# Earn Comp Time on a Timesheet on Behalf of Salary Non-Exempt Employee

**Navigation:** Employee Self Service > My Workplace > Time and Absence Workcenter

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <strong>Choose Other Homepages</strong> drop-down arrow and select <strong>My Workplace</strong> from the list.</td>
<td><img src="image1.png" alt="Screenshot 1" /></td>
</tr>
<tr>
<td><strong>Step 2:</strong> Click the <strong>Time and Absence Workcenter</strong> tile.</td>
<td><img src="image2.png" alt="Screenshot 2" /></td>
</tr>
</tbody>
</table>

This job aid outlines how a TL/ABS Approver can earn comp time on a timesheet on behalf of a salary non-exempt employee. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.
**Time and Absence Workcenter**

provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers 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.*
Step 4: Click the **Timesheet** option from the list.

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

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.
In this scenario the salary non-exempt employee worked extra hours 5/24/21. The employee forgot to enter their time worked and the week has now passed. As the TL/ABS Approver, you can enter time on behalf of employees in your area.

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

**Note:** If an Absence has been requested, it is not editable on the timesheet. Scroll to the right and click the plus + button to add another Time Reporting Code row.

**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.

**Step 11:** Click the **Time Reporting Code** drop-down arrow and select **REGHR – Regular Hours**.
Step 12: Click in the Time Entry field and enter hours worked for each day.

To earn comp time, the hours entered under REGHR will need to be more than 40.
**Step 13:** To earn comp time for the extra hours worked, click the **Comp Time Lookup** button.

**Step 14:** Select **Comp Time** from the list.
Step 15: Notice COMPTIME is now populated in the Comp Time field.

Step 16: The timesheet is complete. Click the Submit button to submit the timesheet for approval.
Step 17: 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.
Step 18: Notice the time for each day is automatically approved at submission. When time is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required.
Step 19: When submitted, the Approved icon appears for the days time 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 earn comp time on a timesheet on behalf of a salary non-exempt employee.