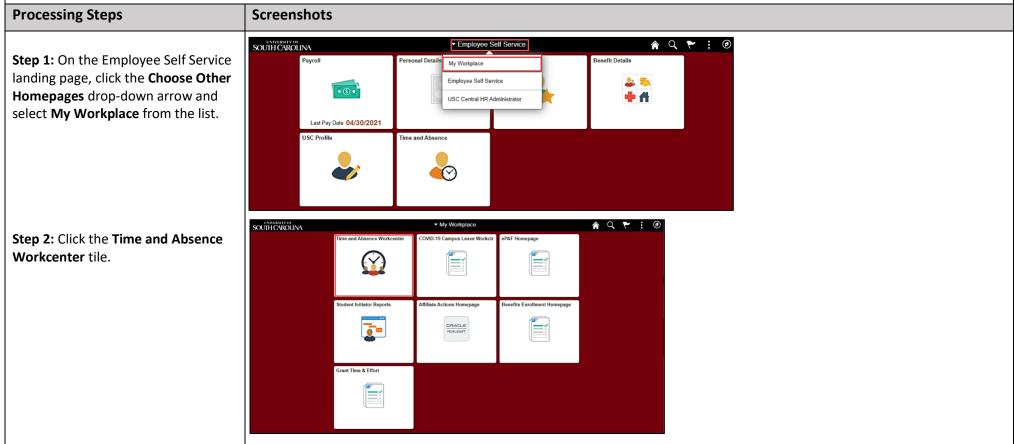


How to use comp/holiday comp time on an elapsed timesheet for multiple work orders:

This job aid outlines how a TL/ABS Approver can use comp/holiday comp time on an elapsed timesheet with multiple work orders on an employee's behalf. 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 > Time and Absence Workcenter





Time and Absence Workcenter	
provides a central area to access the	Scope C O
most used time and absence related	▼ My Scope
activities. It enables TL/ABS	✓ My Work
Approvers to access various pages	Exceptions
ind keep multiple windows open	Approvals 🗸
	Reported Time
while doing their daily work.	- Links
	Approve Time and Absence 🗸
he activities provided within the	Manage Time and Absence
Time and Absence Workcenter	Manage Enrollment
nclude Approving, Reporting,	Time and Labor Processing 🗸
viewing time and absence related	Extended Absences
transactions, queries, and reports.	▼ Queries
	Query Manager
	Time and Labor
Step 3: Click the Manage Time and	Absence Manageent
Absence drop-down arrow.	✓ Reports/Processes
	Reports



Step 4: Click the Timesheet option		
from the list.	Scope C 🐡	Enter Time
	• My Scope	Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.
Step 5: To enter time for a specific	- My Work	Get Employees Filter
employee, begin by clicking the Filter	Exceptions	
button.	Approvals 🗸	
	Reported Time 2	
	✓ Links	
	Approve Time and Absence	
	Manage Time and Absence	
	Timesheet	
	Payable Time Summary	
	Payable Time Detail	
	Leave and Compensatory Time	
	Weekly Time Calendar	
	Request Absence	
	View Absence Requests	
	Absence Balances	



Step 6: To find a specific employee,		
enter their USCID in the Employee ID	Scope C O Enter Time	
field. As you begin entering the ID,	▼ My Scope Use filters to change the	search criteria or Get Employees to apply the default Manager Search Options.
employee names populate below.	- Mir Mork	Filter
	Exceptions	
Step 7: Click Done to move on to the	Approvals	
Enter Time page.	Reported Time	Cancel Filters Done
	⇔ Links	Time Reporter Group
	Approve Time and Absence	Employee ID A31377 Q
	Manage Time and Absence 🗸	Empl ID Display Name
	Timesheet	A31377578
	Payable Time Summary	Last Name
	Payable Time Detail	First Name Q
	Leave and Compensatory Time	Department Q
	Weekly Time Calendar	
	Request Absence	Supervisor ID Q
	View Absence Requests	Reports To Position Q
	Absence Balances	
	▼ Queries	Reset
	Time and Labor \bigcirc	



