

**University of South Carolina**  
**Time and Labor - ESS**  
**Use Earned Comp Time on a Timesheet – 28 Day Police Employee**

**How to use earned holiday comp time on a timesheet for a 28 day police employee:**

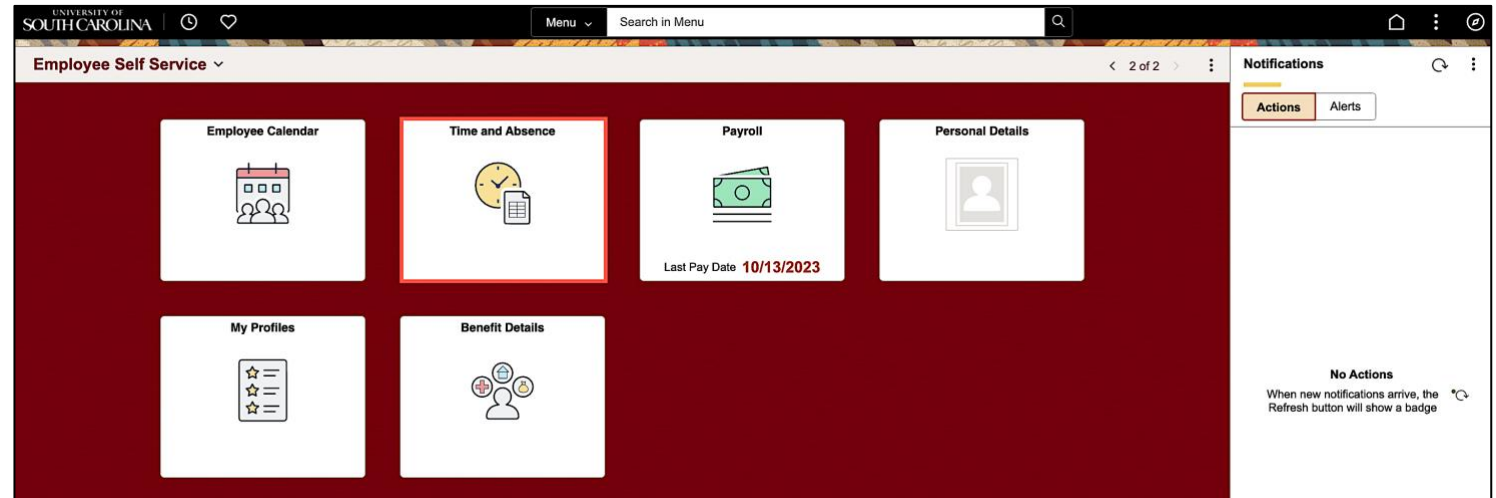
This job aid outlines how a 28 day police employee can use earned holiday comp time on a timesheet. Note holiday comp cannot be used in the same week which it is earned.

