

University of South Carolina
Time and Labor - MSS
Request Holiday Comp Payout on a Timesheet on Behalf of Salary Non-Exempt

How to request holiday comp payout on a timesheet for a salary non-exempt employee:

This job aid outlines how a manager can request holiday comp payout on behalf of an employee instead of adding the hours to their holiday comp balance. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

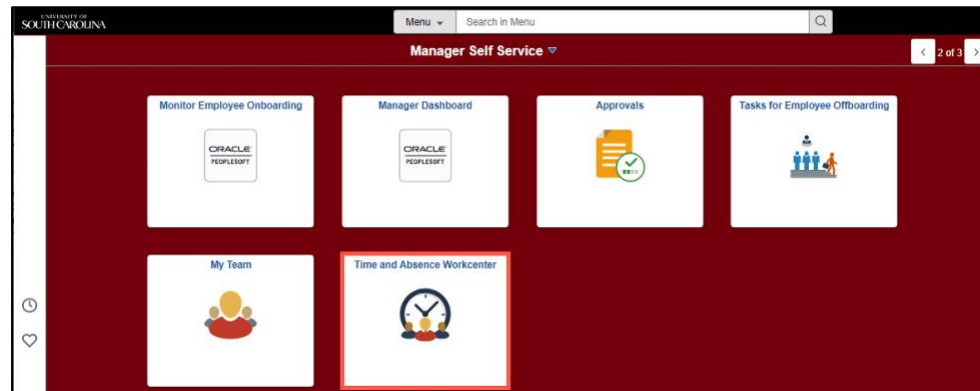
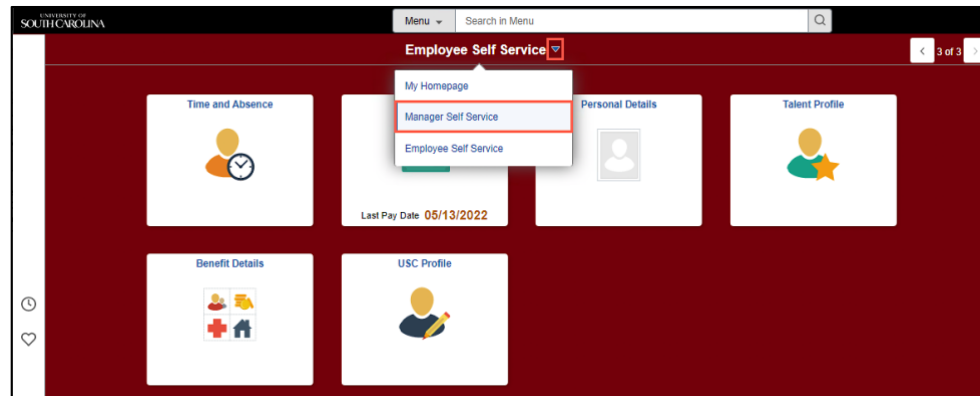
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

Processing Steps

Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **Manager Self Service** from the list.

Step 2: Click the **Time and Absence Workcenter** tile.

