

University of South Carolina
Time and Labor - ESS
Use Comp Time on a Punch Timesheet for Multiple Work Orders

How to use comp time on a punch timesheet:

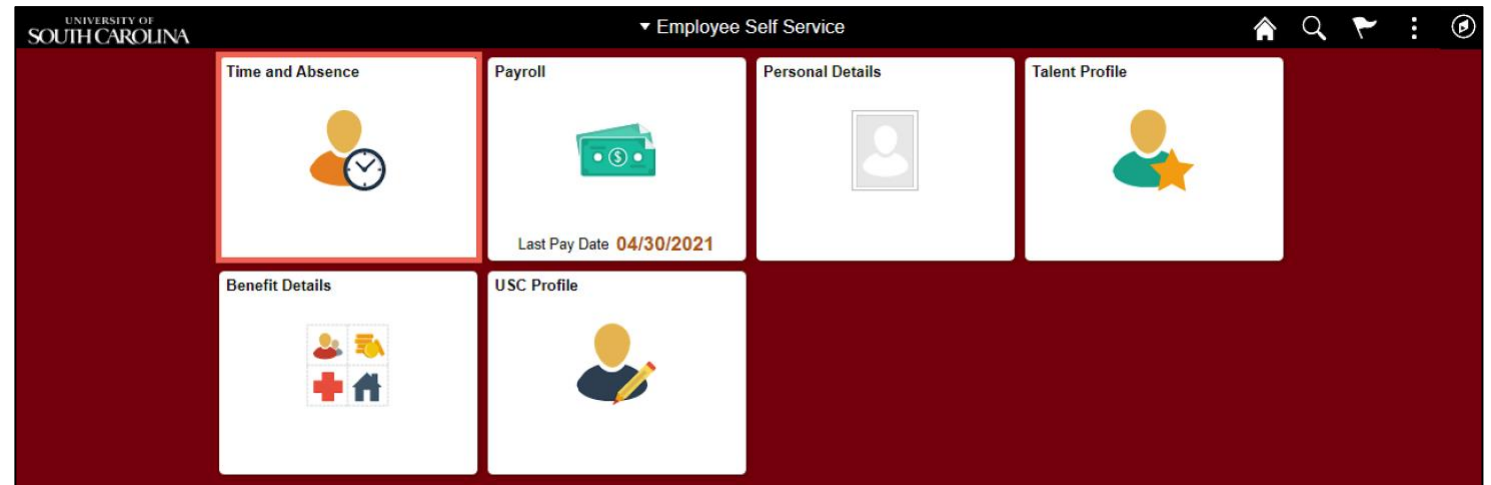
This job aid outlines how an employee can use comp time on a punch timesheet for multiple work orders.

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.

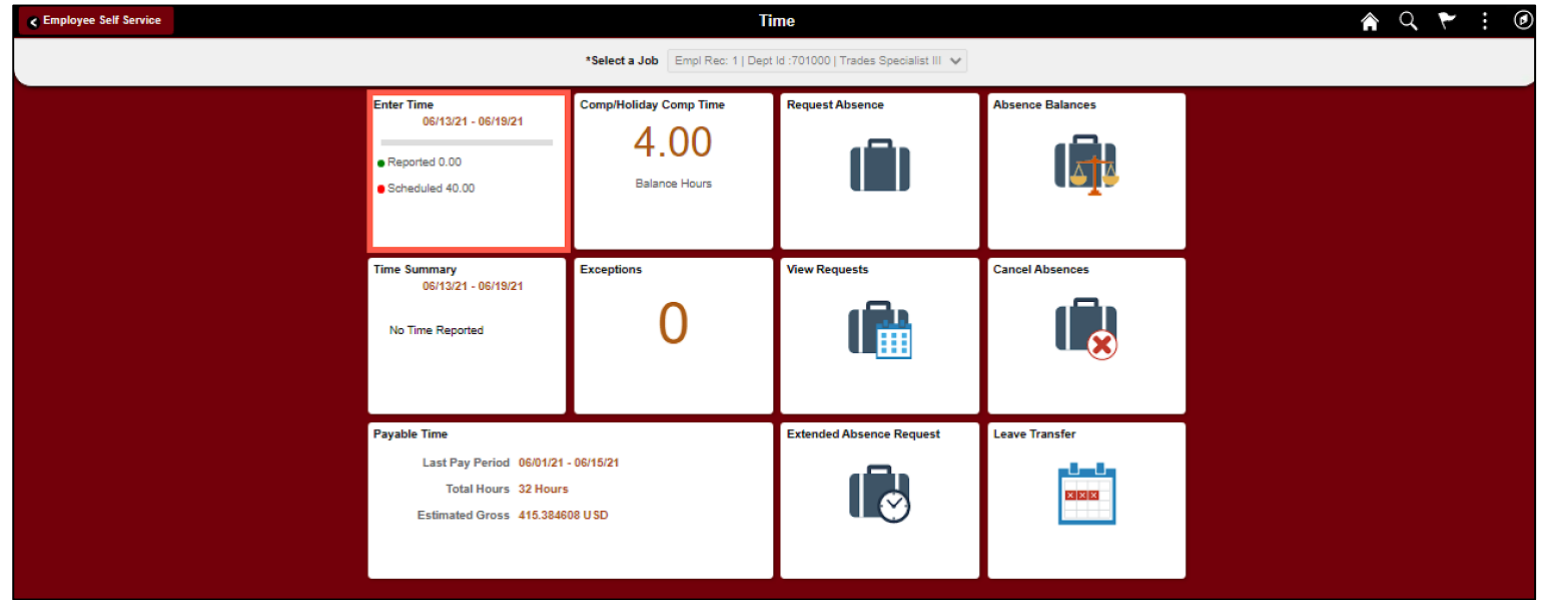
Screenshots



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Use Comp Time on a Punch Timesheet for Multiple Work Orders

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



The screenshot shows the 'Time' dashboard in the ESS system. The user is logged in as 'Trades Specialist III' in the 'Dept Id :701000'. The dashboard features several tiles:

- Enter Time (06/13/21 - 06/19/21):** Highlighted with a red border. Shows 'Reported 0.00' and 'Scheduled 40.00'.
- Comp/Holiday Comp Time:** Shows a balance of 4.00 hours.
- Request Absence:** Icon of a briefcase.
- Absence Balances:** Icon of a briefcase and scales.
- Time Summary (06/13/21 - 06/19/21):** Shows 'No Time Reported'.
- Exceptions:** Shows 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 06/01/21 - 06/15/21', 'Total Hours 32 Hours', and 'Estimated Gross 416.384608 USD'.
- Extended Absence Request:** Icon of a briefcase and clock.
- Leave Transfer:** Icon of a calendar with red 'X's.

