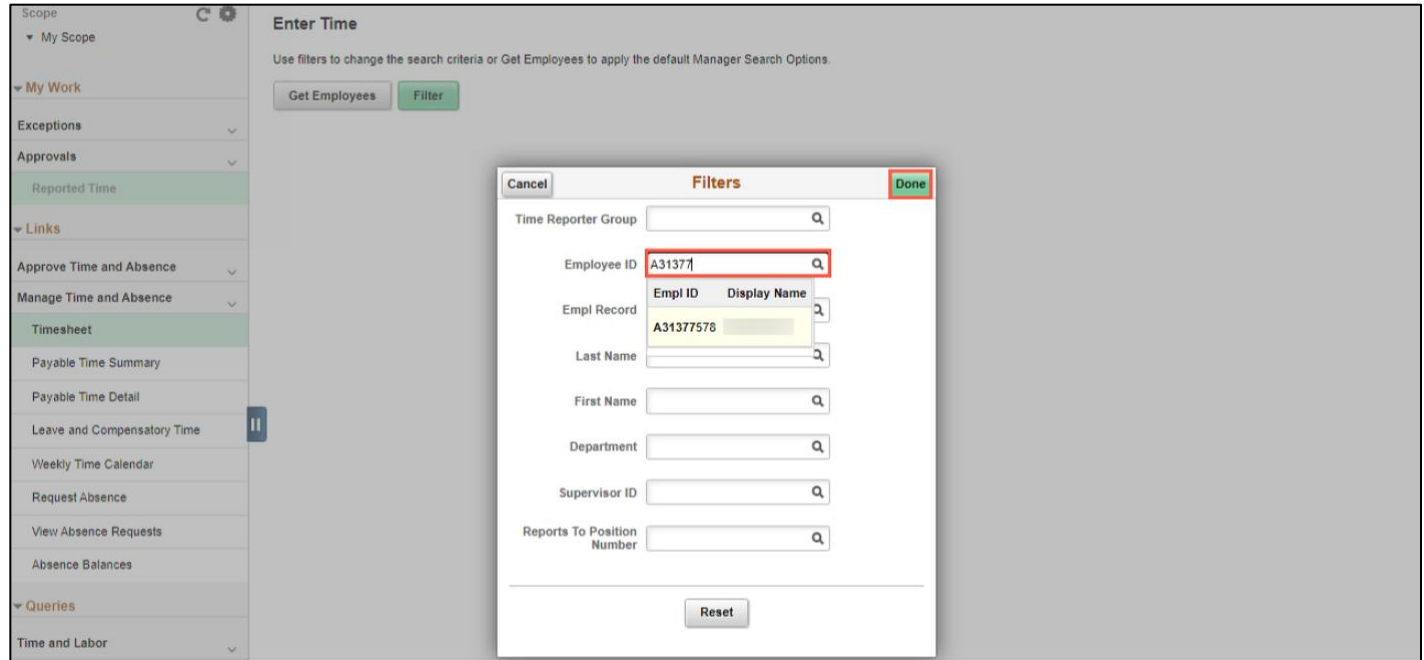


The screenshot displays the 'Enter Time' interface. On the left, a navigation menu is visible with the following items: 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Reported Time', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Timesheet' (highlighted in green), 'Payable Time 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 the instruction: 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this instruction 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 fields for Time Reporter Group, Employee ID (containing 'A31377'), Last Name, First Name, Department, Supervisor ID, and Reports To Position Number. The 'Employee ID' field is highlighted with a red box. Below the Employee ID field is a table with columns 'Empl ID' and 'Display Name', showing a single entry: 'A31377578'. The modal has 'Cancel', 'Done', and 'Reset' buttons.