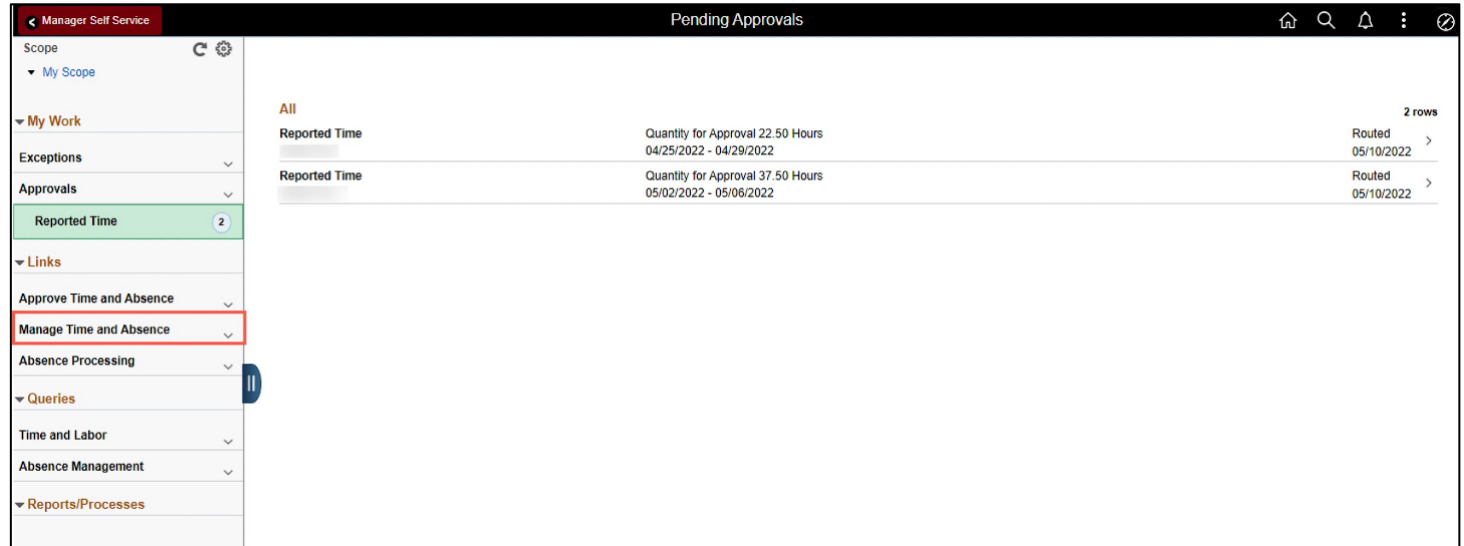
Screenshots



Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers 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.



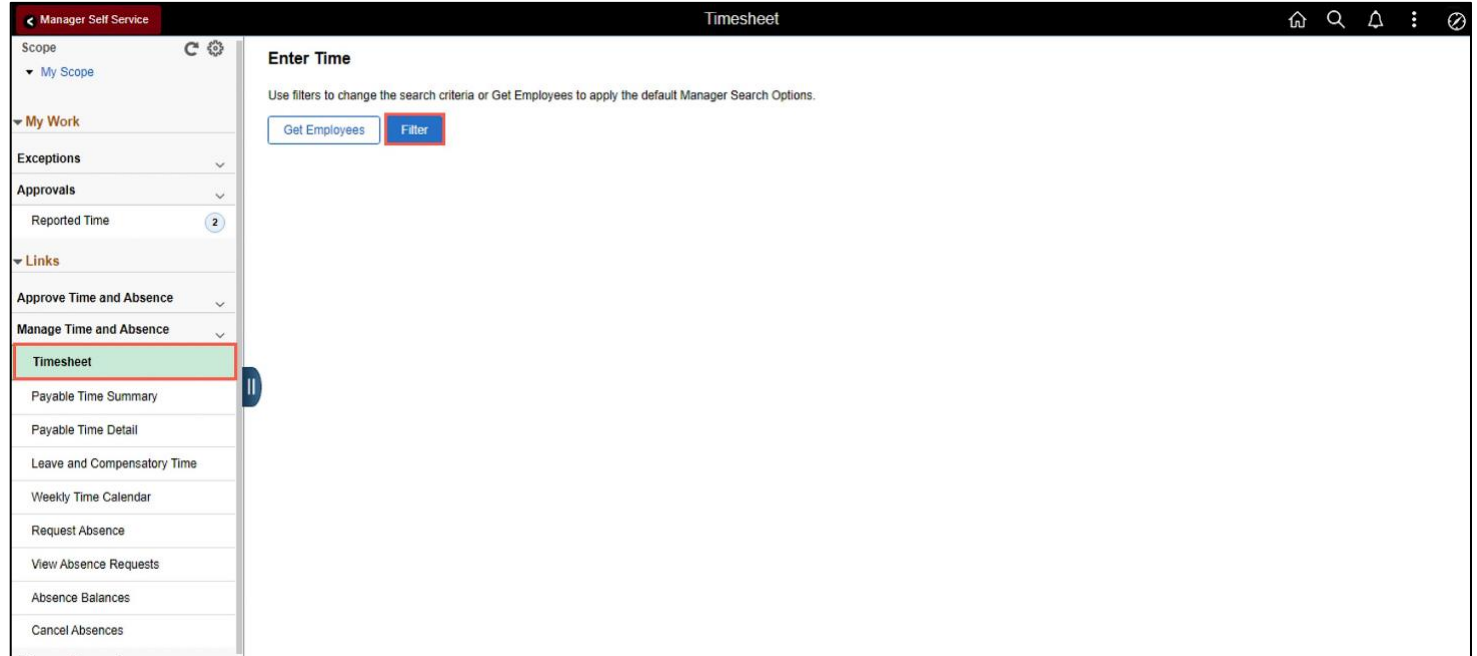
The screenshot shows the 'Manager Self Service' interface with the 'Pending Approvals' page. The left sidebar contains a navigation menu with the following items: Scope, My Scope, My Work, Exceptions, Approvals, Reported Time (with a '2' notification), Links, Approve Time and Absence, Manage Time and Absence (highlighted with a red box), Absence Processing, Queries, Time and Labor, Absence Management, and Reports/Processes. The main content area displays a table of pending approvals:

