### How to earn comp time on an elapsed timesheet for multiple work orders on behalf of an employee:

This job aid outlines how a TL/ABS Approver can earn comp time on an elapsed timesheet with multiple work orders on an employee’s behalf. 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 > Time and Absence Workcenter

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<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>
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<td><strong>Step 2:</strong> Click the <strong>Time and Absence Workcenter</strong> tile.</td>
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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/Title 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 employee worked extra hours the week of 7/27. 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/Work Order Line#1**: Click the **Time Reporting Code** drop-down arrow.

**Step 12**: Select **REGHR – Regular Hours**.
Step 13: Click in the Time Entry field and enter hours worked for each day. This week you worked a few hours more than your scheduled hours and you would like to have the hours added to your comp balance.
To earn comp time, the hours entered will need to be more than the scheduled hours.

**Step 14:** To earn comp time for the extra hours worked, scroll to the right, and click the **Comp Time** Lookup button.

**Note:** The Comp Time indicator will need to be added to every line added to the timesheet.

**Step 15:** Click to select **Comp Time** from the list.
Notice **COMPTIME** is now populated in the **Comp Time** field.

**Step 16:** Click in the **Work Order** field and enter the order number that corresponds with the hours worked for the first line.

**Step 17:** Click the + (plus) button to add an additional line for the second work order you worked that week.

**Step 18/Work Order Line #2:** Scroll back to the left to enter time worked for the second work order. Click the **Time Reporting Code** drop-down arrow.

**Step 19:** Select **REGHR – Regular Hours.**
Step 20: Click in the Time Entry field and enter hours worked for each day.

Step 21: To earn comp time for the extra hours worked, scroll to the right, and click the Comp Time Lookup button.

Note: Comp Time will need to be added to every line added to the timesheet.
Step 22: Click to select **Comp Time** from the list.

Step 23: Click in the **Work Order** field and enter the order number that corresponds with the hours worked for the second line.

Step 24: Click the + (plus) button to add an additional line for the third work order you worked that week.
Step 25/Work Order Line #3: Scroll back to the left to enter time worked for the third work order. Click the Time Reporting Code drop-down arrow.

Step 26: Select REGHR – Regular Hours.

Step 27: Click in the Time Entry field and enter hours worked for each day.
Step 28: To earn comp time for the extra hours worked, scroll to the right, and click the Comp Time Lookup button.

Note: Comp Time will need to be added to every line added to the timesheet.

Step 29: Click to select Comp Time from the list.
Step 30: Click in the Work Order field and enter the order number that corresponds with the hours worked for the third line.

Note: If you need to enter hours for additional work orders, follow steps 25 through 30.
Step 31: The timesheet is complete. 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 the employee.

When submitted, the summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view. The Reported time reflects the additional hours worked that week.

**Step 32:** 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.
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Step 33: When submitted, the Approval 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 earn comp time on an elapsed timesheet for multiple work orders on behalf of an employee.