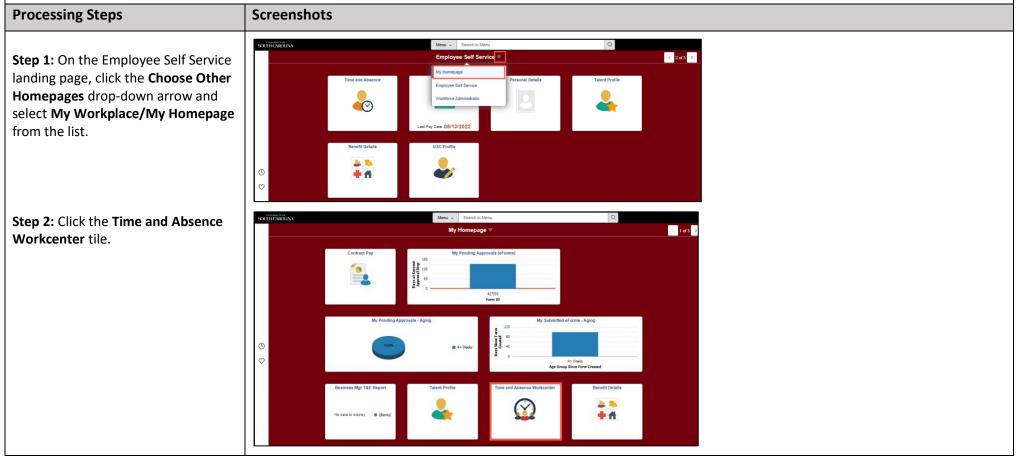


How to earn comp time and request holiday comp payout on an elapsed timesheet with work order field:

This job aid outlines how a TL/ABS Approver can earn comp time and request holiday comp payout on an elapsed timesheet with a work order field on behalf of an 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.

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





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Time and Absence Workcenter				
	Manager Self Service		Pending Approvals	ଳ ଦ ଦ : Ø
provides a central area to access the	Scope C 😳			
most used time and absence related	• Wy Scope			
activities. It enables TL/ABS	✓ My Work	All Reported Time	Quantity for Approval 22.50 Hours	2 rows Routed
Approvers to access various pages	Exceptions		04/25/2022 - 04/29/2022	05/10/2022
and keep multiple windows open	Approvals ~	Reported Time	Quantity for Approval 37.50 Hours 05/02/2022 - 05/06/2022	Routed > 05/10/2022
while doing their daily work.	Reported Time 2			
, , , , , , , , , , , , , , , , , , ,	✓ Links			
The activities provided within the	Approve Time and Absence			
Time and Absence Workcenter	Manage Time and Absence			
include Approving, Reporting,	Absence Processing 🗸 🗸			
viewing time and absence related	✓ Queries	"		
transactions, queries and reports.	Time and Labor			
transactions, queries and reports.	Absence Management			
Stop 2. Click the Manage Time and				
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. 	C tanage self serve Immosheet Scope • Wy Scope • Wy Scope • Wy Work Exceptions Approvals • C tanks Approvals • C tanks Approve Time and Absence • Payable Time Detail Leave and Compensatory Time Weekly Time Calendar New Absence Requests Veekly Time Calendar New Absence Requests
	Cancel Absences



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.	C My Homepage Timesheet Scope C O My Scope Enter Time Use filters to change the search criteria or Get Employees to apply the default Manager Search Options. My Work Get Employees Exceptions	∆ : ⊘
Step 7: Click Done to move on to the Enter Time page.	Approvals Links Approve Time and Absence Manage Time and Absence Timesheet Payable Time Detail Leave and Compensatory Time Weekly Time Calendar Weekly Time Calendar Weekly Time Calendar View Absence View Absence View Absence	
Step 8: Click the Employee Name/Tile line to view the Enter Time page.	Absence Balances Cancel Absences Absence Processing Leve Donations Extended Absences	A : ⊘ 1row 11



For this example, the employee worked just one work order for the week of July 4 – July 10. As the TL/ABS Approver, you can enter time on behalf of employees in your area.

