

**University of South Carolina  
Time and Labor - MSS  
Use Earned Comp Time on Behalf of  
28 Day Police Employee**

**How to use earned comp time on behalf of a 28 day police employee:**

This job aid outlines how a manager can use earned comp time on behalf of a 28 day police employee. Note the process is the same for using comp time and holiday comp time. 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.

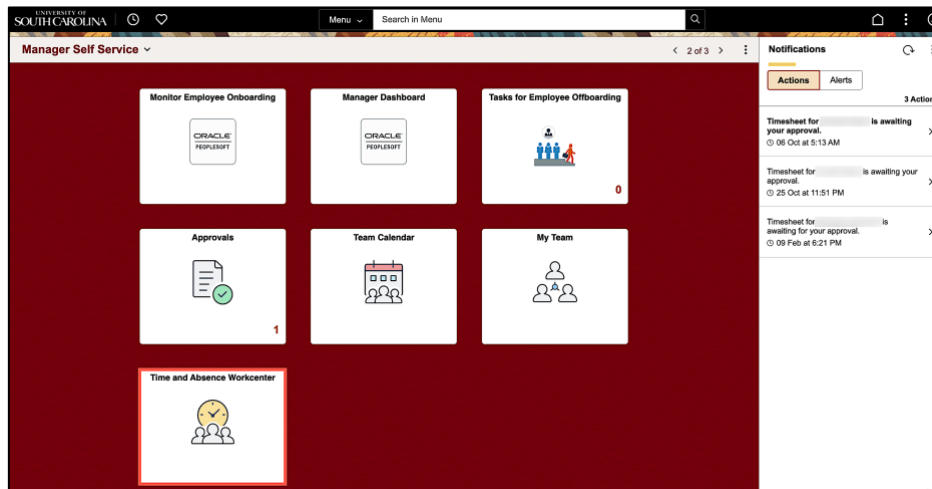
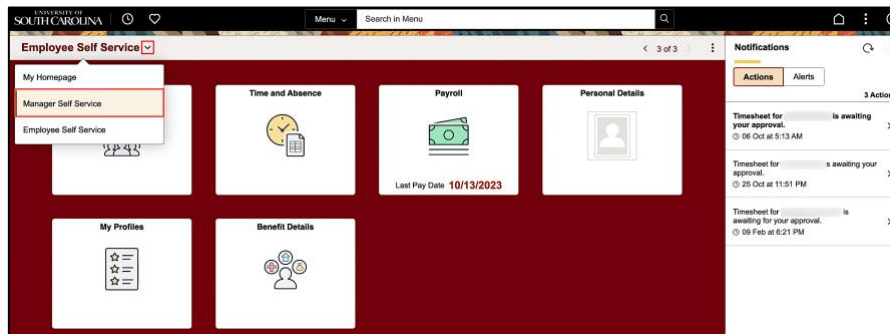
**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

