

**University of South Carolina**  
**Time and Labor - ESS**  
**Enter On Call/Call Back on a Punch Timesheet**

**How to enter on call/call back on a punch timesheet:**

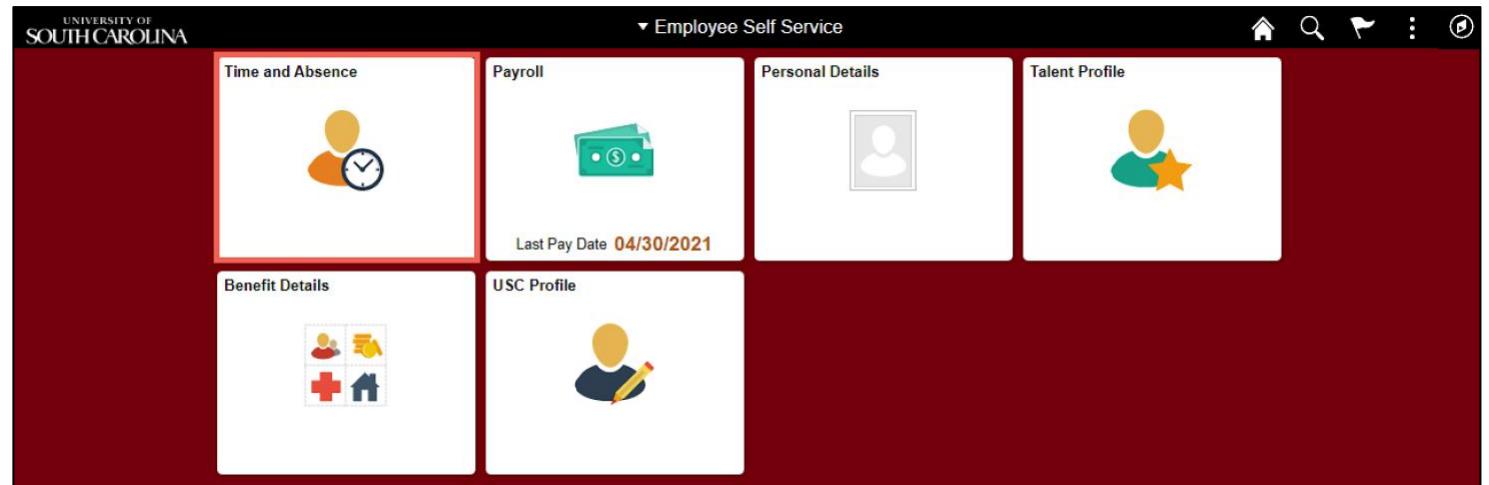
This job aid outlines how an employee will enter on call/call back on a punch timesheet.

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

**Processing Steps**

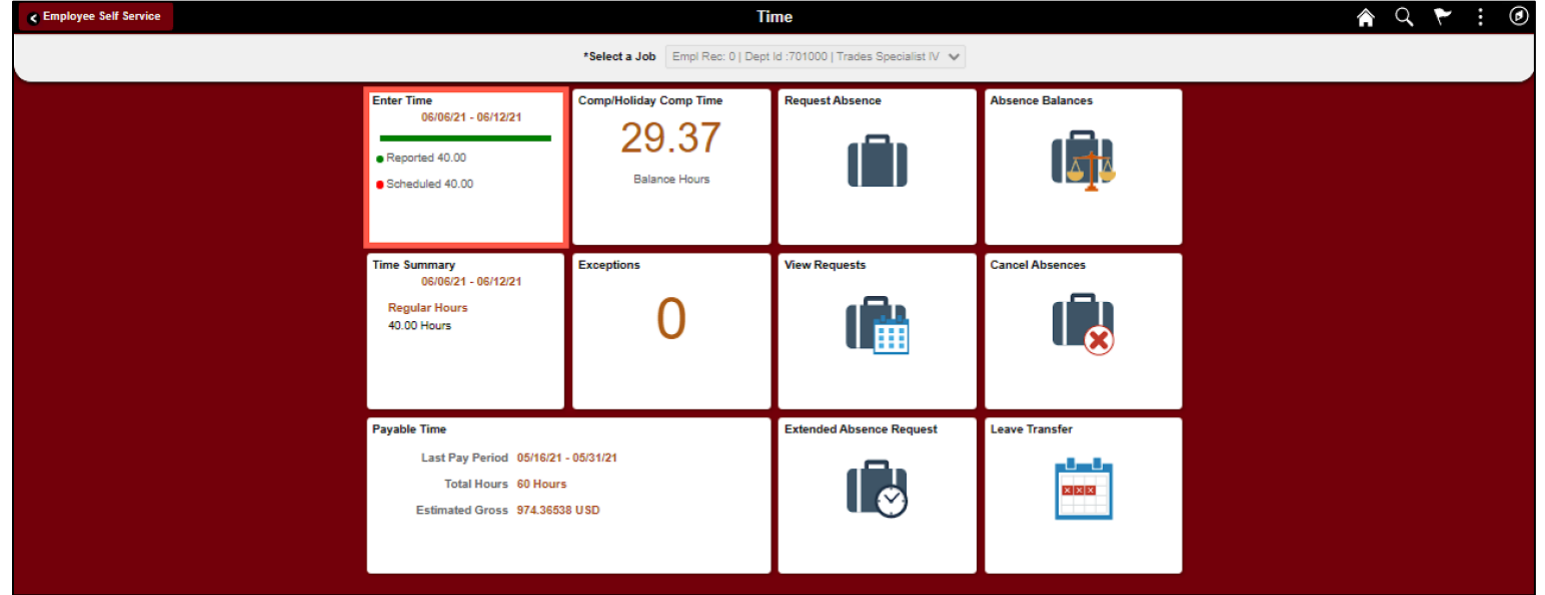
**Step 1:** On the Employee Self Service landing page, click the **Time and Absence** tile.

**Screenshots**



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



The screenshot shows the 'Time' section of the Employee Self Service (ESS) portal. The user is logged in as 'Trades Specialist IV' in the 'Dept Id :701000'. The interface features a grid of tiles for time management:

- Enter Time (06/06/21 - 06/12/21):** Highlighted with a red border. Shows a progress bar for 'Reported 40.00' and 'Scheduled 40.00' hours.
- Comp/Holiday Comp Time:** Displays a balance of 29.37 hours.
- Request Absence:** Icon of a briefcase.
- Absence Balances:** Icon of a briefcase with a scale.
- Time Summary (06/06/21 - 06/12/21):** Shows 'Regular Hours' of 40.00.
- Exceptions:** Displays a balance of 0.
- View Requests:** Icon of a briefcase and calendar.
- Cancel Absences:** Icon of a briefcase with a red 'X'.
- Payable Time:** Shows 'Last Pay Period' as 05/16/21 - 05/31/21, 'Total Hours' as 60, and 'Estimated Gross' as 974.36538 USD.
- Extended Absence Request:** Icon of a briefcase with a clock.
- Leave Transfer:** Icon of a calendar with a red 'X'.

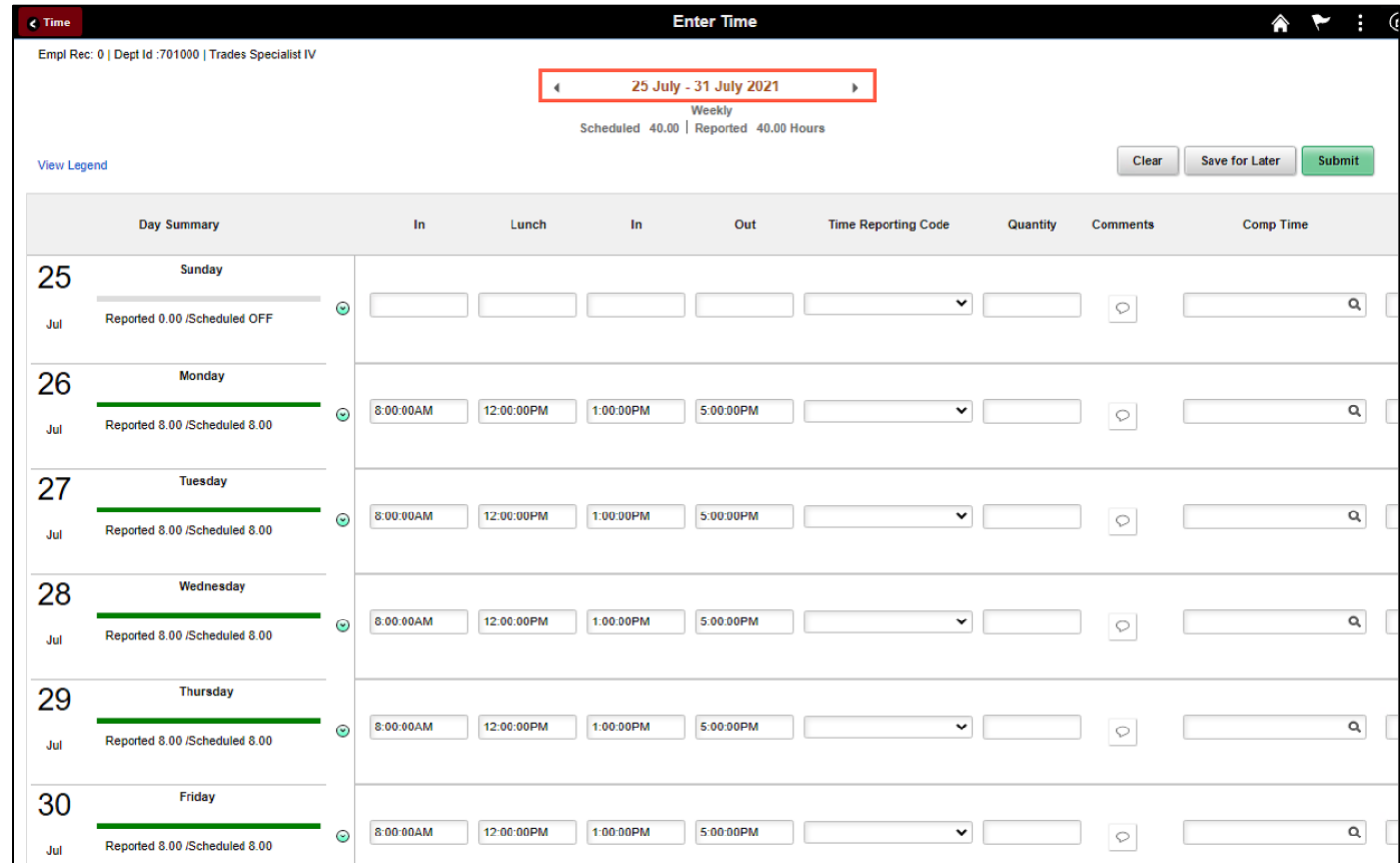
## University of South Carolina Time and Labor - ESS Enter On Call/Call Back on a Punch Timesheet

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.