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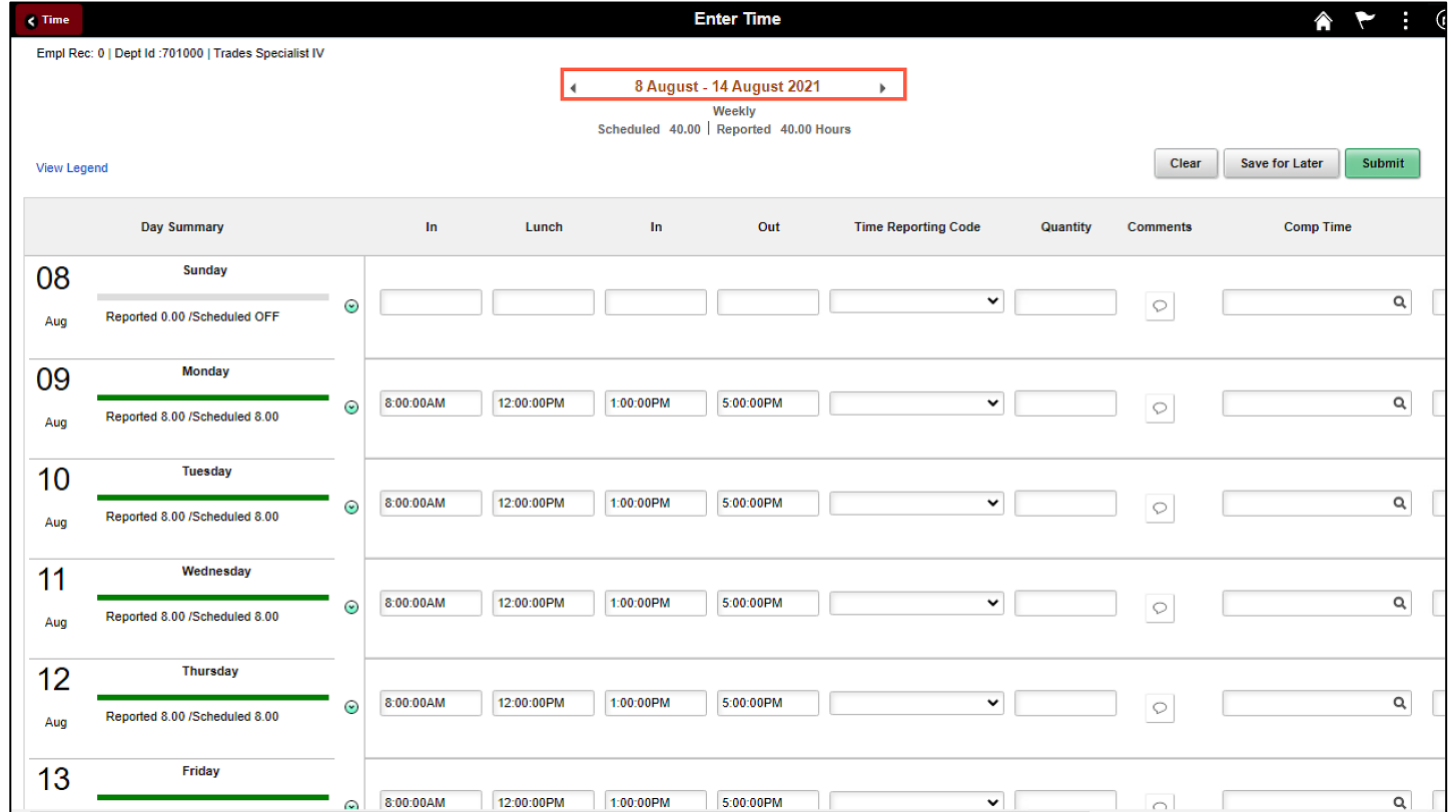
Use Comp Time on a Punch Timesheet for Multiple Work Orders

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.



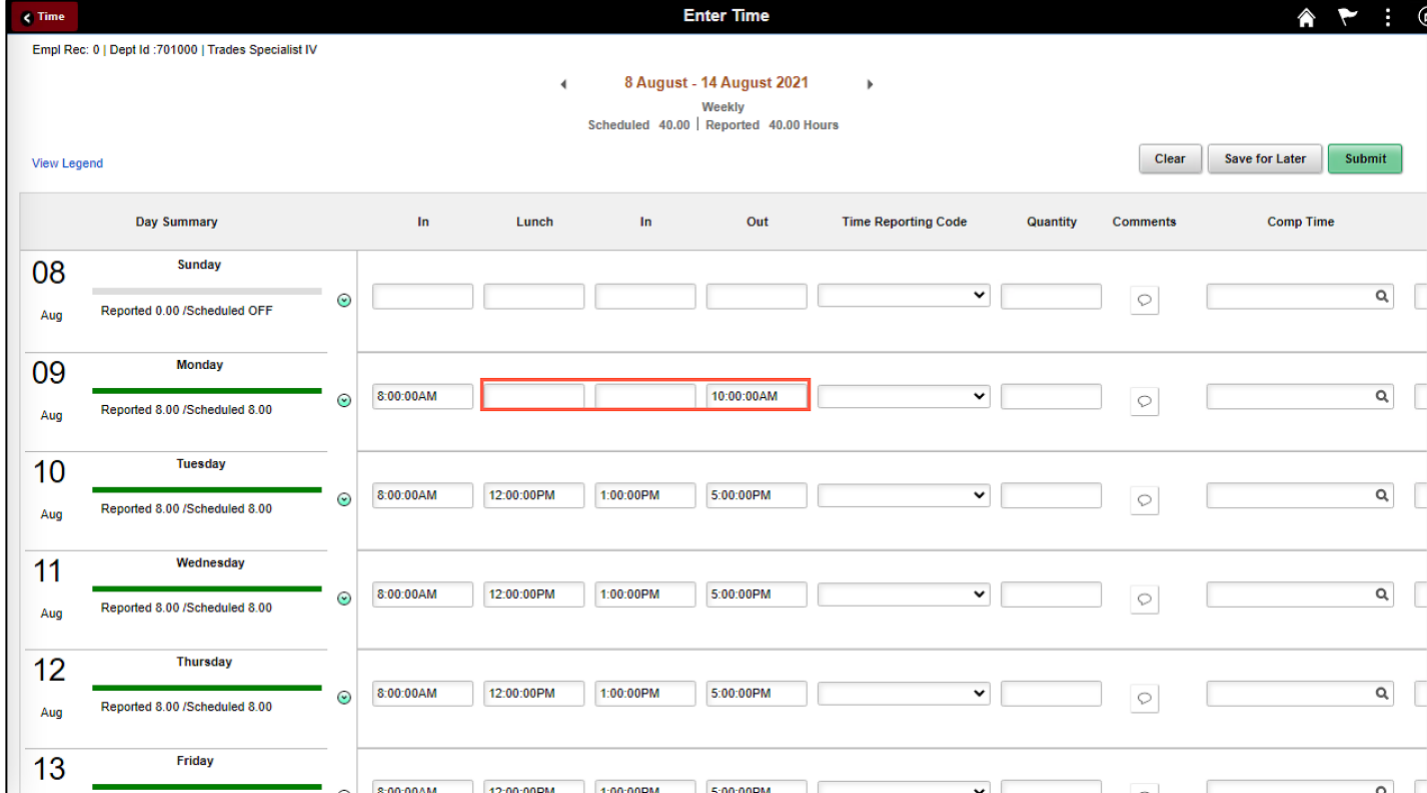
Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time
08 Sunday Aug Reported 0.00 / Scheduled OFF								
09 Monday Aug Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
10 Tuesday Aug Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
11 Wednesday Aug Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
12 Thursday Aug Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
13 Friday Aug	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				

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Use Comp Time on a Punch Timesheet for Multiple Work Orders

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.