**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**

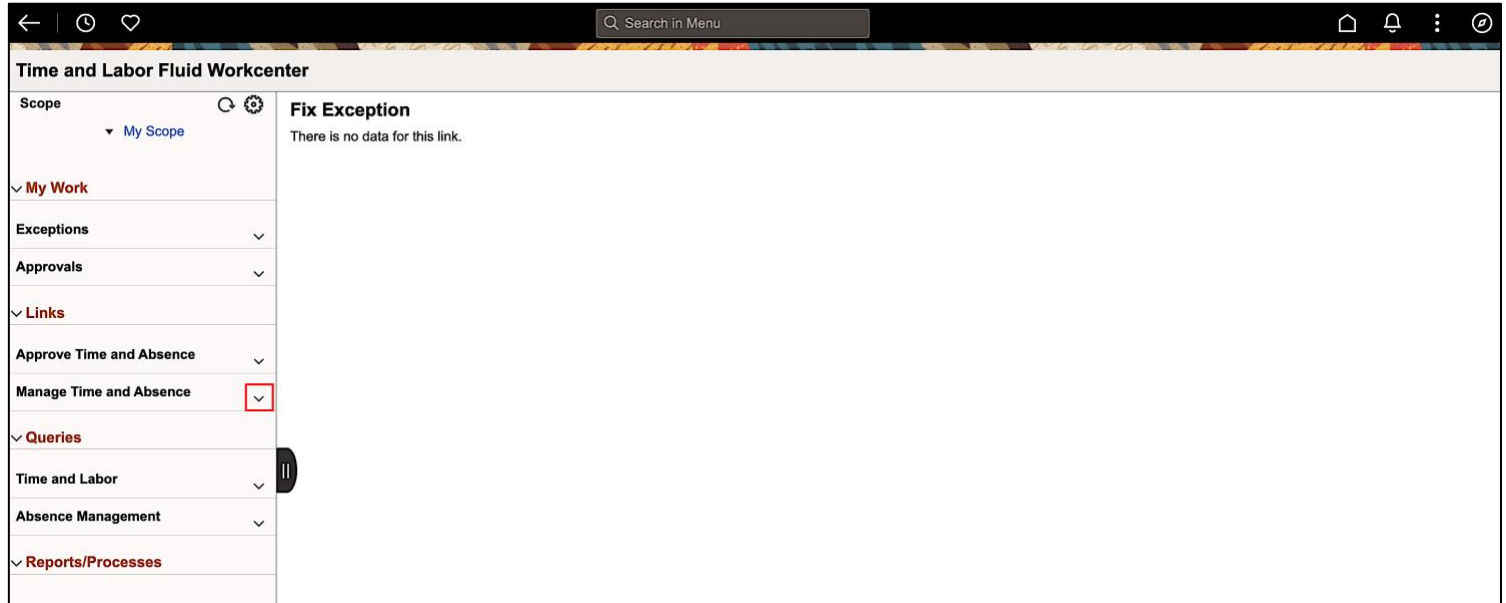


**University of South Carolina  
Time and Labor - MSS  
Use Earned Comp Time on Behalf of  
28 Day Police Employee**

**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.

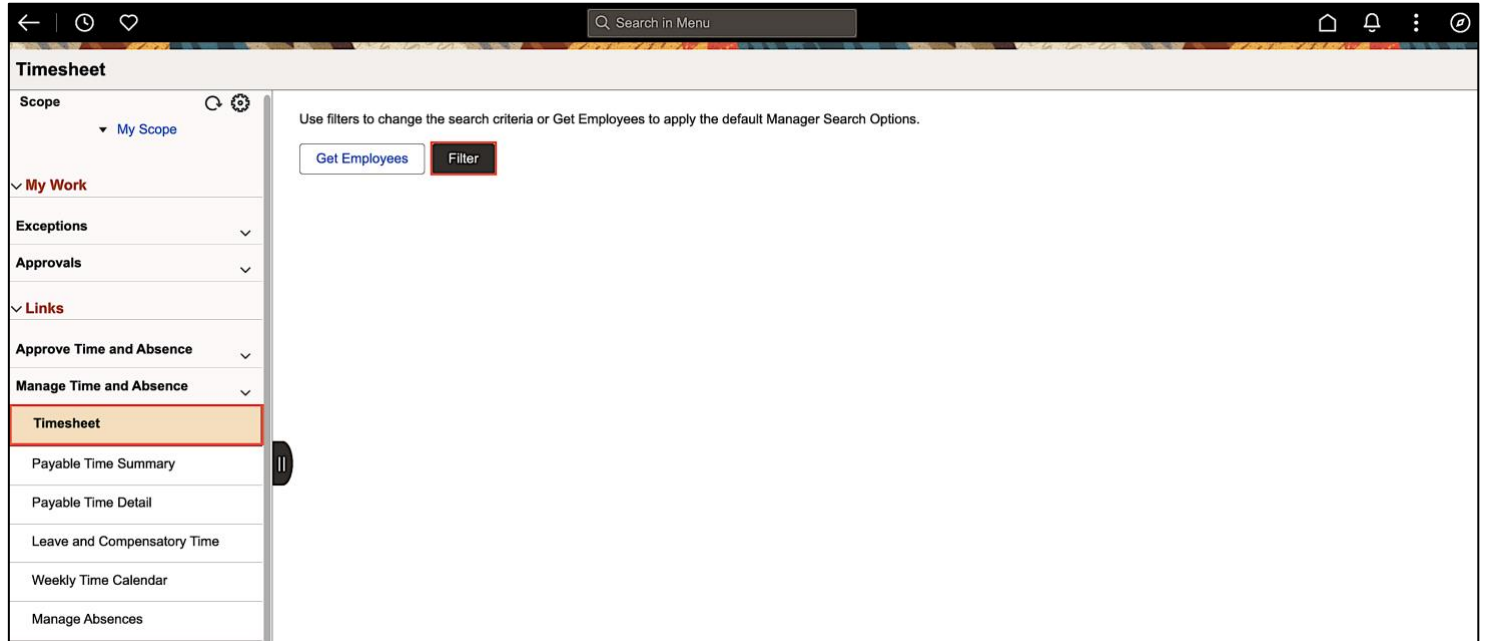
**Step 3:** Click the **Manage Time and Absence** drop-down arrow.



