

How to earn holiday comp time on an elapsed timesheet for multiple work orders:

This job aid outlines how a manager can earn holiday comp time on an elapsed timesheet with multiple work orders on an employee's behalf. A manager can 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 Screenshots**  Employee Self Service SOUTH CAROLINA A Q Step 1: On the Employee Self Service Time and Absence Payrol Talent Profile My Homepage landing page, click the **Choose Other** Manager Self Service Homepages drop-down arrow and Employee Self Service select Manager Self Service from the list. Last Pay Date 04/30/2021 Benefit Details USC Profile Step 2: Click the Time and Absence SOUTH CAROLINA Manager Self Service 🏫 Q 🏲 🗄 Workcenter tile. Manager Dashboard Approval My Team ORACLE EOPLESOF 2 Absence Analytics Time and Absence Workcenter 



#### 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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Scope • My Scope	C 🗘
My Work	
Exceptions	~
Approvals	~
Reported Time	
Links	
Approve Time and Absence	~
Manage Time and Absence	~
Manage Enrollment	~
Time and Labor Processing	~
eave Donations	~
Extended Absences	~
Queries	
Query Manager	
fime and Labor	~
Absence Manageent	~
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Reports/Processes	
Reports	~



Step 4: Click the Timesheet option	Scope C 🔅	Enter Time
from the list.	<ul> <li>My Scope</li> </ul>	Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.
	- My Work	Get Employees Filter
Step 5: To enter time for a specific	Exceptions	Get Employees Friter
	Approvale	
employee, begin by clicking the <b>Filter</b>	Reported Time 2	
button.		
	✓ 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	



	Scope C 🐡						
Step 6: To find a specific	✓ My Scope	Enter Time					
employee, enter their USCID in the		Use filters to change the search criteria	or Get Employees to apply th	e default Manager Search Options.			
Employee ID field. As you begin	✓ My Work	Get Employees Filter					
entering the ID, employee names	Exceptions						
populate below.	Approvals			-			
	Reported Time		Cancel	Filters	Done		
Step 7: Click Done to move on to	→ Links		Time Reporter Group	٩	_		
the Enter Time page.	Approve Time and Absence		Employee ID	A31377 Q	_		
	Manage Time and Absence		Empl Record	Empl ID Display Name	_		
	Timesheet			A31377578	_		
	Payable Time Summary		Last Name	٩	_		
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	Weekly Time Calendar		Department		_		
	Request Absence		Supervisor ID	٩	_		
	View Absence Requests		Reports To Position Number	Q	_		
	Absence Balances						
	- Queries			Reset			
	Time and Labor						



<b>Step 8:</b> Click the <b>Employee</b> <b>Name/Tile</b> line to view the Enter Time page.	Scope C C My Scope My Work Exception Fix Exception Fix Exception IS Approvals Reported Time 2	Enter Time Select Employee Name/Title	Specialist IV			Exceptions		Hours to be	Approved	1 row
<b>Step 9:</b> Click the <b>Expand Page</b> 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.	Scope C O My Scope My Work Exceptions Allowable Exception Fix Exception (1)	Enter Time Trades Specialist III Return to Select Employee		4 Scheduled	<b>4 July - 10 .</b> Wer i 37.50   Reported 0 i	kly	▶ ne 0.00		ave for La	
	Approvals V Reported Time 1	*Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
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	Approve Time and Absence	~								
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	Manage Time and Absence		V	V	V	V	V	V	v	
	Timesheet									
	Payable Time Summary									
	Payable Time Detail									



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In this scenario the employee worked
regularly scheduled hours on the
university holiday 7/5/2021 for
Independence Day. The employee
forgot to enter their time worked and
the week has now passed. As
the manager, 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.