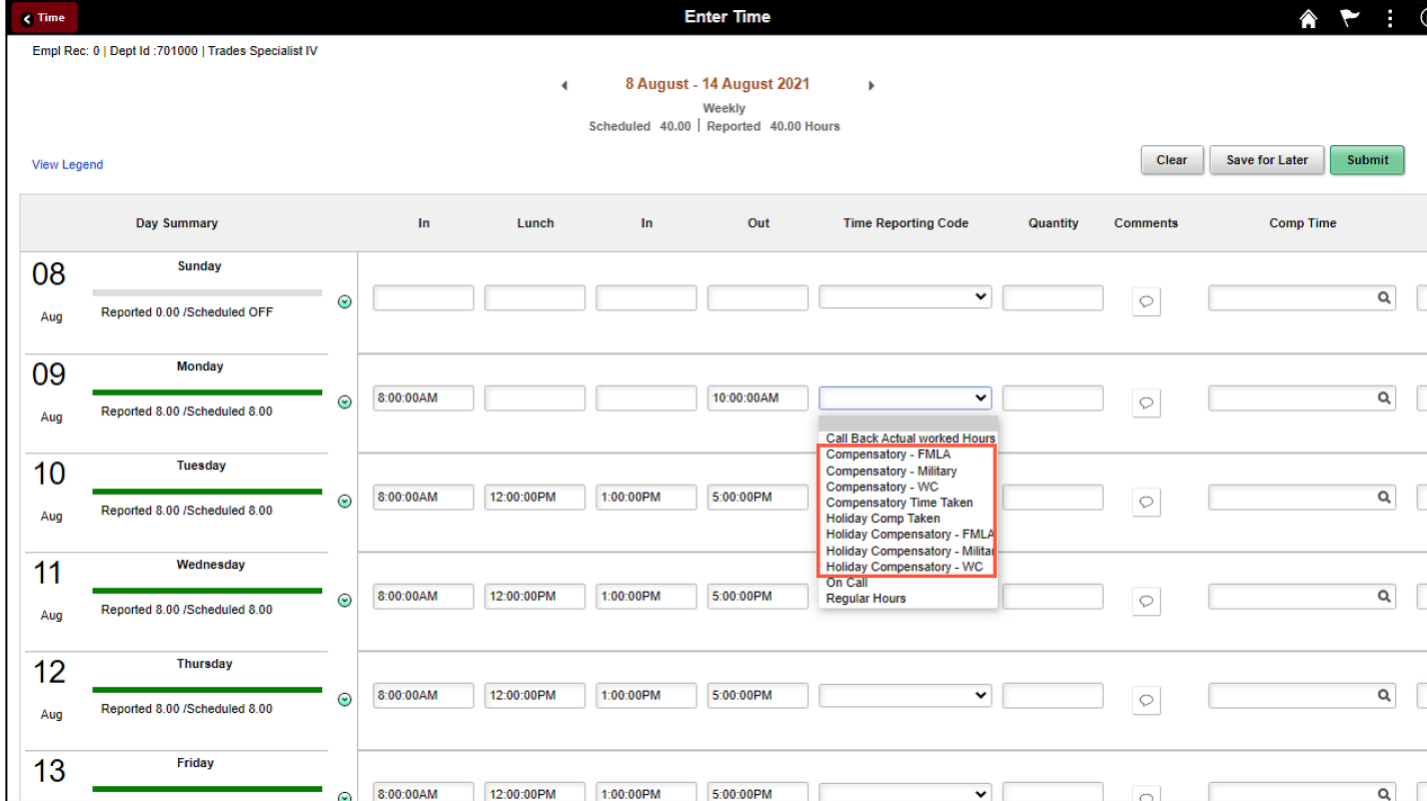


Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time
08 Sunday Aug Reported 0.00 /Scheduled OFF								
09 Monday Aug Reported 8.00 /Scheduled 8.00	8:00:00AM			10:00:00AM				
10 Tuesday Aug Reported 8.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
11 Wednesday Aug Reported 8.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
12 Thursday Aug Reported 8.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
13 Friday	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				

You want to use comp time for the 2 hours you would work for this specific work order.

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.



Time Enter Time

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

8 August - 14 August 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
08 Sunday Aug Reported 0.00 / Scheduled OFF								
09 Monday Aug Reported 8.00 / Scheduled 8.00	8:00:00AM			10:00:00AM				
10 Tuesday Aug Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
11 Wednesday Aug Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
12 Thursday Aug Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
13 Friday Aug	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				

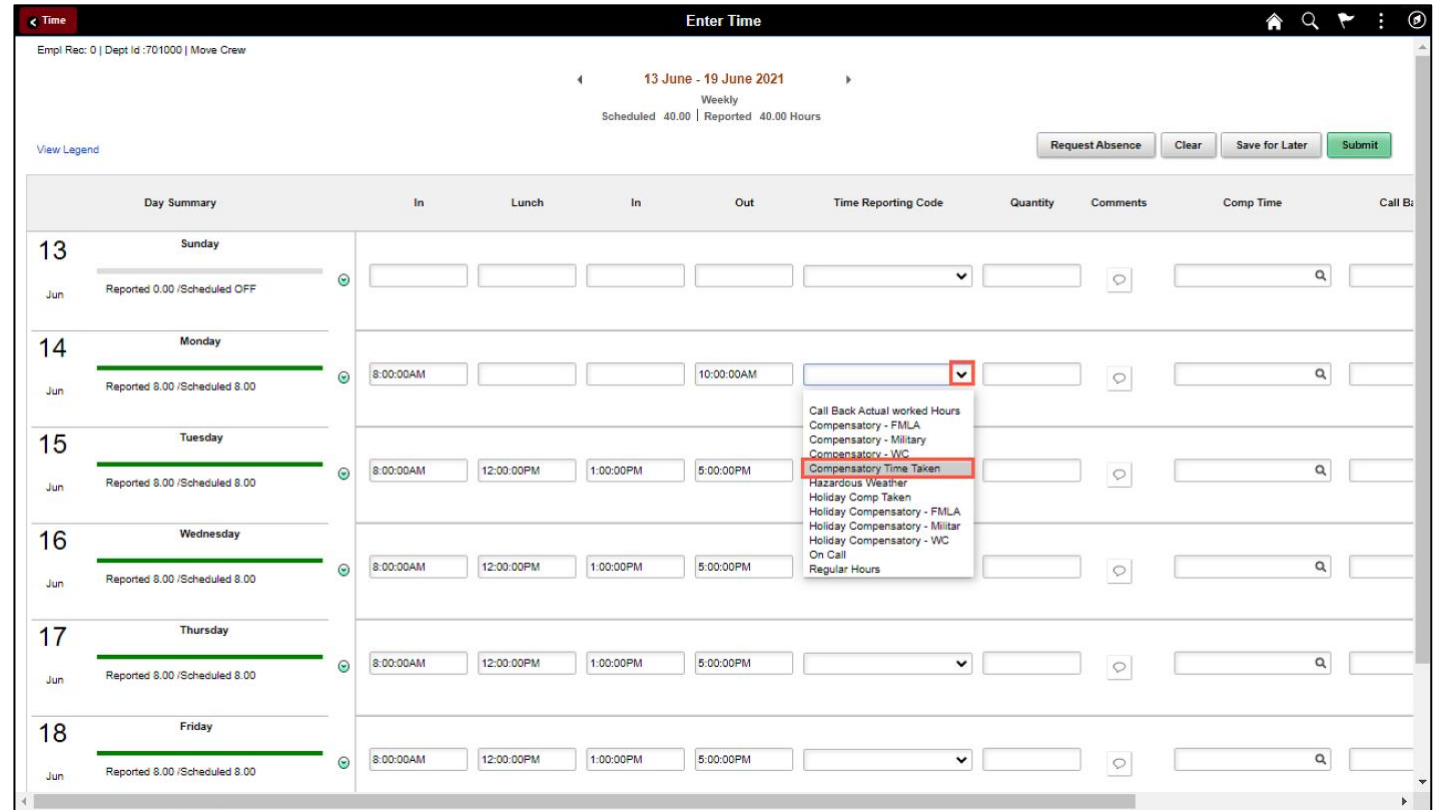
Call Back Actual worked Hours
Compensatory - FMLA
Compensatory - Military
Compensatory - WC
Compensatory Time Taken
Holiday Comp Taken
Holiday Compensatory - FMLA
Holiday Compensatory - Milita
Holiday Compensatory - WC
On Call
Regular Hours

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

Step 6: Select **COMPENSATORY TIME TAKE**.