**University of South Carolina  
Time and Labor - MSS  
Use Earned Comp Time on Behalf of  
28 Day Police Employee**

**Step 4:** Click the **Timesheet** option from the list.

**Step 5:** To enter time for a specific employee, begin by clicking the **Filter** button.

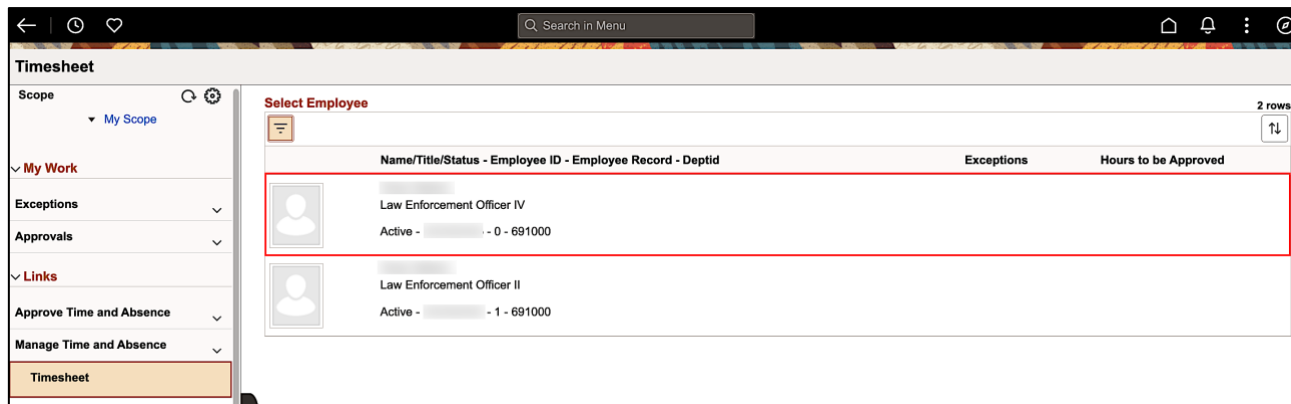
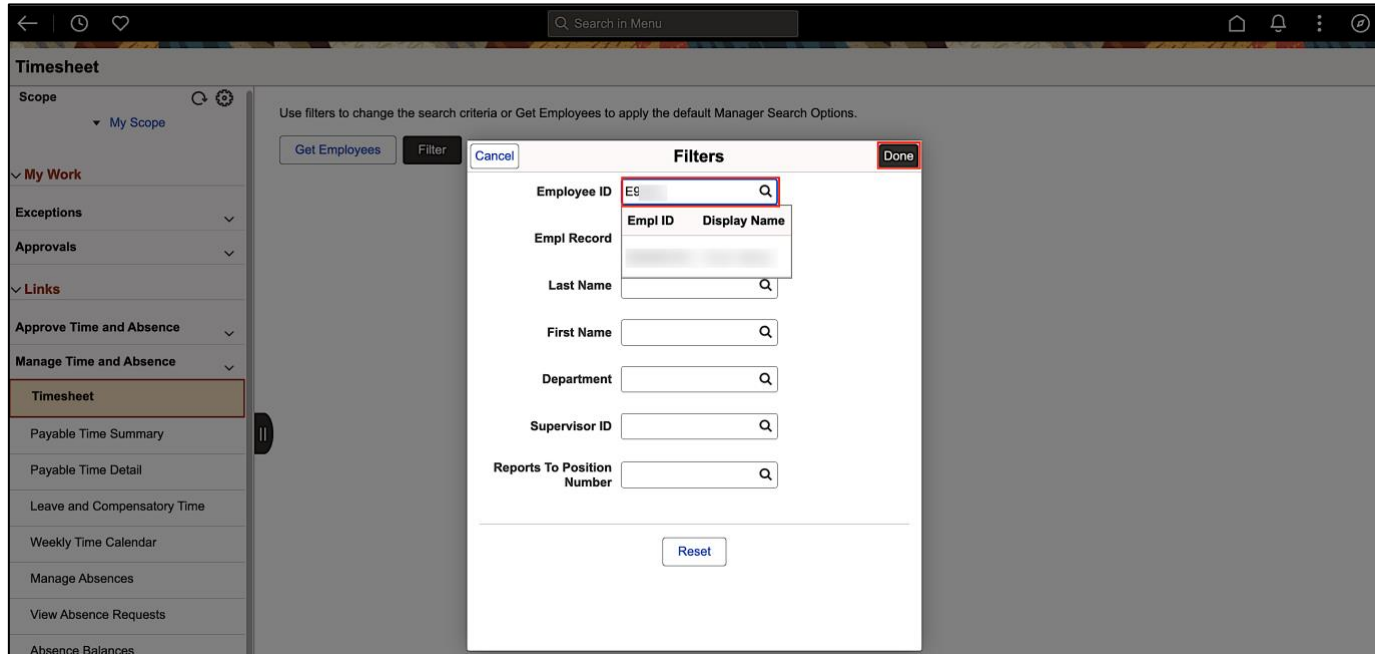


**University of South Carolina  
Time and Labor - MSS  
Use Earned Comp Time on Behalf of  
28 Day Police Employee**

**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.



## University of South Carolina Time and Labor - MSS Use Earned Comp Time on Behalf of 28 Day Police Employee

In this scenario the employee has earned holiday comp time and has received verbal approval to utilize 6 hours on 11/24/23. The employee forgot to account for this usage on their timesheet. As the manager, you can enter time on behalf of your direct reports.

- Regular comp time expires at the end of the fiscal year in which it is earned. UofSC fiscal year runs July 1, year through June 30, year. Comp time must be used/entered on the timesheet prior to the last payroll in June.
- Holiday comp time expires one year from the day on which the comp time is earned. In this example the employee worked on Memorial Day 2023, so they have until May 31, 2024, to use the holiday comp time.

