NEW TIME AND ABSENCE SYSTEM
TL/ABS APPROVER TOUCHPOINT

September 23, 2021
TODAY’S AGENDA

• Cancel an Absence Request in Employee Self Service
• Approving Canceled Absence Requests
• Cancel an Absence Request on Behalf of an Employee
• Partial Day Absence Request
• FMLA Documentation
• Indicating Comp Time on Timesheets
• Timesheet Icons
• Managing Exceptions
• Entering Time to the Minute on the Timesheet
• What to do on a Timesheet for a Paid UofSC Holiday
• Understanding Timesheet Status
• Get Employees Sort Options
• Tips and Reminders
• Fixes on the Way
**CANCEL AN ABSENCE IN EMPLOYEE SELF SERVICE**

Select the appropriate request and click the **Cancel Absence** button.

<table>
<thead>
<tr>
<th>View Requests</th>
<th>ESS</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Leave</strong></td>
<td>3</td>
<td><strong>Job Record</strong>:</td>
</tr>
<tr>
<td>Approved</td>
<td></td>
<td><strong>Administrative Coordinator I</strong></td>
</tr>
<tr>
<td><strong>Sick Leave</strong></td>
<td>3</td>
<td><strong>Approved</strong></td>
</tr>
<tr>
<td>Submitted</td>
<td></td>
<td><strong>Start Date</strong>:</td>
</tr>
<tr>
<td><strong>Sick Leave</strong></td>
<td>3</td>
<td><strong>End Date</strong>:</td>
</tr>
<tr>
<td><strong>Approved</strong></td>
<td></td>
<td>08/31/2021</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Duration</strong>:</td>
</tr>
<tr>
<td></td>
<td>7.5</td>
<td><strong>8/31/2021</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Status</strong>:</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Approved</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Comments</strong></td>
</tr>
</tbody>
</table>

**Note:** If the absence request has been approved, the manager will need to approve the canceled request before another absence can be requested and it is no longer visible on the timesheet.
APPROVING CANCELED ABSENCE REQUESTS

All approved absence requests that are canceled, must be approved by the manager. To approve the canceled request, scroll to the right on the Multiple Absence Requests page and click the Cancel Absence Requests link. This will take you to the Cancel Absence Request page.
Managers and TL/ABS approvers can now cancel absences on behalf of an employee in the Time and Absence Workcenter. The canceled request will auto-approve at submission and email notifications will be sent to the employee informing them a cancelation request was submitted and approved on their behalf.

It is important to communicate the canceled absence with the employee to ensure there is no misunderstanding.

When a manager or TL/ABS approver submits the cancellation, the action is no longer visible in view absence requests as it auto-approves which means there is no workflow to show a pending status.
We know there is a lot of confusion around the partial day absence process, so we created an updated job aid to include how to use/when to use the partial day menu.

Please be sure to share with employees and managers in your area.
FMLA Medical Documentation is **required** when requesting extended leave using the **Extended Leave Request** tile in ESS. This sensitive information can only be seen by the Departmental Leave Administrator.

Please do not include sensitive medical information on any individual leave request for any leave type (i.e. sick, annual, or LOA) with FMLA reasons as this will expose medically sensitive information to managers and TL/ABS Approvers.
INDICATING COMP TIME ON A TIMESHEET

• The system will automatically pay the overtime rate for all hours worked over 40 in an FLSA workweek (Sunday to Saturday), no action needed other than timesheet approval by manager or TL/ABS approver.

• If your area has internal procedures for compensatory time, the employee must add the comp time indicator to their timesheet (the manager or TL/ABS approver can add during the approval process).

Note: You must **scroll to the far right of the timesheet** to add the comp time indicator in the field next to Saturday’s hours as shown below.
**Note:** If an employee has an absence request in process/approved it will reflect as view only on the timesheet denoted by the suitcase icon on the day(s), please note the icon does not indicate approval status. Approval status for absences can be seen by the employee, manager, and TL/ABS Approver by visiting ‘view absence requests’ either through self-service or the WorkCenter.