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
- CMLML – 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
- HCTKF – Holiday Compensatory-WC (workers comp)



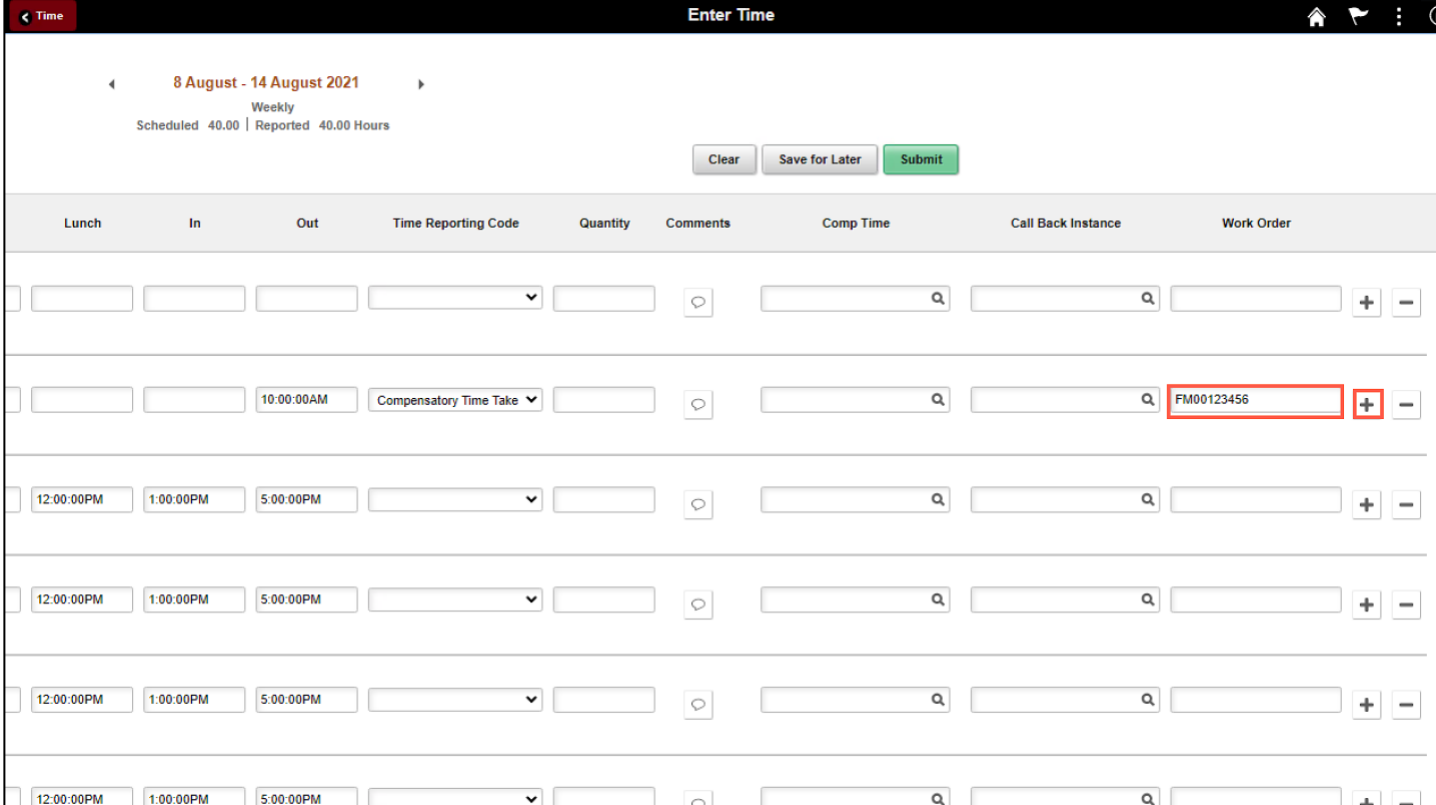
The screenshot displays the 'Enter Time' interface for a user named 'Move Crew' (Dept Id: 701000). The view is set to 'Weekly' for the period '13 June - 19 June 2021'. The interface shows a table with columns for 'Day Summary', 'In', 'Lunch', 'In', 'Out', 'Time Reporting Code', 'Quantity', 'Comments', 'Comp Time', and 'Call B'. The 'Time Reporting Code' dropdown is open, showing a list of options including 'Compensatory Time Taken', which is highlighted in red. The interface also includes a 'View Legend' link and buttons for 'Request Absence', 'Clear', 'Save for Later', and 'Submit'.

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Use Comp Time on a Punch Timesheet for Multiple Work Orders

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.



Enter Time

8 August - 14 August 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	Compensatory Time Take					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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Use Comp Time on a Punch Timesheet for Multiple Work Orders