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



**Enter Time**

101 Active  
FTE I Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

Select Another Job

November 19, 2023 - December 16, 2023

Scheduled 168.00 | Reported 0.00

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
		0 of 0	0 of 12	0 of 12	0 of 0	0 of 0	0 of 12	0 of 12	0 of 12	0 of 0

+  -

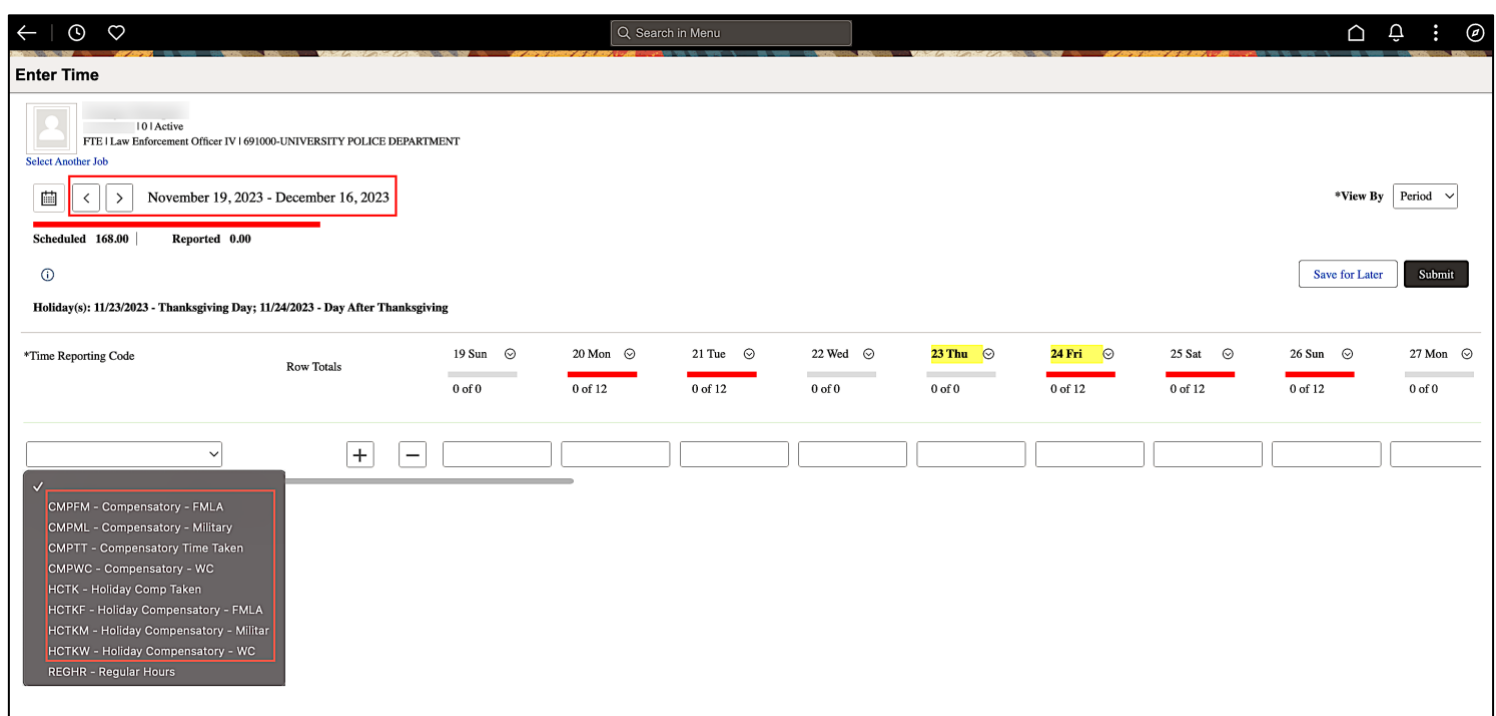
- ✓ CMPFM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMPPT - Compensatory Time Taken
- CMPWC - Compensatory - WC
- HCTK - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Militar
- HCTKW - Holiday Compensatory - WC
- REGHR - Regular Hours

## University of South Carolina Time and Labor - MSS Use Earned Comp Time on Behalf of 28 Day Police Employee

Begin by selecting the appropriate **Time Reporting Code (TRC)**.

Comp time and holiday comp time can be used for a variety of reasons, but the TRC must align with the specific usage reason, as applicable. Comp time TRCs shown below:

- CMPFM – Compensatory-FMLA
- CMPLML – Compensatory-Military
- \*CMPTT – Compensatory Time Taken (this should be the default use of comp time unless using for reason of FMLA, Military Leave, or Worker’s Comp)
- CMPWC – Compensatory Time-WC (workers comp)
- \*HCTK – Holiday Comp Taken (this should be the default use of holiday comp time unless using for reason of FMLA, Military Leave, or Worker’s Comp)
- HCTKF – Holiday Compensatory-FMLA
- HCTKM – Holiday Compensatory-Military
- HCTKW – Holiday Compensatory-WC (workers comp)



