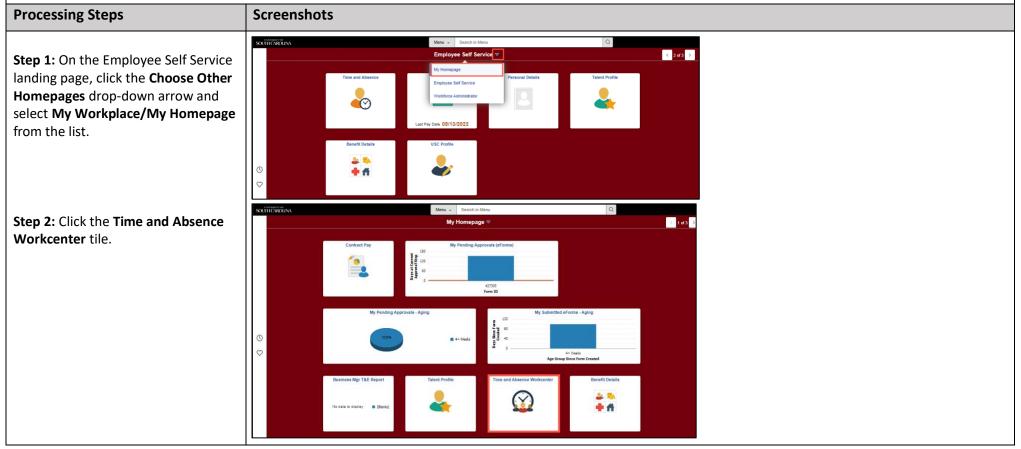


How to request holiday comp payout on a timesheet for a salary non-exempt employee:

This job aid outlines how a TL/ABS Approver can request holiday comp payout on behalf of an employee instead of adding the hours to their holiday comp balance. 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/My Homepage > Time and Absence Workcenter





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.

Manager Self Service		Pending Appro	ovals
Scope	C 🗇		
 My Scope 			
		All	2 rows
My Work		Reported Time Quantity for Approval 22	
Exceptions		04/25/2022 - 04/29/2022	
	~	Reported Time Quantity for Approval 37	
Approvals	~	05/02/2022 - 05/06/2022	2 05/10/2022
Reported Time	2		
Links			
LIIKS			
Approve Time and Absence	~		
Manage Time and Absence	~		
Absence Processing	~		
Queries			
queries			
Time and Labor	~		
Absence Management	~		
Reports/Processes			



Step 4: Click the Timesheet option	< Manager Sett Service Timesheet (△ ♀ △ ♀ ∅)
 Step 4: Click the Timesheet option from the list. Step 5: To enter time for a specific employee, begin by clicking the Filter button. 	C Maraged Sett Service Scope Scope • My Scope • My Scope Enter Time Use filters to change the search criteria or Gel Employees to apply the default Manager Search Options. • My Work Exceptions • Approvals • Links Approvals • Links Approvals Time and Absence Payable Time Detail Leave and Compensationy Time Weeky Time Catendar Recuest Absence
	Vev Absence Requests Absence Balances Cancel Absences

University of South Carolina UNIVERSITY OF South Carolina Request Holiday Comp Payout on a Timesheet on Behalf of Salary Non-Exempt

