

How to earn comp time and request holiday comp payout on a timesheet for a 28 day police employee: This job aid outlines how a manager can earn comp time and request holiday comp payout on behalf of a 28 day police employee. 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 Screen Shots** SOUTH CAROLINA O Step 1: On the Employee Self Service Search in Man  $\cap$  : 0 Employee Self Service < 3 of 3 3 Notifications 0 landing page, click the **Choose Other** My Homepage Actions Alerts Homepages drop-down arrow and Manager Self Service Timesheet for your approval. © 06 Oct at 5:13 AM select Manager Self Service from the Employee Self Service 0 2845 list. © 25 Oct at 11:51 PM Pay Date 10/13/2023 Timesheet for awaiting for your approval © 09 Feb at 6:21 PM Benefit Details 습 = ☆ = ☆ = 000 SOUTH CAROLINA SOUTH CAROLINA Manu 🧹 Search in Menu Manager Self Service ~ < 2 of 3 > : Notifications 0 Step 2: Click the Time and Absence Actions Alerts Workcenter tile. sks for Employee Offb 3 Actic Timesheet for your approval. PEOPLESOFT PEOPLESOFT () 06 Oct at 5:13 AM İİİ 🧄 © 25 Oct at 11:51 PM Timesheet for awaiting for your approval. © 09 Feb at 6:21 PM My Tear <u>ද</u> ය^ප 



#### Time and Absence Workcenter

provides a central area to access the most used time and absence related activities. It enables managers 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.

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Step 4: Click the Timesheet option	$\leftarrow \mid \odot \circ$	Q. Search in Menu	<u>∩</u> ↓ : ∅
from the list.	Timesheet		
<b>Step 5:</b> To enter time for a specific employee, begin by clicking the <b>Filter</b> button.	Scope C () My Scope () My Work Exceptions Approvals Links Approve Time and Absence Manage Time and Absence	Use filters to change the search criteria or Get Employees to apply the default Manager Search Get Employees Filter	h Options.
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Step 6: To find a specific employee,	$\leftarrow$ 0 $\heartsuit$	Q. Search in Menu
enter their USCID in the Employee ID	Timesheet	
field. As you begin entering the ID, employee names populate below.	Scope C O O	Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.
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In this example, the employee worked a holiday they were not scheduled for and requested to receive a payout for the hours worked. As the manager, you can enter time on behalf of your direct reports.

**Step 9:** Be sure to select the correct timeframe for the 28 day schedule. Use the **Arrows** to navigate to the appropriate timesheet.

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

**Note:** 28 day police submit their timesheets on a 28 day basis, rather than weekly like other employees. Reported time can be entered daily or weekly for the 28-day period, making sure to save for later along the way. At the end of the 28 day schedule, click the **Submit** button to submit the entire 28 days' timesheet.

#### University of South Carolina Time and Labor - MSS Earn Comp Time and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Employee

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<ul> <li>Step 10: Begin by selecting the appropriate Time Reporting Code (TRC).</li> <li>You can only have one TRC per line.</li> <li>Step 11: Click the Time Reporting</li> </ul>	<ul> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li> <li>← O</li></ul>	December 16, 2023	Q, Search in Menu				₽ : ∅ Period ∨ Submit
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<b>Step 12:</b> Before you begin entering hours, to ensure to always capture any overtime hours as Comp Time, scroll all the way to the right to click the <b>Comp Time Lookup</b> icon and select the <b>Comp Time</b> option.	Enter Time Enter Time FTE1Law Editorement Officer IV Select Autoher Job Scheduled 168.00 Reported 0.4  Holiday(s): 11/23/2023 - Thanksgiving D *Time Reporting Code  T REGHR - Regular Hours	201 Comp Time 1: COMPTIME HOLPAYOUT	C Sowethin L	Lookup		2 rows	Save f 16 Sat ⊙ 0 of 0



**Step 13:** On this first line, click in the **Time Entry** field and enter hours worked for each scheduled day. For this example, you will also enter the hours for the holiday the employee is scheduled to work. The unscheduled hours worked on a holiday will need to be entered on a separate time reporting row.

This week the employee was authorized to work overtime due to an unforeseen absence of a fellow officer.

### University of South Carolina Time and Labor - MSS Earn Comp Time and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Employee

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Step 14: To enter the hours worked
on the holiday, click the Add a Row
button to add a second time
reporting row.

Step 15: Click the Time Reporting Code drop-down arrow.

Step 16: Select REGHR – Regular Hours.

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Earn Comp Time and Request Holiday Comp Payout on a Timesheet
on Behalf of a 28 Day Police Employee

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**Step 17:** Click in the **Time Entry** field and only enter hours for the holiday the employee was not scheduled to work.

**Step 18:** To request a payout for the hours worked on the holiday, click the **Look up Comp** button and select the **Holiday Worked Hours Payout (HOLPAYOUT)** option from the list.

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Time and Labor - MSS
Earn Comp Time and Request Holiday Comp Payout on a Timesheet
on Behalf of a 28 Day Police Employee

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Notice **HOLPAYOUT** is now populated in the Comp Time field. This prompts the system to payout the time worked on the holiday.