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

**Processing Steps**

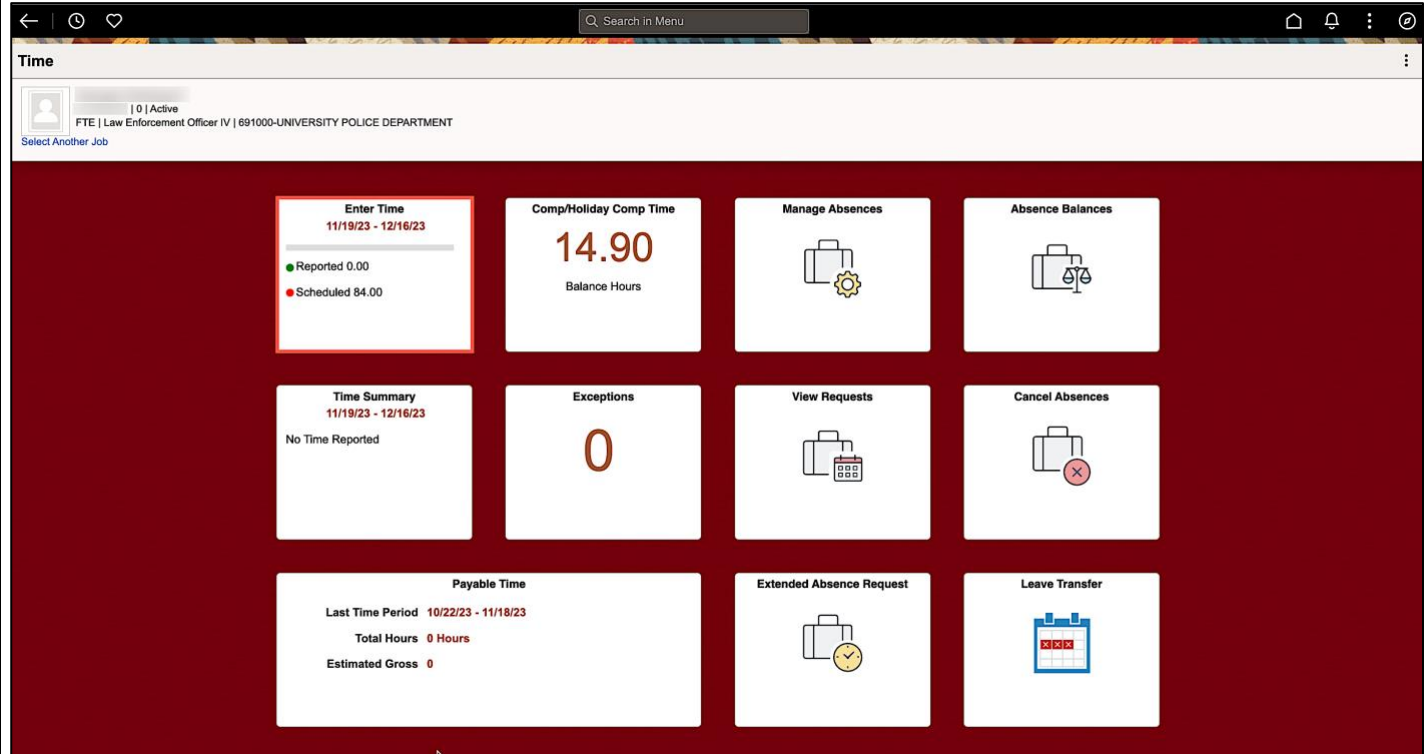
**Step 1:** On the Employee Self Service landing page, click the **Time and Absence** tile.

**Screenshots**



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


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



**Time**

Search in Menu

FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT  
Select Another Job

<b>Enter Time</b> 11/19/23 - 12/16/23 Reported 0.00 Scheduled 84.00	<b>Comp/Holiday Comp Time</b> <b>14.90</b> Balance Hours	<b>Manage Absences</b> 	<b>Absence Balances</b> 
<b>Time Summary</b> 11/19/23 - 12/16/23 No Time Reported	<b>Exceptions</b> <b>0</b>	<b>View Requests</b> 	<b>Cancel Absences</b> 
<b>Payable Time</b> Last Time Period 10/22/23 - 11/18/23 Total Hours 0 Hours Estimated Gross 0		<b>Extended Absence Request</b> 	<b>Leave Transfer</b> 

