

**University of South Carolina
Time and Labor – MSS
Use Holiday Comp Time on a Timesheet on Behalf of
Salary Non-Exempt Employee**

How to use holiday comp time on a timesheet on behalf of a salary non-exempt employee:

This job aid outlines how a manager can use holiday comp time on a timesheet on behalf of a salary non-exempt employee. 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.

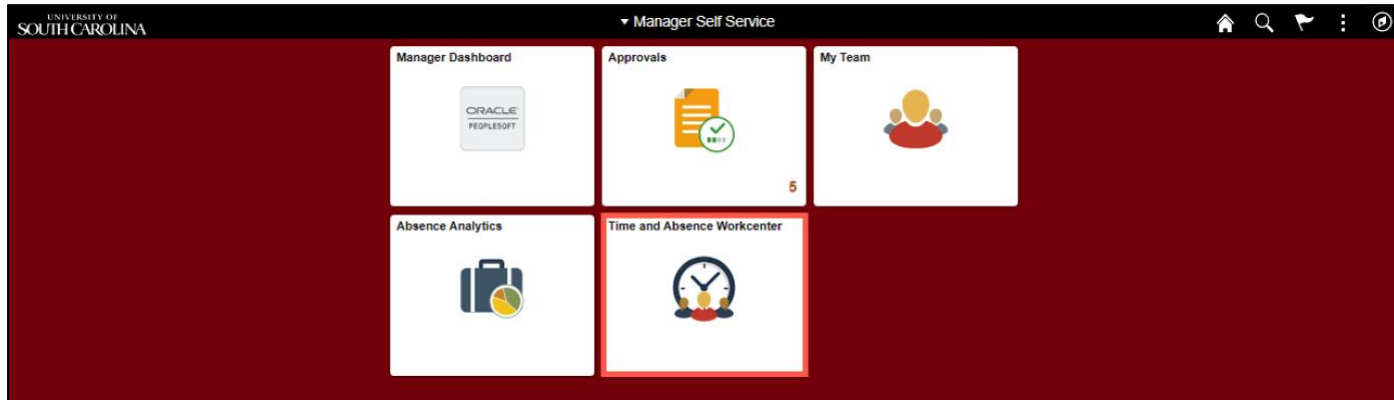
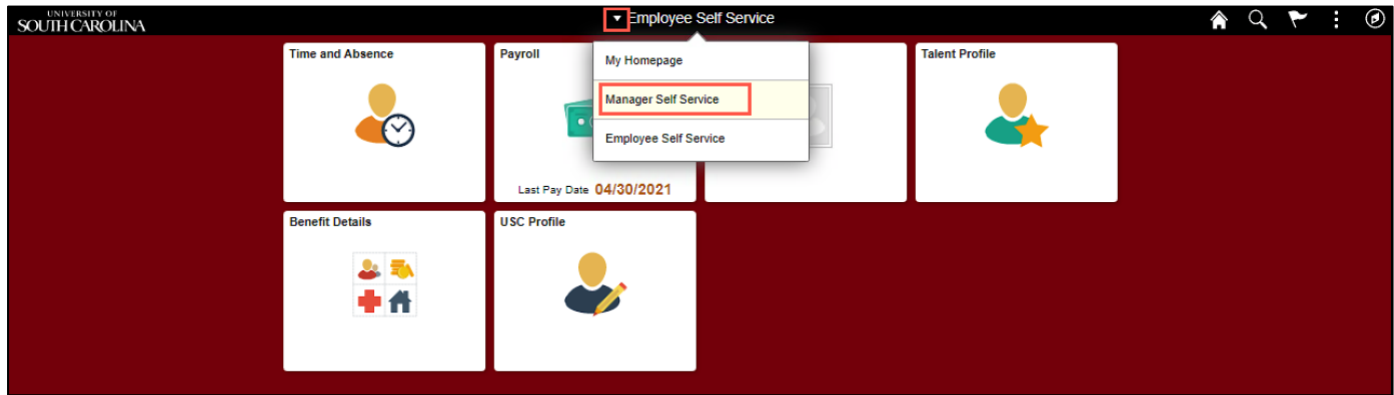
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