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**Step 19:** You are done entering time, but you are not ready to submit. Click the **Save for Later** button to save the entered time on this timesheet.

**Step 20**: Click the **Yes** button to indicate you would like to validate the time. This will populate the Reported hours at the top of the timesheet.

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**Step 21:** A warning message appears to advise that you reported regular working hours (including comp time hours) on 11/23/23 and 11/24/23 which are university holidays. Click the **OK** button to save the reported time. This message will appear multiple times if time has been entered for multiple holidays.

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Legend Step 22: When Saved for Later, the 5 Time Details Saved icon appears for the days' time B is entered indicating the timesheet Annrover has been updated but not yet submitted for approval. Click the Pending Approvals View Legend icon to view the Denied 0 legends used and a short description Pushed Back 6 of each one. Exception 曲 The most common icons that may appear in the **Daily Status** box are: Reported Under Schedule A The user has an exception that ::: Reported Over Schedule needs to be fixed before submitting OFF Day the timesheet. 🔜 The timesheet has been saved for Holiday later. 📅 The time entered has been  $\leftarrow \mid \odot \ \heartsuit$ ΟÔ: submitted and is pending approval. Enter Time The entered time has been Timesheet is Saved for the period 2023-11-19 - 2023-12-16 PTE I and Enfor IN OTHER IN LODGOLUNIVERSITY POLICE DEPARTMENT approved. Return to Select Employe My Work November 19, 2023 - December 16, 2023 \*View By Period ~ 歯 < > xceptions Approvals 0 🔨 Save for Later Submit Links Holiday(s): 11/23/2023 - Timeksgiving Day; 11/24/2023 - Day After The Approve Time and Absence 19 Sun 😔 20 Mon 😔 21 Tue 💿 22 Wed 📀 23 Thu 😔 24 Fri 😔 25 Sat 💿 lanage Time and Absence Time Reporting Code 6.5 of 0 12 of 12 6.5 of 6.5 5.5 of 5.5 12 of 12 0.00 12 of 5.5 Timeshee 四日 B BE BE 周 Pavable Time Summarv Ξ + 6.50 5.50 12.00 **REGHR** - Regular Hours 66,50 12.00 Payable Time Detail Ţ + 6.50 6.50 Leave and Compensatory Time



**Step 23:** You are ready to submit the employee's timesheet for the full 28 day cycle from Nov 19 – Dec 16, 2023. Upon clicking the **Submit** button a warning message appears to advise that you reported regular working hours on 11/23/23 and 11/24/23 which are university holidays. Click the **Yes** button to complete submission.

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's email.

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

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**Step 24:** Notice the time that appears in the **Manager Approvals** section of the page shows as **Approved**. When time is entered by a manager on behalf of an employee, additional approval is not required.

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Timesheet	Date	Reported Status	Total	TRC	Description			Scheduled Work	k Hours
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Payable Time Detail	11/21/2023	Approved	12.00	REGHR	Regular Hours				12.00
Leave and Compensatory Time	11/22/2023	Approved	6.50	REGHR	Regular Hours				6.50
Weekly Time Calendar	11/23/2023	Approved	6.50	REGHR	Regular Hours				0.00
Manage Absences	11/24/2023	Approved		REGHR	Regular Hours				5.50
View Absence Requests	11/24/2025	Approved	00.0	KEURK	Regular Hours				5.50



later.

**University of South Carolina Time and Labor - MSS** Earn Comp Time and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Employee

Legend Step 25: When submitted, the Time Details **Approved** icon appears for the days' B time is entered indicating the Approved timesheet is approved. Click the View Legend icon to view the legends used Pending Approvals ð and a short description of each one. Denied 0 Pushed Back 6 The most common icons that may Exception ▲ appear in the Daily Status box are: Absence rfh A The user has an exception that Reported needs to be fixed before submitting Reported Under Schedule the timesheet. Reported Over Schedule 📟 The timesheet has been saved for OFF Day Holiday The time entered has been submitted and is pending approval. The entered time has been ← | ⊙ ♡ Q Search in Mer ΟŶ approved. Enter Time Scope 00 © 01Active Next O My Scope FTELLaw Enk \* #1 Officer IV | 591000.UNIVERSITY POLICE DEPARTMEN Return t My Work You successfully learned how to earn \*View By Period ~ November 19, 2023 - December 16, 2023 曲 < > Exception comp time and request holiday comp Scheduled 168.00 Reported 182.00 Allowable Exception ⓐ 🔨 Save for Later Fix Exception payout on a timesheet on behalf of a Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Th 28 day police employee. Reported Time 19 Sun 📀 20 Mon 💮 21 Tue 😡 22. Wed 📀 23 Thu 😔 24 Fri 😔 25 Sat 6 12 of 12 6.5 of 6.5 6.5 of 0 12 of 12 Absence Request 12 of 5.5 5.5 of 5.5 OE • = • = 0 🗉 Cancel Absence + REGHR - Regular Hour 175.50 12.00 12.00 6.50 5.50 + -REGHR - Regular Hour 6.50 6.50 Approve Time and Abs