**Enter Time**

101 Active  
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

Select Another Job

November 19, 2023 - December 16, 2023

Scheduled 168.00 | Reported 0.00

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
Row Totals	0 of 0	0 of 12	0 of 12	0 of 0	0 of 0	0 of 12	0 of 12	0 of 12	0 of 0

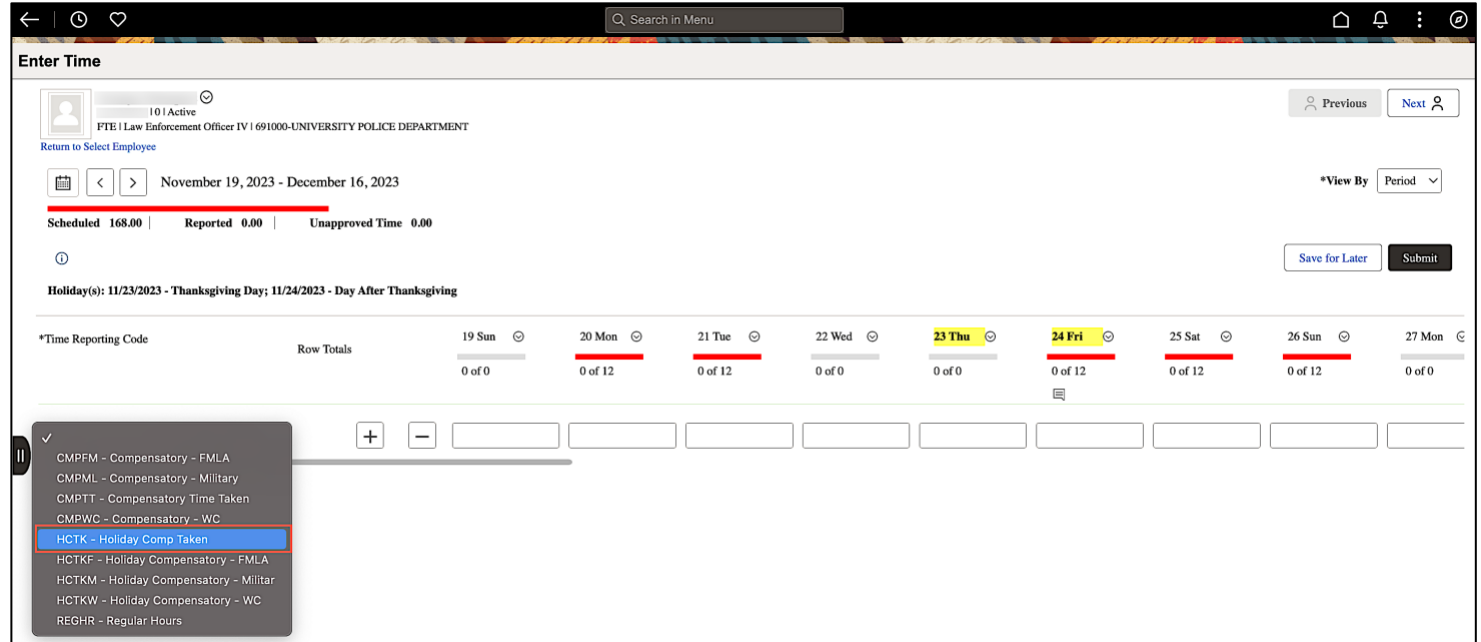
Time Reporting Code dropdown options:

- ✓ CMPFM - Compensatory - FMLA
- CMPLML - Compensatory - Military
- CMPTT - 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

## University of South Carolina Time and Labor - MSS Use Earned Comp Time on Behalf of 28 Day Police Employee

**Step 10:** To use comp time, click the **Time Reporting Code** drop-down arrow.

**Step 11:** Select **HCTK – Holiday Comp Taken**.



**Enter Time**

10 | Active  
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

Return to Select Employee

November 19, 2023 - December 16, 2023

Scheduled 168.00 | Reported 0.00 | Unapproved Time 0.00

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
		0 of 0	0 of 12	0 of 12	0 of 0	0 of 0	0 of 12	0 of 12	0 of 12	0 of 0