<table>
<thead>
<tr>
<th>Timesheet Icon and Name</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saved</td>
<td>The <strong>saved</strong> icon appears when you enter time on the timesheet, and you click the Save for Later button. Days with this icon have not been submitted for approval.</td>
</tr>
<tr>
<td>Approved</td>
<td>The <strong>approved</strong> icon appears when days on your timecard have been successfully submitted and fully approved.</td>
</tr>
<tr>
<td>Pending Approvals</td>
<td>The <strong>pending approvals</strong> icon appears when you enter time for one or more days and click the Submit button. Days with this icon have been successfully submitted for approval.</td>
</tr>
<tr>
<td>Denied</td>
<td>The <strong>denied</strong> icon appears when you entered time and submitted a timesheet, but one or more of the days have been denied by either your manager or an authorized Time and Labor/Absence Management departmental approver.</td>
</tr>
<tr>
<td>Pushed Back</td>
<td>The <strong>pushed back</strong> icon appears when you have entered time and submitted a timesheet, but one or more of the days needs to be adjusted as determined by either your manager or an authorized Time and Labor/Absence Management departmental approver.</td>
</tr>
<tr>
<td>Exception</td>
<td>The <strong>exception</strong> icon appears when you enter time that the system identifies as an exception and flagged as a potential issue. The most common exceptions are you entered more than 24 hours’ time worked for one day, you claimed holiday work hours on a non-holiday, or you worked over 40 hours in the workweek and did not select the comp time indicator.</td>
</tr>
<tr>
<td>Absence</td>
<td>The <strong>absence</strong> icon appears when you submitted an absence request for one or more days in that timesheet. Days with this icon are not editable on the timesheet.</td>
</tr>
</tbody>
</table>

**TIMESHEET ICONS**

- We continue to receive a high volume of questions from employees, managers, and HR Contacts asking how to check if a timesheet has been approved – please refer to the timesheet icon reference for a detailed description of all statuses.
- Days on timesheets that are marked with a green circle with a white check mark are fully approved.
MANAGING EXCEPTIONS

The exception icon appears when you enter time that the system identifies as an exception and flagged as a potential issue. The most common exceptions are:

- **Invalid Employee Status** – employee is entering hours worked on the timesheet for the terminated job. Please be sure to enter hours worked on the active job.
- **Quantity cannot be zero** – 0 zero hours cannot be entered in the timesheet. If there are no hours worked for a specific day, please leave the entry field blank.
- **More than 24 Hours Reported** – cannot enter more than 24 hours worked for a single day
- **Work Order Number is Missing** – applicable for Facilities and Housing only
- **Partial Sick Absence** (LOAS – scheduled work week) – Select LOAS if they are sick for a **full** scheduled work week, applicable to Salaried Exempt Temps only
- **Personal Leave Validation** (LOAP – full scheduled day) – Select LOAP if they are requesting personal leave for a **full** scheduled day, applicable to Salaried Exempt Temps only
- **HOLEX only on holiday** – selecting the time reporting code HOLEX-Worked a Holiday and entering hours worked on a day that is not an approved UofSC holiday

Please pay close attention to Fix Exceptions in the workcenter and make the applicable changes. Managing exceptions job aids are available on the [Time/Labor and Absence Management Implementation](#) webpage.

If you have questions, please reach out to Judy Timmons.
ENTERING TIME TO THE MINUTE ON THE TIMESHEET

• The decimal place is not the number of minutes worked but it is a calculation of minutes worked over 60.

• 3 hours and 34 minutes would be entered on the timesheet as 3.57 (34 minutes/60 minutes= 0.57).

• This is the same concept of how it was done in ITAMS we just only allowed quarter hours increments.