All			2 rows
Reported Time	Quantity for Approval 22.50 Hours 04/25/2022 - 04/29/2022	Routed	05/10/2022 >
Reported Time	Quantity for Approval 37.50 Hours 05/02/2022 - 05/06/2022	Routed	05/10/2022 >

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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.

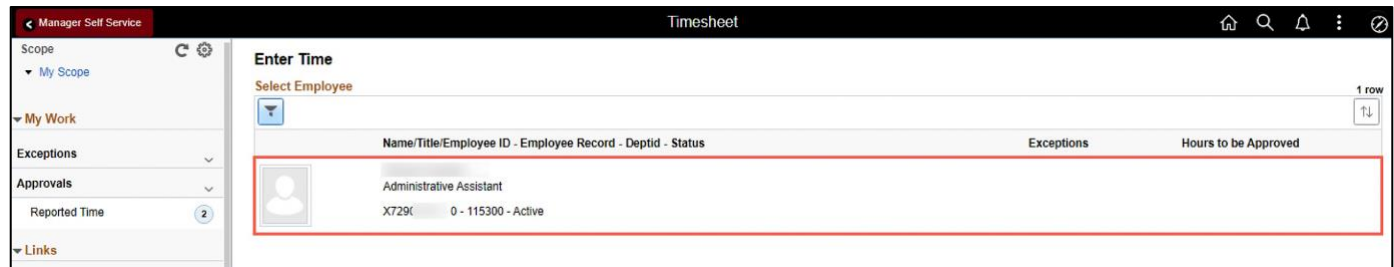
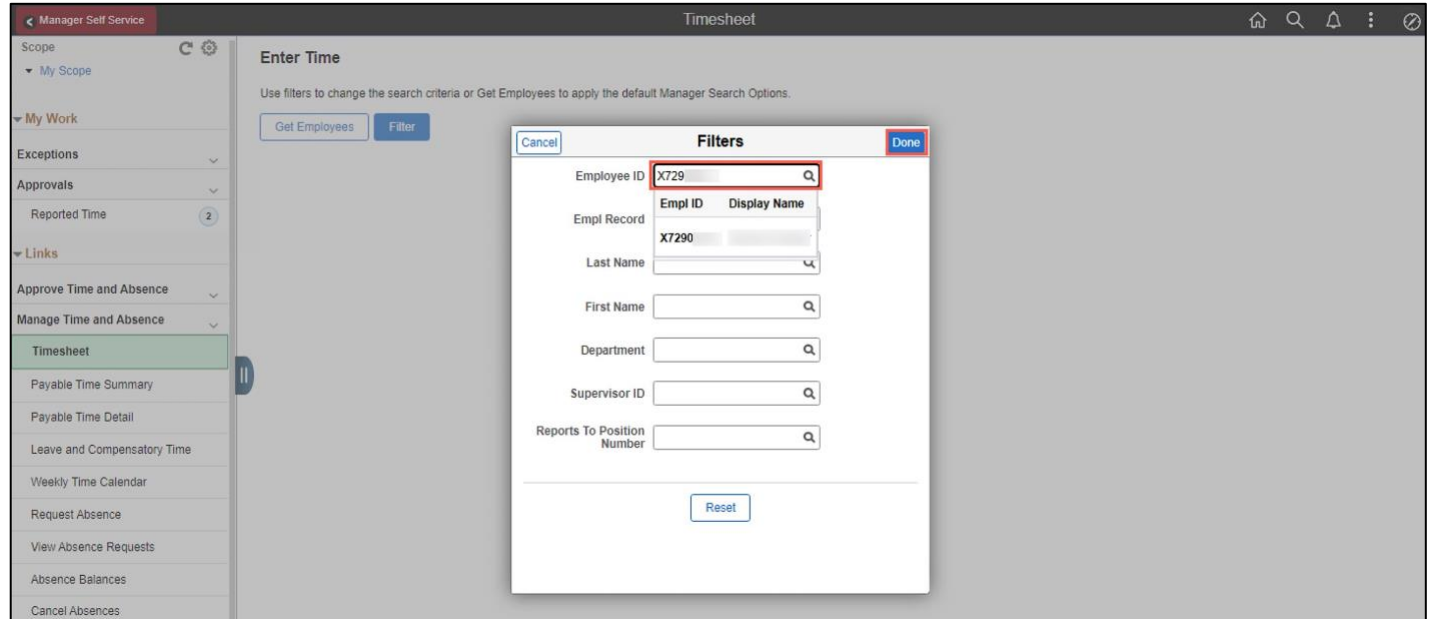