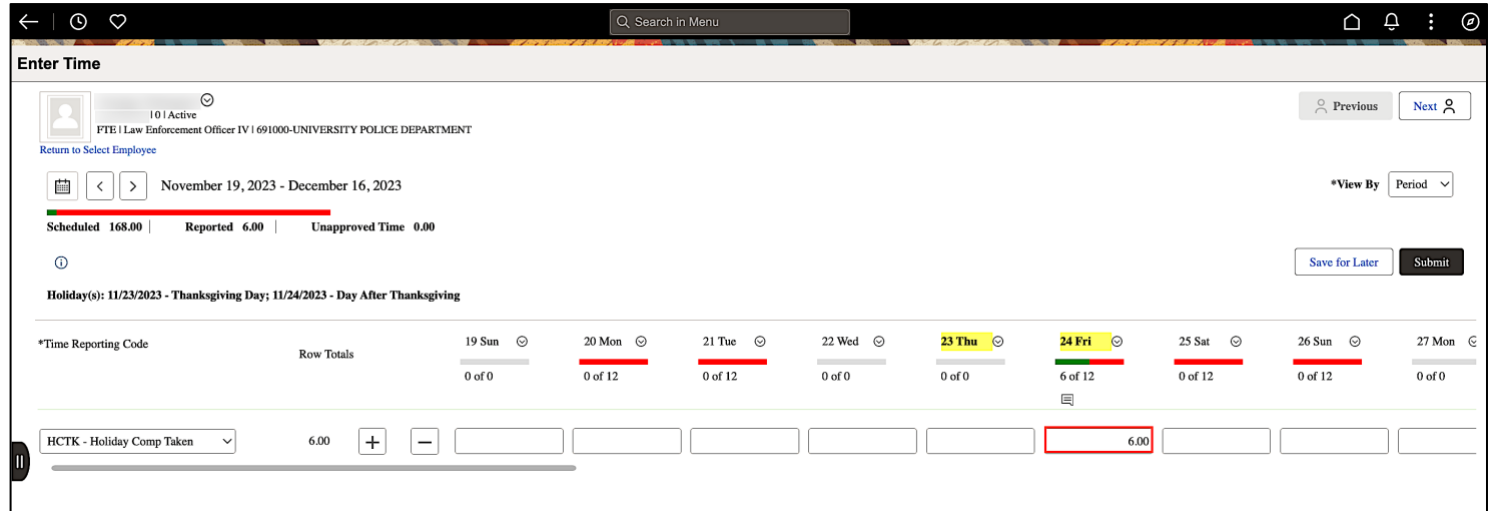
- ✓ CMPFM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMPPT - Compensatory Time Taken
- CMPWC - Compensatory - WC
- HCTK - Holiday Comp Taken**
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Militar
- HCTKW - Holiday Compensatory - WC
- REGHR - Regular Hours

## University of South Carolina Time and Labor - MSS Use Earned Comp Time on Behalf of 28 Day Police Employee

**Step 12:** Click in the **Time Entry** field for 11/24/23 and enter the holiday comp time hours used.

**Step 13/Optional:** Click the **Related Actions** drop-down arrow to add a comment.

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



**Enter Time**

10 | Active  
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

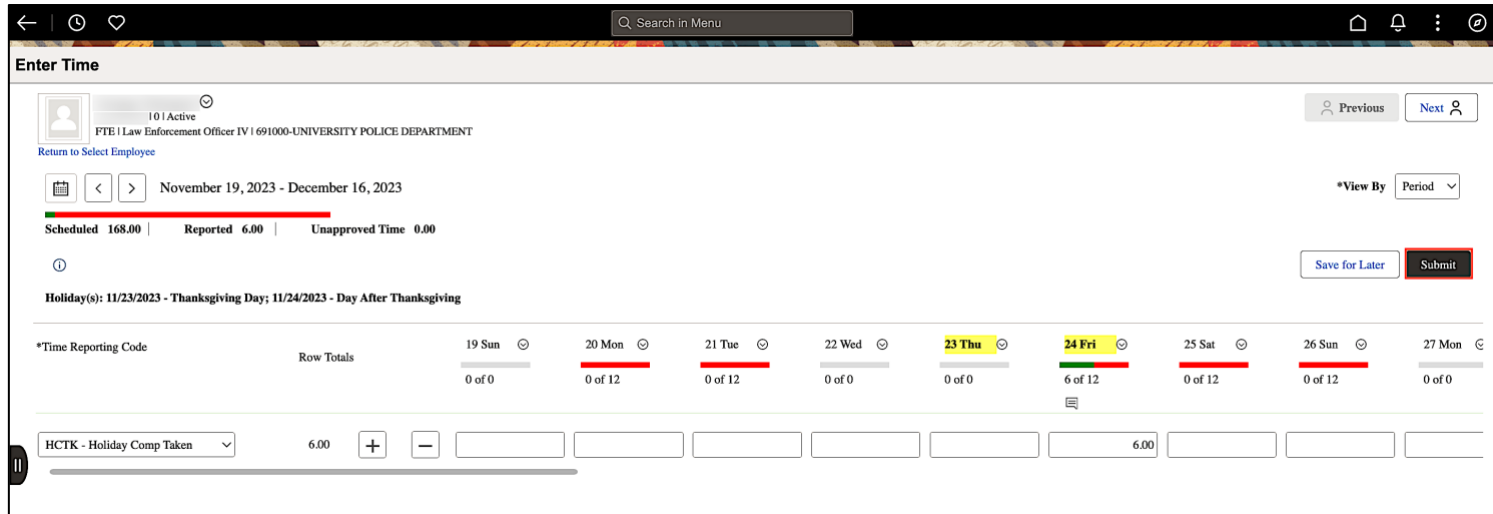
Return to Select Employee

November 19, 2023 - December 16, 2023

Scheduled 168.00 | Reported 6.00 | Unapproved Time 0.00

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
		0 of 0	0 of 12	0 of 12	0 of 0	0 of 0	6 of 12	0 of 12	0 of 12	0 of 0
HCTK - Holiday Comp Taken	6.00						6.00			