15 minutes = 0.25  
(15 minute/60 minutes =0.25)
30 minutes = 0.50  
(30 minutes/60 minutes =0.50)
45 minutes = 0.75  
(45 minutes/60 minutes = 0.75)

Note: Departments can continue to enter time in quarter hour increments or enter to the minute.
WHAT TO DO ON A TIMESHEET FOR A PAID UOFSC HOLIDAY

If the holiday eligible employee did not work and observed the UofSC Holiday:

- Time entry field on timesheet should remain blank on that day
- The Holiday will not show on the timesheet as previously did in ITAMS
- Holiday will be seen in the payable time summary once the time administration process runs on the holiday, independent of timesheet approval (shown below)

If the holiday eligible employee worked on the UofSC Holiday:

- Salary non-exempt
  - Enter hours worked on the timesheet using the REGHR-Regular time reporting code
  - Will receive holiday compensatory time at an hour for hour rate for all hours worked on the holiday
  - Regular Holiday Pay will be shown in payable time summary
  - Holiday hours will not show on the timesheet as previously did in ITAMS

- Salary exempt
  - Enter hours worked on the timesheet using the HOLEX-Worked a Holiday time reporting code
  - Will receive holiday compensatory time at an hour for hour rate for all hours worked up to average workday
  - Holiday will be seen in the payable time summary once processed
  - Holiday hours will not show on the timesheet as previously did in ITAMS

Note: If an hourly temp or student works the holiday, they enter hours worked on the timesheet using the REGHR-Regular Hours time reporting code and will receive payment at their normal hourly rate for hours worked.
GET EMPLOYEES SORT OPTIONS

Defaults to alphabetical order by last name

<table>
<thead>
<tr>
<th>Name/Title/Employee ID</th>
<th>Employee Record</th>
<th>Deptid</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rabab Abolfattah</td>
<td>Graduate Research Assistant</td>
<td>G71011000 - 0</td>
<td>155301 - Terminated</td>
</tr>
<tr>
<td>Rabab Abolfattah</td>
<td>Graduate Research Assistant</td>
<td>G71011000 - 1</td>
<td>155301 - Active</td>
</tr>
<tr>
<td>Madsan Abeyasinghe</td>
<td>Graduate Research Assistant</td>
<td>N23552030 - 0</td>
<td>155901 - Active</td>
</tr>
<tr>
<td>Brendan Abekanun</td>
<td>Undergrad ast</td>
<td>G5115961 - 0</td>
<td>155441 - Terminated</td>
</tr>
<tr>
<td>Lukhrs Abinray</td>
<td>Undergraduate Research Ast</td>
<td>G54267672 - 0</td>
<td>155301 - Terminated</td>
</tr>
<tr>
<td>Horie Adah Firoozani</td>
<td>Graduate Research Assistant</td>
<td>T98297320 - 0</td>
<td>155161 - Terminated</td>
</tr>
<tr>
<td>Horie Adah Firoozani</td>
<td>Graduate Research Assistant</td>
<td>T93628720 - 1</td>
<td>155161 - Active</td>
</tr>
<tr>
<td>Salamun Adejoroje</td>
<td>Graduate Research Assistant</td>
<td>T98260720 - 1</td>
<td>155161 - Active</td>
</tr>
</tbody>
</table>

UofSC South Carolina
GET EMPLOYEES SORT OPTIONS

Sort by Exceptions
**GET EMPLOYEES SORT OPTIONS**

Sort by Hours to be Approved

<table>
<thead>
<tr>
<th>Name/Title/Employee ID</th>
<th>Employee Record</th>
<th>DeptID</th>
<th>Status</th>
<th>Hours to be Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Likun Wang</td>
<td></td>
<td></td>
<td></td>
<td>40.00</td>
</tr>
<tr>
<td>Jason Schoonover</td>
<td></td>
<td></td>
<td></td>
<td>40.00</td>
</tr>
<tr>
<td>Brittany Smith</td>
<td></td>
<td>0 - 155020</td>
<td>Active</td>
<td>37.50</td>
</tr>
<tr>
<td>Sandeep Chaudhuri</td>
<td></td>
<td>0 - 155020</td>
<td>Active</td>
<td>37.50</td>
</tr>
<tr>
<td>Molly Sagona</td>
<td></td>
<td></td>
<td></td>
<td>37.50</td>
</tr>
<tr>
<td>Misty O'Donnell</td>
<td></td>
<td></td>
<td></td>
<td>33.75</td>
</tr>
</tbody>
</table>
Understanding Timesheet Status