Notice an employee's weekly work schedule is automatically populated.

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



Time | Enter Time | Empl Rec: 0 | Dept Id :701000 | Trades Specialist IV

25 July - 31 July 2021

Weekly  
Scheduled 40.00 | Reported 40.00 Hours

[View Legend](#) Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time
<b>25</b> Sunday Jul Reported 0.00 /Scheduled OFF								
<b>26</b> Monday Jul Reported 8.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
<b>27</b> Tuesday Jul Reported 8.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
<b>28</b> Wednesday Jul Reported 8.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
<b>29</b> Thursday Jul Reported 8.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
<b>30</b> Friday Jul Reported 8.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				

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To add hours worked for multiple work orders, begin by adjusting the existing line for a specific day. For this example, an employee is working three work orders on Monday.

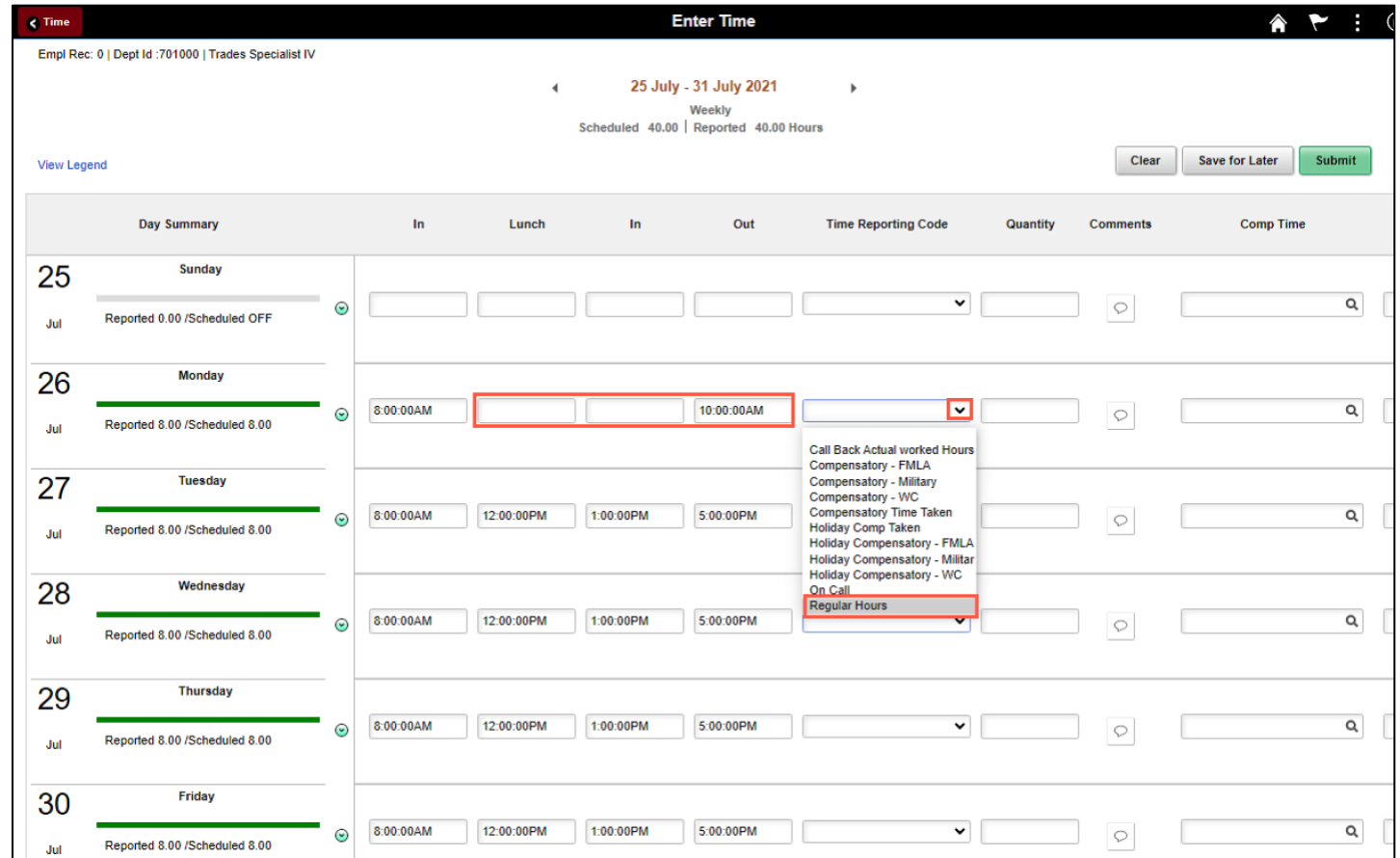
**Step 4/Work Order Line #1:** For the first work order, the employee worked from 8am to 10am. To enter this on the punch timesheet, keep the IN time at 8:00am, clear the LUNCH/IN fields and enter 10:00am in the OUT Time Entry field.

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

You can only have one TRC per line.

**Step 5:** Click the **Time Reporting Code** drop-down arrow.

**Step 6:** Select **REGHR – Regular Hours**.



**Enter Time**

Empl Rec: 0 | Dept Id: 701000 | Trades Specialist IV

25 July - 31 July 2021  
Weekly  
Scheduled 40.00 | Reported 40.00 Hours

View Legend Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time
<b>25</b> Sunday Jul Reported 0.00 / Scheduled OFF								
<b>26</b> Monday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			
<b>27</b> Tuesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
<b>28</b> Wednesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
<b>29</b> Thursday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
<b>30</b> Friday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				

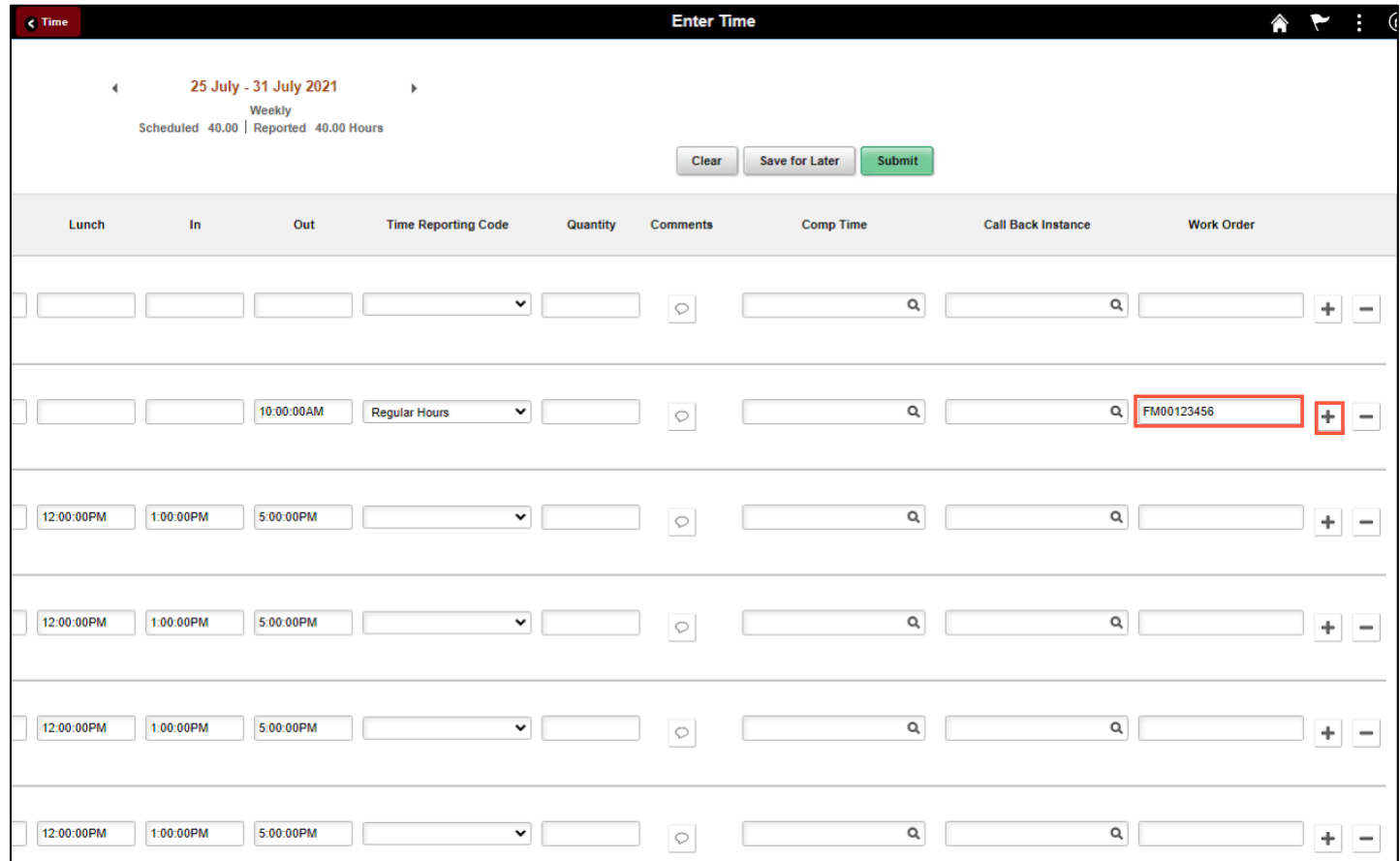
**Time Reporting Code Dropdown:**

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

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**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 same day.