Stan 6. In tind a specific amployee	Kanager Self Service		Timesheet		<u>ଜୁଟୁ ମ</u> ା 🖉
Step 6: To find a specific employee,	Scope C 🕲	Enter Time			
enter their USCID in the Employee ID	 My Scope 				
field. As you begin entering the ID,	← My Work		Get Employees to apply the default Manager Search Options.		
employee names populate below.		Get Employees Filter	Cancel Filters Done	1	
	Exceptions		Employee ID X729 Q		
Step 7: Click Done to move on to the	Approvals		Empl ID Display Name		
	Reported Time 2		Empl Record X7290		
Enter Time page.	✓ Links		Last Name		
	Approve Time and Absence				
	Manage Time and Absence		First Name Q		
	Timesheet		Department Q		
	Payable Time Summary	D	Supervisor ID Q		
	Payable Time Detail				
	Leave and Compensatory Time		Reports To Position Number		
	Weekly Time Calendar				
	Request Absence		Reset		
	View Absence Requests				
	Absence Balances				
	Cancel Absences				
Step 8: Click the Employee Name/Tile line to view the Enter	< Manager Self Service Scope C (2)	Enter Time	Timesheet		ଇଦ୍ଦ୍ : ଡ
	 My Scope 	Select Employee			1 row
					[↑↓]
Time page.	- My Work	Ŧ			14
Time page.	← My Work		oyee ID - Employee Record - Deptid - Status	Exceptions	Hours to be Approved
Time page.	Exceptions	Name/Title/Emplo		Exceptions	
Time page.	Exceptions Approvals	Name/Title/Emplo	istant	Exceptions	
Time page.	Exceptions Approvals Reported Time 2	Name/Title/Emplo	istant	Exceptions	
Time page.	Exceptions Approvals	Name/Title/Emplo	istant	Exceptions	
Time page.	Exceptions Approvals Reported Time 2	Name/Title/Emplo	istant	Exceptions	
Time page.	Exceptions Approvals Reported Time 2	Name/Title/Emplo	istant	Exceptions	
Time page.	Exceptions Approvals Reported Time 2	Name/Title/Emplo	istant	Exceptions	
Time page.	Exceptions Approvals Reported Time 2	Name/Title/Emplo	istant	Exceptions	



In this example, the employee worked the holiday and requested to receive a payout for the hours worked. As the TL/ABS Approver, you can enter time on behalf of employees in your area.

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

Notice the holiday is highlight in yellow and under the View Legend link the holiday date and name is spelled out in bold.

Note: 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: Begin by selecting the appropriate **Time Reporting Code** (TRC). Click the **Time Reporting Code** drop-down arrow. You can only have one TRC per line.

Step 11: Select REGHR – Regular Hours.

		ľ	Weekly Perio	July 2022 od - PS Delivered Reported 0 Hours	•		Save fo	or Later Submit
/lew Legend foliday(s): 07/04/2022 - Independence Day							Saven	Submit
*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
	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	
CMPFM - Compensatory - FMLA XMPML - Compensatory - Miltary XMPT - Compensatory - WC CTK - Holiday Compensatory - FMLA CTK - Holiday Compensatory - FMLA CTKM - Holiday Compensatory - WC 4CHR - Ropiday Compensatory - WC								



tep 12: On this first line, click in the me Entry field and enter hours orked for each day that is not a poliday.	15300[Administrative Assista	nt	4	3 July - 9 J Weekly Period Scheduled 37.50 R	- PS Delivered			Save fr	or Later Submit		
	orting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time		
		Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0			
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	Comments	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc			
t ep 13: To enter the hours worked In the holiday, click the Plus (+)	15300 Administrative Assista	ant		i 3 July - 9 . Weekly Period	July 2022						
	Independence Day	ant 3.Sunday	4-Monday		- PS Delivered	7-Thursday	8-Friday	9-Saturday	for Later Submit		
the holiday, click the Plus (+)		3- Sunday Scheduled OFF	4-Monday Scheduled 7.5	Weekly Period Scheduled 37.50 f 5-Tuesday Scheduled 7.5	PS Delivered Reported 0 Hours 6-Wednesday Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	9-Saturday			
the holiday, click the Plus (+)	Independence Day	3-Sunday	4-Monday	Weekly Period Scheduled 37.50 f 5-Tuesday	I - PS Delivered Reported 0 Hours 6-Wednesday	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	9-Saturday		Q	+ -
the holiday, click the Plus (+)	Independence Day	3- Sunday Scheduled OFF	4-Monday Scheduled 7.5	Weekly Period Scheduled 37.50 f 5-Tuesday	I - PS Delivered Reported 0 Hours 6-Wednesday	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	9-Saturday Scheduled OFF Reported 0		٩	+ -
the holiday, click the Plus (+)	Independence Day	3- Sunday Scheduled OFF Reported 0	4-Monday Scheduled 7.5 Reported 0	Weekly Period Scheduled 37.50 f 5-Tuesday Scheduled 7.5 Reported 7.5 7.1	I - PS Delivered Reported 0 Hours 6-Wednesday Scheduled 7.6 Reported 7.5 50 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	9-Saturday Scheduled OFF Reported 0		٩	+ –
the holiday, click the Plus (+)	Independence Day	3- Sunday Scheduled OFF Reported 0	4-Monday Scheduled 7.5 Reported 0	Weekly Period Scheduled 37.50 f 5-Tuesday Scheduled 7.5 Reported 7.5 7.1	I - PS Delivered Reported 0 Hours 6-Wednesday Scheduled 7.6 Reported 7.5 50 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	9-Saturday Scheduled OFF Reported 0		٩	+ –