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

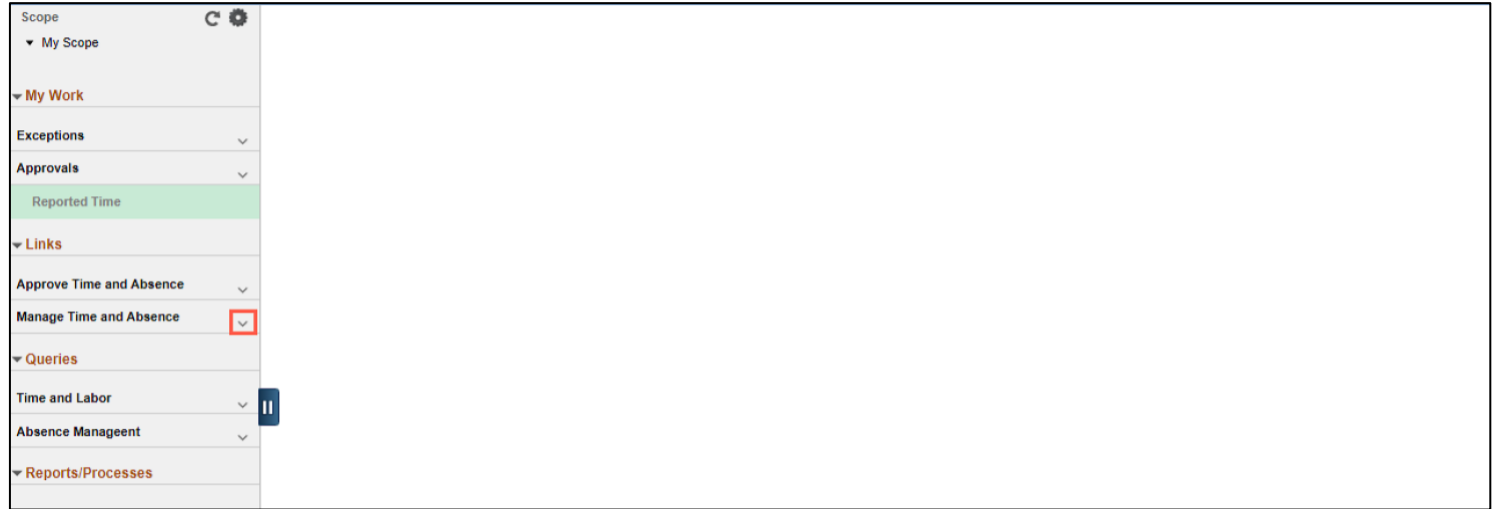


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Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

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.



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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.

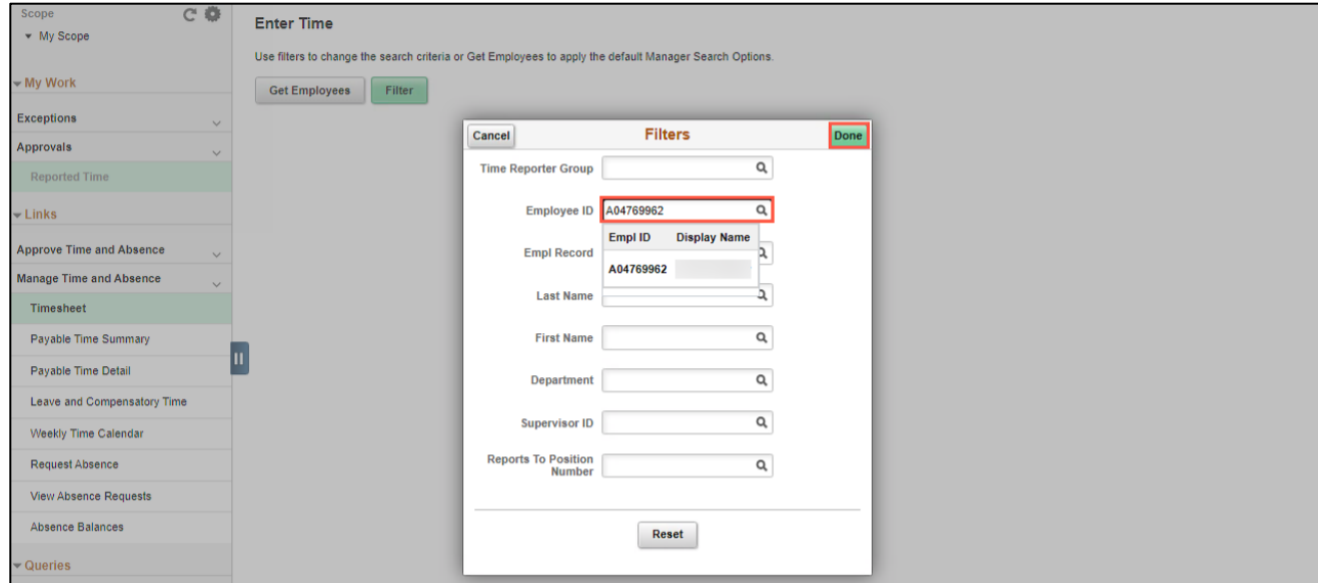


The screenshot displays the 'Enter Time' interface. On the left, a navigation menu includes options like 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Reported Time', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', and 'Timesheet'. The 'Timesheet' option is highlighted with a red border. The main content area is titled 'Enter Time' and contains the instruction: 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this instruction are two buttons: 'Get Employees' and 'Filter'. The 'Filter' button is highlighted with a red border.