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Step 6: To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

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

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



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In this example, the employee worked the holiday and requested to receive a payout for the hours worked. As the manager, you can enter time on behalf of your direct reports.

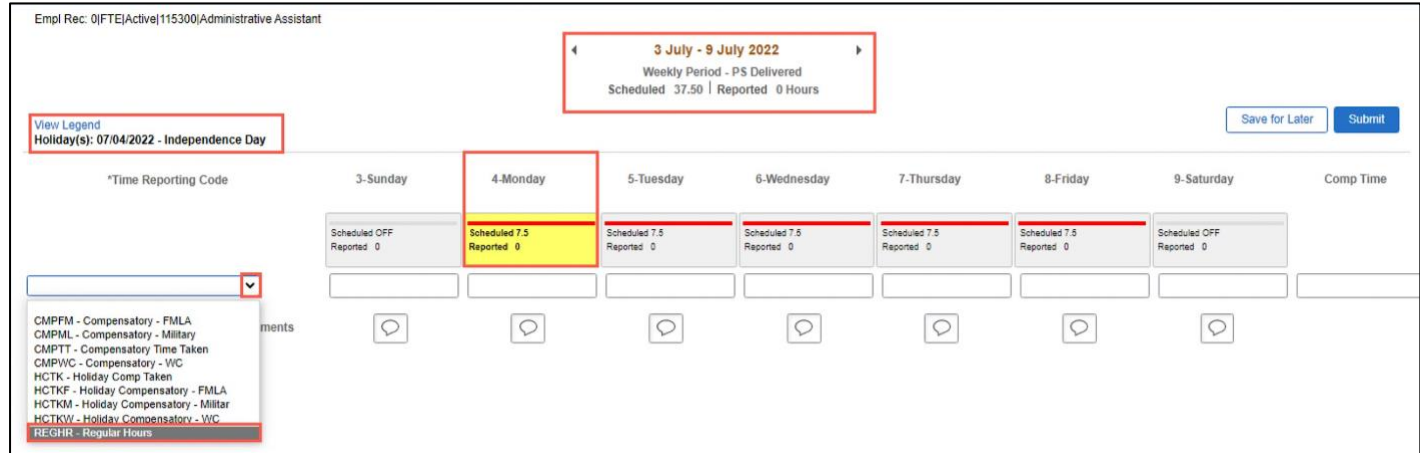
Step 9: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

Notice the holiday is highlight in yellow and under the View Legend link the holiday date and name is spelled out in bold.

Note: If an Absence has been requested, it will appear on the timesheet as a view only row and is not editable on the timesheet. To add another Time Reporting Code row, scroll to the right and click the plus + button.

Step 10: Begin by selecting the appropriate **Time Reporting Code** (TRC). Click the **Time Reporting Code** drop-down arrow. You can only have one TRC per line.

