

**University of South Carolina
HCM PeopleSoft
Holiday Comp Payout in Employee Self Service**

HCM PeopleSoft provides two ways to use hours worked on a holiday for non-exempt, comp-eligible employees, on the timesheet:

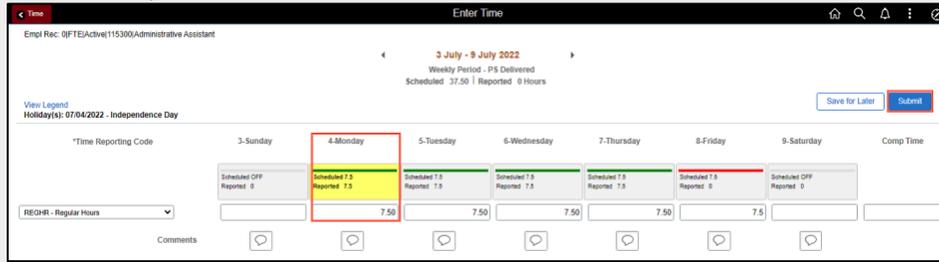
1. Receive Holiday Comp Time for hours worked on a Holiday
2. Receive a Payout for hours worked on a Holiday

The chart below demonstrates how to use both options.

Receiving Comp Time for Hours Worked on a Holiday

To receive the hours on a holiday as banked comp time hours to be used later:

1. Enter the hours worked on the holiday using the regular hours (REGHR) time reporting code.
2. When the timesheet is submitted, the system will automatically know to record the hours worked as holiday comp time and add it to your holiday comp time balance.

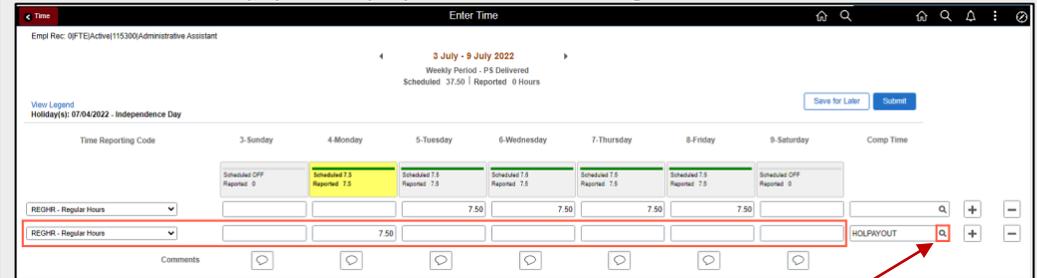
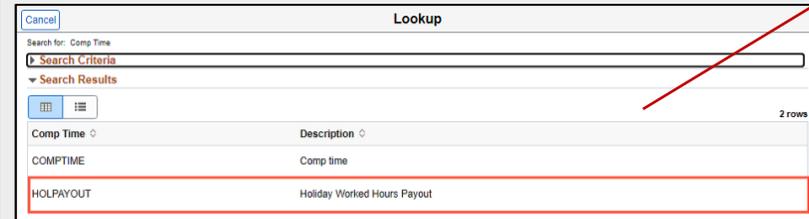


Note: All holiday comp hours banked are automatically paid out within one year of earning.

Receive a Payout for Hours Worked on a Holiday

To receive a payout for the hours worked on a holiday:

1. Add a second line and enter the hours worked on the holiday using the regular hours (REGHR) time reporting code.
2. To indicate you would like to receive a payout, click the Comp Time Look up button and select HOLPAYOUT from the list. When the timesheet is submitted, the system will know to pay the employee instead of banking the hours for future use.

Note: Before indicating you would like to receive a payout for hours worked on a holiday, it is very important to receive approval from your manager. Although this option is available to all non-exempt employees, it is at the departments discretion whether they want to payout the hours worked or request you comp the hours for future use.