

How to request holiday comp payout on a punch timesheet:

This job aid outlines how a manager can request holiday comp payout on behalf of an employee instead of adding the hours to their holiday comp balance. A manager has the ability to 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 SOUTHCAROLINA Menu 👻 Search in Menu Q < 3 of 3 >Step 1: On the Employee Self Employee Self Service 🔻 Service landing page, click the My Homepage Time and Absence Talent Profile Personal Details Vanager Self Service Choose Other Homepages drop-Employee Self Service down arrow and select Manager \odot Self Service from the list. Last Pay Date 05/13/2022 Benefit Detail () 2 🛼 +# \heartsuit SOUTHCAROLINA Menu 👻 Search in Menu Step 2: Click the Time and Absence < 2 of 3 > Manager Self Service 🛡 Workcenter tile. Monitor Employee Onboarding ger Dashboard Approvals asks for Employee Offboardin PEOPLESOFT PEOPLESOFT İİİ 🔺 Time and Absence Workcenter 0 \heartsuit



Time and Absence Workcenter	Manager Self Service		Pending Approvals	
provides a central area to access the	· My Scope			
most used time and absence related	← My Work	All Reported Time C	Quantity for Approval 22.50 Hours	2 rows Routed
access various pages and keep	Exceptions ~	0	04/25/2022 - 04/29/2022	05/10/2022
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lime and Absence Workcenter	Absence Processing $~~~\sim~~$			
include Approving, Reporting,	✓ Queries)		
viewing time and absence related	Time and Labor $~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~$			
transactions, queries and reports.	Absence Management \sim			
Step 3: Click the Manage Time and Absence drop-down arrow				



Ston 4: Click the Timesheat ention	✓ Manager Self Service	Timesheet	
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step 5: To enter time for a specific	Exceptions		
employee, begin by clicking the	Approvals		
-ilter button.	Reported Time 2		
	✓ Links		
	Approve Time and Absence		
	Manage Time and Absence		
	Timesheet		
	Payable Time Summary		
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	Leave and Compensatory Time		
	Weekly Time Calendar		
	Request Absence		
	View Absence Requests		
	Absence Balances		
	Cancel Absences		
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 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. 	Manager Self Service Scope My Scope My Scope My Work Exceptions Approvals Reported Time 1 Links Approve Time and Absence Manage Time and Absence Timesheet Payable Time Summary Payable Time Detail	Enter Time Use filters to change the search criteria or Get Employees to apply the default Manager Search Options. Cet Employees Filters Cancel Filters Employee ID H161 Last Name Q Department Supervisor ID
Step 8: Click the Employee Name/Tile line to view the Enter Time page.	Leave and Compensatory Time Weekly Time Calendar Request Absence View Absence Requests Absence Balances Manager Self Service Scope My Scope My Scope My Work Exceptions Approvals	Reports To Position Number Reset Reset Reset Comparison of the second seco
	Approvals Reported Time t Links	Painter 15.00



A **Punch Timesheet** is used to create shifts that define specific work times. Punch shifts are defined by an In punch and the first subsequent instance of an Out punch. There can be other punches, such as lunch, between the In and Out punches.

Due to regulatory guidelines employees that are eligible for call back, on call, and/or shift differential will utilize Time and Labor punch timesheets to track time worked.

You can go back and enter timesheets 60 days prior to the current day on behalf of an employee.

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

In this example, the employee worked the holiday and requested to receive a payout. As the manager, you can enter time on behalf of your direct reports.

Re	um to Select Employee			4 Scheduled 32	3 July - 9 July Weekly Period - PS .00 Reported 0.00 Hou	2022 Delivered Unapproved Time 0.	00		Clear Save for	aler Submit
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Notice Monday is highlighted in yellow indicating it is a UofSC holiday and therefore is not a scheduled workday.

<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: To enter the hours worked begin by entering 8:00am in the **In** field, 12:00pm in the **LUNCH** field, 12:30pm in the second **IN** field, and 4:30pm in the **OUT** field.

Step 11: Click the Time Reporting Code drop-down arrow and select REGHR – Regular Hours.

You can only have one TRC per line.

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Step 12: To request a payout for the hours worked on the holiday, click the Look up Comp button.	Manager Self Service Ium to Select Employee		Sch		Ente uly - 9 July 2022 y Period - PS Deliver ted 0.00 Hours Una	r Time ed ipproved Time 0.00				ŵ Q Δ Ι (
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Step 13: Click to select the Holiday Worked Hours Payout (HOLPAYOUT) option from the list.	Empl Rec: 0 FTE Active 700410 Painter View Legend Holiday(s): 07/04/2022 - Independence Day Day Summary 0.3 Sunday Jul Reported 0.00 /Scheduled 0FF 0.4 Monday Wu Reported 0.00 /Scheduled 8.00	Cancel Search Criceno Time Search Criteria Search Results III II Comp Time 0 COMPTIME HOLPAYOUT		Des Con Holk	cription \diamond ip time day Worked Hours Pay	ookup			2 rovs	ar Save for Later Submit



populated in the Comp Time field. This prompts the system to payout the time worked on the holiday.	< Manage	er Self Service	4 3 Wee Scheduled 32.00 Rep	July - 9 July 2022 kly Period - PS Delive orted 0.00 Hours Un	► red approved Time 0.00		Enter Time	Clear Save for	Later Submit		ŵ Q ∆ ፤ (
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Step 14: Scroll over to the right, click in the Work Order field, and enter the order number that corresponds	< Manage	er Self Service	4 3 Wee Scheduled 32.00 Ree	July - 9 July 2022 kly Period - PS Delive vorted 0.00 Hours Un	► red approved Time 0.00		Enter Time				_ጨ
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For this example, the employee worked the same daily schedule.

Step 15: To enter the hours worked for the remaining workdays enter 8:00am in the **In** field, 12:00pm in the **LUNCH** field, 12:30pm in the second **IN** field, and 4:30pm in the **OUT** field for each day.

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Step 17: Scroll over to the right, click in the Work Order field and enter	Manager Self Se Lunch	rvice	Out	Time Reporting Code	Quantity	E	nter Time Reported Status	Comp Time	Call Back Instance	없 Q /	A : (
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Step 18: The timesheet is complete. Click the Submit button to submit the timesheet for approval.	K Manager St	elf Service ades Specialis IV etum to Select Employee			Sch	∢ 3 J Week eduled 32.00 Repo	Enter Time July - 9 July 2022 Ily Period - PS Delivere orted 0.00 Hours Unaj	► id pproved Time 0.00				
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Step 19: 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.

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- A Time Reporting Code is missing
- When the Work Order Number is missing
- When the IN and OUT times do not match up

Error messages will appear indicating what needs to be fixed before the timesheet can be submitted.

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.

Step 20: 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.

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