**Enter Time**

10 | Active  
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

Return to Select Employee

November 19, 2023 - December 16, 2023

Scheduled 168.00 | Reported 6.00 | Unapproved Time 0.00

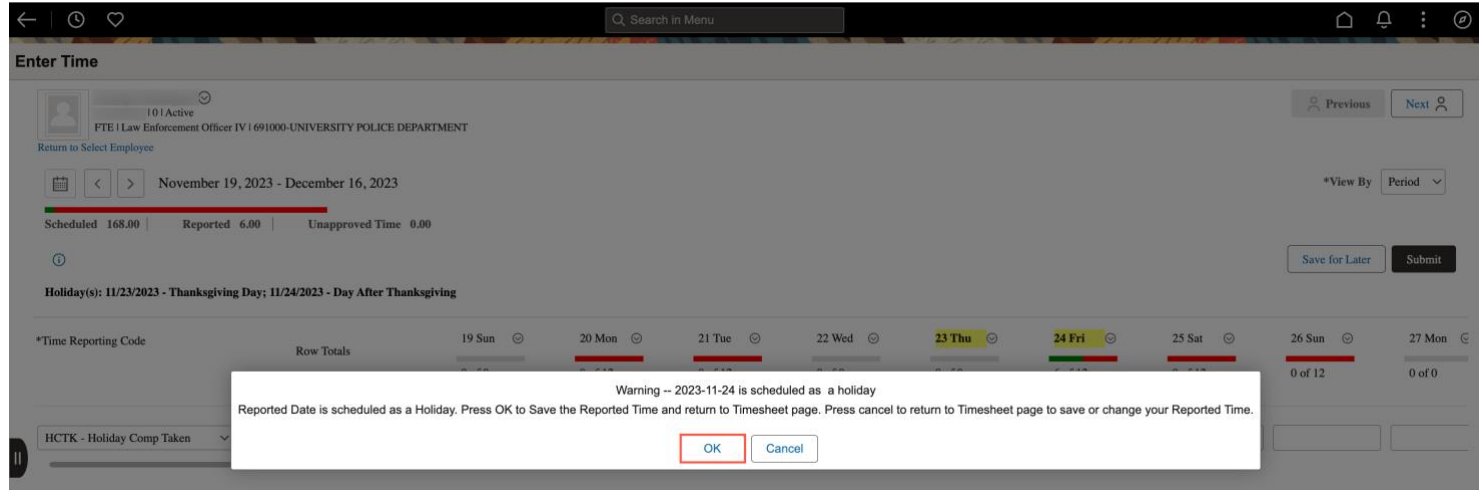
Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
		0 of 0	0 of 12	0 of 12	0 of 0	0 of 0	6 of 12	0 of 12	0 of 12	0 of 0
HCTK - Holiday Comp Taken	6.00						6.00			



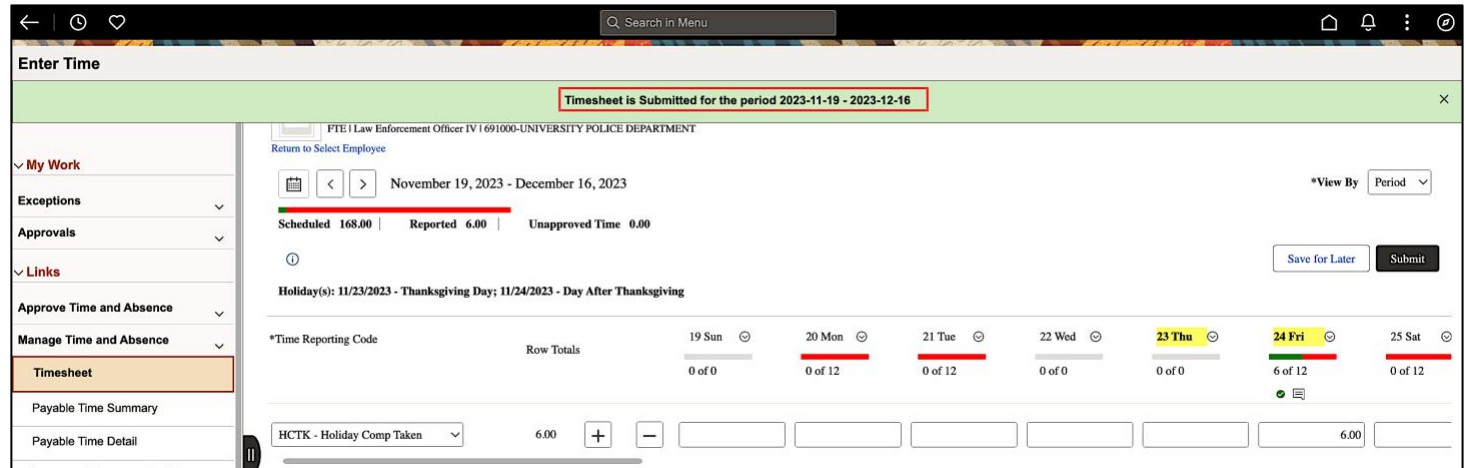
## University of South Carolina Time and Labor - MSS Use Earned Comp Time on Behalf of 28 Day Police Employee

**Step 15:** A warning message appears to advise that you reported regular working hours (including comp time hours) on 11/24/23 which is a university holiday. Click the **OK** button to save the reported time. This message will appear multiple times if time has been entered for multiple holidays.