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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.



The screenshot shows the 'Enter Time' interface. On the left is a navigation menu with options like 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Reported Time', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Timesheet', 'Payable Time Summary', 'Payable Time Detail', 'Leave and Compensatory Time', 'Weekly Time Calendar', 'Request Absence', 'View Absence Requests', 'Absence Balances', and 'Queries'. The 'Timesheet' option is highlighted. The main area is titled 'Enter Time' and contains a 'Get Employees' button and a 'Filter' button. A 'Filters' modal is open, showing search criteria: 'Time Reporter Group', 'Employee ID' (with 'A04769962' entered and highlighted in red), 'Empl Record' (with 'A04769962' and a dropdown arrow), 'Last Name', 'First Name', 'Department', 'Supervisor ID', and 'Reports To Position Number'. A 'Reset' button is at the bottom of the modal.

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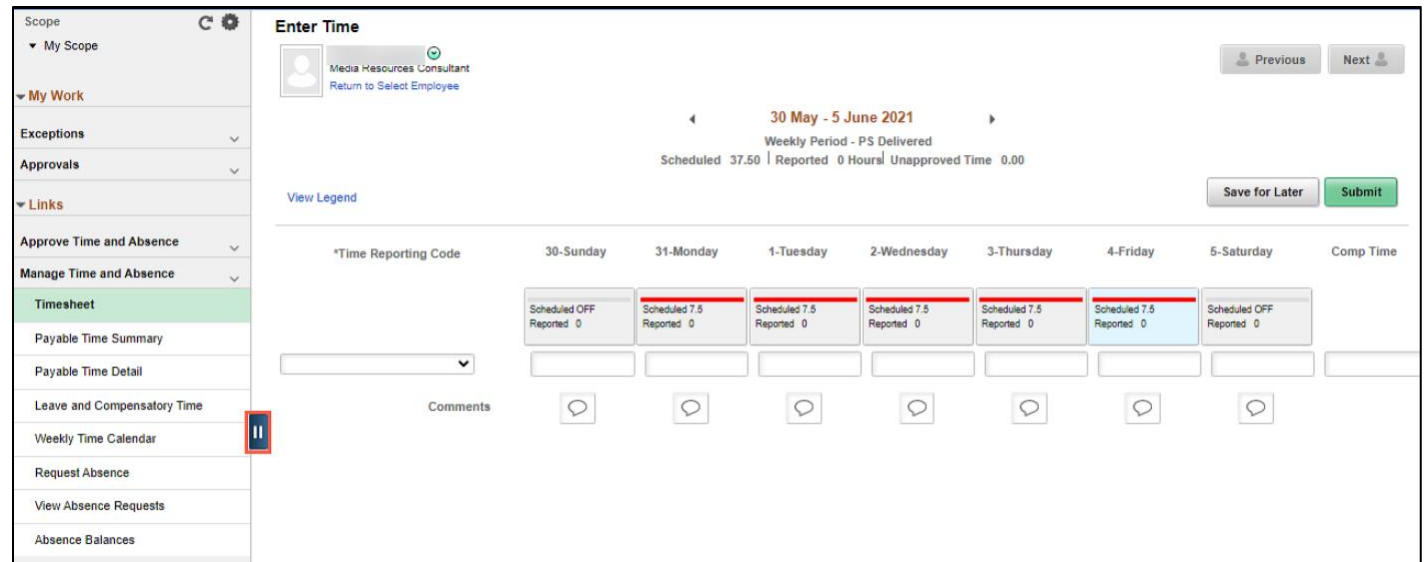
Use Holiday Comp Time on a Timesheet on Behalf of Salary Non-Exempt Employee

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



The screenshot shows the 'Enter Time' interface. On the left is a navigation menu with options like 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Reported Time', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', and 'Timesheet'. The main area is titled 'Enter Time' and contains a 'Select Employee' dropdown. Below this, a table lists employees with columns for 'Name/Title', 'Exceptions', and 'Hours to be Approved'. The row for 'Media Resources Consultant' is highlighted in yellow and has a red border around it, indicating it is the selected employee.

Step 9: Click the **Expand Page** icon to see a full view of the Enter Time page. This will reduce the amount of scrolling you will have to do to complete the task.