The screenshot shows the 'Enter Time' interface for the period 25 July - 31 July 2021. The interface includes a header with navigation icons, a date range selector, and summary statistics: 'Weekly Scheduled 40.00 | Reported 40.00 Hours'. Below this are 'Clear', 'Save for Later', and 'Submit' buttons. The main area is a table with the following columns: Lunch, In, Out, Time Reporting Code, Quantity, Comments, Comp Time, Call Back Instance, and Work Order. The table contains several rows for time reporting. The second row has '10:00:00AM' in the In field, 'Regular Hours' in the Time Reporting Code field, and 'FM00123456' in the Work Order field. A red box highlights the plus button to the right of the Work Order field in this row.

Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Instance	Work Order
	10:00:00AM		Regular Hours					FM00123456
12:00:00PM	1:00:00PM	5:00:00PM						
12:00:00PM	1:00:00PM	5:00:00PM						
12:00:00PM	1:00:00PM	5:00:00PM						
12:00:00PM	1:00:00PM	5:00:00PM						

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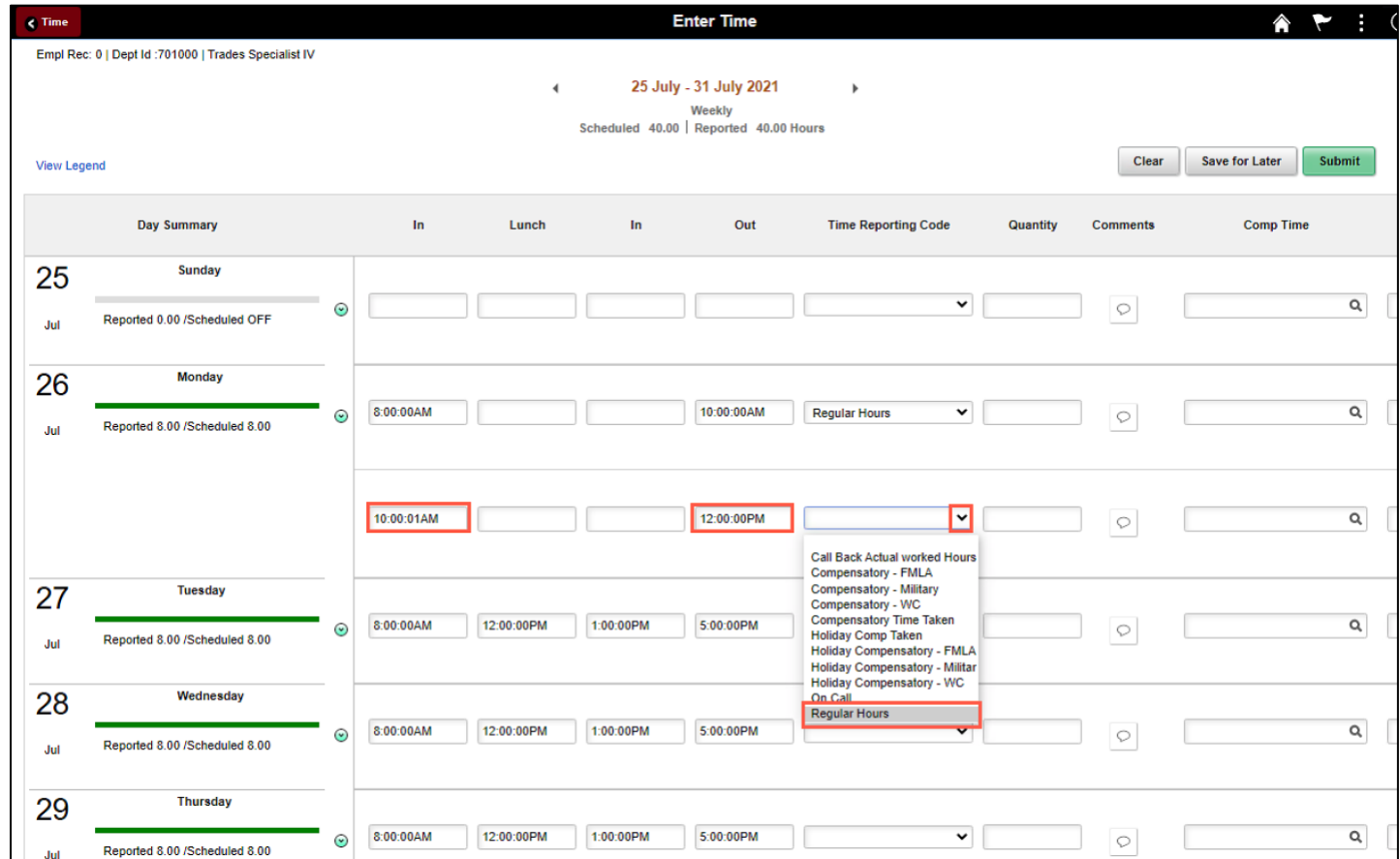
**Step 9/Work Order Line #2:** For the second work order, the employee started work at 10:00:01am and ended at their scheduled lunch time of 12:00pm. To enter this on the punch timesheet, enter **10:00:01am** in the **IN Time Entry** field and enter **12:00pm** in the **OUT Time Entry** field.

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

You can only have one TRC per line.

**Step 10:** Click the **Time Reporting Code** drop-down arrow.

**Step 11:** Select **REGHR – Regular Hours**.



Time | Enter Time | Empl Rec: 0 | Dept Id: 701000 | Trades Specialist IV

25 July - 31 July 2021  
Weekly  
Scheduled 40.00 | Reported 40.00 Hours

View Legend | Clear | Save for Later | Submit

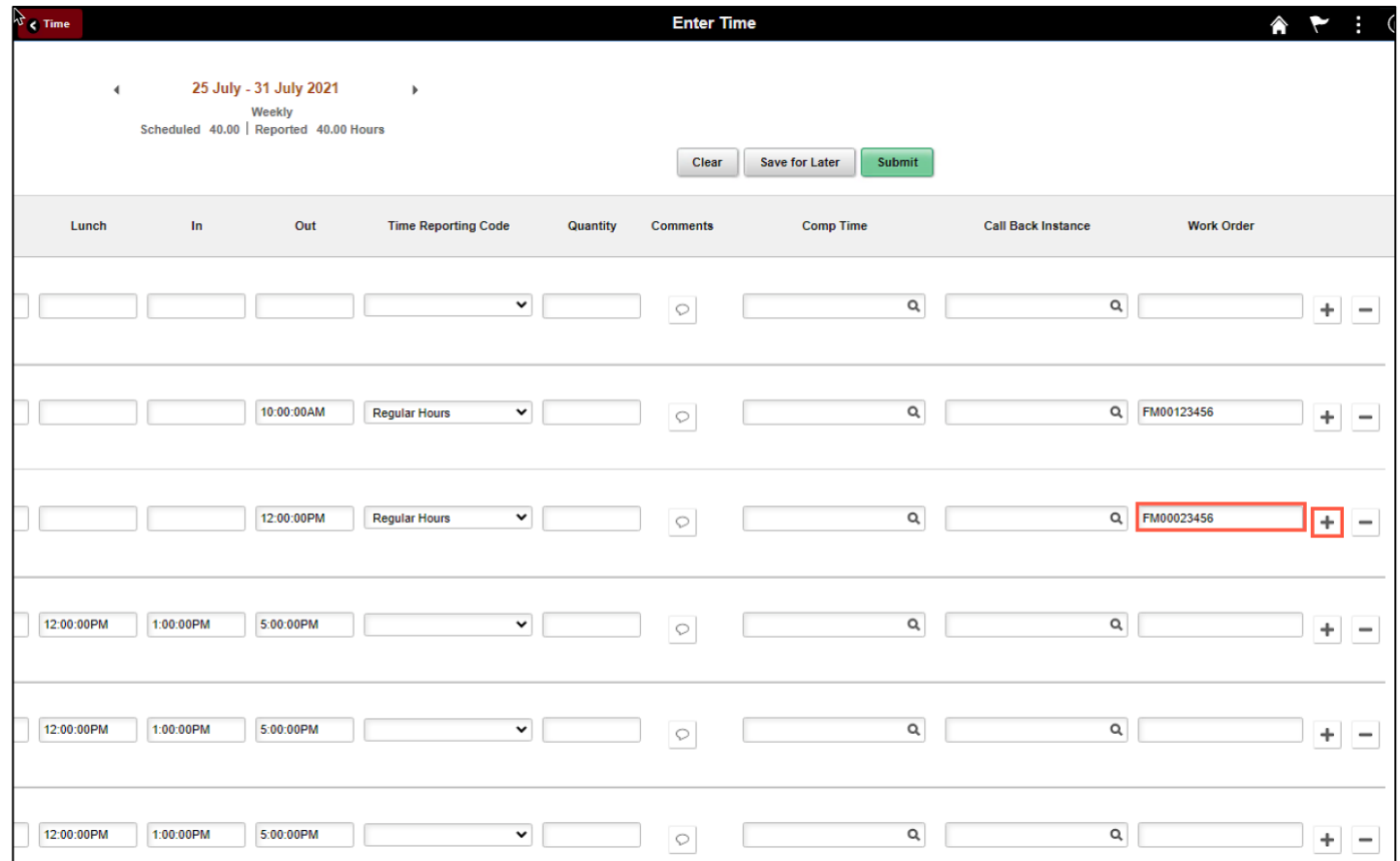
Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time
25 Sunday Jul Reported 0.00 / Scheduled OFF								
26 Monday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			
27 Tuesday Jul Reported 8.00 / Scheduled 8.00	10:00:01AM			12:00:00PM	Regular Hours			
28 Wednesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
29 Thursday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				

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

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**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 first line.