The screenshot shows the 'Enter Time' page for a user named '101 Active FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT'. The date range is 'November 19, 2023 - December 16, 2023'. The interface shows 'Scheduled 168.00', 'Reported 6.00', and 'Unapproved Time 0.00'. A warning message is displayed in a white box with a red border: 'Warning -- 2023-11-24 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.

**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.

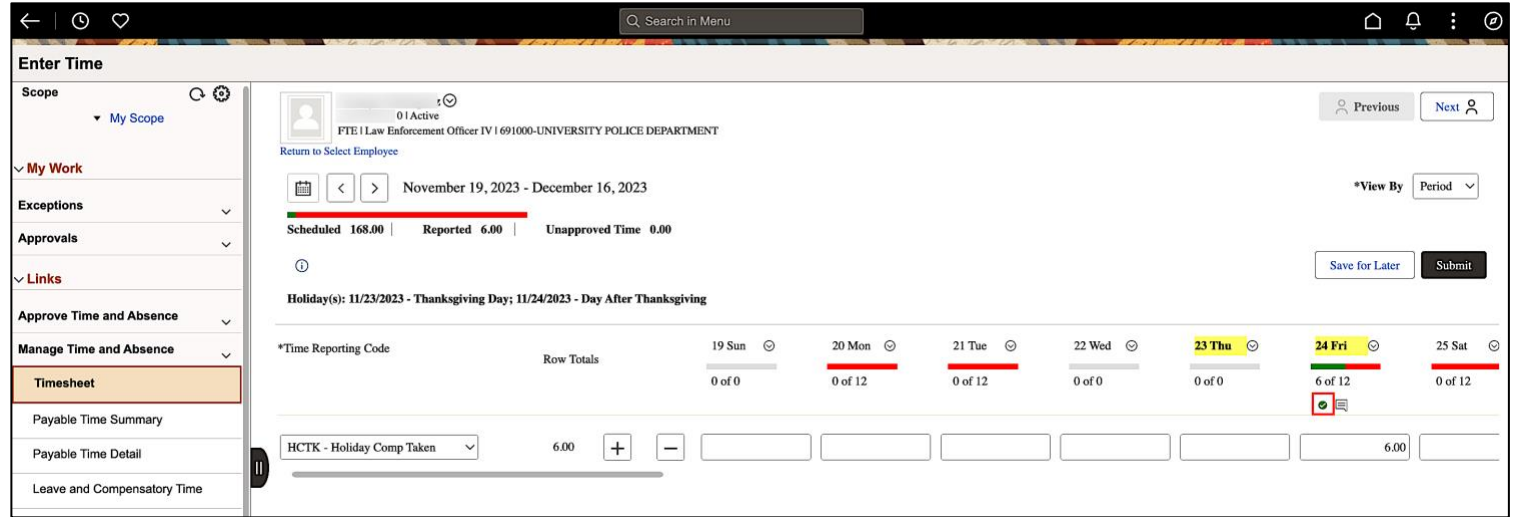


The screenshot shows the 'Enter Time' page after successful submission. A green banner at the top displays the message: 'Timesheet is Submitted for the period 2023-11-19 - 2023-12-16'. The interface shows the same user and date range as in Step 15. The 'Reported' time is now 6.00. The '24 Fri' date is highlighted in yellow. The 'HCTK - Holiday Comp Taken' dropdown is set to 6.00.

## University of South Carolina Time and Labor - MSS Use Earned Comp Time on Behalf of 28 Day Police Employee

**Step 17:** Notice the time for 11/24/23 is automatically approved at submission as indicated with the white check in a green circle. When time is entered by a manager on behalf of an employee, additional approval is not required.

**Note:** As manager, if you enter comp time taken on the timesheet before the rest of the timesheet has been completed, the employee must add another row to include their REGHR – Regular Hours worked. Click the **Add a Row** button to add a second time reporting row.



**Enter Time**

Scope: My Scope

01 Active  
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

Return to Select Employee

November 19, 2023 - December 16, 2023

Scheduled 168.00 | Reported 6.00 | Unapproved Time 0.00

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving





*Time Reporting Code	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat
Row Totals	0 of 0	0 of 12	0 of 12	0 of 0	0 of 0	6 of 12	0 of 12

HCTK - Holiday Comp Taken 6.00

## University of South Carolina Time and Labor - MSS Use Earned Comp Time on Behalf of 28 Day Police Employee

**Step 18:** 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.

To learn how to enter time for a full 28 day cycle on behalf of an employee, please view the job aid titled **Enter Full 28 Day Timesheet on Behalf of 28 Day Police Employee**.

You successfully learned how to use earned holiday comp time on a timesheet on behalf of a 28 day police employee.

**Legend** ✕

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