The screenshot shows the expanded 'Enter Time' page. The left navigation menu is now fully visible, including 'Payable Time Summary', 'Payable Time Detail', 'Leave and Compensatory Time', 'Weekly Time Calendar', 'Request Absence', 'View Absence Requests', and 'Absence Balances'. The 'Weekly Time Calendar' option is highlighted with a blue bar and a double-line icon. The main area displays the 'Enter Time' page for the selected employee, 'Media Resources Consultant'. It shows a weekly calendar for the period '30 May - 5 June 2021' with a 'Weekly Period - PS Delivered'. The calendar grid shows scheduled time (7.5 hours) and reported time (0 hours) for each day from Sunday to Saturday. There are 'Save for Later' and 'Submit' buttons at the top right.

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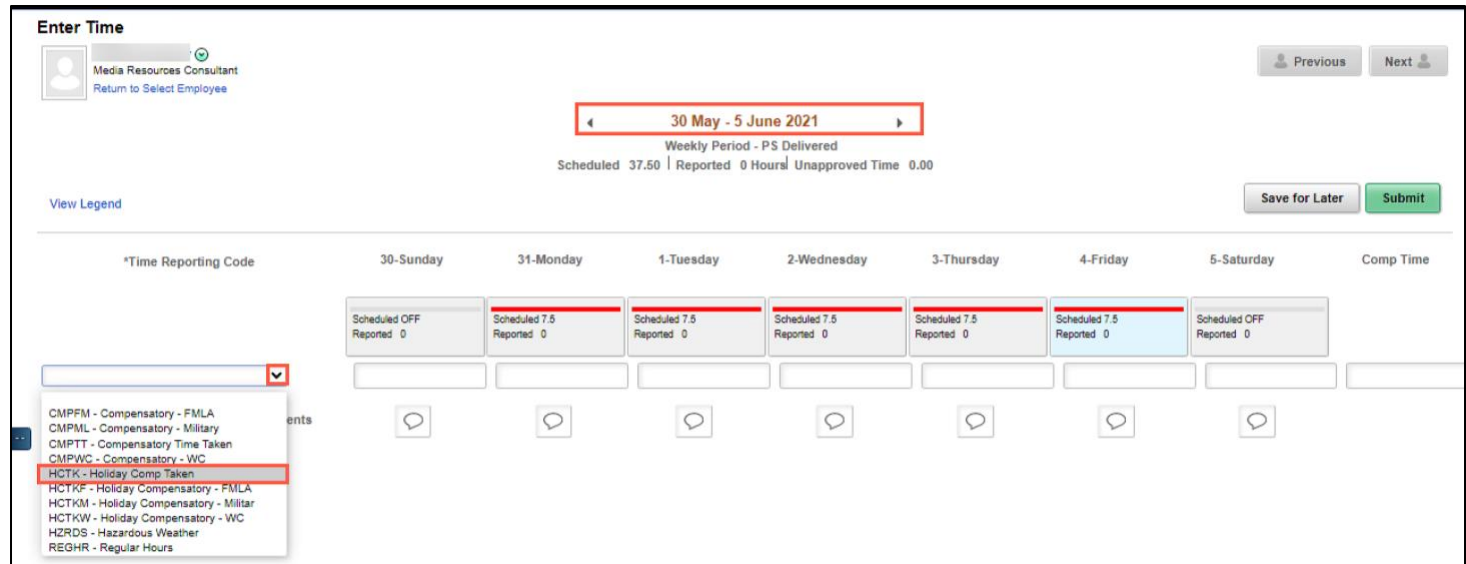
You can go back to enter timesheets 60 days prior to the current day on behalf of an employee.

In this scenario the employee has earned holiday comp time and has received verbal approval to utilize 4 hours on 6/1/2021. As the manager, you can enter time on behalf of employees in your area.

Step 10: Be sure to select the correct timesheet for the work week. 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.



Enter Time

Media Resources Consultant
Return to Select Employee

30 May - 5 June 2021
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours | Unapproved Time 0.00

View Legend

Save for Later Submit

| *Time Reporting Code | 30-Sunday | 31-Monday | 1-Tuesday | 2-Wednesday | 3-Thursday | 4-Friday | 5-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 | |
| | | | | | | | | |
| | | | | | | | | |