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



Emp# Rec: 0|FTE|Active|115300|Administrative Assistant

3 July - 9 July 2022
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

View Legend
Holiday(s): 07/04/2022 - Independence Day

*Time Reporting Code

	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-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	
Time Reporting Code								
Comments								

CMPFM - 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
REGHR - Regular Hours

Save for Later Submit

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Step 12: On this first line, click in the **Time Entry** field and enter hours worked for each day that is not a holiday.

15300|Administrative Assistant

3 July - 9 July 2022
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

[Save for Later](#) [Submit](#)

Independence Day

Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 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 OFF Reported 0	
			7.50	7.50	7.50	7.50		
Comments								

Step 13: To enter the hours worked on the holiday, click the **Plus (+)** button to add a second line.

15300|Administrative Assistant

3 July - 9 July 2022
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

[Save for Later](#) [Submit](#)

Independence Day

Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 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 OFF Reported 0	
			7.50	7.50	7.50	7.50		
Comments								

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Step 14: Click the **Time Reporting Code** drop-down arrow.

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

Step 16: On the second line, click in the **Time Entry** field and only enter hours worked for the holiday.

Empl Rec: 0[FTE]Active[115300]Administrative Assistant

3 July - 9 July 2022
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

[View Legend](#) Save for Later Submit

Holiday(s): 07/04/2022 - Independence Day

*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 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 OFF Reported 0	
REGHR - Regular Hours			7.50	7.50	7.50	7.50		
Comments								

REGHR - Regular Hours

- CMPFM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMPPTT - Compensatory Time Taken
- CMPWGC - Compensatory - WC
- HCTK - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Militar
- HCTKW - Holiday Compensatory - WC
- REGHR - Regular Hours

Empl Rec: 0[FTE]Active[115300]Administrative Assistant

3 July - 9 July 2022
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

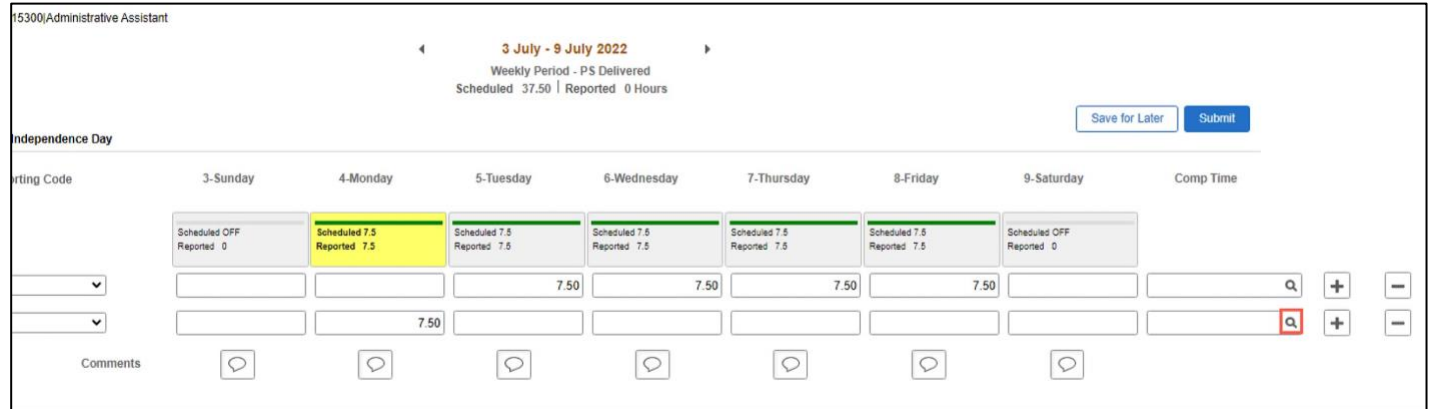
[View Legend](#) Save for Later Submit

Holiday(s): 07/04/2022 - Independence Day

Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
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			7.50	7.50	7.50	7.50		
REGHR - Regular Hours		7.50						
Comments								

Request Holiday Comp Payout on a Timesheet on Behalf of Salary Non-Exempt

Step 17: To request a payout for the hours worked on the holiday, click the **Look up Comp** button.