tep 8: Click the Employee Jame/Tile line to view the Enter	Scope C 🐡	Enter Time								
ïme page.		Select Employee								1 row
	✓ My Work	Name/Title				Exceptions		Hours to be Ap	proved	14
	Exceptions ~					Exceptions		Tiours to be Ap	proved	
	Allowable Exception	Trades	Specialist IV							
	Fix Exception 19									
	Approvals									
	Reported Time 2									
tep 9: Click the Expand Page icon to ee a full view of the Enter Time age. This will reduce the amount of	< My Workplace			Entor	r Time					
prolling you will have to do to proplete the task.	Scope C O • My Scope • My Work • Links	Enter Time		4	6 June - 12	June 2021	×		A Previ	
rolling you will have to do to	 ▼ My Scope ▶ My Work 	Trades Specialist III		4	6 June - 12 We					
rolling you will have to do to	 My Scope My Work Links 	Trades Specialist III		4	6 June - 12 We	ekly				ious Next 🛓
rolling you will have to do to	My Scope My Work Links Approve Time and Absence	Trades Specialist III Return to Select Employee	6-Sunday	4	6 June - 12 We	ekly		11-Friday	🚊 Previ	ious Next 🛓
olling you will have to do to	My Scope My Work Links Approve Time and Absence Manage Time and Absence Timesheet	Trades Scecialist II Return to Select Employee View Legend	Scheduled OFF	4 Scheduler 7-Monday	6 June - 12 We d 37.50 Reported 0 8-Tuesday	ekly Hours Unapproved Tir 9-Wednesday Scheduled 7.5	ne 0.00 10-Thursday	Scheduled 7.5	Save for La 12-Saturday	ater Submit
olling you will have to do to	My Scope My Work Links Approve Time and Absence Manage Time and Absence Timesheet Payable Time Summary	View Legend	-	4 Scheduled 7-Monday	<mark>6 June - 12</mark> We d 37.50 Reported 0	ekly Hours Unapproved Tir 9-Wednesday	ne 0.00 10-Thursday		Save for La 12-Saturday	ater Submit
olling you will have to do to	My Scope My Work Links Approve Time and Absence Manage Time and Absence Timesheet Payable Time Summary Payable Time Detail	Trades Scecialist II Return to Select Employee View Legend	Scheduled OFF	4 Scheduler 7-Monday	6 June - 12 We d 37.50 Reported 0 8-Tuesday	ekly Hours Unapproved Tir 9-Wednesday Scheduled 7.5	ne 0.00 10-Thursday	Scheduled 7.5	Save for La 12-Saturday	ater Submit
rolling you will have to do to	My Scope My Work Links Approve Time and Absence Manage Time and Absence Timesheet Payable Time Summary Payable Time Detail Leave and Compensatory Time	View Legend	Scheduled OFF	4 Scheduler 7-Monday	6 June - 12 We d 37.50 Reported 0 8-Tuesday	ekly Hours Unapproved Tir 9-Wednesday Scheduled 7.5	ne 0.00 10-Thursday	Scheduled 7.5	Save for La 12-Saturday	ater Submit
rolling you will have to do to	My Soope My Work Links Approve Time and Absence Manage Time and Absence Timesheet Payable Time Summary Payable Time Detail Leave and Compensatory Time Weekly Time Calendar	View Legend *Time Reporting Code	Scheduled OFF Reported 0	4 Scheduled 7-Monday Scheduled 7.5 Reported 0	6 June - 12 We d 37.50 Reported 0 8-Tuesday Scheduled 7.5 Reported 0	Hours Unapproved Tir 9-Wednesday Schedulet 7.5 Reported 0	0.00 10-Thursday Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Save for La Save for La 12-Saturday Scheduled OFF Reported 0	ater Submit
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rolling you will have to do to	My Scope My Work Links Approve Time and Absence Manage Time and Absence Manage Time and Absence Payable Time Summary Payable Time Detail Leave and Compensatory Time Weekly Time Calendar Request Absence View Absence Requests	View Legend *Time Reporting Code	Scheduled OFF Reported 0	4 Scheduled 7-Monday Scheduled 7.5 Reported 0	6 June - 12 We d 37.50 Reported 0 8-Tuesday Scheduled 7.5 Reported 0	Hours Unapproved Tir 9-Wednesday Schedulet 7.5 Reported 0	0.00 10-Thursday Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Save for La Save for La 12-Saturday Scheduled OFF Reported 0	ater Submit

In this scenario the employee has earned comp time and has received verbal approval to utilize 3 hours on 6/07/2021. As the TL/ABS Approver, you can enter time on behalf of employees in your area. You can go back to enter and adjust timesheets 60 days prior to the current day on behalf of an employee.

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Note: If an Absence has been requested, it is not editable on the timesheet. Scroll to the right and click the plus + button to add another Time Reporting Code row.

Step 10: Be sure to select the correct timesheet for the work week. Use the Arrows to navigate to the appropriate timesheet.