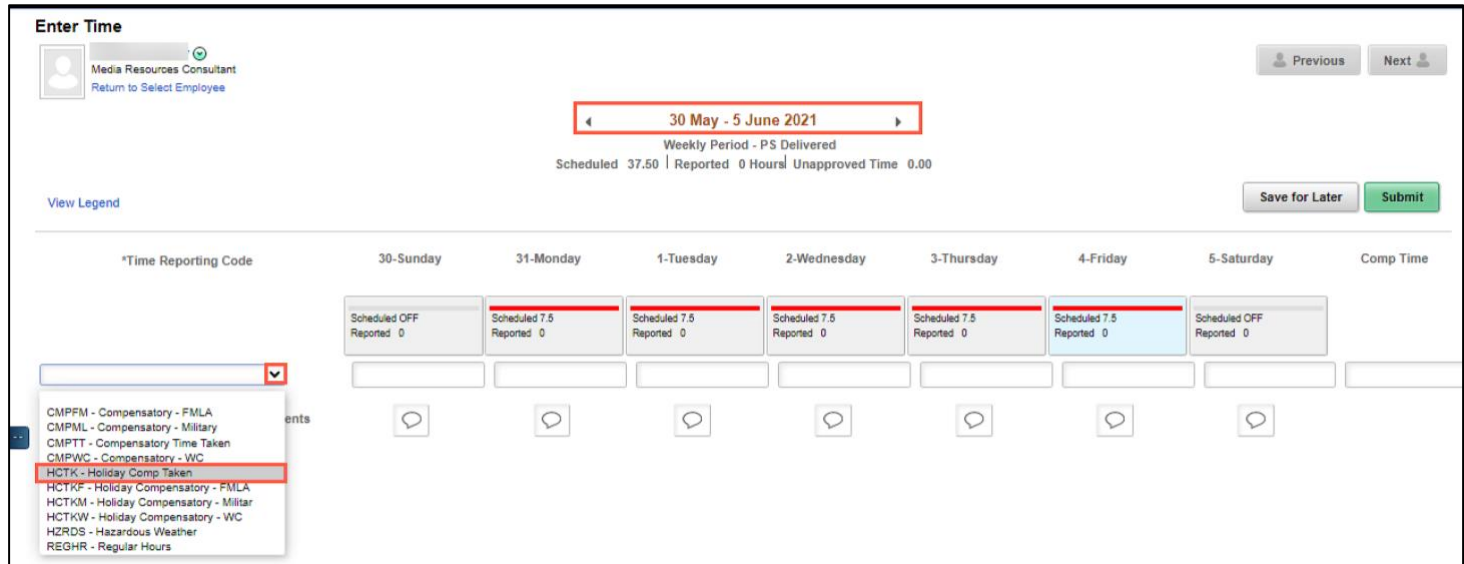
...ents
 CMPFM - Compensatory - FMLA
 CMPML - Compensatory - Military
 CMPPT - Compensatory Time Taken
 CMPWC - Compensatory - WC
HCTK - Holiday Comp Taken
 HCTKF - Holiday Compensatory - FMLA
 HCTKM - Holiday Compensatory - Militar
 HCTKW - Holiday Compensatory - WC
 HZRDS - Hazardous Weather
 REGHR - Regular Hours

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Step 11: To use holiday comp time, click the **Time Reporting Code** drop-down arrow and select **HCTK – Holiday Comp Taken**. Be sure to select the appropriate holiday comp time option from the drop-down list.

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)



Enter Time

Media Resources Consultant
Return to Select Employee

30 May - 5 June 2021
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours | Unapproved Time 0.00

View Legend

Save for Later Submit


| *Time Reporting Code | 30-Sunday | 31-Monday | 1-Tuesday | 2-Wednesday | 3-Thursday | 4-Friday | 5-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 | |
| | | | | | | | | |
| | | | | | | | | |

CMPFM - Compensatory - FMLA
 CMPLML - Compensatory - Military
 CMPPTT - Compensatory Time Taken
 CMPWC - Compensatory - WC
HCTK - Holiday Comp Taken
 HCTKF - Holiday Compensatory - FMLA
 HCTKM - Holiday Compensatory - Militar
 HCTKW - Holiday Compensatory - WC
 HZRDS - Hazardous Weather
 REGHR - Regular Hours

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Step 12: Click in the **Time Entry** field and enter the number of holiday comp time hours you would like to use.

Enter Time

 Media Resources Consultant
[Return to Select Employee](#)

[Previous](#) [Next](#)