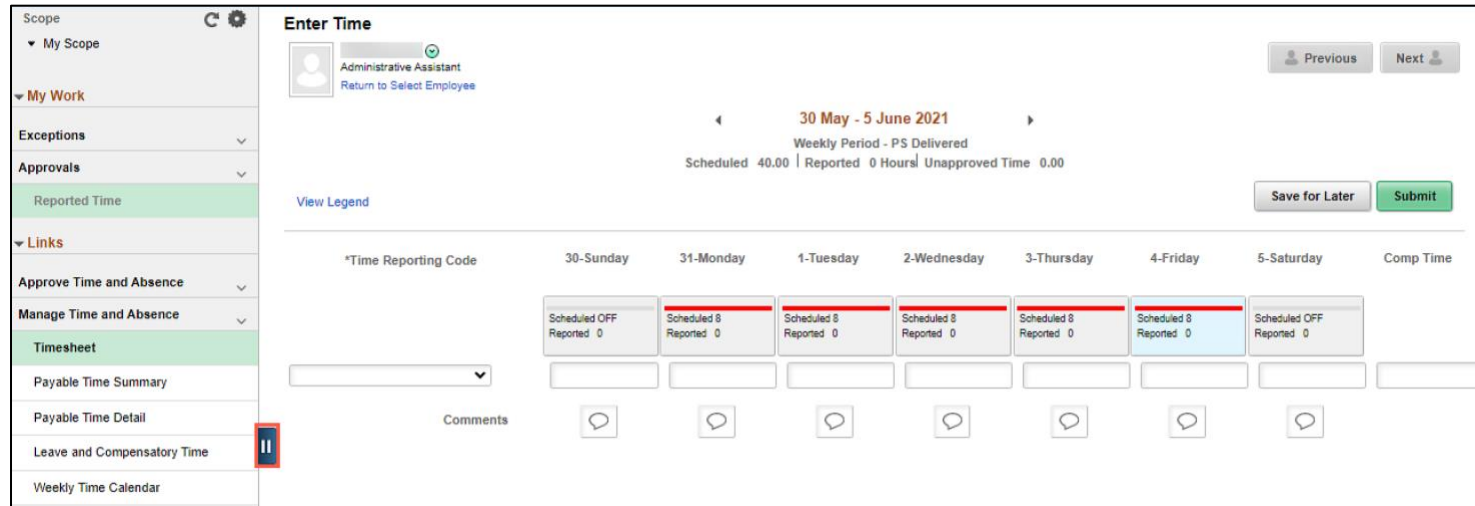
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Step 8: Click the **Employee Name/Tile** line to view the Enter Time page.



The screenshot shows the 'Enter Time' interface. On the left is a navigation menu with options like 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Reported Time', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', and 'Timesheet'. The main area is titled 'Enter Time' and includes a 'Select Employee' dropdown. Below it is a table with columns for 'Name/Title', 'Exceptions', and 'Hours to be Approved'. A single row is visible, highlighted in yellow, for an 'Administrative Assistant'.

Step 9: Click the **Expand Page** icon to see a full view of the Enter Time page. This will reduce the amount of scrolling you will have to do to complete the task.



The screenshot shows the expanded 'Enter Time' page for an 'Administrative Assistant'. It displays a weekly calendar for the period '30 May - 5 June 2021'. The calendar shows 'Scheduled' hours for each day (30.00 for Sunday, 8.00 for Monday-Friday, and 0.00 for Saturday) and 'Reported' hours (all 0.00). There are buttons for 'Previous', 'Next', 'Save for Later', and 'Submit'. A 'View Legend' link is also present. At the bottom, there are input fields for 'Time Reporting Code' and 'Comments' for each day. A red box highlights the 'Expand Page' icon in the left navigation menu.