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



Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Instance	Work Order
		10:00:00AM	Regular Hours					FM00123456
		12:00:00PM	Regular Hours					FM00023456
12:00:00PM	1:00:00PM	5:00:00PM						
12:00:00PM	1:00:00PM	5:00:00PM						
12:00:00PM	1:00:00PM	5:00:00PM						

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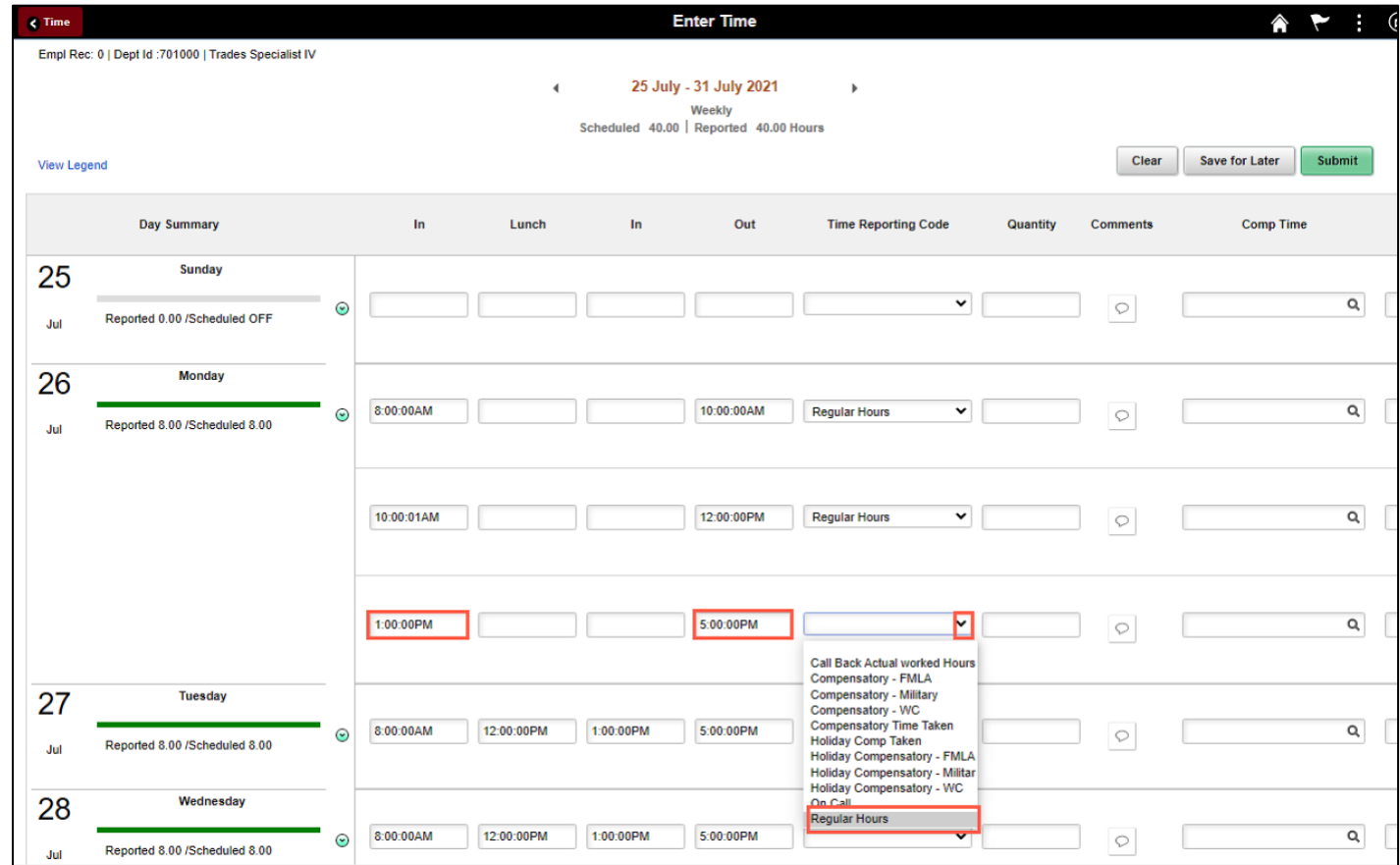
**Step 14/Work Order Line #3:** For the third work order, the employee came back from lunch 1:00pm and ended their workday at 5:00pm. To enter this on the punch timesheet, enter **1:00pm in the IN Time Entry field** and enter **5:00pm in the OUT Time Entry field**.

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

You can only have one TRC per line.

**Step 15:** Click the **Time Reporting Code** drop-down arrow.

**Step 16:** Select **REGHR – Regular Hours**.



Time | Enter Time | Empl Rec: 0 | Dept Id :701000 | Trades Specialist IV

25 July - 31 July 2021  
Weekly  
Scheduled 40.00 | Reported 40.00 Hours

View Legend | Clear | Save for Later | Submit

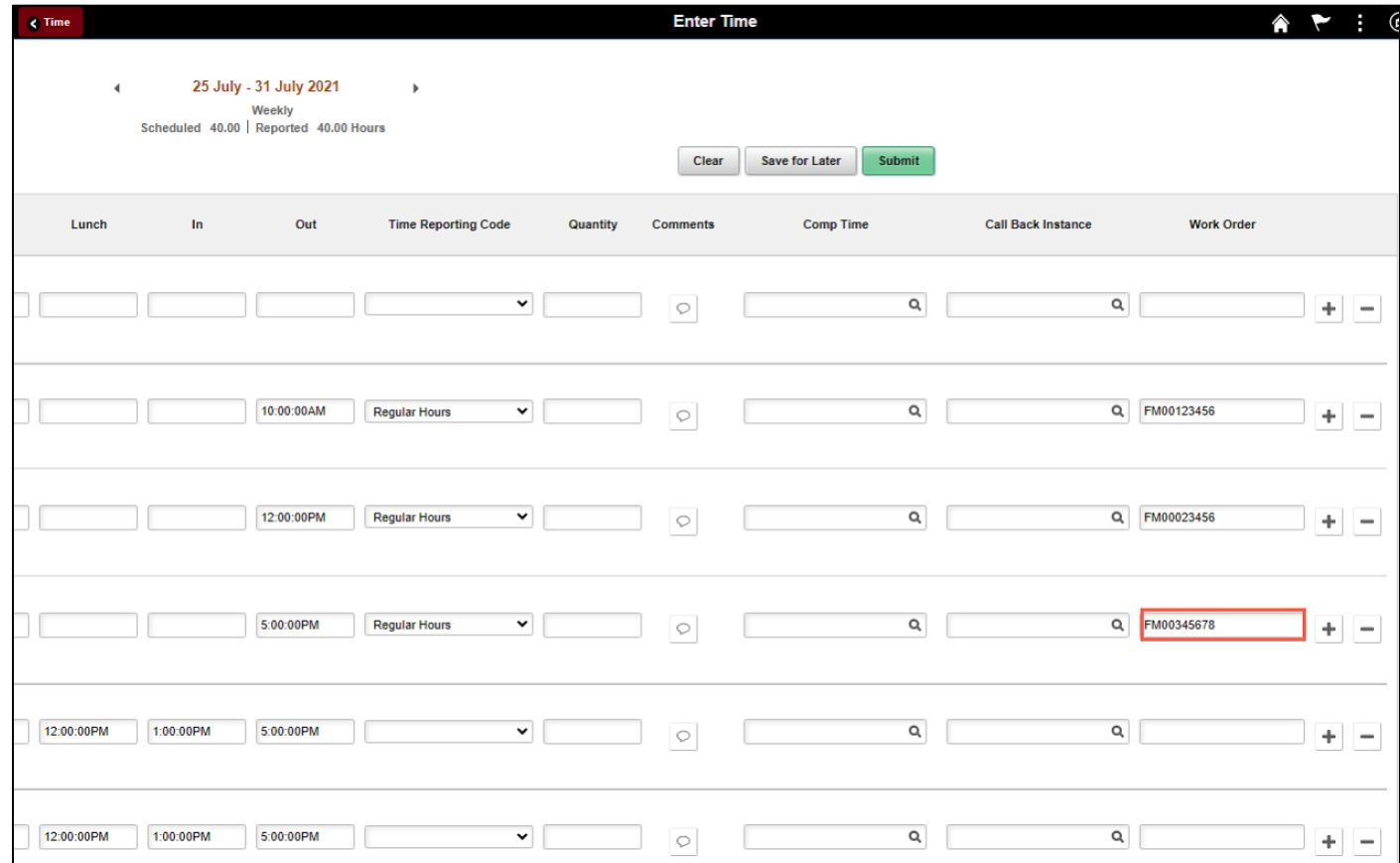
Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time
<b>25</b> Sunday Jul Reported 0.00 / Scheduled OFF								
<b>26</b> Monday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			
	10:00:01AM			12:00:00PM	Regular Hours			
	1:00:00PM			5:00:00PM	Regular Hours			
<b>27</b> Tuesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
<b>28</b> Wednesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				



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**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 second line.