◀ 30 May - 5 June 2021 ▶

Weekly Period - PS Delivered

Scheduled 37.50 | Reported 0 Hours | Unapproved Time 0.00

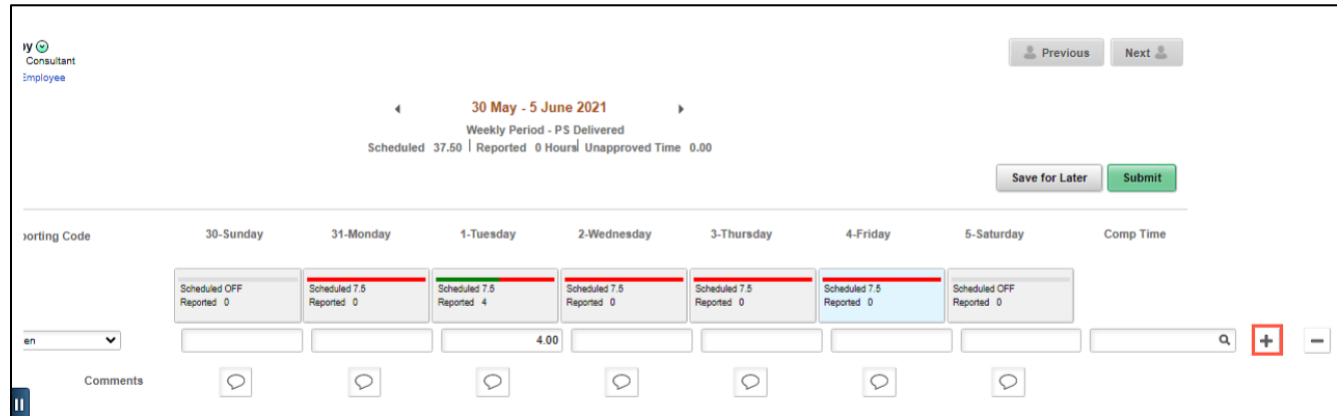
[View Legend](#)

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

| *Time Reporting Code | 30-Sunday | 31-Monday | 1-Tuesday | 2-Wednesday | 3-Thursday | 4-Friday | 5-Saturday | Comp Time |
|---------------------------|-----------------------------|-----------------------------|--|-----------------------------|-----------------------------|-----------------------------|-----------------------------|----------------------|
| | Scheduled OFF Reported 0 | Scheduled 7.5 Reported 0 | Scheduled 7.5 Reported 4 | Scheduled 7.5 Reported 0 | Scheduled 7.5 Reported 0 | Scheduled 7.5 Reported 0 | Scheduled OFF Reported 0 | |
| HCTK - Holiday Comp Taken | <input type="text"/> | <input type="text"/> | <input style="border: 2px solid red;" type="text" value="4.00"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Comments | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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Step 13: To complete the timesheet for the work week, scroll to the right and click the + (plus) button to add an additional line.



Employee: Consultant Employee

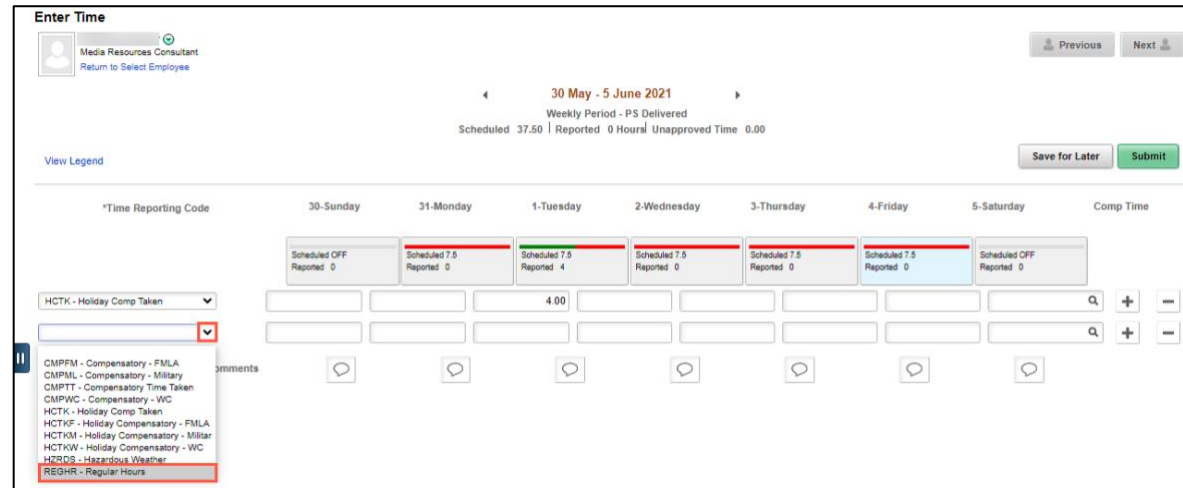
Period: 30 May - 5 June 2021
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours | Unapproved Time 0.00

Buttons: Previous, Next, Save for Later, Submit

| Sorting Code | 30-Sunday | 31-Monday | 1-Tuesday | 2-Wednesday | 3-Thursday | 4-Friday | 5-Saturday | Comp Time |
|--------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------|
| en | Scheduled OFF Reported 0 | Scheduled 7.5 Reported 0 | Scheduled 7.5 Reported 4 | Scheduled 7.5 Reported 0 | Scheduled 7.5 Reported 0 | Scheduled 7.5 Reported 0 | Scheduled OFF Reported 0 | |
| | | | 4.00 | | | | | |
| Comments | | | | | | | | |