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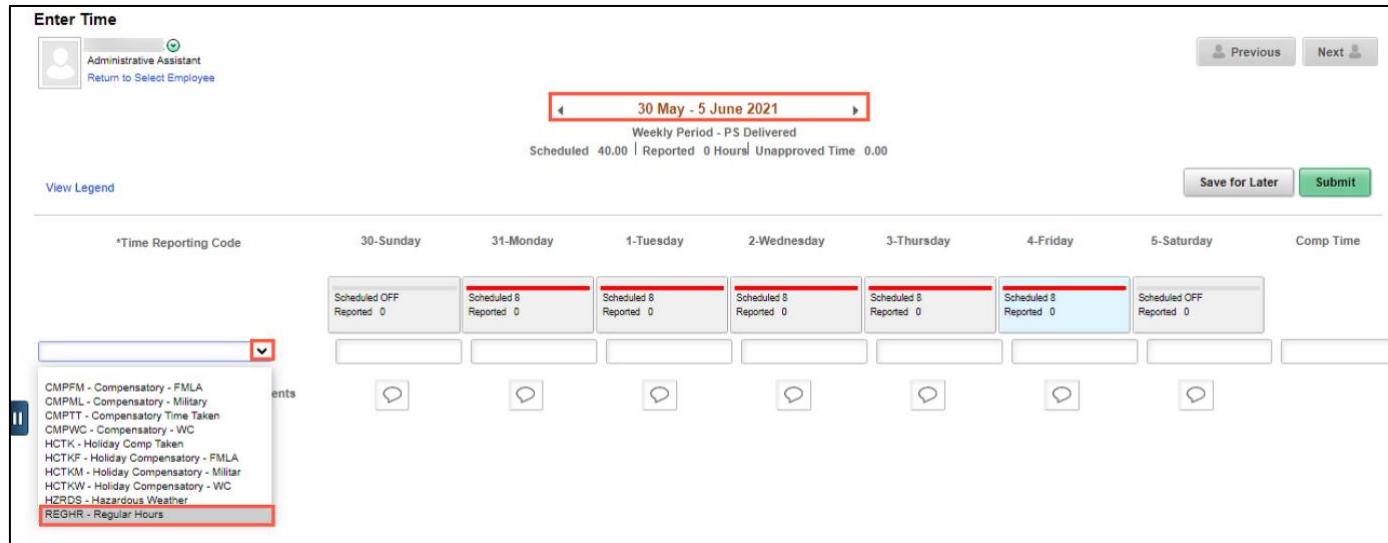
In this scenario the salary non-exempt employee worked regularly scheduled hours on the university holiday 5/31/2021 for Memorial Day. The employee forgot to enter their time worked and the week has now passed. As the TL/ABS Approver, you can enter time on behalf of employees in your area. You can go back and enter timesheets 60 days prior to the current day on behalf of an employee.

Note: If an Absence has been requested, it is not editable on the timesheet. Scroll to the right and click the plus + button to add another Time Reporting Code row.

Step 10: 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 11: Click the **Time Reporting Code** drop-down arrow and select **REGHR – Regular Hours**.



Enter Time

Administrative Assistant
Return to Select Employee

30 May - 5 June 2021
Weekly Period - PS Delivered
Scheduled 40.00 | Reported 0 Hours | Unapproved Time 0.00

View Legend

Save for Later Submit

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	
CMPPM - Compensatory - FMLA CMPML - Compensatory - Military CMPPT - Compensatory Time Taken CMPWC - Compensatory - WC HCTK - Holiday Comp Taken HCTKF - Holiday Compensatory - FMLA HCTKM - Holiday Compensatory - Militar HCTKW - Holiday Compensatory - WC HZRDS - Hazardous Weather REGHR - Regular Hours								

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Step 12: Click in the **Time Entry** field and enter hours worked for each day. For this example, enter hours worked on May 31, the Memorial Day holiday for UofSC.

Enter Time

Administrative Assistant
[Return to Select Employee](#)