Use steps 9 through 13, if you need to add additional IN and OUT times because you are working with additional work orders that day.



**Enter Time**

25 July - 31 July 2021  
Weekly  
Scheduled 40.00 | Reported 40.00 Hours

Clear Save for Later Submit

Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Instance	Work Order
		10:00:00AM	Regular Hours					FM00123456
		12:00:00PM	Regular Hours					FM00023456
		5:00:00PM	Regular Hours					FM000345678
12:00:00PM	1:00:00PM	5:00:00PM						
12:00:00PM	1:00:00PM	5:00:00PM						

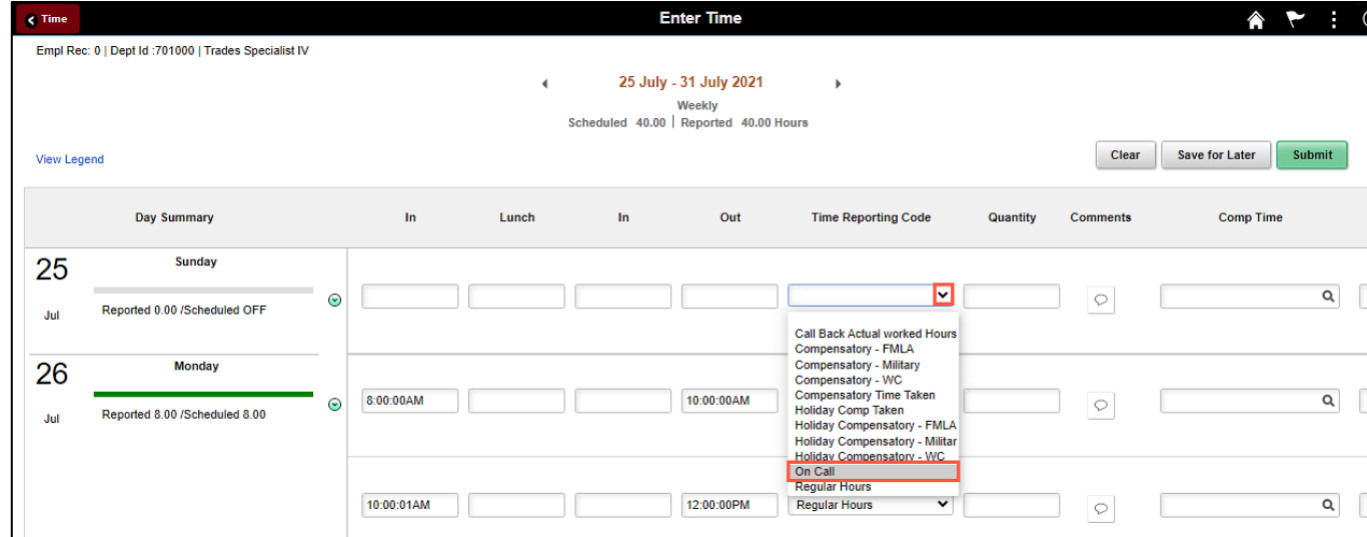
## University of South Carolina Time and Labor - ESS Enter On Call/Call Back on a Punch Timesheet

Next, add the On Call time reporting code and hours for the days you are on call.

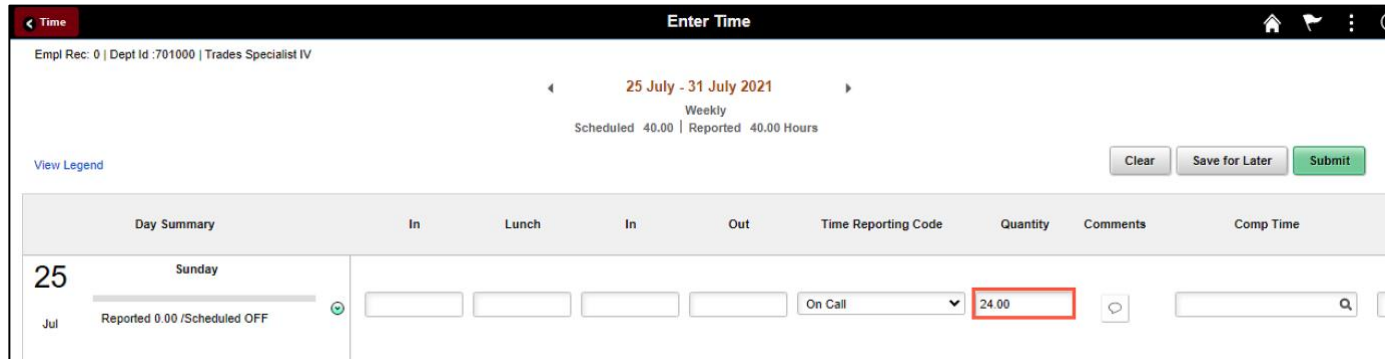
**Step 18:** Click the **Time Reporting Code** drop-down arrow.

**Step 19:** Select **On Call**.

**Step 20:** Click in the **Quantity** field and enter the number of on call hours for that specific day.



The screenshot shows the 'Enter Time' interface for a Trades Specialist IV. The date range is 25 July - 31 July 2021. The interface includes a table with columns: Day Summary, In, Lunch, In, Out, Time Reporting Code, Quantity, Comments, and Comp Time. For Sunday, July 25, the 'Time Reporting Code' dropdown menu is open, showing options like 'Call Back Actual worked Hours', 'Compensatory - FMLA', and 'On Call' (which is highlighted with a red box).



The screenshot shows the 'Enter Time' interface with the 'On Call' code selected for Sunday, July 25. The 'Quantity' field is highlighted with a red box and contains the value '24.00'.

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Remember, you can only have one TRC per line.

**Step 21:** To add **On Call** to a day you are working your regular work schedule, scroll to the right and click the **+ (plus)** button to add an additional line.

< Time
Enter Time
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25 July - 31 July 2021

Weekly  
 Scheduled 40.00 | Reported 40.00 Hours

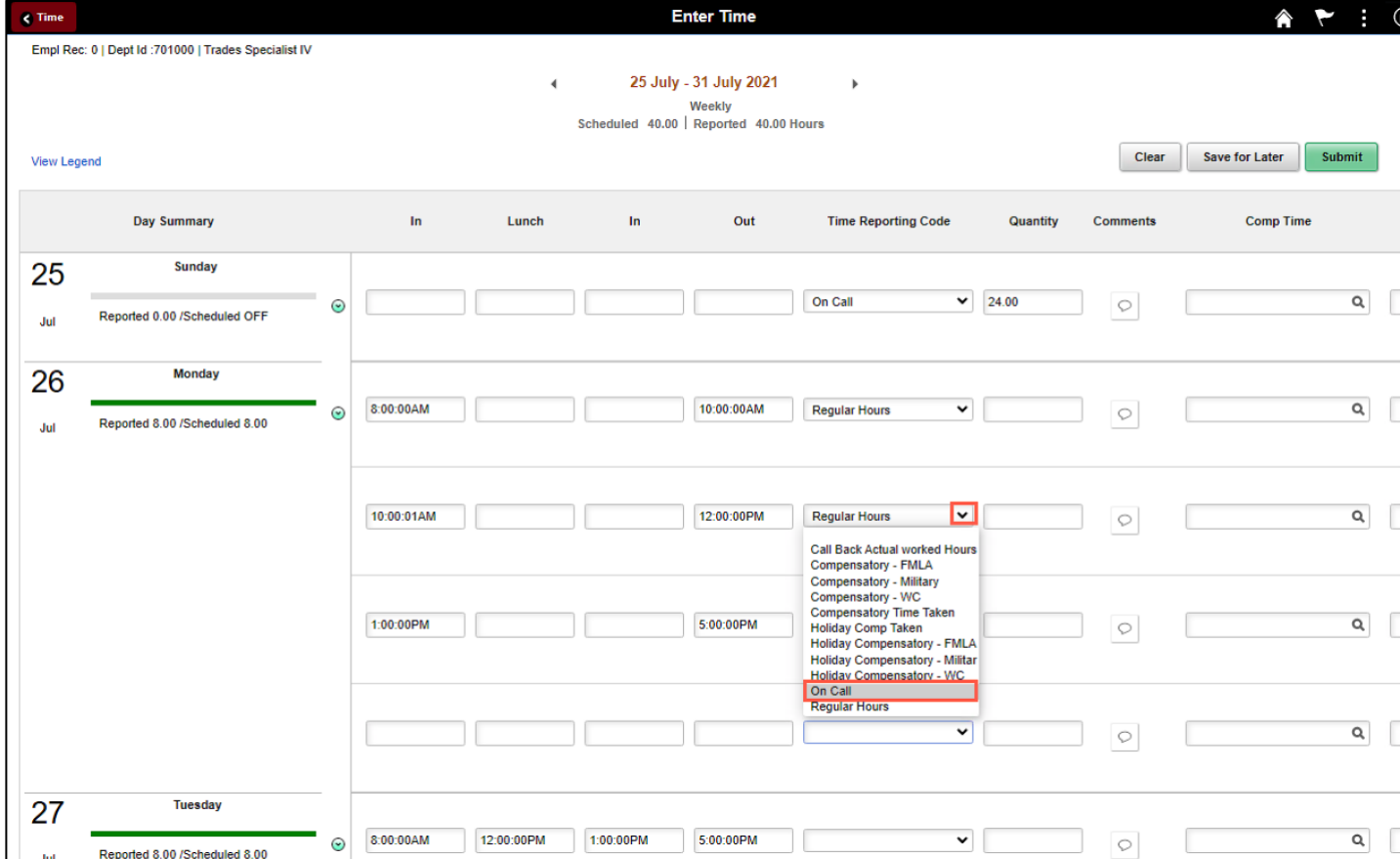
Clear Save for Later Submit

Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Instance	Work Order	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	On Call	24.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ -
<input type="checkbox"/>	<input type="text"/>	10:00:00AM	Regular Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	FM00123456	+ -
<input type="checkbox"/>	<input type="text"/>	12:00:00PM	Regular Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	FM00023456	+ -
<input type="checkbox"/>	<input type="text"/>	5:00:00PM	Regular Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	FM00345678	+ -
<input type="checkbox"/>	12:00:00PM	1:00:00PM	5:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ -
<input type="checkbox"/>	12:00:00PM	1:00:00PM	5:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ -

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**Step 22:** Click the **Time Reporting Code** drop-down arrow.