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

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



Employee: Media Resources Consultant

Period: 30 May - 5 June 2021
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours | Unapproved Time 0.00

Buttons: Previous, Next, Save for Later, Submit

View Legend

| *Time Reporting Code | 30-Sunday | 31-Monday | 1-Tuesday | 2-Wednesday | 3-Thursday | 4-Friday | 5-Saturday | Comp Time |
|---------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------|
| HCTK - Holiday Comp Taken | Scheduled OFF Reported 0 | Scheduled 7.5 Reported 0 | Scheduled 7.5 Reported 4 | Scheduled 7.5 Reported 0 | Scheduled 7.5 Reported 0 | Scheduled 7.5 Reported 0 | Scheduled OFF Reported 0 | |
| | | | 4.00 | | | | | |
| 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
- HZBDS - Hazardous Weather
- REGHR - Regular Hours**

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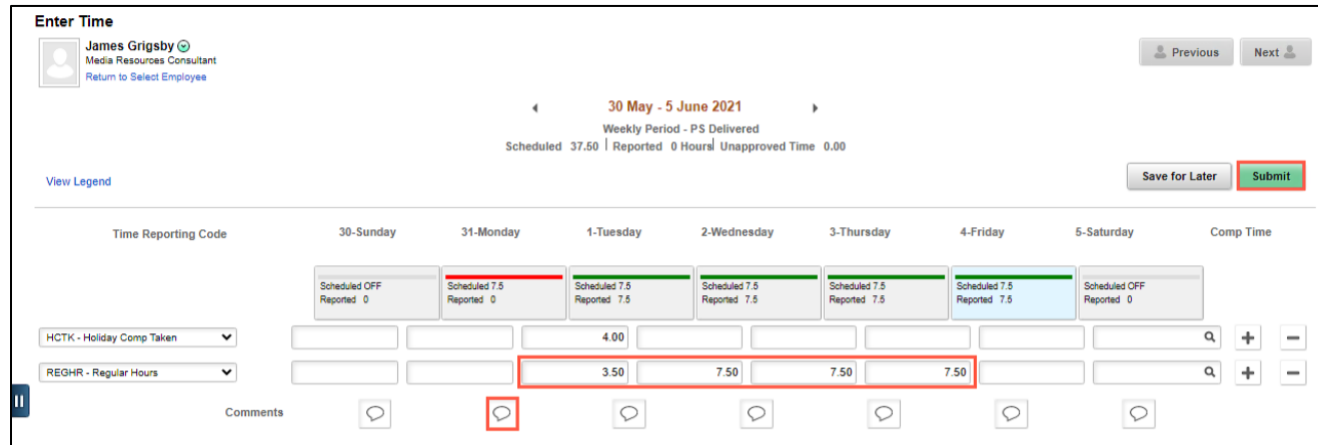
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Step 16: Click in the **Time Entry** field and enter hours worked for each day.

Step 17/Optional: Click the **Comment** icon to provide additional information.

Step 18: Click the **Submit** button to submit the timesheet for approval.

Step 19: 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.



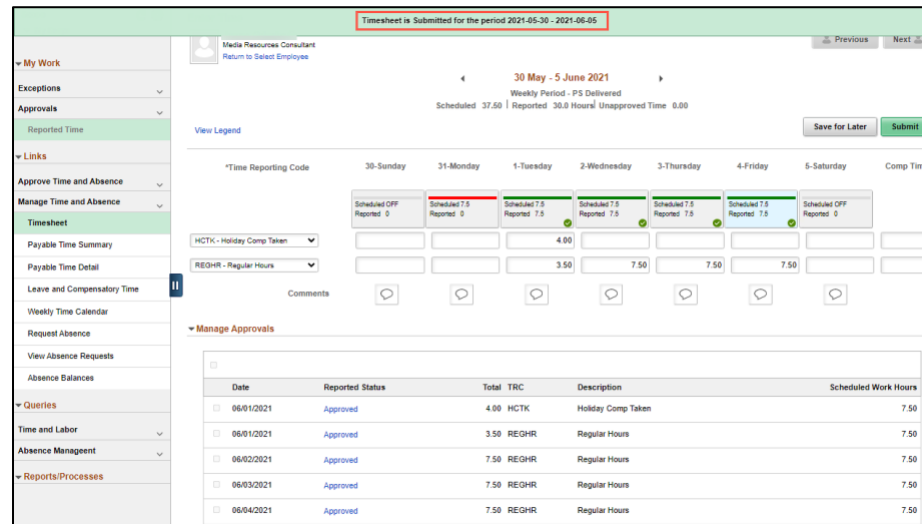
Enter Time
James Grigsby
Media Resources Consultant
Return to Select Employee