<b>∢</b> Time			Enter	Time				🏫 Q 🌾	: 0
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		•	4 July - 10 -		J				
			Scheduled 37.50 F	Reported 0 Hours		_			
View Legend							Request Absence	Save for Later Se	lbmit
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Begin by selecting the appropriate <b>Time Reporting Code</b> (TRC). You can only have one TRC per line.	Enter Time Trades Specialist III Return to Select Employee			w	J July 2021 → sekly Hours Unapproved Time	0.00			rrevious Next 🔔
Step 11/Work Order Line#1: Click the Time Reporting Code drop-down	*Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
arrow.		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	
Step 12: Select REGHR – Regular									
Hours.	CMPFM - Compensatory - FMLA ne CMPM- Compensatory - Military CMPTC - Compensatory - Time Taken CMPVC - Compensatory - VC HCTK- Holday Compensatory - MILA HCTKK - Holday Compensatory - MILa HCTKK - Holday Compensatory - VIC REGNET - Regular Movies	nts	0	0	0	Q	0	0	
Step 13: Click in the Time Entry field	< Time			Enter	Time			Â	Q 🅫 : Ø
and enter hours worked for each day. For this example, enter hours worked	< Time Empl Rec: 0   Dept Id :831010   Trades Specialist IV				July 2021 >			Â	Q 🅫 : Ø
and enter hours worked for each day. For this example, enter hours worked July 5, the Independence Day holiday				4 July - 10 We	July 2021 >		R	Request Absence Save for	
and enter hours worked for each day. For this example, enter hours worked July 5, the Independence Day holiday for UofSC.	Empl Rec: 0   Dept Id :831010   Trades Specialist IV	4-Sunday	5-Monday	4 July - 10 We	July 2021 >	8-Thursday	9-Friday		
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and enter hours worked for each day. For this example, enter hours worked July 5, the Independence Day holiday for UofSC. <u>Note</u> : There is no Time Reporting Code for working a holiday. Just	Empl Rec: 0   Dept Id :831010   Trades Specialist IV View Legend *Time Reporting Code	Scheduled OFF Reported 0	5-Monday Scheduld 7:5 Reported 3	4 July - 10 We Scheduled 37.50 i 6-Tuesday	July 2021 + kky Reported 0 Hours 7-Wednesday	Scheduled 7.5 Reported 3	9-Friday Scheduled 7.5 Reported 3	equest Absence Save fo 10-Saturday Scheduled OFF Reported 0	r Later Submit



**Step 14:** Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the first line.

**Step 15:** Click the **+ (plus)** button to add an additional line for the second work order you worked that week.

Step 16/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 17: S	Select REGHR	– Regular Hours.
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<b>Step 19:</b> Scroll over to the right, click in the <b>Work Order</b> field, and enter the	< Time Empl Rec: 0   Dept Id :631010   Trades Specialist IV			Enter	Time				♠ Q, ♥● : ●
order number that corresponds with the hours worked for the second line.	View Legend			4 July - 10.     Wee Scheduled 37.50   R	ekly Reported 0 Hours				Save for Later Submit
hours worked for the second line. <b>Step 20:</b> Click the <b>+ (plus)</b> button to add	View Legend Time Reporting Code	4-Sunday		Wer Scheduled 37.50 F	ekly Reported 0 Hours day 8-Thursday	9-Friday	10-Saturday	Comp Time	Save for Later Submit
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<b>p 21/Work Order Line #3:</b> Scroll back the left to enter time worked for the	Empl Rec: 0   Dept Id :631010   Trades Spe	ecialist IV											
d work order. Click the <b>Time</b>						4 July - 10 July Weekly							
oorting Code drop-down arrow.	View Legend				Schedu	uled 37.50 Repor	rted 0 Hours			Request Absence	e Save for L	Later Subm	nit
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22: Select REGHR – Regular Hours.	Time Reporting Code		4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Tir	me	Work Order	
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	CMPWC - Compensatory - WC HCTK - Holiday Comp Taken												
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	HCTKW - Holiday Compensatory - WC												
<b>23:</b> Click in the <b>Time Entry</b> field and	HCTKW-Holdsy Companisatory - WC REGHR - Regular Hours					Enter Tim	10				Â	Q 10 :	ø
9 <b>23:</b> Click in the <b>Time Entry</b> field and r hours worked for each day.	REGHR - Regular Hours	pecialist IV				Enter Tim 4 July - 10 July Weekly uled 37.50   Repo	/ 2021				Â	् 🅫 :	Ø
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**Step 24:** Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the third line.

<u>Note:</u> If you need to enter hours for additional work orders, follow steps 20 through 24.