**Step 23:** Select **On Call**.



The screenshot shows the 'Enter Time' interface for a user with Empl Rec: 0 and Dept Id: 701000. The selected period is 25 July - 31 July 2021, with a weekly schedule of 40.00 hours. The interface displays a table for time reporting with columns for Day Summary, In, Lunch, In, Out, Time Reporting Code, Quantity, Comments, and Comp Time.

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time
<b>25</b> Sunday Reported 0.00 / Scheduled OFF					On Call	24.00		
<b>26</b> Monday Reported 8.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			
	10:00:01AM			12:00:00PM	Regular Hours			
	1:00:00PM			5:00:00PM	Regular Hours			
<b>27</b> Tuesday Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				

The dropdown menu for the 'Time Reporting Code' field on July 26 is open, showing the following options:

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

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**Step 24:** Click in the **Quantity** field and enter the number of on call hours for that specific day.

**NOTE:** On call hours equals your regular daily work hours subtracted from 24hrs.

If you have additional on call days, please follow steps 21 through 24 to add to your timesheet.

< Time
Enter Time
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Empl Rec: 0 | Dept Id :701000 | Trades Specialist IV

25 July - 31 July 2021  
Weekly  
Scheduled 40.00 | Reported 40.00 Hours

Clear
Save for Later
Submit

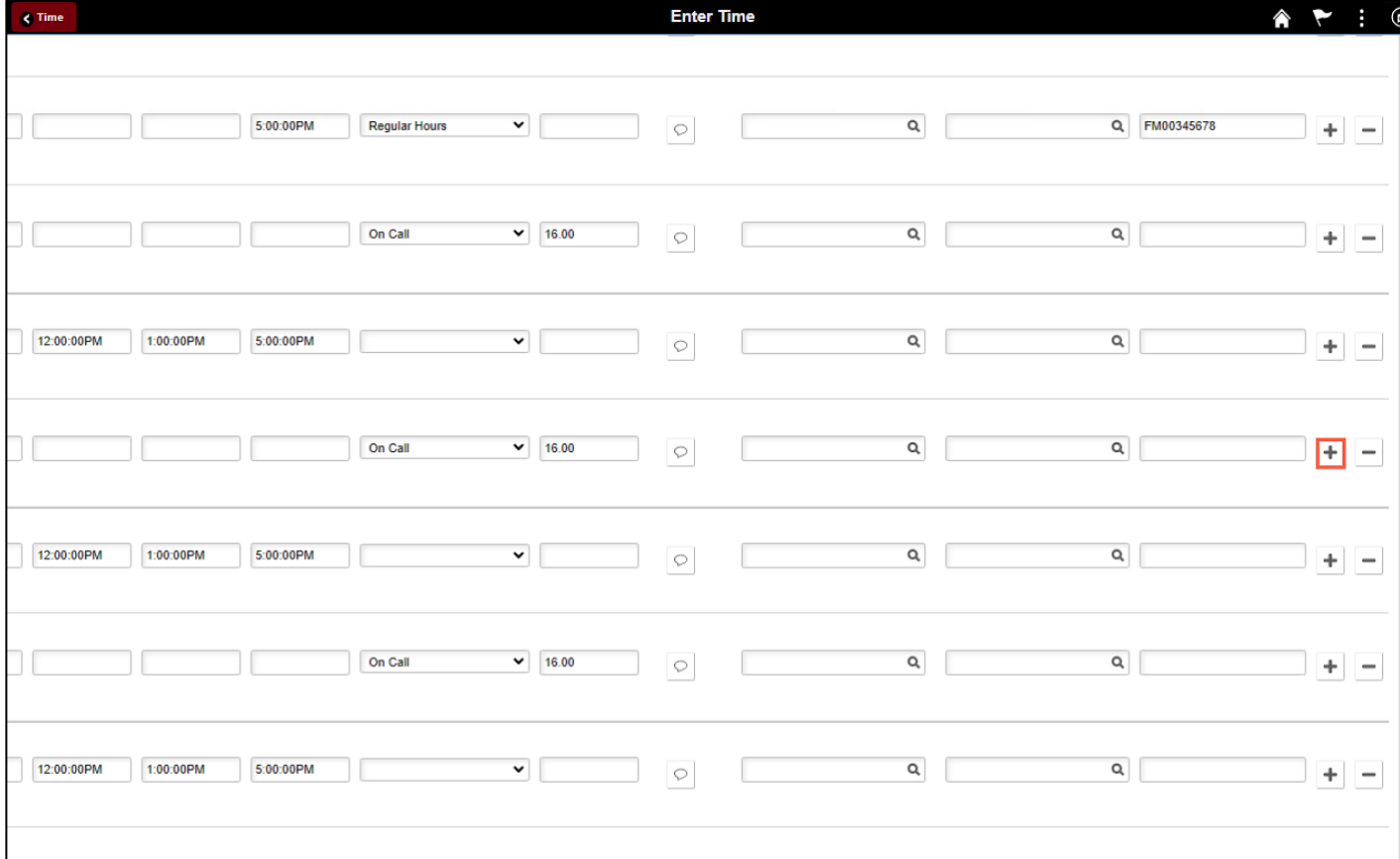
[View Legend](#)

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time
<b>25 Sunday</b>								
Jul Reported 0.00 /Scheduled OFF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	On Call	24.00	<input type="text"/>	<input type="text"/>
<b>26 Monday</b>								
Jul Reported 8.00 /Scheduled 8.00	8:00:00AM	<input type="text"/>	<input type="text"/>	10:00:00AM	Regular Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
	10:00:01AM	<input type="text"/>	<input type="text"/>	12:00:00PM	Regular Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
	1:00:00PM	<input type="text"/>	<input type="text"/>	5:00:00PM	Regular Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	On Call	16.00	<input type="text"/>	<input type="text"/>
<b>27 Tuesday</b>								
Jul Reported 8.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Next, enter any Call Back hours you may have worked.

**Step 25:** To add **Call Back** to a day you are working your regular work schedule, scroll to the right and click the **+** (plus) button to add an additional line.



The screenshot shows the 'Enter Time' mobile application interface. At the top, there is a header with a back arrow, the word 'Time', and 'Enter Time'. Below the header is a list of punch timesheet entries. Each entry consists of several fields: a checkbox, a start time field, an end time field, a dropdown menu, a numeric field, a search icon, and plus/minus buttons. The fourth entry from the top has a red square highlighting the plus button. The entries include 'Regular Hours' and 'On Call' options, with the 'On Call' entries showing a value of '16.00' in the numeric field. The first entry also shows a unique identifier 'FM00345678'.

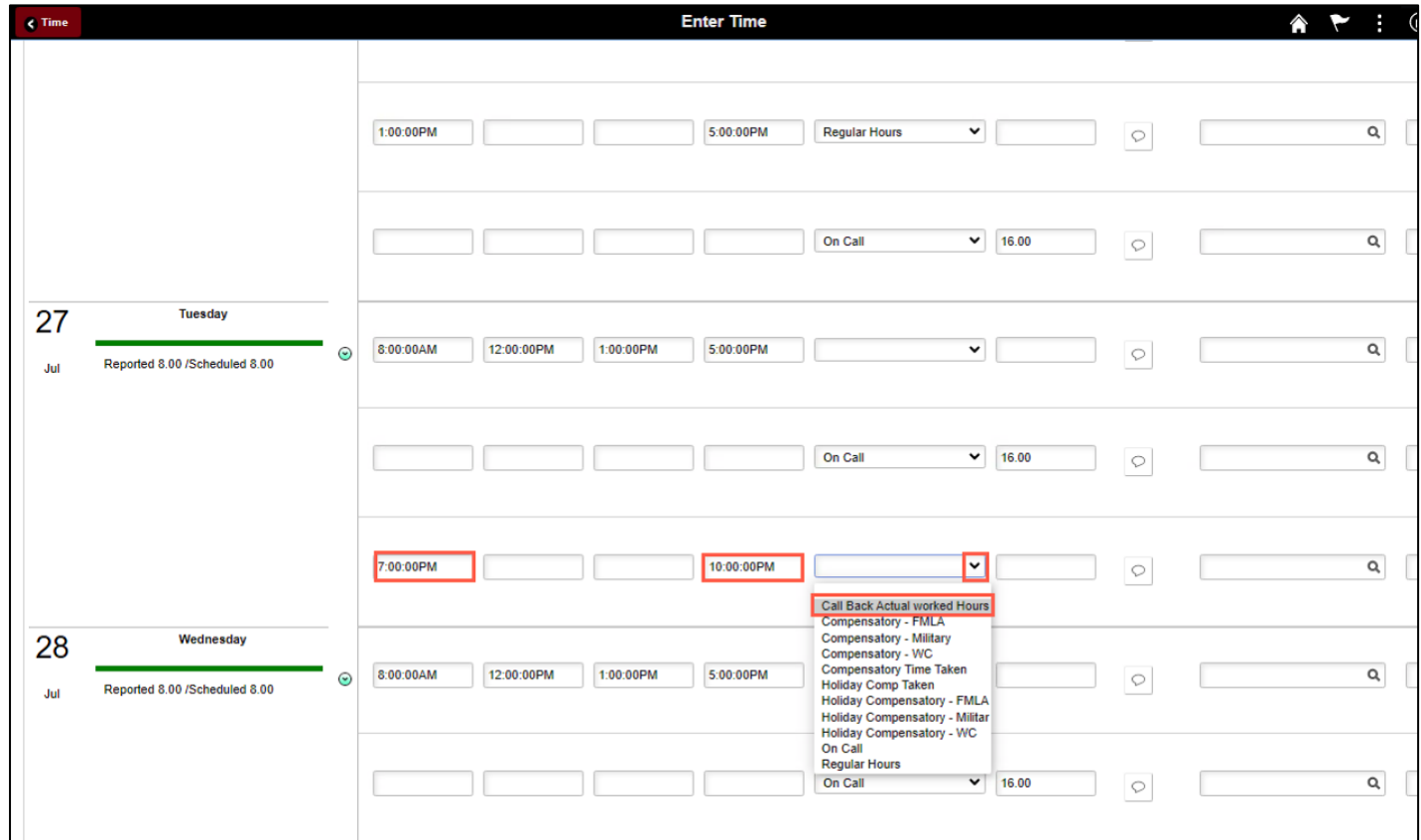
**University of South Carolina**  
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**Step 26:** Enter the **In** and **Out** time for the Call Back.