30 May - 5 June 2021
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hour Unapproved Time 0.00

Save for Later Submit

| Time Reporting Code | 30-Sunday | 31-Monday | 1-Tuesday | 2-Wednesday | 3-Thursday | 4-Friday | 5-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 | |
| HCTK - Holiday Comp Taken | | | 4.00 | | | | | |
| REGHR - Regular Hours | | | 3.50 | 7.50 | 7.50 | 7.50 | | |

Comments



Timesheet is Submitted for the period 2021-05-30 - 2021-06-05

30 May - 5 June 2021
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 38.0 Hour Unapproved Time 0.00

Save for Later Submit

| *Time Reporting Code | 30-Sunday | 31-Monday | 1-Tuesday | 2-Wednesday | 3-Thursday | 4-Friday | 5-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 | |
| HCTK - Holiday Comp Taken | | | 4.00 | | | | | |
| REGHR - Regular Hours | | | 3.50 | 7.50 | 7.50 | 7.50 | | |

Manage Approvals

| Date | Reported Status | Total | TRC | Description | Scheduled Work Hours |
|------------|-----------------|-------|-------|--------------------|----------------------|
| 06/01/2021 | Approved | 4.00 | HCTK | Holiday Comp Taken | 7.50 |
| 06/01/2021 | Approved | 3.50 | REGHR | Regular Hours | 7.50 |
| 06/02/2021 | Approved | 7.50 | REGHR | Regular Hours | 7.50 |
| 06/03/2021 | Approved | 7.50 | REGHR | Regular Hours | 7.50 |
| 06/04/2021 | Approved | 7.50 | REGHR | Regular Hours | 7.50 |

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Step 20: Notice the time for each day is automatically approved at submission. When time is entered by a manager on behalf of an employee, additional approval is not required.

- Scope
- ▼ My Scope
- ▼ My Work
- Exceptions
- Approvals
- Reported Time
- ▼ Links
- Approve Time and Absence
- Manage Time and Absence
- Timesheet**
- Payable Time Summary
- Payable Time Detail
- Leave and Compensatory Time
- Weekly Time Calendar
- Request Absence
- View Absence Requests
- Absence Balances
- ▼ Queries
- Time and Labor
- Absence Management
- ▼ Reports/Processes

Enter Time
Media Resources Consultant
[Return to Select Employee](#)
Previous Next

30 May - 5 June 2021

Weekly Period - PS Delivered

Scheduled 37.50 | Reported 30.0 Hour | Unapproved Time 0.00

Save for Later
Submit

[View Legend](#)

| *Time Reporting Code | 30-Sunday | 31-Monday | 1-Tuesday | 2-Wednesday | 3-Thursday | 4-Friday | 5-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 | |
| HCTK - Holiday Comp Taken | | | 4.00 | | | | | |
| REGHR - Regular Hours | | | 3.50 | 7.50 | 7.50 | 7.50 | | |
| Comments | | | | | | | | |

▼ **Manage Approvals**





| Date | Reported Status | Total | TRC | Description | Scheduled Work Hours |
|------------|-----------------|-------|-------|--------------------|----------------------|
| 06/01/2021 | Approved | 4.00 | HCTK | Holiday Comp Taken | 7.50 |
| 06/01/2021 | Approved | 3.50 | REGHR | Regular Hours | 7.50 |
| 06/02/2021 | Approved | 7.50 | REGHR | Regular Hours | 7.50 |
| 06/03/2021 | Approved | 7.50 | REGHR | Regular Hours | 7.50 |
| 06/04/2021 | Approved | 7.50 | REGHR | Regular Hours | 7.50 |

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Step 21: 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 use holiday comp time 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

Manager Self Service
Enter Time


 Media Resources Consultant
[Return to Select Employee](#)

30 May - 5 June 2021
 Weekly Period - PS Delivered
 Scheduled 37.50 | Reported 30.0 Hour | Unapproved Time 0.00

Previous Next

View Legend

| *Time Reporting Code | 30-Sunday | 31-Monday | 1-Tuesday | 2-Wednesday | 3-Thursday | 4-Friday | 5-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 | |
| | | | 4.00 | | | | | |
| | | | 3.50 | 7.50 | 7.50 | 7.50 | | |

HCTK - Holiday Comp Taken
 REGHR - Regular Hours

Comments