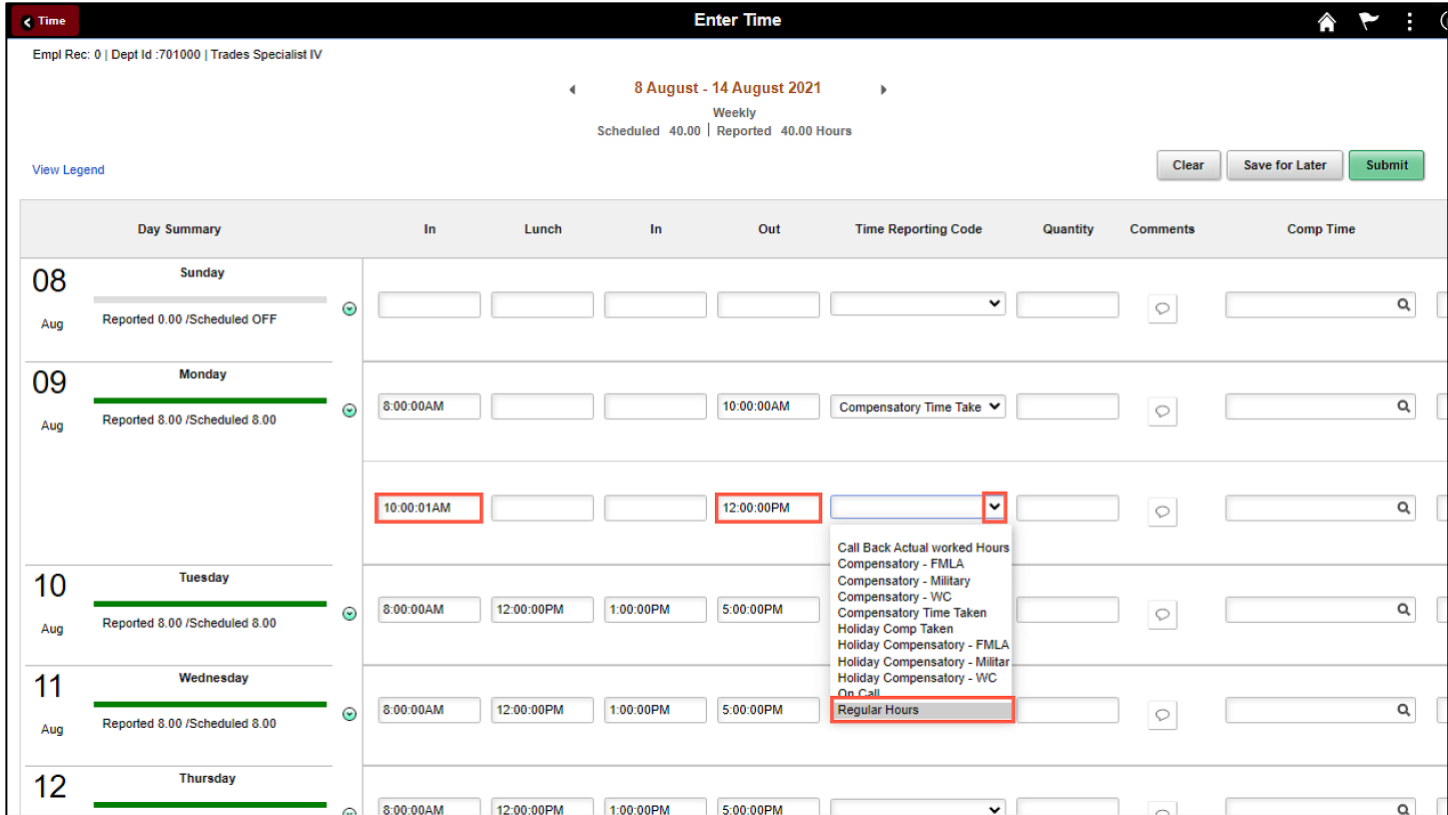
Step 9/Work Order Line #2: For the second work order, the employee started work at 10:00:01am and ended at their scheduled lunch time of 12:00pm. To enter this on the punch timesheet, enter **10:00:01am** in the **IN Time Entry** field and enter **12:00pm** in the **OUT Time Entry** field.

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

8 August - 14 August 2021

Weekly
Scheduled 40.00 | Reported 40.00 Hours

View Legend

Clear Save for Later Submit

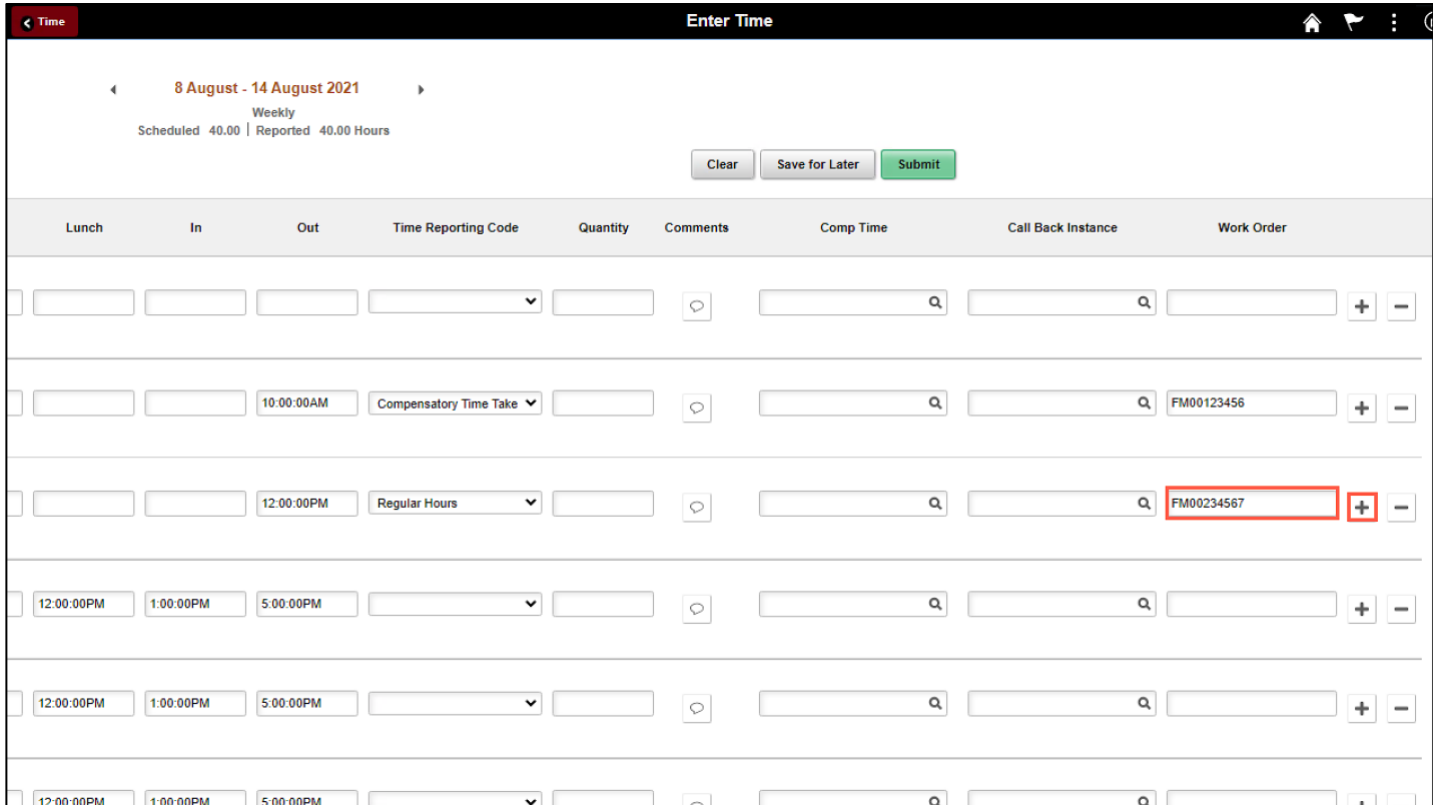
Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time
08 Sunday Aug Reported 0.00 /Scheduled OFF								
09 Monday Aug Reported 8.00 /Scheduled 8.00	8:00:00AM			10:00:00AM	Compensatory Time Take			
10 Tuesday Aug Reported 8.00 /Scheduled 8.00	10:00:01AM			12:00:00PM	Regular Hours			
11 Wednesday Aug Reported 8.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
12 Thursday Aug	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.