Previous Next

30 May - 5 June 2021
Weekly Period - PS Delivered
Scheduled 40.00 | Reported 0 Hours | Unapproved Time 0.00

[View Legend](#) Save for Later Submit

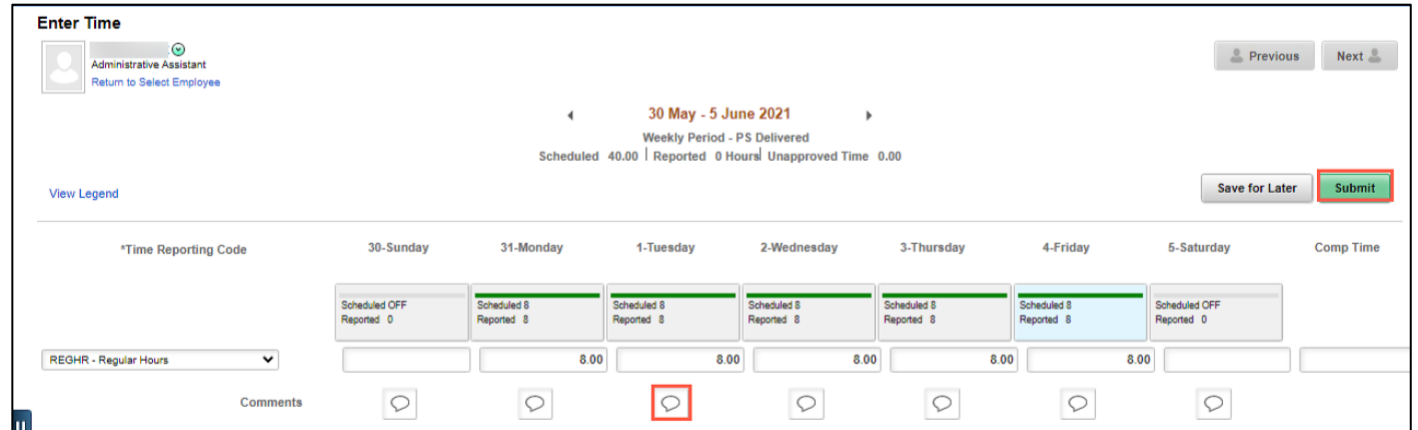
*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 0	
REGHR - Regular Hours		8.00	8.00	8.00	8.00	8.00		
Comments								

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Step 13/Optional: Click the **Comment** icon to add additional information.

Step 14: Click the **Submit** button to submit the timesheet for approval.

Step 15: 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.



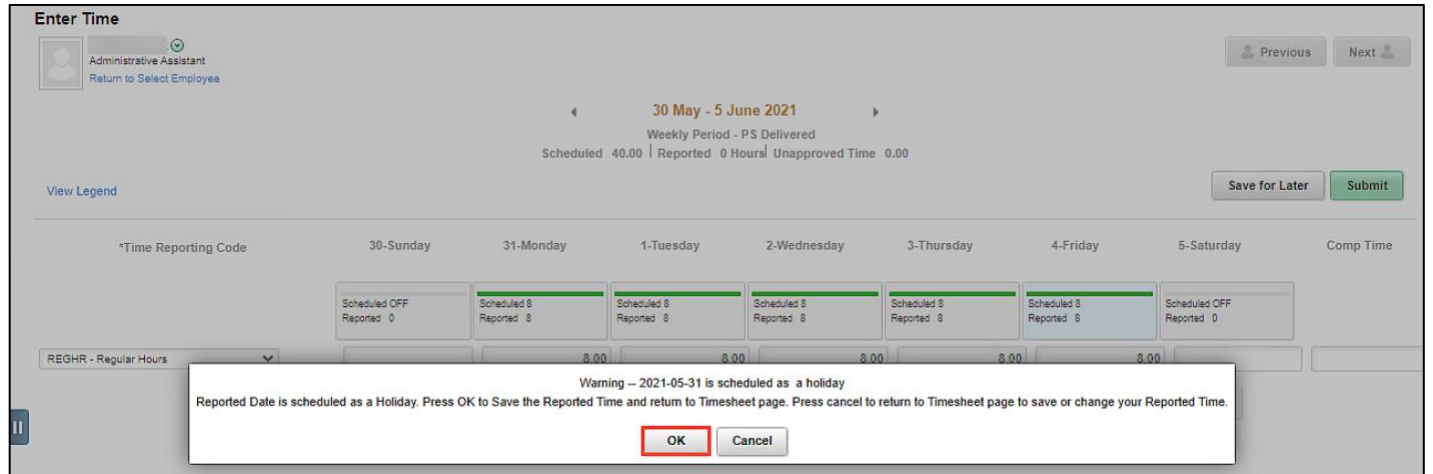
Enter Time

Administrative Assistant
Return to Select Employee

30 May - 5 June 2021
Weekly Period - PS Delivered
Scheduled 40.00 | Reported 0 Hours | Unapproved Time 0.00

Save for Later **Submit**

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
REGHR - Regular Hours	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 0	
		8.00	8.00	8.00	8.00	8.00		
Comments								