**Step 27:** Click the **Time Reporting Code** drop-down arrow.

**Step 28:** Select **Call Back Actual worked Hours**.

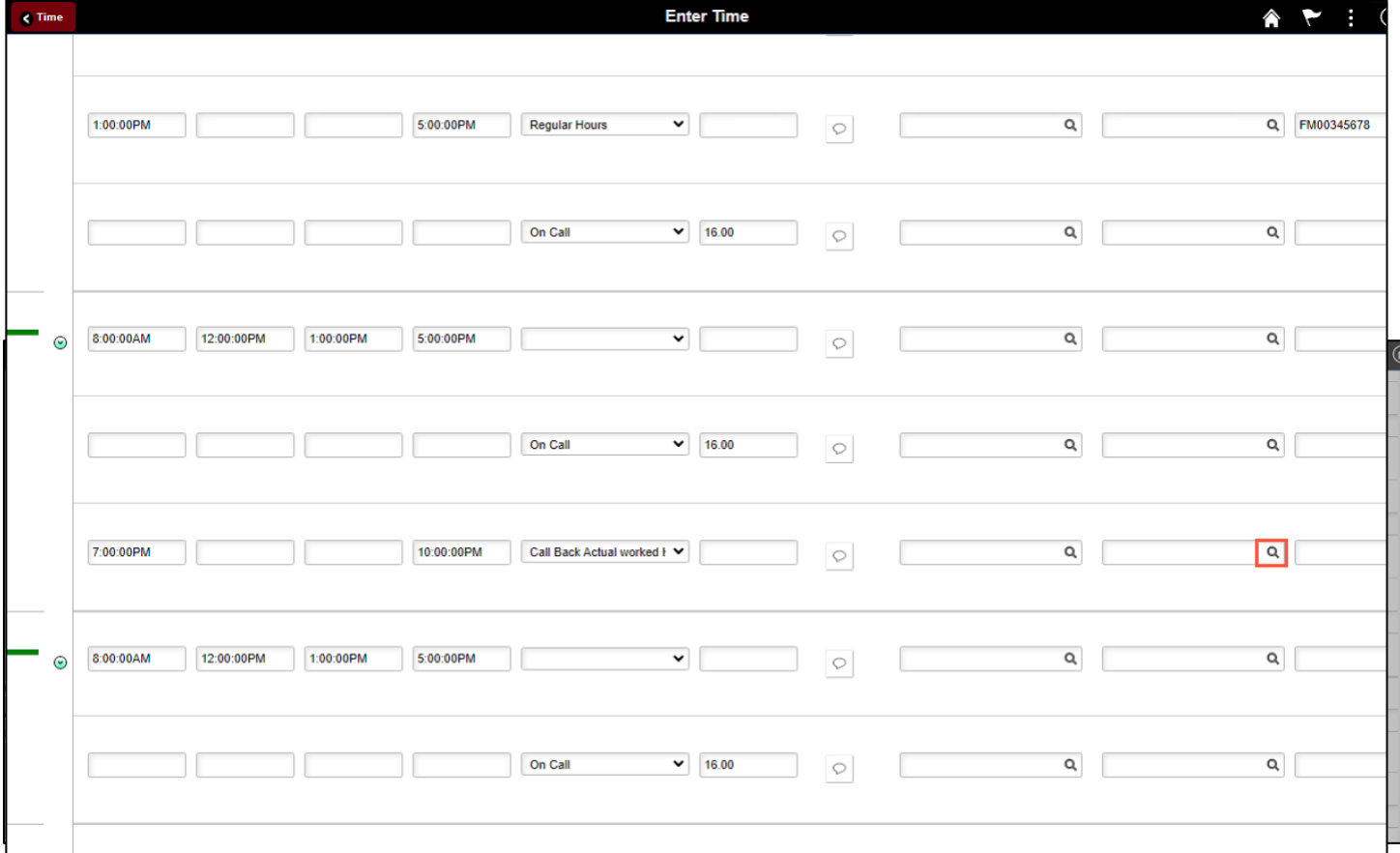
\*\*Be sure add a Work Order number to each of your Call Back lines.



The screenshot shows the 'Enter Time' mobile application interface. The top bar displays 'Enter Time' and navigation icons. The main area shows a list of punch timesheet entries for two days: Tuesday, July 27 and Wednesday, July 28. Each entry includes a date, day, and reported/scheduled hours. The interface features input fields for In and Out times, a Time Reporting Code dropdown menu, and a field for hours. A dropdown menu is open, showing 'Call Back Actual worked Hours' as the selected option. Other options in the dropdown include 'Compensatory - FMLA', 'Compensatory - Military', 'Compensatory - WC', 'Compensatory Time Taken', 'Holiday Comp Taken', 'Holiday Compensatory - FMLA', 'Holiday Compensatory - Military', 'Holiday Compensatory - WC', 'On Call', and 'Regular Hours'. The 'Call Back Actual worked Hours' option is highlighted with a red box.

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**Step 29:** Click the **Call Back** lookup button to select a call back instance.



The screenshot shows the 'Enter Time' interface with a grid of time entry rows. Each row contains input fields for start and end times, a dropdown menu for the time type, a numeric field for hours, and search icons. The third row from the top has a red box around the search icon in the 'Call Back Actual worked' column.

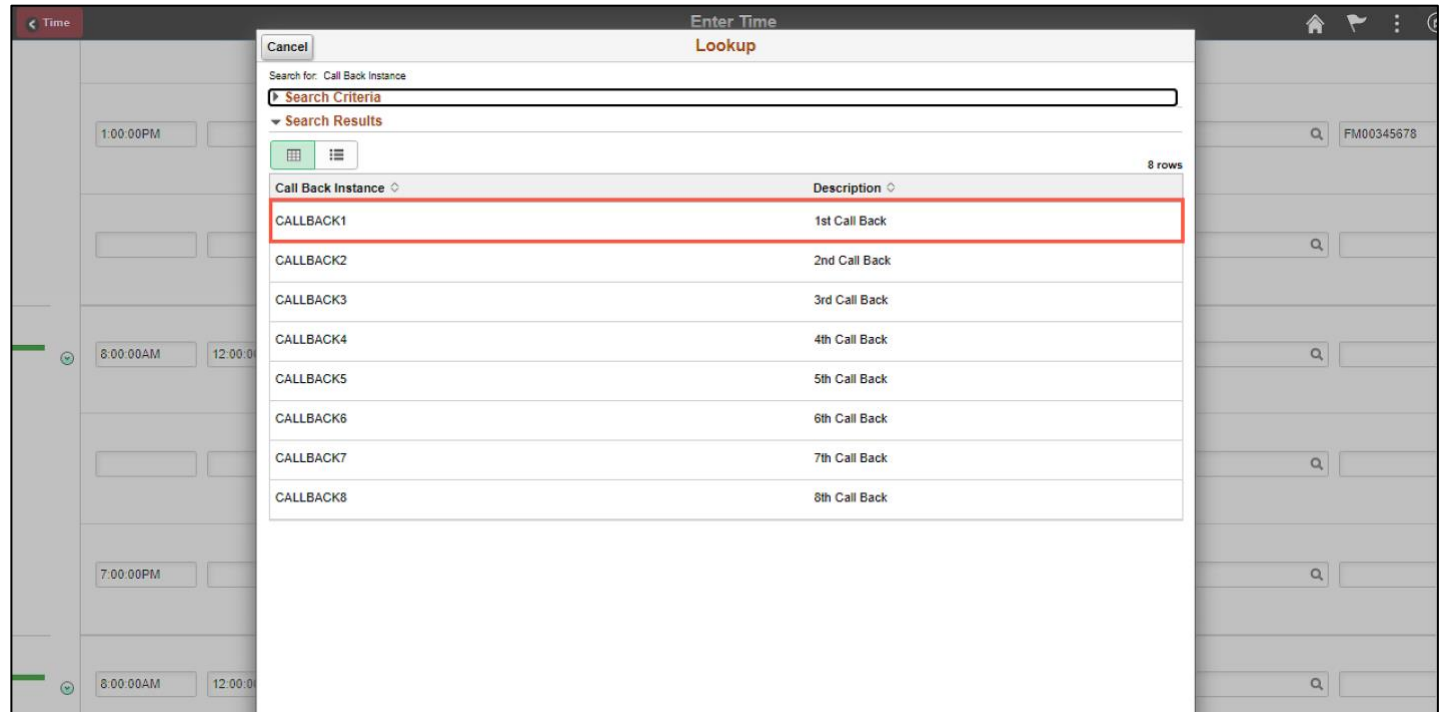
Start Time	End Time	Time Type	Hours	Search Icon	Search Icon	Search Icon
1:00:00PM	5:00:00PM	Regular Hours				FM00345678
		On Call	16.00			
8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			
		On Call	16.00			
7:00:00PM	10:00:00PM	Call Back Actual worked				
8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			
		On Call	16.00			



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**Step 30:** Select the applicable **Call Back Instance** from the list.

