How to earn holiday comp time on a timesheet for an exempt employee:
This job aid outlines how an exempt employee can earn holiday comp time on a timesheet. Note exempt employees do not enter daily hours worked on a timesheet. This job aid is for logging hours worked on a university holiday which results in holiday compensatory time.

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<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <strong>Time and Absence</strong> tile.</td>
<td>![Screenshot of Employee Self Service landing page]</td>
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Step 2: Click the Enter Time tile, to enter time on a timesheet.
Step 3: 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 4: Click the Time Reporting Code drop-down arrow. Exempt employees do not report regular hours worked, so the available TRCs are for holiday, hazardous weather, and using holiday comp time.

Step 5: Select HOLEX – Worked on Holiday.

Step 6: Click in the Time Entry field and enter hours worked on the university holiday. For this example, hours worked were entered on May 31, the Memorial Day holiday for UofSC.
You can enter comments about the time entries if you feel additional information is needed.

**Step 7:** Click the **Comments** button.

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

**Step 8:** Click in the **Comment** field and enter a comment applicable to the time entered on the holiday.

**Step 9:** Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

**Step 10:** Click the **X** to close the Time Reporting Comments page.
Notice when a comment has been added to a specific time entry, squiggles appear in the comment bubble.

**Step 11:** The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.
**Step 12:** 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.

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’s inbox.

When submitted, the summary at the top of the page will show the **Scheduled** total and **Reported** total for the pay period in view. As an exempt employee, the only hours you report are those worked on a holiday or hazardous weather.
Step 13: When submitted, the **Pending Approvals** icon appears for the time 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 holiday comp time on a timesheet as an exempt employee.