Step 14: Click the Time Reporting Code drop-down arrow.	Empl Rec: 0 FTE Active 115300 Administrative Assiste	int	4	<mark>3 July - 9 J</mark> Weekly Period Scheduled 37.50 R	- PS Delivered	•			
Step 15: Select DECUD Degular	View Legend Holiday(s): 07/04/2022 - Independence Day							Save	for Later Submit
Step 15: Select REGHR – Regular Hours.	*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
		Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
	REGHR - Regular Hours			7.5	0 7.	50 7	50 7	7.50	
	CMPFM - Compensatory - FMLA CMPML - Compensatory - Military CMPTT - Compensatory Time Taken CMPC - Compensatory - WC HCTK - Holday Compensatory - FMLA	\bigcirc		P	\bigcirc	\bigcirc	\bigcirc	\bigcirc	_] [
	HCTKM - Holiday Compensatory - Militar HCTKM - Holiday Compensatory - WC REGHR - Regular Hours								
the Time Entry field and only enter	HOTKW-Holiday Comensatory - WC REGHR - Regular Hours	ant		3 July - 9 J Weekly Period Scheduled 37.50 R	- PS Delivered	,		Save 1	or Later Submit
the Time Entry field and only enter	HCTKW - Holiday Comensator - WC REGHR - Regular Hours	ant 3-Sunday	4 4-Monday	Weekly Period	- PS Delivered	, 7-Thursday	8-Friday	Save f 9-Saturday	or Later Submit
he Time Entry field and only enter	HCTKW-Holiday Comensator - WC REGHR - Regular Hours Empl Rec: 0[FTE]Active]115300]Administrative Assists View Legend Holiday(s): 07/04/2022 - Independence Day			Weekly Period Scheduled 37.50 R	- PS Delivered eported 0 Hours		8-Friday Scheduled 7.6 Reported 7.5		
he Time Entry field and only enter	HCTKW-Holiday Comensator - WC REGHR - Regular Hours Empl Rec: 0[FTE]Active]115300]Administrative Assists View Legend Holiday(s): 07/04/2022 - Independence Day	3-Sunday	4-Monday Scheduled 7.5	Weekly Period Scheduled 37.50 R 5-Tuesday	- PS Delivered eported 0 Hours 6-Wednesday Scheduled 7.5 Reported 7.5	7-Thursday Schedule 7.5 Reported 7.6	Scheduled 7.5 Reported 7.5	9-Saturday	
Step 16: On the second line, click in the Time Entry field and only enter hours worked for the holiday.	HCTKW-Holiday Comensator - WC REGIR - Regular Hours	3-Sunday	4-Monday Scheduled 7.5	Weekly Period Scheduled 37.50 R 5-Tuesday Scheduled 7.5 Reported 7.5 7.50	- PS Delivered eported 0 Hours 6-Wednesday Scheduled 7.5 Reported 7.5	7-Thursday Schedule 7.5 Reported 7.6	Scheduled 7.5 Reported 7.5	9-Saturday Scheduled OFF Reported 0	