## University of South Carolina Time and Labor - ESS Use Earned Comp Time on a Timesheet – 28 Day Police Employee

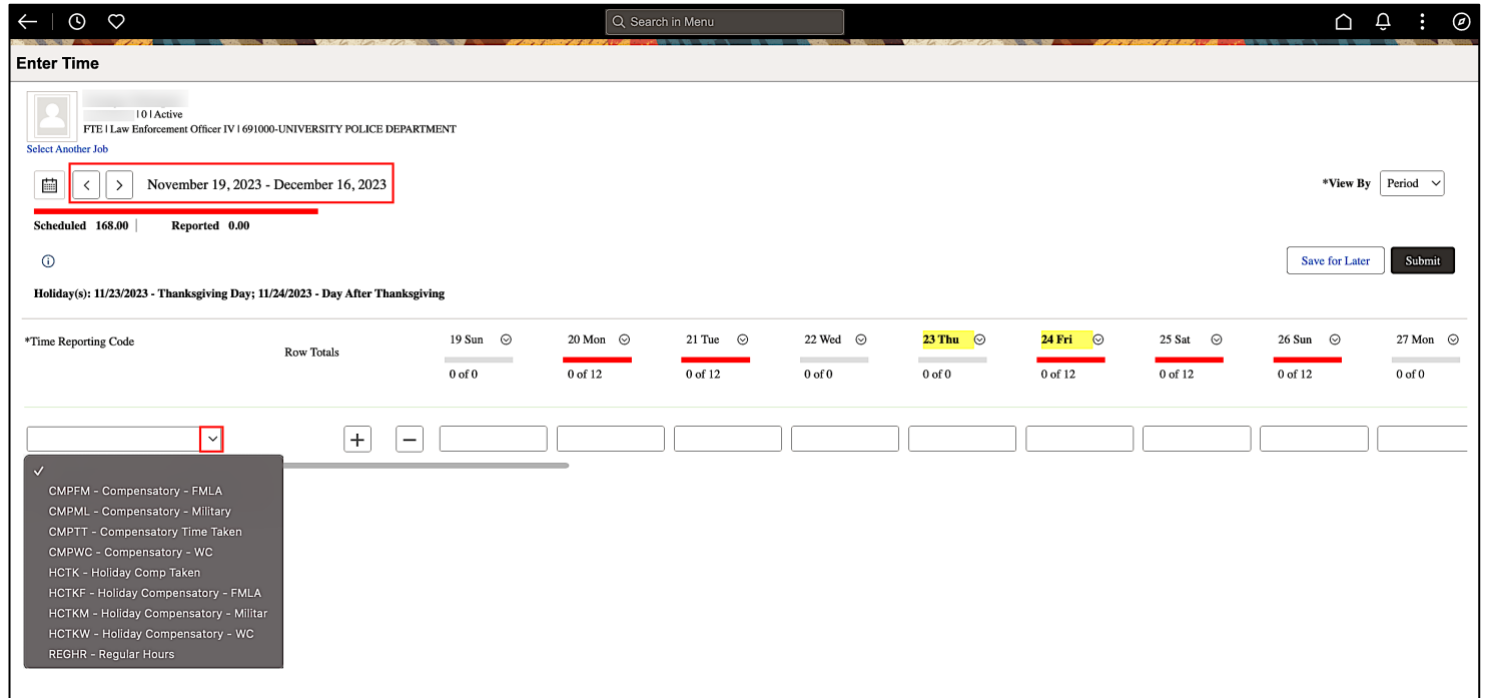
**Step 3:** Be sure to select the correct timeframe for the 28 day schedule. Use the **Arrows** to navigate to the appropriate timesheet.

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

You can only have one TRC per line.

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



**Enter Time**

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

Select Another Job

November 19, 2023 - December 16, 2023

\*View By: Period

Scheduled 168.00 | Reported 0.00

Save for Later Submit

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

Time Reporting Code dropdown menu:

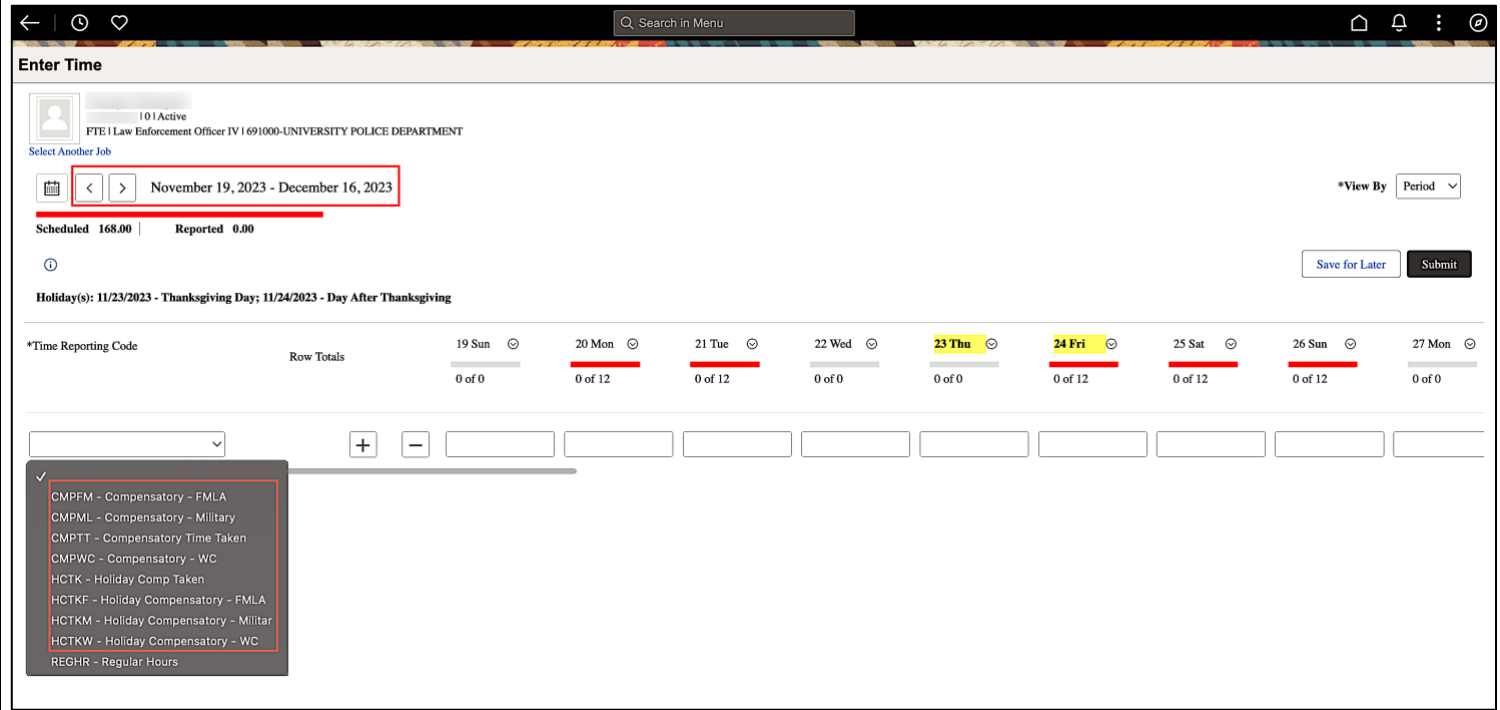
- ✓ CMPFM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMPPT - Compensatory Time Taken
- CMPWC - Compensatory - WC
- HCTK - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Militar
- HCTKW - Holiday Compensatory - WC
- REGHR - Regular Hours

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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
- \*CMPPTT – 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)