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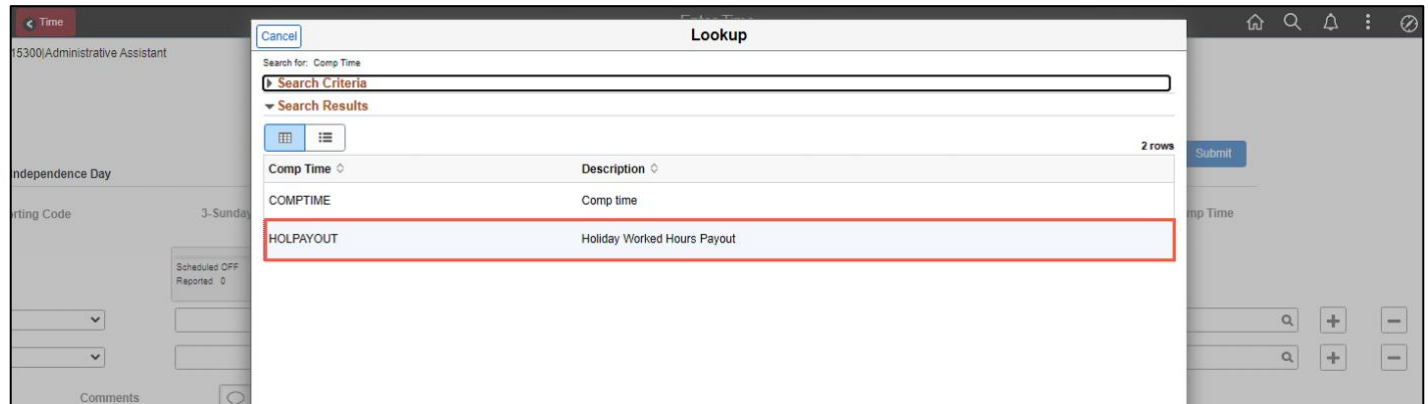
3 July - 9 July 2022
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

Save for Later Submit

Independence Day

Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
	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 OFF Reported 0	
			7.50	7.50	7.50	7.50		
		7.50						
Comments								

Step 18: Click to select the **Holiday Worked Hours Payout (HOLPAYOUT)** option from the list.



15300|Administrative Assistant

Independence Day

Reporting Code 3-Sunday

Scheduled OFF
Reported 0

Comments

Lookup

Search for: Comp Time

Search Criteria

Search Results

2 rows

Comp Time	Description
COMPTIME	Comp time
HOLPAYOUT	Holiday Worked Hours Payout

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Notice that **HOLPAYOUT** is now populated in the Comp Time field. This prompts the system to payout the time worked on the holiday.

15300/Administrative Assistant

3 July - 9 July 2022
 Weekly Period - PS Delivered
 Scheduled 37.50 | Reported 0 Hours

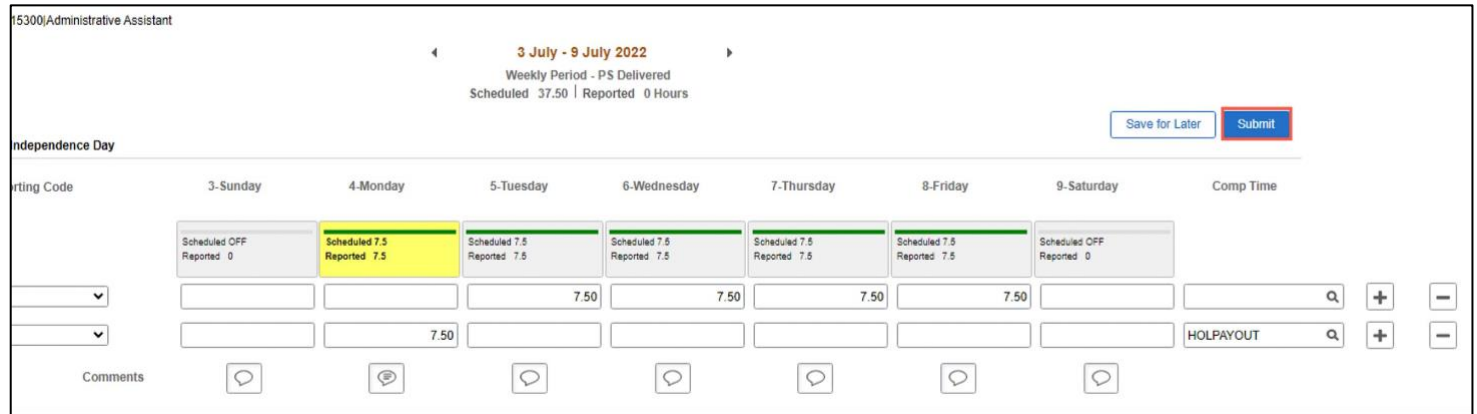
[Save for Later](#) [Submit](#)