Enter Time

8 August - 14 August 2021
Weekly
Scheduled 40.00 | Reported 40.00 Hours

Clear Save for Later Submit

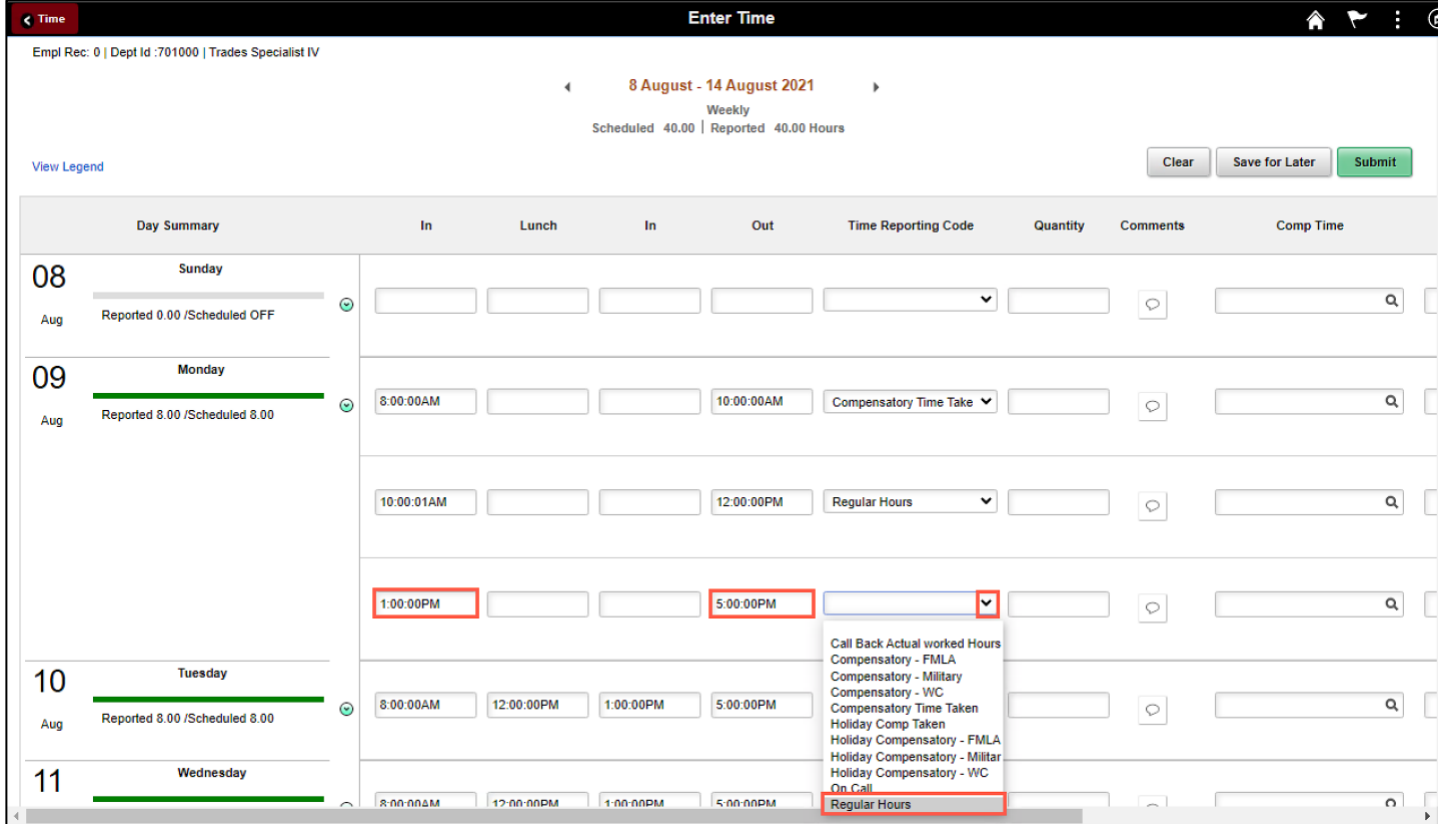
Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Instance	Work Order
		10:00:00AM	Compensatory Time Take					FM00123456
		12:00:00PM	Regular Hours					FM00234567
12:00:00PM	1:00:00PM	5:00:00PM						
12:00:00PM	1:00:00PM	5:00:00PM						
12:00:00PM	1:00:00PM	5:00:00PM						

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Use Comp Time on a Punch Timesheet for Multiple Work Orders

Step 14/Work Order Line #3: For the third work order, the employee uses comp time for the remaining scheduled hours for that specific day. To enter comp time taken enter **1:00pm in the IN Time Entry field** and enter **5:00pm in the OUT Time Entry field**.

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



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

8 August - 14 August 2021
Weekly
Scheduled 40.00 | Reported 40.00 Hours

View Legend Clear Save for Later Submit

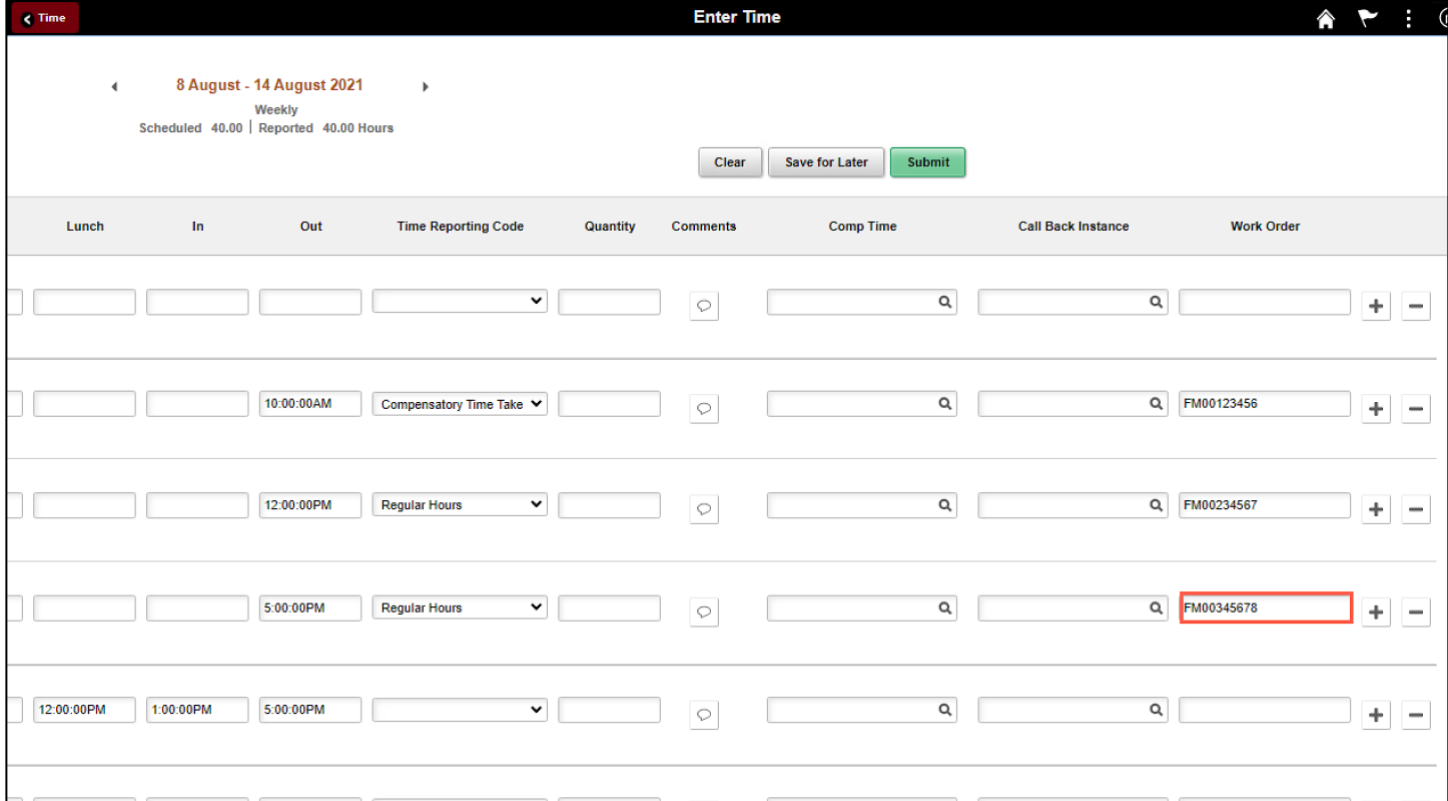
Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time
08 Sunday Aug Reported 0.00 / Scheduled OFF								
09 Monday Aug Reported 8.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Compensatory Time Take			
	10:00:01AM			12:00:00PM	Regular Hours			
	1:00:00PM			5:00:00PM				
10 Tuesday Aug Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
11 Wednesday	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

University of South Carolina Time and Labor - ESS Use Comp Time on a Punch Timesheet for Multiple Work Orders

Step 16: 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

8 August - 14 August 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	Compensatory Time Take					FM00123456
		12:00:00PM	Regular Hours					FM00234567
		5:00:00PM	Regular Hours					FM00345678
12:00:00PM	1:00:00PM	5:00:00PM						
12:00:00PM	1:00:00PM	5:00:00PM						

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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.