**Step 5: Select HCTK – Holiday Comp Taken.**

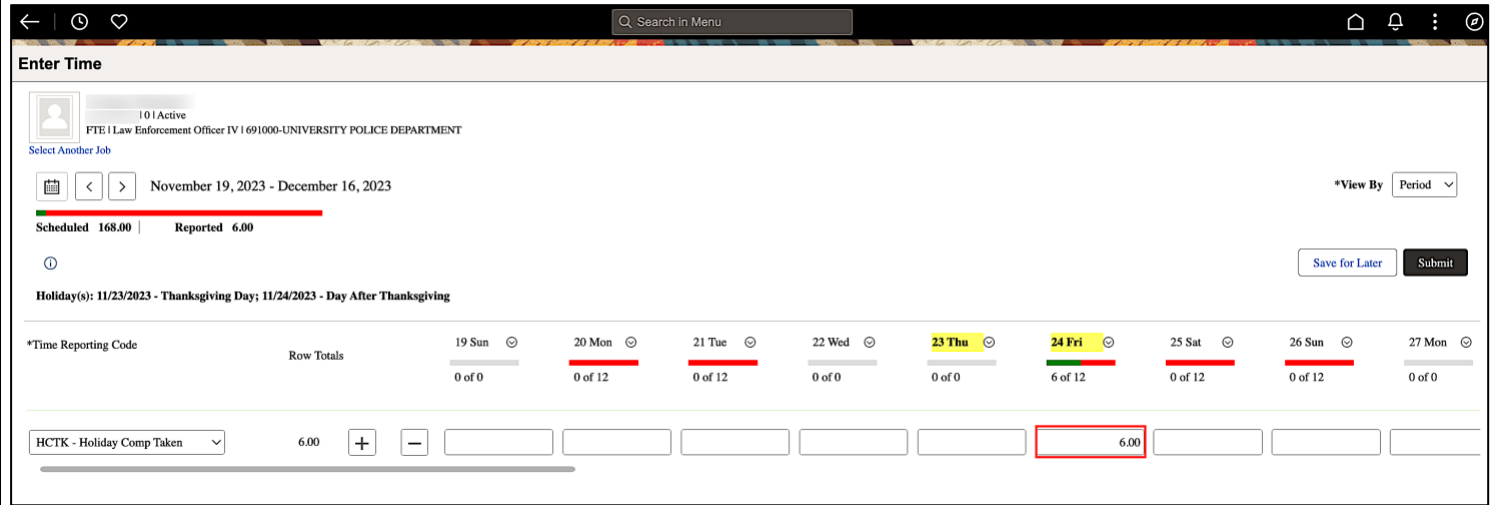


The screenshot displays the 'Enter Time' interface in the ESS system. At the top, there is a search bar and navigation icons. Below that, the user's profile is shown: '10 | Active' and 'FTE I Law Enforcement Officer IV 1691000-UNIVERSITY POLICE DEPARTMENT'. A date range selector is set to 'November 19, 2023 - December 16, 2023'. The interface shows 'Scheduled 168.00' and 'Reported 0.00'. There are buttons for 'Save for Later' and 'Submit'. A holiday notice is displayed: 'Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving'. A calendar view shows the week of November 23-27, 2023, with '23 Thu' and '24 Fri' highlighted. Below the calendar, there is a table for 'Time Reporting Code' and 'Row Totals' for each day. A dropdown menu is open, showing a list of time reporting codes: CMPFM - Compensatory - FMLA, CMPLML - Compensatory - Military, CMPPTT - Compensatory Time Taken, CMPWC - Compensatory - WC, HCTK - Holiday Comp Taken (selected), HCTKF - Holiday Compensatory - FMLA, HCTKM - Holiday Compensatory - Military, HCTKW - Holiday Compensatory - WC, and REGHR - Regular Hours.

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**Step 6:** Click in the **Time Entry** field and enter the number of holiday comp time hours you would like to use.

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



**Enter Time**

10 | Active  
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT  
[Select Another Job](#)

November 19, 2023 - December 16, 2023 \*View By

Scheduled 168.00 | Reported 6.00 [Save for Later](#) [Submit](#)

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			

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You can enter comments about the use of holiday comp time if you feel additional information is needed.

**Step 7:** Click the **Related Actions** drop-down arrow and select **Add/View Comments** from the list.

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

**Step 8:** Click in the **Comment** field and enter a comment applicable to the holiday comp time entered.

**Step 9:** Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

**Step 10:** Click the **X** to close the Time Reporting Comments page.



The screenshot shows the 'Enter Time' page for a user named PTE: I Law Enforcement Officer IV. The calendar displays the period from November 19, 2023, to December 16, 2023. The user has reported 6.00 hours on 11/24/2023. An 'Actions' dropdown menu is open, with 'Add/View Comments' selected. The interface also shows a 'Time Reporting Code' section with 'HCTK - Holiday Comp Taken' selected and a value of 6.00.



The 'Time Reporting Comments' dialog box is shown. It contains a text area for entering a comment, with the placeholder text 'Add a new Comment'. Below the text area are 'Add Comment' and 'Clear' buttons. The dialog also displays the timestamp 'Entered on 12/01/2023 3:44 PM by' and a note: 'Comment once entered cannot be altered or removed.'

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Notice when a comment has been added, a little comment sheet is populated.

**Step 11:** You are done entering time, but you are not ready to submit. Click the **Save for Later** button to save the entered time on this timesheet.

**Step 12:** Upon clicking Save for Later a question appears asking if you want to validate time worked. Click the **Yes** button.