**Report Time Status**
- Saved
- Submitted for Approval
- Pushed Back
- Denied
- **Approved**

**Payable Time Status**
- **Estimated**

**Load T&L Process**

**Approved**: Reported time that is approved but not processed by Time Administration

**Estimated**: Approved reported time that has been processed by Time Administration and available to load to Payroll following the payroll calendar for that job

**Taken by Payroll**: Estimated payable time that has been loaded to Payroll for payment

**Rejected by Payroll**: Estimated payable time that was rejected during the load to Payroll. Some TRCs are supposed to reject as part of the process

**Closed**: Estimated payable time that was manually closed by Payroll. Some TRCs are supposed to be manually closed as part of the design.
Payable Time in Employee Self Service

Payable Time Summary in the Time and Absence Workcenter
TIPS AND REMINDERS

• The Notifications Flag is not functioning the way we thought it would. The project team is looking into this but in the meantime please ignore these notifications until we know more.

• New Managing Paid Holidays reference guide available on the Time/Labor and Absence Management Implementation webpage.

• For employees who are separating, please ensure that all absence requests are submitted and approved in the pay period prior to separation, if possible, but certainly by the date of separation if absences are unforeseen. Once an employee is inactive, managers and TL/ABS approvers cannot do this on behalf of employees and the Central Benefits Office has to step in.
If an employee enters hours on an inactive job, the system will give an error and will not allow them to submit the timesheet.

If an employee enters 0.00 hours on a timesheet, the system will give an error and will not allow them to submit the timesheet.

Payroll status (Active or Terminated) and Employee Class (FTE, RGP, STU, DLI, etc.) has been added to the job description on the timesheet in ESS which should help the employee (specifically someone with a dual position) identify the correct timesheet.

Adding Family Sick Leave to the Absence Balances Leave Statement to assist employees in tracking the calendar year usage (10 days maximum limit).
Time/Labor and Absence Management Implementation

Beginning August 1, 2021, UofSC employees will use a new time reporting and leave request system. Replacing TIAMS and implementing additional modules in HCM PeopleSoft brings pay, time and absence management together into one system.

Login to the HCM PeopleSoft System

To log in, use your Network Username and password. This requires two-factor authentication (2FA). The HCM PeopleSoft system replaces TIAMS.

Managing UofSC Paid Holidays in the Time and Absence System

Please see what to do on your screen when a UofSC paid holiday rolls around. The Managing Paid Holidays Document provides a quick summary of how holidays are managed in the Time and Absence System. It outlines actions needed before the employee’s data in the system will reflect the holiday. The document should be distributed to all employees who actually worked on the holidays.

Notice to Managers: Receiving Timesheets/Absence Requests for Employees that are not your Direct Reports

If you receive an email requesting your approval of a timesheet or absence request for an employee that is not in your reporting structure or for whom you are not the manager of record, please contact your HR Contact for assistance. An updated HCM Contact list for the Columbia campus is available if you are unsure who to reach out to within your college or department.

Webpage URL:
https://sc.edu/about/offices_and_divisions/payroll/payroll_toolbox/time_labor_and_absence_management/index.php

Link to the Time and Absence System:
hcm.ps.sc.edu
For questions regarding **Timesheets** and **Exceptions**, please email Judy Timmons: timmons5@mailbox.sc.edu.

For question regarding **Leave Requests** and **Balances**, please contact Central Benefit’s: hrleave@mailbox.sc.edu.

For general questions regarding the **Time and Absence System**, please email CMTEAM@mailbox.sc.edu.
THANK YOU!