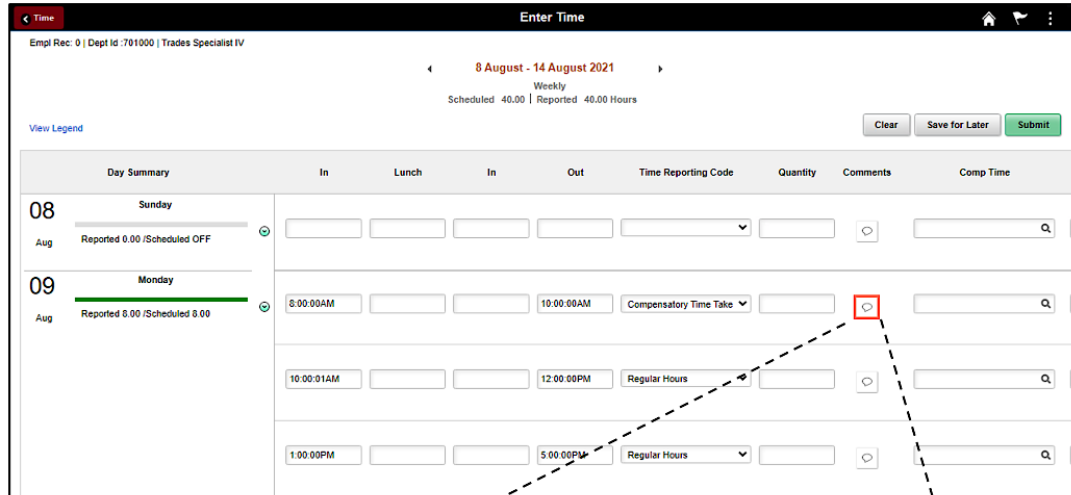
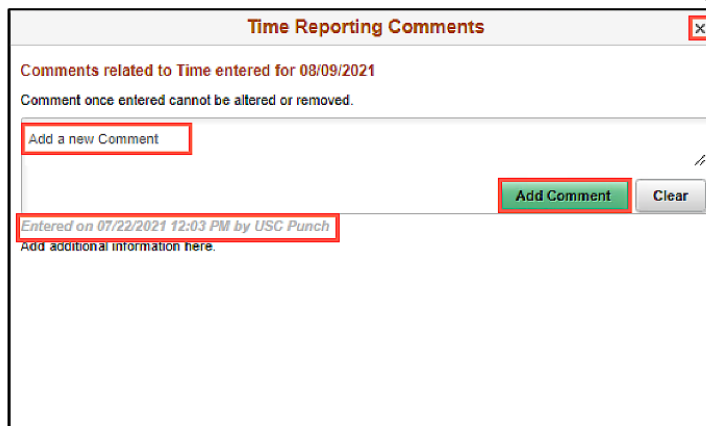
Step 18/Optional: Click the **Comments** button.

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

Step 19: Click in the **Comment** field and enter a comment applicable to the time entered.

Step 20: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

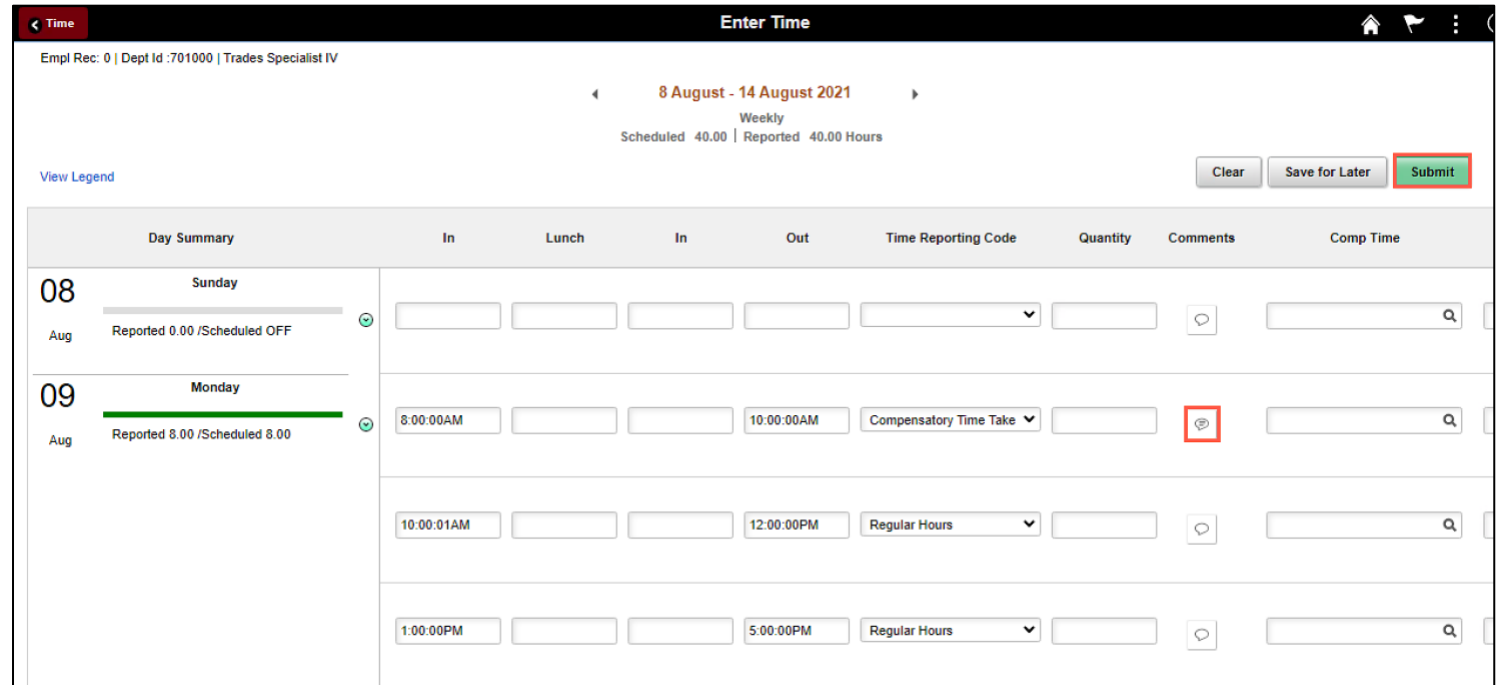
Step 21: Click the **X** to close the Time Reporting Comments page.

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

Step 22: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.