Enter Time

Administrative Assistant
Return to Select Employee

30 May - 5 June 2021
Weekly Period - PS Delivered
Scheduled 40.00 | Reported 0 Hours | Unapproved Time 0.00

Save for Later **Submit**

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
REGHR - Regular Hours	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 0	
		8.00	8.00	8.00	8.00	8.00		


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.

OK Cancel

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Step 16: 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.

Timesheet is Submitted for the period 2021-05-30 - 2021-06-05



Administrative Assistant
[Return to Select Employee](#)

30 May - 5 June 2021

Weekly Period - PS Delivered

Scheduled 40.00 | Reported 40 Hours | Unapproved Time 0.00

Previous Next

View Legend

Save for Later Submit

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
Sched OFF Reported 0	Sched 8 Reported 8	Sched 8 Reported 8	Sched 8 Reported 8	Sched 8 Reported 8	Sched 8 Reported 8	Sched 8 Reported 8	Sched OFF Reported 0	
REGHR - Regular Hours	8.00	8.00	8.00	8.00	8.00	8.00		
Comments								

Manage Approvals

Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
05/31/2021	Approved	8.00	REGHR	Regular Hours	8.00
06/01/2021	Approved	8.00	REGHR	Regular Hours	8.00
06/02/2021	Approved	8.00	REGHR	Regular Hours	8.00
06/03/2021	Approved	8.00	REGHR	Regular Hours	8.00
06/04/2021	Approved	8.00	REGHR	Regular Hours	8.00

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Step 17: 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.

Scope

- ▼ My 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
- Time and Labor
- Absence Management
- ▼ Reports/Processes

Enter Time

Administrative Assistant
[Return to Select Employee](#)

Previous Next

30 May - 5 June 2021

Weekly Period - PS Delivered

Scheduled 40.00 | Reported 40 Hour | Unapproved Time 0.00

Save for Later Submit

View Legend

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 0	
REGHR - Regular Hours		8.00	8.00	8.00	8.00	8.00		
Comments								

▼ Manage Approvals

Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
05/31/2021	Approved	8.00	REGHR	Regular Hours	0.00
06/01/2021	Approved	8.00	REGHR	Regular Hours	8.00
06/02/2021	Approved	8.00	REGHR	Regular Hours	8.00
06/03/2021	Approved	8.00	REGHR	Regular Hours	8.00
06/04/2021	Approved	8.00	REGHR	Regular Hours	8.00