**Enter Time**

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

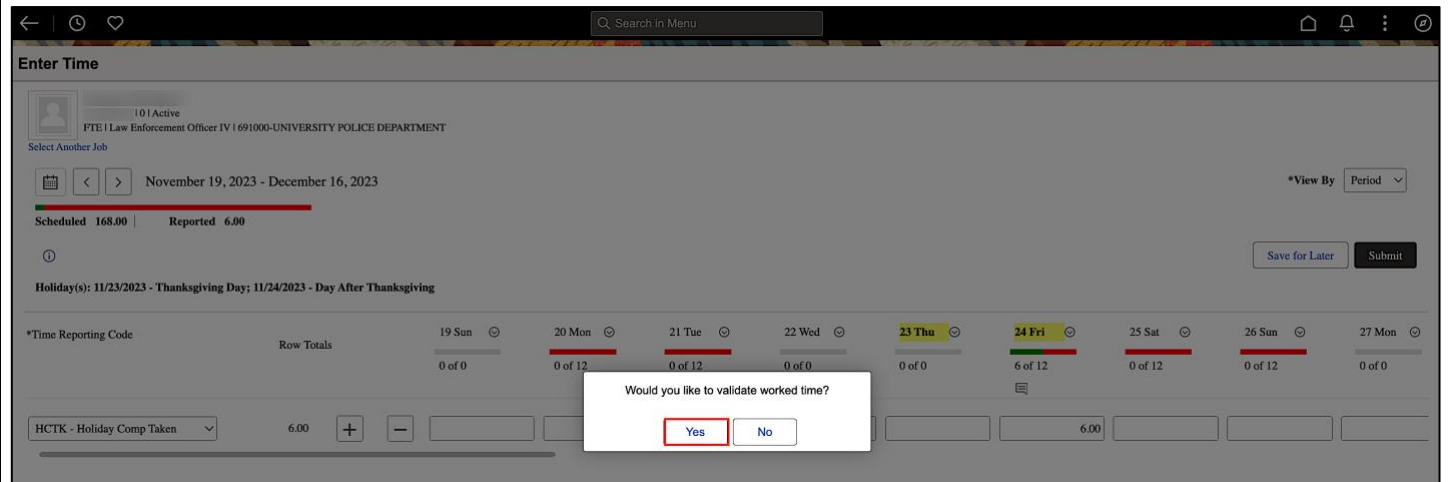
November 19, 2023 - December 16, 2023 \*View By Period

Scheduled 168.00 | Reported 6.00

Save for Later Submit

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  
Select Another Job

November 19, 2023 - December 16, 2023 \*View By Period

Scheduled 168.00 | Reported 6.00

Save for Later Submit

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			

Would you like to validate worked time?

Yes No

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**Step 13:** 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 your reported time. This message will appear multiple times if time has been entered for multiple holidays.







The screenshot shows the 'Enter Time' interface for a user named '01 Active' (FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT). The interface displays a calendar for the period from November 19, 2023, to December 16, 2023. The user has reported 6.00 hours on 11/24/23, which is a holiday. A warning message is displayed: '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.
















## University of South Carolina Time and Labor - ESS Use Earned Comp Time on a Timesheet – 28 Day Police Employee

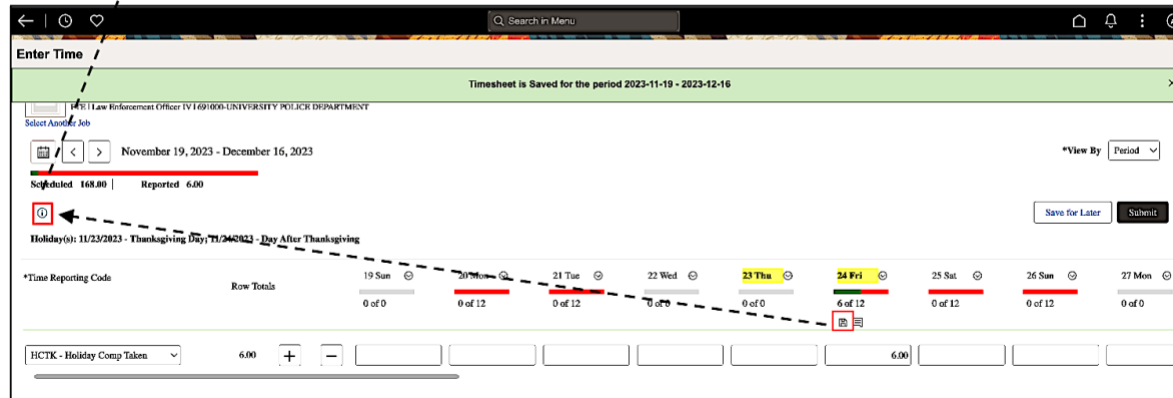
**Step 14:** When saved, the **Pending Approvals** icon appears for the days' time is entered indicating the timesheet is saved for later. Click the **View Legend** icon to view the legends used and a short description of each one.

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.