Time | Enter Time

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

8 August - 14 August 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
08 Sunday Aug Reported 0.00 /Scheduled OFF								
09 Monday Aug Reported 8.00 /Scheduled 8.00	8:00:00AM			10:00:00AM	Compensatory Time Take			
	10:00:01AM			12:00:00PM	Regular Hours			
	1:00:00PM			5:00:00PM	Regular Hours			

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Use Comp Time on a Punch Timesheet for Multiple Work Orders

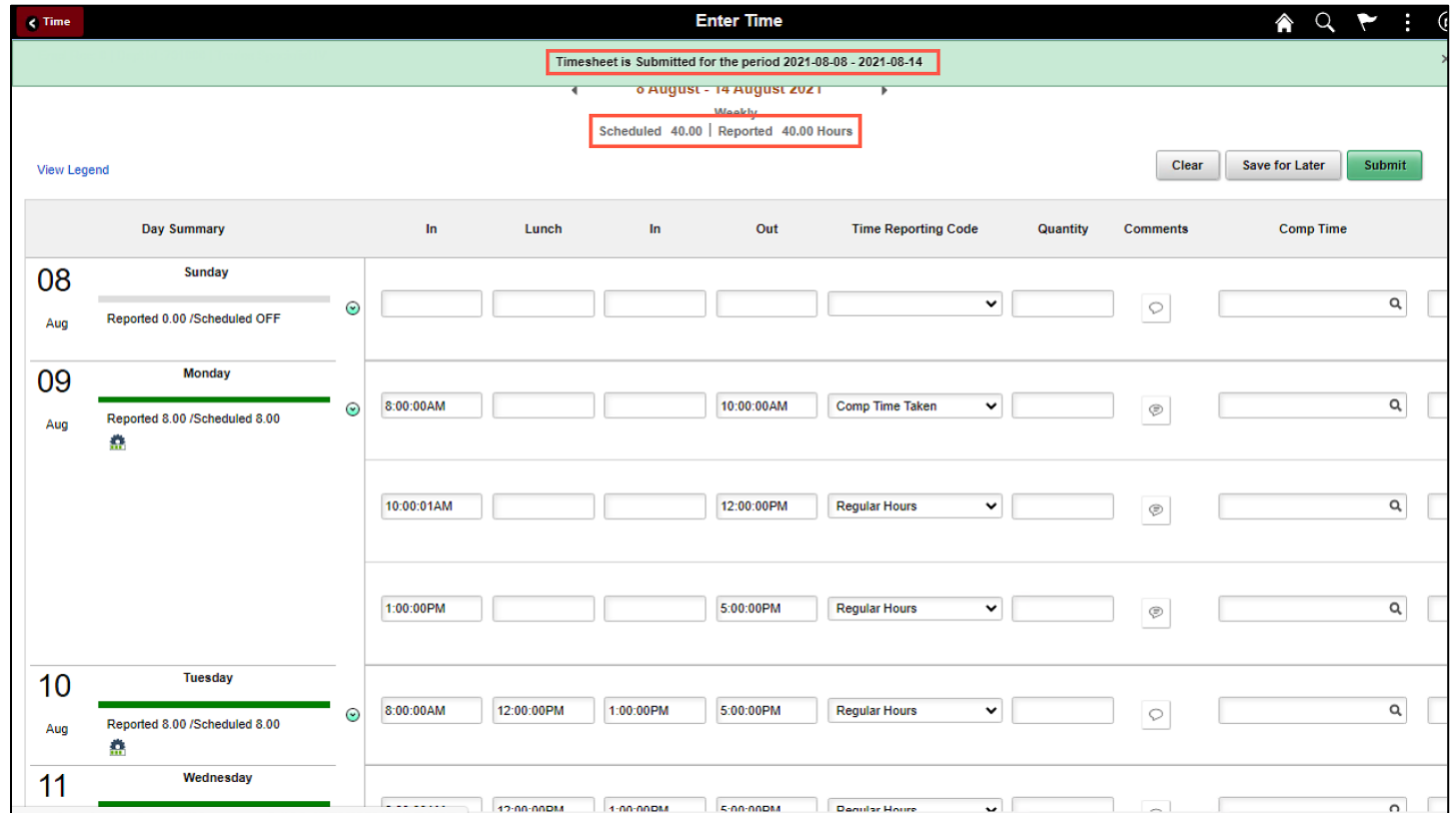
The timesheet will not submit when:

- 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 your supervisor.

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 2021-08-08 - 2021-08-14

August - 14 August 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
08 Sunday Aug Reported 0.00 /Scheduled OFF								
09 Monday Aug Reported 8.00 /Scheduled 8.00	8:00:00AM			10:00:00AM	Comp Time Taken			
	10:00:01AM			12:00:00PM	Regular Hours			
	1:00:00PM			5:00:00PM	Regular Hours			
10 Tuesday Aug Reported 8.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	Regular Hours			
11 Wednesday								


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Step 23: When submitted, the **Pending Approvals** icon appears 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:

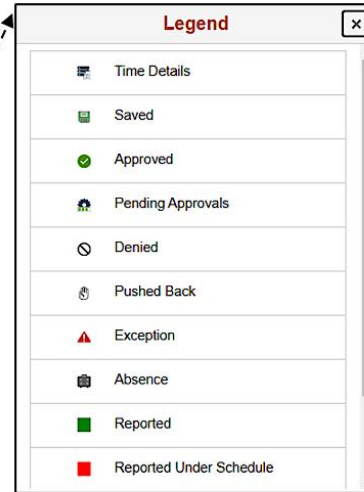
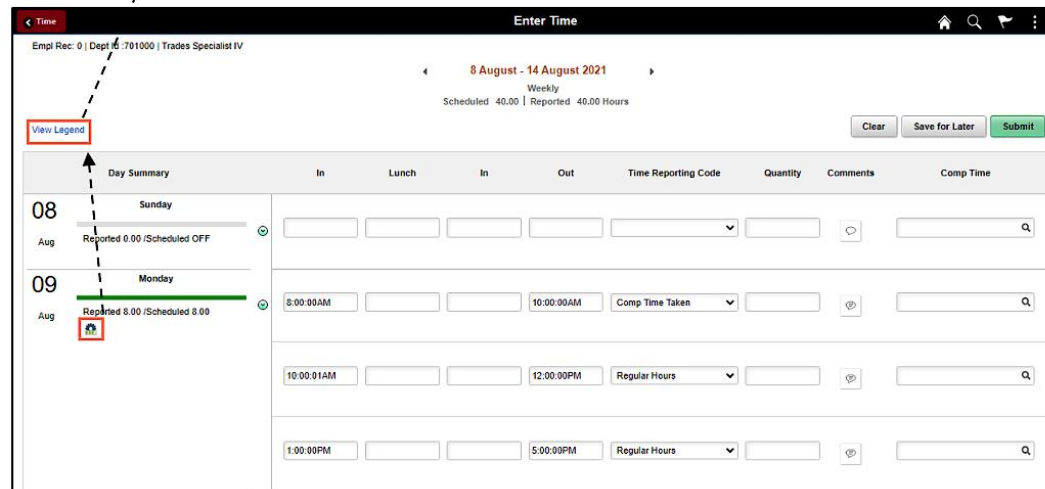
 The user has an exception that needs to be fixed before submitting the timesheet.

 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 use comp time on a punch timesheet for multiple work orders.

Enter Time

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

8 August - 14 August 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
08 Sunday Aug Reported 0.00 / Scheduled OFF								
09 Monday Aug Reported 8.00 / Scheduled 8.00	5:00:00AM			10:00:00AM	Comp Time Taken			
	10:00:01AM			12:00:00PM	Regular Hours			
	1:00:00PM			5:00:00PM	Regular Hours			