If you have additional call backs, please follow steps 25 through 30 to add to your timesheet.



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Continue to complete the timesheet for the remaining days following steps 9 through 13 if working with multiple work orders in a single day.

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

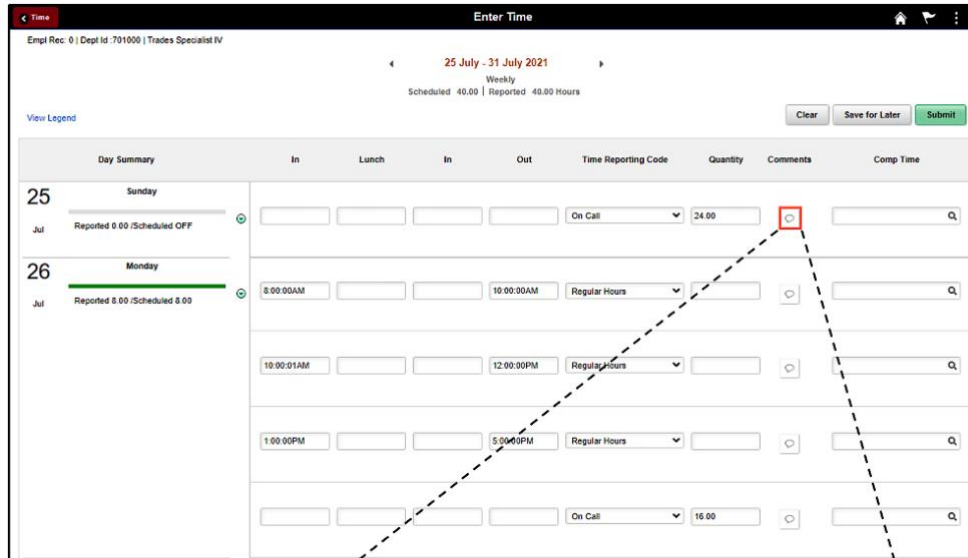
**Step 31/Optional:** Click the **Comments** button.

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

**Step 32:** Click in the **Comment** field and enter a comment applicable to the time entered.

**Step 33:** Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

**Step 34:** Click the **X** to close the Time Reporting Comments page.



Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time
25 Sunday					On Call	24.00	<span style="border: 1px solid red; padding: 2px;">⊞</span>	
Jul	Reported 0.00 / Scheduled OFF							
26 Monday	8:00:00AM			10:00:00AM	Regular Hours		⊞	
Jul	Reported 8.00 / Scheduled 8.00							
	10:00:01AM			12:00:00PM	Regular Hours		⊞	
	1:00:00PM			5:00:00PM	Regular Hours		⊞	
					On Call	16.00	⊞	



**Time Reporting Comments** ✕

Comments related to Time entered for 07/25/2021

Comment once entered cannot be altered or removed.

Add a new Comment

Add Comment
Clear

Entered on 07/17/2021 4:19 PM by USC Punch

Enter applicable information here.

## University of South Carolina Time and Labor - ESS Enter On Call/Call Back on a Punch Timesheet

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

Time
Enter Time
🏠 🚩 ⋮

Empl Rec: 0 | Dept Id :701000 | Trades Specialist IV

25 July - 31 July 2021  
Weekly  
Scheduled 40.00 | Reported 40.00 Hours

Clear
Save for Later
Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time
<b>25</b> Sunday <small>Jul</small> Reported 0.00 /Scheduled OFF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	On Call	24.00	🗨️	<input type="text"/>
<b>26</b> Monday <small>Jul</small> Reported 8.00 /Scheduled 8.00	8:00:00AM	<input type="text"/>	<input type="text"/>	10:00:00AM	Regular Hours	<input type="text"/>	🗨️	<input type="text"/>
	10:00:01AM	<input type="text"/>	<input type="text"/>	12:00:00PM	Regular Hours	<input type="text"/>	🗨️	<input type="text"/>
	1:00:00PM	<input type="text"/>	<input type="text"/>	5:00:00PM	Regular Hours	<input type="text"/>	🗨️	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	On Call	16.00	🗨️	<input type="text"/>
<b>27</b> Tuesday <small>Jul</small> Reported 8.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	<input type="text"/>	<input type="text"/>	🗨️	<input type="text"/>

## University of South Carolina Time and Labor - ESS Enter On Call/Call Back on a Punch Timesheet

**Step 35:** The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.

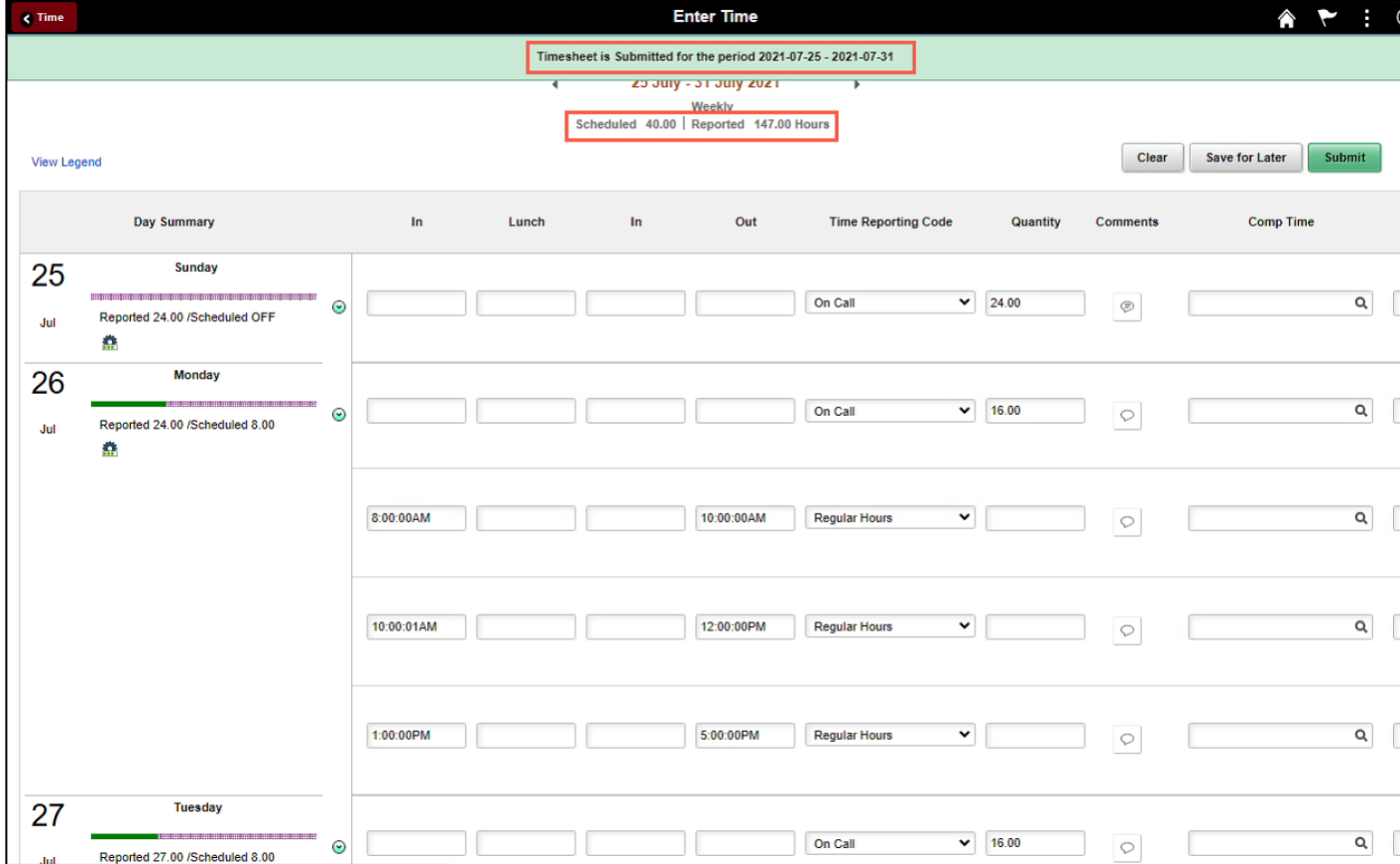
The timesheet will not submit when:

- 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.

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 2021-07-25 - 2021-07-31

25 July - 31 July 2021

Weekly  
Scheduled 40.00 | Reported 147.00 Hours


Clear Save for Later Submit


Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time
<b>25</b> Sunday Jul Reported 24.00 / Scheduled OFF					On Call	24.00		
<b>26</b> Monday Jul Reported 24.00 / Scheduled 8.00					On Call	16.00		
	8:00:00AM			10:00:00AM	Regular Hours			
	10:00:01AM			12:00:00PM	Regular Hours			
	1:00:00PM			5:00:00PM	Regular Hours			
<b>27</b> Tuesday Jul Reported 27.00 / Scheduled 8.00					On Call	16.00		


**University of South Carolina**  
**Time and Labor - ESS**  
**Enter On Call/Call Back on a Punch Timesheet**


**Step 36:** When submitted, the **Pending Approvals** icon appear for the days' time is 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 enter on call and call back on a punch timesheet.