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REGHR - Regular Hours		Reported         7.5           3.00         3.00           2.00         2.00	Reported 7.5	Reported 7.5           3.00           2.00	Reported         7.5           3.00		Reported         0           Q         FM00123456           Q         FM00234567	+ -



<b>Step 22:</b> The timesheet is complete. Click the <b>Submit</b> button to submit the timesheet for approval.	C Time Enter Time  C  C  C  C  C  C  C  C  C  C  C  C  C												
	View Legend									Request Absence	Save for Later	Submit	
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	REGHR - Regular Hours	*			3.00	3	00	3.00	3.00	3.00			
	REGHR - Regular Hours	~			2.00	2	00	2.00	2.00	2.00			
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		Comments	Q	Þ		0	0	Q	0	S	2		
<b>Step 23:</b> When you enter time on a holiday, a warning message will appear informing you that the reported date is a holiday. Click the <b>OK</b> button to save the reported time and return to the	< Time Empl Rec: 0   Dept Id :831010   Trades Spr View Legend	ecialist IV		Enter Time   Constraints of the second secon									
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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.

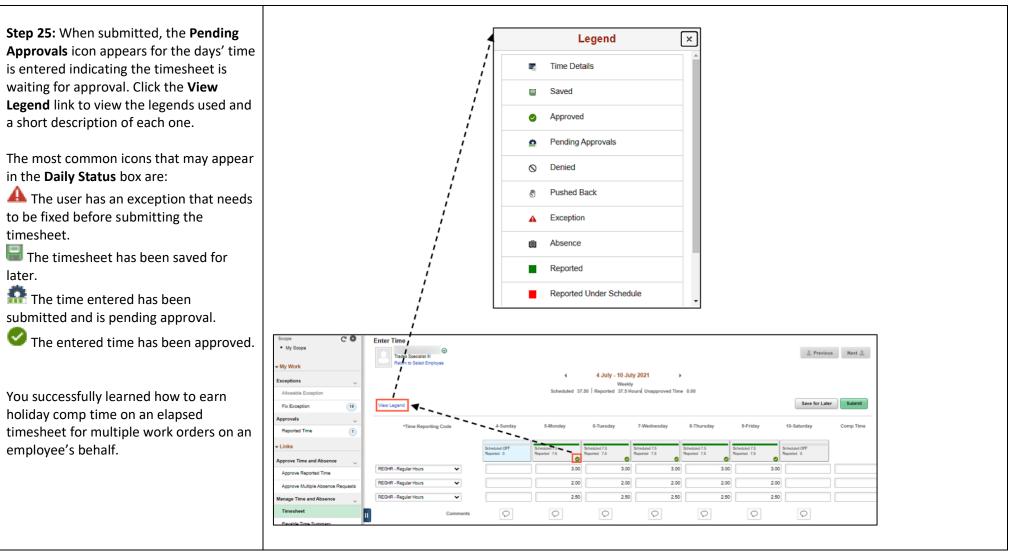
When submitted, the summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view.

**Step 24:** 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.

			Timesheet is Submitted for	or the pe	riod 2021-07-04 - 2021-	07-10						
My Work	Trades Specialist III Return to Select Employee										Previous	Next 👗
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Approve Time and Absence	REGHR - Regular Hours	~		3.00	3.00			3.00		3.00		
Approve Reported Time Approve Multiple Absence Requests	REGHR - Regular Hours	~		2.00	2.00	2.0	0	2.00		2.00		-
	REGHR - Regular Hours	× _		2.50	2.50	2.5	0	2.50		2.50		
Timesheet												
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Weekly Time Calendar	Date	Reported Status			Total TRC	Description					Scheduler	d Work Hours
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View Absence Requests	07/06/2021				7.50 REGHR	Regular Hour						7.50
Absence Balances		Approved				-						
Queries	07/07/2021	Approved			7.50 REGHR	Regular Hour	5					7.50
ime and Labor	07/08/2021	Approved			7.50 REGHR	Regular Hour	5					7.50
Payable Time	07/09/2021	Approved			7.50 REGHR	Regular Hour	Regular Hours					
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