Earn Holiday Comp Time on a Timesheet – Salary Non-Exempt Employee





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May 2021

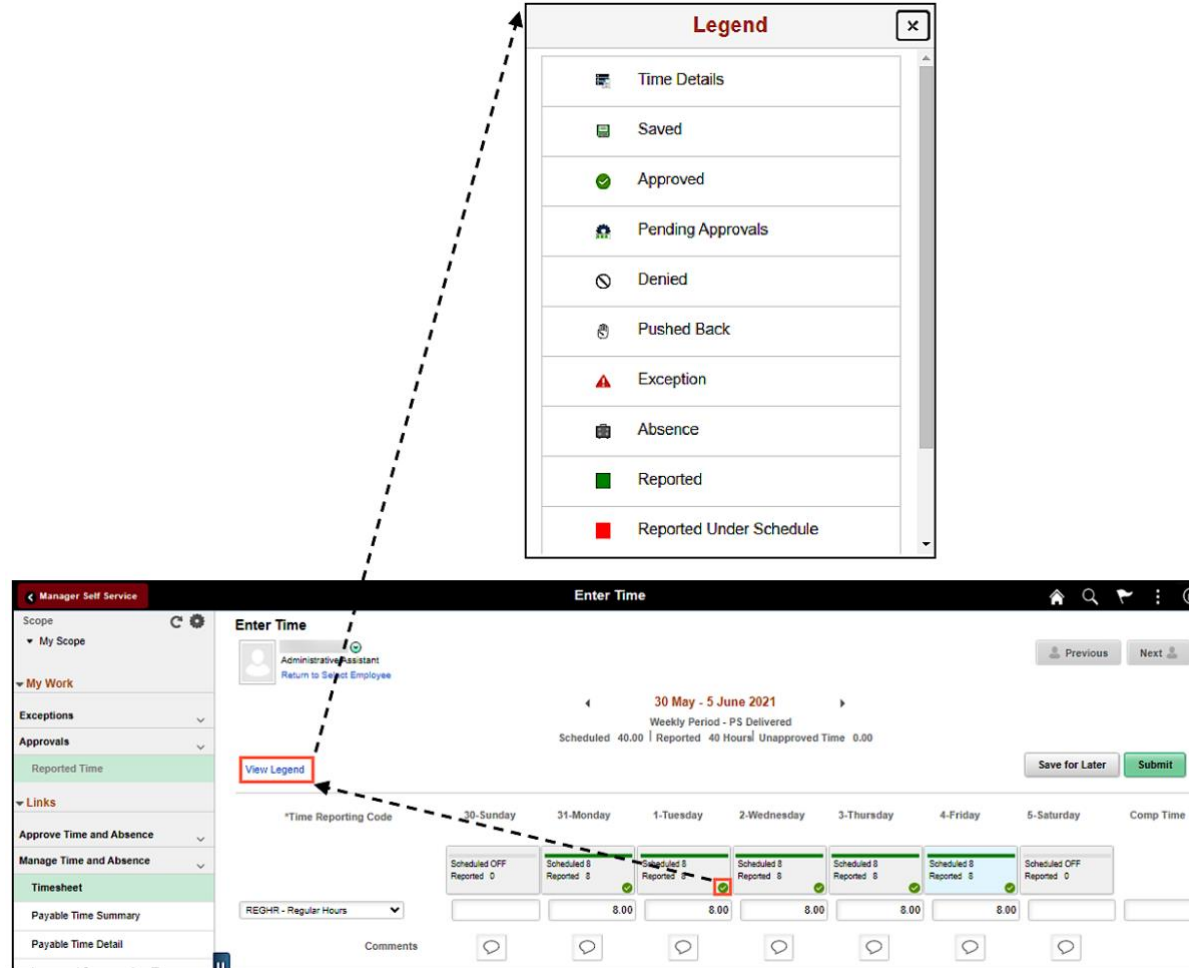
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Step 18: When submitted, the **Approved** icon appears for the days time entered indicating the timesheet is approved. Click the **View Legend** link to view the legends used and a short description of each one.

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 a salary non-exempt employee.



The screenshot shows the 'Enter Time' interface for an Administrative Assistant. A 'Legend' window is open, listing various status icons: Time Details, Saved, Approved, Pending Approvals, Denied, Pushed Back, Exception, Absence, Reported, and Reported Under Schedule. A dashed arrow points from the 'View Legend' link in the 'Enter Time' interface to the legend window. The 'Enter Time' interface shows a weekly period from 30 May to 5 June 2021. The timesheet grid shows reported hours for each day, with a 'View Legend' link highlighted in a red box. The grid includes columns for 30-Sunday, 31-Monday, 1-Tuesday, 2-Wednesday, 3-Thursday, 4-Friday, 5-Saturday, and Comp Time. The 'Time Reporting Code' is set to 'REGHR - Regular Hours'. The grid shows reported hours of 8.00 for each day, with a green checkmark icon indicating approval.