Independence Day

Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
	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 OFF Reported 0	
			7.50	7.50	7.50	7.50		
		7.50						HOLPAYOUT
Comments								

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Step 19: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.



15300/Administrative Assistant

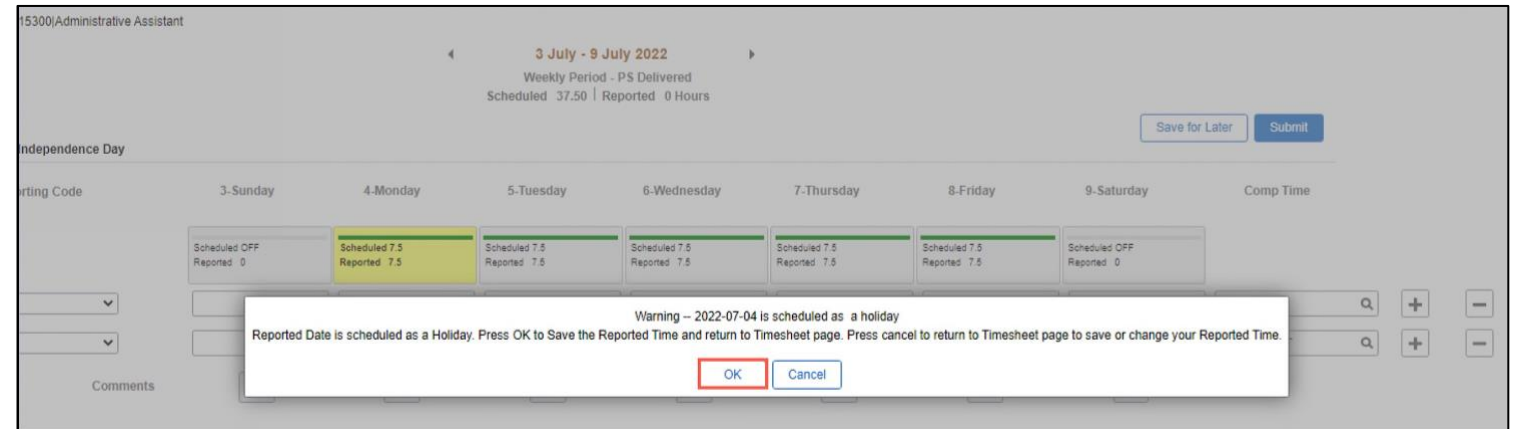
3 July - 9 July 2022
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

Save for Later Submit

Independence Day

Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
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	
			7.50	7.50	7.50	7.50		
		7.50						HOLYPAYOUT
Comments								

Step 20: 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.



15300/Administrative Assistant

3 July - 9 July 2022
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

Save for Later Submit

Independence Day

Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
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	
			7.50	7.50	7.50	7.50		
		7.50						HOLYPAYOUT
Comments								

Warning -- 2022-07-04 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.

