This document outlines all queries available in the Time and Absence WorkCenter for individuals that approve timesheets and absence requests as either manager or TL/ABS approver.

To access the Time and Absence WorkCenter, go to hcm.ps.sc.edu.

**Navigation:** Employee Self Service > My Workplace/My Homepage > Time and Absence WorkCenter
**Time and Labor Queries/Reports**

**Saved Not Submitted – Reported Time**

**Report Name:** SC_TL_RPTD_TIME_SAVED - Rptd Time saved not submitted  
**Selection Criteria:** Reported Date From and To (required)  
**Data:** Data is real time  
**Frequency:** Run this query prior to each payroll deadline to ensure all entered time is approved.  
**Description:** Use this query to view timesheets that have been saved but not yet submitted for approval.

![Report SC_TL_RPTD_TIME_SAVED](image)

**Reported Time Approval Status**

**Report Name:** SC_TL_RPTD_TIME_AUDIT_WC - Reported Time  
**Selection Criteria:** From and To Dates (required) and/or USCID for a specific employee  
**Frequency:** Routinely monitor this query.  
**Description:** Use this query to view timesheet status, see when a timesheet was approved, and who approved it.  
**Some important tips:** The different status types are:
1. **Saved:** timesheet is saved but not submitted.  
2. **Needs Approval:** timesheet has been submitted and is in the approval process.  
3. **Approved:** the reported time is approved.  
4. **Push Back:** the timesheet requires rework, additional information is needed, or the request submission correction.  
5. **Denied:** the reported time has been denied.

![Report SC_TL_RPTD_TIME_AUDIT_WC](image)
Pending Approvals – Reported Time

**Report Name:** SC_TL_RPTD_TIME_SAVED - Pending Reported Time approval  
**Selection Criteria:** No selection criteria  
**Data:** Data is real time  
**Frequency:** Run this query weekly to ensure all pending timesheets are approved and employees compensated timely. 
**Description:** Use this query to view timesheets currently pending your approval.

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Overtime Hours by Date Range

**Report Name:** SC_TL_PAYABLE_TIME_OVT_WC - OVT Payable Time  
**Selection Criteria:** USCID for a specific employee and From and To Dates (all required)  
**Data:** Data is real time  
**Frequency:** Monitor this data to ensure only authorized employees are working overtime hours.  
**Description:** Use this query to view overtime hours for an employee within a specified date range.  
**Some important tips:** These are different types of overtime TRCs you may see in the returned results.

- **Straight Overtime (LVPOS):** Leave paid straight time. Leave or Holiday hours reported over 40 in a 7-day FLSA workweek (Sunday-Saturday). These hours are paid at the employee’s regular hourly rate in addition to their salary.
- **Time and a half (OVT):** Regular hours worked over 40 in a 7-day FLSA workweek (Sunday-Saturday) are considered overtime and paid at a premium rate. For those with multiple non-exempt jobs there are overtime allocation methods by the type of employee.
Schedule Not Met – Salary Non-Exempt
Report Name: SC_TL_MISSING_TIMESHEETS_WC - Missing Timesheet
Selection Criteria: Reported Date From and To (required) *Only select a 7 day Sunday to Saturday range for data to be accurate*
Data: Data is real time
Frequency: Run this query weekly to ensure all employees are meeting scheduled hours.
Description: Use this query to verify that your salary non-exempt employees met their schedule. Salaried non-exempt employee types are FTE, Research Grant, and Time Limited.
Some important tips:
• Negative numbers indicate schedule has not been met.
• Zeros indicate schedule has been met.
• Reported time maybe less than scheduled hours because there was an absence request during that time.
• A good way to ensure non-exempt employees are entering their time. Even though they are salaried, they are still required to submit a weekly timesheet.

Current Comp Balances
Report Name: SC_TL_COMP_BALANCE_WC- Comp Balances as of sysdate
Selection Criteria: No selection criteria
Data: Data is real time.
Frequency: Routinely monitor this query to stay up to date on employees with current comp balances.
Description: Use this query to find employees with a current compensatory time balance. The balances will include comp time and holiday comp time.
An important tip: Zeros indicate the employee had a comp time balance at one time.
Absence Management Queries/Reports

Unapproved Canceled Absences
Report Name: SC_AMS_PEND_CANCEL_INPROG_A_VW - Unapproved Canceled Absences
Selection Criteria: No selection criteria
Data: Data is real time
Frequency: Run this query in accordance with absence approval deadlines to ensure all pending absences are approved for the payroll in which the absence occurs.
Description: Use this query to view canceled absence requests that are currently pending approval (unapproved).

Unapproved Absence Requests
Report Name: SC_AMS_UNAPPROVED_LEAVE_A_VW - Unapproved Absence Requests
Selection Criteria: Beginning of Next Pay Period Date
Data: Data is real time
Frequency: Run this query in accordance with absence approval deadlines to ensure all pending absences are approved for the payroll in which the absence occurs.
Description: Use this query to view absence requests that are currently pending approval (unapproved). Approvals should occur timely for the payroll in which the absence occurred to ensure accurate leave balances.
An important tip: Use the Payroll Processing Schedule to determine a Beginning Pay Period Date.
Absence Balances by Employee

Report Name: SC_AMS_BALANCES_APPR - Absence Balances by Employee
Selection Criteria: No selection criteria
Data: As of the calendar date shown
Frequency: Routinely monitor this query to stay up to date on absence balances for your employees.
Description: Use this query to view current absence balances for all your leave earning employees.

![Absence Balances by Employee](image1.png)

Canceled Absences by Employee

Report Name: SC_AMS_CANCELED_ABS_APPR - Canceled Absences by Employee
Selection Criteria: Begin Date From and To
Data: As of the calendar date shown
Frequency: Run this query when you need a wholistic view of cancelled absences.
Description: Use this query to view canceled absences that occurred during a specified date range. This is vital information as cancelled absences do not appear in an employee’s ‘View Absence Request’ which provides a history of absences.

![Canceled Absences by Employee](image2.png)
Leave Taken by Employee

Report Name: SC_AMS_TAKES_APPR_VW - Leave Taken by Employee

Selection Criteria: Employee USCID and Leave Type (optional)

Data: As of the calendar date shown

Frequency: Run this query when you need to inquire about absences taken by a specific employee.

Description: Use this query to view all absences for a specific employee.

An important tip: Use the Absence Type Reference Guide for specific leave names and reasons.

YTD A/L and S/L Takes

Report Name: SC_AMS_YTD_TAKES_APPR_VW - YTD A/L and S/L Takes

Selection Criteria: No selection criteria

Data: As of the calendar date shown

Frequency: Run this query when you need year-to-date summary data of annual and/or sick leave taken for all your employees.

Description: Use this query to view year-to-date annual and sick leave takes for all leave earning employees. The query is sorted by EMPL ID.
Leave Clean-up Term Employee

**Report Name:** SC_AMS_TERMxEE_LV_APPR_VW- Leave Clean-up Term Employee  
**Selection Criteria:** No selection criteria  
**Data:** As of the calendar date shown  
**Frequency:** Run this query in accordance with absence approval deadlines to ensure all pending absences for separated employees are approved or cancelled as applicable.  
**Description:** Use this query to view absences for separated/inactive employees that were submitted prior to the date of separation and absences that are approved for dates past the employee’s date of separation. Both types require clean-up to ensure proper annual leave payout or leave transfer if moving to another State of SC agency.