Step 17: To request a payout for the hours worked on the holiday, click the Look up Comp button.	15300 Administrative Assistan Independence Day	ıt	4	3 July - 9 Ju Weekly Period - 1 Scheduled 37.50 Rej	S Delivered			Save fo	or Later Submit	1		
	orting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time			
		Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0				
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	~		7.5	0						٩	+	_
	Comments	Q	\bigcirc	Q	\bigcirc	\bigcirc	\bigcirc	Q				
Step 18: Click to select the Holiday	< Time	Car	ncel		Looku	p			ŵ	٩	♪:	Ø
Step 18: Click to select the Holiday Norked Hours Payout (HOLPAYOUT) Option from the list.	< Time 15300/Administrative Assistant ndependence Day	See C	Search Criteria Search Results		cription \Diamond	p			2 rows Submit	Q	¢ :	0
Vorked Hours Payout (HOLPAYOUT)	15300/Administrative Assistant	Sea C 3-Sunday	arch for: Comp Time Search Criteria Search Results Ⅲ ∷≡	Cor		p			-	<u>م</u>	∆ :	0



lotice that HOLPAYOUT is now opulated in the Comp Time field.	15300 Administrative Assista	nt	4	3 July - 9 Ju	ıly 2022 🕨							
his prompts the system to payout ne time worked on the holiday.				Weekly Period - Scheduled 37.50 Re				Save	for Later Submit			
	Independence Day	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time			
		Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0				
	~			7.50	7.50	7.50	7.50)	- -	Q	+	-
	~		7.50						HOLPAYOUT	۹	+	-
	Comments	Q	Q	\bigcirc	Q	Ø		Ø				



Step 19: The timesheet is complete. Click the Submit button to submit the timesheet for approval.	15300 Administrative Assista	nt	¢	3 July - 9 Ju Weekly Period - 1 Scheduled 37.50 Rej	PS Delivered			Save 1	for Later Submit			
	ndependence Day	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time			
		Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0				
	~			7.50	7.50	7.50	7.50			٩	÷	-
	~		7.50						HOLPAYOUT	٩	÷	-
	Comments	Q		0	Q	0	0	0				
Step 20: 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	15300/Administrative Assis Independence Day	tant 3-Sunday	4-Monday		July 2022 d - PS Delivered Reported 0 Hours 6-Wednesday	▶ 7-Thursday	8-Friday	9-Saturday	Save for Later Submit			
and return to the timesheet.		Scheduled OFF	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled OFF				
	v	Reported 0	Reported 7.5	Reported 7.5	Reported 7.5 Warning 2022-07-	Reported 7.5 -04 is scheduled as a holic to Timesheet page. Press of	Reported 7.5	Reported 0	ge your Reported Time.	م		
	Comments					Cancer						



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 you and your supervisor's inbox.

When a timesheet is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required as indicated by the white check in the green circle.

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

			Timesheet is	s Submitted for the p	eriod 2022-07-03 - 2022	2-07-09				
- My Work		Administrative Coordinator I Return to Select Employee							& Previo	IS Next
Exceptions	~			4	3 July - 9 Ju Weekly Period -		•			
Approvals	~			Scheduled 3	7.50 Reported 37.5		ime 0.00			
Reported Time	2	View Legend Holiday(s): 07/04/2022 - Independence Day							Save for La	er Submi
▼ Links		*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Tir
Approve Time and Absen	ce 🗸									
Manage Time and Absence	:e 🗸		Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
Timesheet					0					
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Payable Time Detail		REGHR - Regular Hours][7.50	7.50	7.50	7.50		
Leave and Compensator	y Time	Comments	Q	I	0	Ø	0	Q	0	
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Request Absence										
View Absence Requests										
Absence Balances										
Cancel Absences										
Absence Processing	~		3							
- Queries			~							

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