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

Notice the holiday is highlight in yellow and under the View Legend link the holiday date and name is spelled out in bold.

<u>Note</u>: If an Absence has been requested, it will appear on the timesheet as a view only row and is not editable on the timesheet. To add another Time Reporting Code row, scroll to the right and click the plus + button.

Step 10: Begin by Clicking the **Time Reporting Code** drop-down arrow. You can only have one TRC per line.

Step 11: Select REGHR – Regular Hours.

View Legend Holiday(s): 07/04/2022 - Independence	e Day			scheduled 37.50	Reported 0 Hours			Save	for Later Submit
*Time Reporting Cod	le	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-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	
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Step 12: On this first line, click in the Time Entry field and enter hours worked for each day that is not a holiday.	Empl Rec: 0 FTE Active(63 View Legend Holiday(5): 07/04/2022 - II	1010/Carpenter / Renovation S	ipec,		1	9 July 2022 Weekly Reported 0 Hours			Sav	re for Later Submit
This week the employee worked a	*Time Re	porting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
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hours added to their comp balance.	REGHR - Regular Hours	~				10.00	10.00	7.50	7.50	
		Comments	\bigcirc	\bigcirc	\bigcirc	\bigcirc	Q	\bigcirc	\bigcirc	
To earn comp time, the hours entered will need to be more than the scheduled hours. Step 13: To earn comp time for the extra hours worked, scroll to the	s, 3-Sunday	∢ 4-Monday	3 July - 9 July Week) Scheduled 37.50 Rep 5-Tuesday	У	7-Thursday	8-Friday	9-Saturday	for Later Submit	Work Order	
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Lookup button.			10.00	10.00	7.50	7.50			Q	+ -
	\bigcirc	\bigcirc	\bigcirc	0	0	Q	0			



University of South Carolina Time and Labor – TL/ABS Approver Earn Comp Time and Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field on Behalf of an Employee