**Legend** ✕

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



The screenshot shows the 'Enter Time' interface for a 28-day police employee. A legend callout is open, pointing to a 'Pending Approvals' icon in the timesheet. The timesheet is for the period 2023-11-19 to 2023-12-16. The user is Law Enforcement Officer IV 1491000-UNIVERSITY POLICE DEPARTMENT. The timesheet shows a scheduled time of 168.00 and reported time of 6.00. A holiday is listed for 11/23/2023 - Thanksgiving Day. The timesheet is saved for the period 2023-11-19 - 2023-12-16. The 'View By' dropdown is set to 'Period'. The 'Save for Later' and 'Submit' buttons are visible. The 'Time Reporting Code' section shows 'HCTK - Holiday Comp Taken' with a value of 6.00. The 'Row Totals' section shows 0 of 0 for 19 Sun, 0 of 12 for 20 Mon, 0 of 12 for 21 Tue, 0 of 0 for 22 Wed, 0 of 0 for 23 Thu, 6 of 12 for 24 Fri, 0 of 12 for 25 Sat, 0 of 12 for 26 Sun, and 0 of 0 for 27 Mon.

## University of South Carolina Time and Labor - ESS Use Earned Comp Time on a Timesheet – 28 Day Police Employee

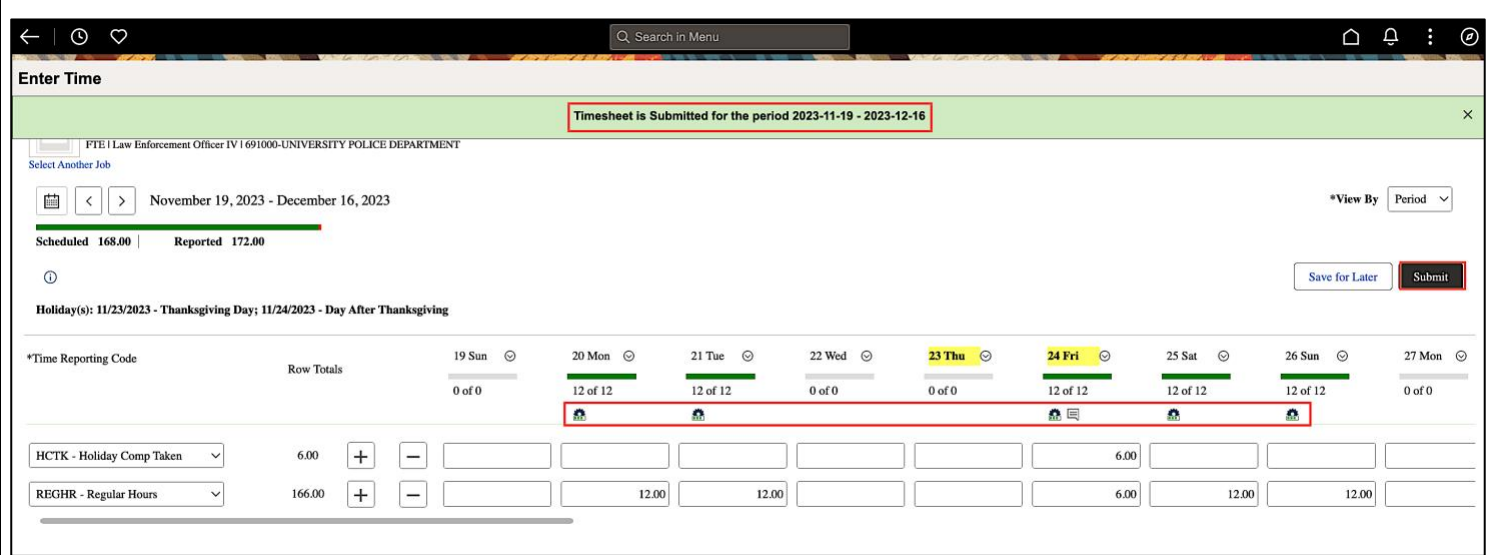
**Step 15:** When you are ready to submit a complete 28 day timesheet, click the **Submit** button to submit the timesheet for approval.

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 pay period in view.

**Step 16:** When submitted, the **Pending Approvals** icon appears for the days' time is entered indicating the timesheet is waiting for approval. Reference the legend in step 14.

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



**Enter Time**

Timesheet is Submitted for the period 2023-11-19 - 2023-12-16

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

Select Another Job

November 19, 2023 - December 16, 2023

Scheduled 168.00 | Reported 172.00

Save for Later Submit

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
HCTK - Holiday Comp Taken	6.00	0 of 0	12 of 12	12 of 12	0 of 0	0 of 0	6.00			
REGHR - Regular Hours	166.00		12.00	12.00			6.00	12.00	12.00	