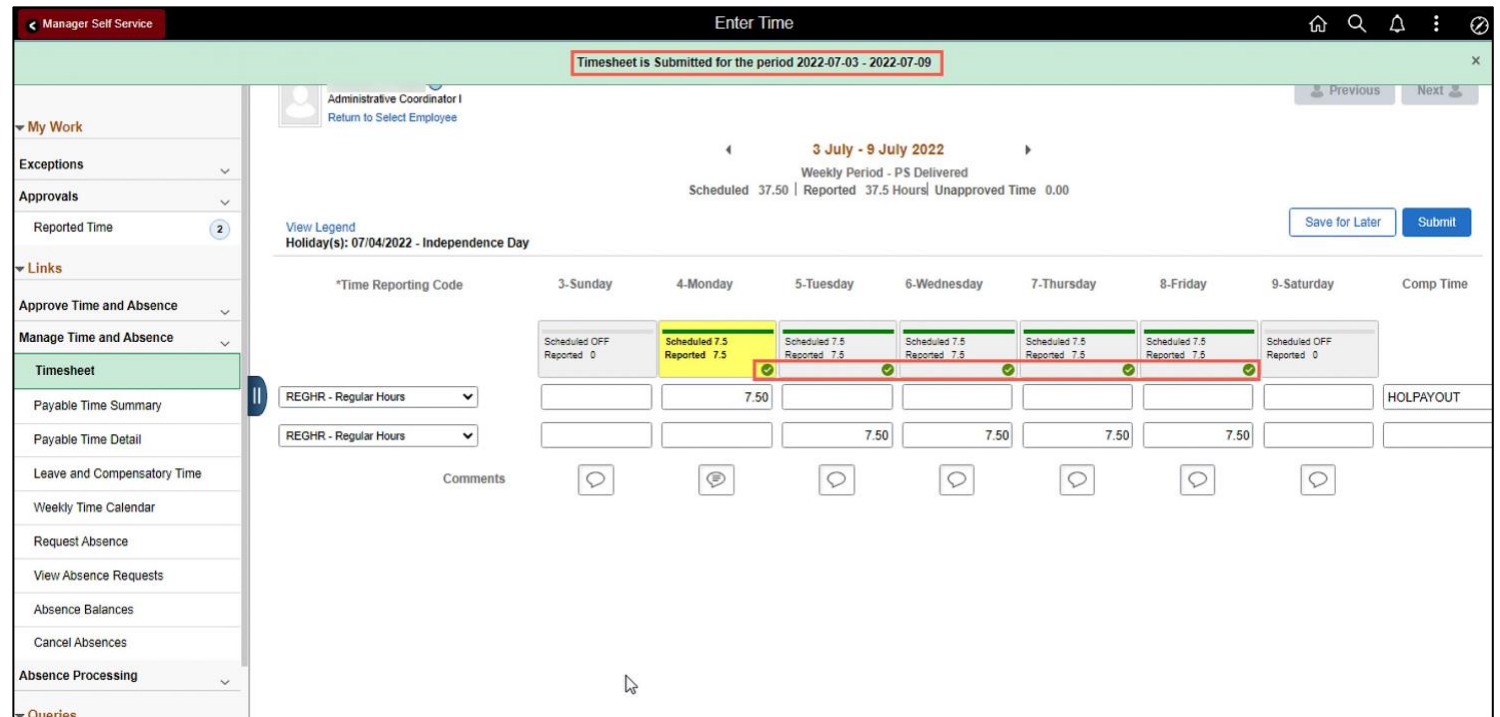
OK Cancel

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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 a timesheet is entered by a manager on behalf of an employee, additional approval is not required as indicated by the white check in the green circle.

When submitted, the summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view.



Manager Self Service Enter Time

Timesheet is Submitted for the period 2022-07-03 - 2022-07-09

3 July - 9 July 2022
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 37.5 Hours | Unapproved Time 0.00


[Save for Later](#) [Submit](#)


Holiday(s): 07/04/2022 - Independence Day


*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
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	HOLPAYOUT
REGHR - Regular Hours		7.50						
REGHR - Regular Hours			7.50	7.50	7.50	7.50		
Comments								


Step 21: 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 request holiday comp payout on a timesheet on behalf of a salary non-exempt employee.

Legend ✕

-  Time Details
-  Saved
-  Approved
-  Pending Approvals
-  Denied
-  Pushed Back
-  Exception
-  Absence
-  Reported
-  Reported Under Schedule
-  Reported Over Schedule
-  OFF Day
-  Holiday

Enter Time

3 July - 9 July 2022
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 37.50 Hourly Unapproved Time 0.00

[Save for Later](#) [Submit](#)

*Time Reporting Code

	Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
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 OFF Reported 0	HOLYDAY
REGHR - Regular Hours		7.50	7.50	7.50	7.50	7.50		
REGHR - Regular Hours		7.50	7.50	7.50	7.50	7.50		

Comments