Step 14: Click to select Comp Time from the list. Image: Click to select Comp Time from the list. Note: Comp Time will need to be added to every line added to the timesheet. Image: Click to select Comp Time field. Notice COMPTIME is now populated in the Comp Time field. Image: Click to the Work Order field and enter the order number that corresponds with the hours worked for the first line.	from the list. Note: Comp Time will need to be added to every line added to the timesheet. Notice COMPTIME is now populated in the Comp Time field. Image: Starting Start	from the list. Image: Comp Time will need to be added to the timesheet. Note: Comp Time will need to be added to the timesheet. Image: Comp Time will need to be added to the timesheet. Notice COMPTIME is now populated in the Comp Time field. Image: Comp Time field. Step 15: Click in the Work Order field and enter the order number that corresponds with the hours worked for the first line. Image: Comp Time field.	from the list. Note: Comp Time will need to be added to every line added to the	Scheduled OFF	4-Monday	aarch for: Comp Time Search Criteria Fearch Results Comp Time COMPTIME		Description \Diamond				2 rows	
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Step 16: To enter the hours worked on the holiday, click the Plus (+) button to add a second line.			3 July - 9 July Weekly Scheduled 37.50 Repo				Save fo	or Later Submit		
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tep 17: Scroll back to the left to enter ime worked on the holiday. Click the	Empl Rec: 0/FTE/Active	e 631010 Carpenter / Renovatio	n Spec,		1	Weekly	>			
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Step 19: Click in the Time Entry field and enter hours worked for each day.	Empl Rec: 0 FTE Activ View Legend Holiday(s): 07/04/202	e 631010 Carpenter / Renovatio	n Spec,			V - 9 July 2022 Weekly 50 Reported 0 Hours				Save for Later Submit
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	REGHR - Regular Hours					10.00	0.00	7.50	7.50	COMPTIME
	REGHR - Regular Hours	✓ Commer	ts 🛇	 [\$\	7.50	 [\$\	 [\$\	 [\$\	 ₽	
Step 20: To request a payout for the hours worked on the holiday, scroll to the right and click the Look up Comp button.	3-Sunday	∢ 4.Monday	3 July - 9 Ju Week Scheduled 37.50 Re 5-Tuesday	ly	7.Thursday	8-Friday	Save fo 9-Saturday	r Later Submit	Work Order	
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Step 21: Click to select the Holiday											
			Cancel		L	ookup					•••
Worked Hours Payout (HOLPAYOUT)			Search for: Comp Time Search Criteria								
option from the list.			- Search Results								
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	-										
Notice that HOLPAYOUT is now											
populated in the Comp Time field. This			4 3 July - 9 July								
prompts the system to payout the time			Weekly Scheduled 37.50 Rep								
worked on the holiday.							Si	ave for Later Submit			
worked on the holiday.											
	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time	Work Ore	der	
Step 22: Click in the Work Order field and							- [
enter the order number that corresponds	icheduled OFF leported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0				
with the hours worked on the holiday.			10.00	10.0	7.50	7.5	60	COMPTIME	Q W012345	+	-
with the hours worked on the holiday.			7.50	[]			HOLPAYOUT	Q W012345	+	
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Step 23: The timesheet is complete. Click	Empl Rec: 0 FTE Active 631010 Carpenter / Re	enovation Spec	ec,							
the Submit button to submit the timesheet for approval.					3 July - 9 Jul Week Scheduled 37.50 Rej	ly				
	View Legend Holiday(s): 07/04/2022 - Independence Day									Submit
	Time Reporting Code		3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
			Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
	REGHR - Regular Hours	~			10.00	10.00	7	50 7.50		COMPTIME
	REGHR - Regular Hours	~		7.	50					HOLPAYOUT
	c	Comments		Q	Q	\bigcirc	\bigcirc	\bigcirc	\bigcirc	
Step 24: When you enter time on a holiday, a warning message will appear informing you that the reported date is a holiday. Click the OK button to save the reported time and return to the timesheet.	And a second	novation Spec.	3. Sunday Scheduled OFF Reported 0	4-Monday Solvedies 73 Reported 73	3 July - 9 July 2 Weeky Scheduled 37.50 Report 5-Tuesday Scheding 7.5 Reported 7.8 Reported 10 R	ed 0 Hours 6-Wednesday	7-Thursday Assiste 7.8 gorned 7.5 7.50	Scheduled 7.6 Sche	9-Saturday dulad OFF read 0	Comp Time
	REGHR - Regular Hours V		Date is scheduled as a Holida	ay. Press OK to Save the Repo	Warning – 2022-07-04 is sched rted Time and return to Timeshee OK		to Timesheet page to save o	r change your Reported Time.		HOLPAYOUT



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 a timesheet is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required as indicated by the white check in the green circle.

When submitted, the summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view.

K My Homepage			Enter	Time				<u>ଲ</u> (A : Ø
		Times	neet is Submitted for the p	period 2022-07-03 - 2022	-07-09				×
My Work	Trades Specialist IV Return to Select Employee							🛎 Prev	ious Next 👗
Exceptions			Scheduled 3	3 July - 9 Jul Weekly Period - 8 37.50 Reported 42.5 H		0.00			
Links	View Legend Holiday(s): 07/04/2022 - Independence Day							Save for	Later Submit
Approve Time and Absence 🗸	*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Timesheet		Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
Payable Time Summary Payable Time Detail	REGHR - Regular Hours		7.50		O				HOLPAYOUT
Leave and Compensatory Time	REGHR - Regular Hours			10.00	10.00	7.50	7.50		COMPTIME
Weekly Time Calendar	Comments	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\heartsuit	\bigcirc	
Request Absence View Absence Requests									