Ky Workplace			Enter Tir	ne			Â	q 🎋 : Ø
Enter Time								
Trades Specialist III Return to Select Employee							🚊 Pre	vious Next گ
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View Legend							Save for	Later Submit
*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
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Comments	Q	\bigcirc	\bigcirc	Q	0	\bigcirc	\heartsuit	



egin by selecting the appropriate									
me Reporting Code (TRC).	∢ Time			Enter	Time			â	Q 🌾 :
	Empl Rec: 0 Dept Id :631010 Trades Specialist IV				1 June 2024	-			
ou can only have one TRC per line.			L		eekly				
				Scheduled 37.50	Reported 0 Hours				
Regular comp time expires at the	View Legend							Request Absence Save for	Later Submit
end of the fiscal year in which it	*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
is earned. UofSC fiscal year rungs									1
July 1, year through June 30,		Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0					
year. Comp time must be	~								
used/entered on the timesheet	CMPFM - Compensatory - FMLA CMPML - Compensatory - Military	P	\heartsuit	\bigcirc	\bigcirc	\heartsuit	\heartsuit	0	
prior to the last payroll in June.	CMPTT - Compensatory Time Taken CMPWC - Compensatory - WC								
	HCTK - Holiday Comp Taken HCTKF - Holiday Compensatory - FMLA HCTKM - Holiday Compensatory - Militar								
Holiday comp time expires one	HCTKW - Holiday Compensatory - WC REGHR - Regular Hours								
year from the day on which the									
comp time is earned.									



Step 11/Work Order Line #1: To use
comp time, click the Time Reporting
Code drop-down arrow.

Comp time and holiday comp time can be used for a variety of reasons, but the TRC must align with the specific usage reason, as applicable. Comp time TRCs shown below:

- CMPFM Compensatory-FMLA
- CMPLML Compensatory-Military
- *CMPTT Compensatory Time Taken (this should be the default use of comp time unless using for reason of FMLA, Military Leave, or Worker's Comp)
- CMPWC Compensatory Time-WC (workers comp)
- *HCTK Holiday Comp Taken (this should be the default use of holiday comp time unless using for reason of FMLA, Military Leave, or Worker's Comp)
- HCTKF Holiday Compensatory-FMLA
- HCTKM Holiday Compensatory-Military
- HCTKF Holiday Compensatory-WC (workers comp)

Step 12: Select	t CMPTT –
Compensatory	/ Time Taken

< Time			Enter	Time			Â	Q ष i Ø
Empl Rec: 0 Dept Id :631010 Trades Specialist IV		_			_			
		L	4 6 June - 12					
			Wee Scheduled 37.50 F					
View Legend						R	Request Absence Save f	for Later Submit
*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0					
✓								
CMPFM - Compensatory - FMLA CMPFM - Compensatory - Milary CMPTT - Compensatory - WC HCTK - Holday CompEnsatory - FMLA HCTK - Holday Compensatory - FMLA HCTK - Holday Compensatory - Millar HCTKM - Holday Compensatory - WC RCBHR - Regular Hours	0	0	0	Q	0	Q	Q	



Request Absence Save for Later Submit day 7-Monday 8-Tuesday 9-Wednesday 10-Thursday 11-Friday 12-Saturday Comp Time Scheduled 7.5 Scheduled 3 Reported 0 Reported 0 Reported 0 Scheduled 7.5 Scheduled 7.5 3.00
Scheduled 7.5 Schedule
Reported 3 Reported 0 Reported 0 Reported 0 Reported 0
300



Step 14: Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the comp time hours taken for the first line.

Step 15: Click the **+ (plus)** button to add an additional line for the second work order you worked that week.

Step 16/Work Order Line #2: Scroll back to the left to enter time worked for the second work order. Click the Time Reporting Code drop-down arrow.

Step	17: Select	REGHR –	Regular	Hours.
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6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order	
eduled OFF corted 0	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.6 Reported 0	Scheduled OFF Reported 0]		
	3.					P		Q FM00123456	+
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	ot id :831010 Trades Specialis	t IV		4 6 Jui	ne - 12 June 2021	Þ			Q 🔞
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Empl Rec: 0 De			7-Monday Beteskind 7.6 Reported 3	∢ 6 Ju l Scheduled :	ne - 12 June 2021 Weekly 37.50 Reported 0 Hours		12-Saturday Schwänd 7.6 Reported 0	Request Absence Save f	
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Step 18: Click in the Time Entry field and enter hours worked for each day.										
	▲ Time				Enter T	Time			A Q	۲ : 9
	Empl Rec: 0 Dept Id :631010 Trades S	pecialist IV								
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		Comments	V	$\mathbf{\nabla}$	∇	$\mathbf{\nabla}$	∇	∇	∇	
Step 19: Scroll over to the right, click in the Work Order field, and enter the order number that corresponds with the hours worked for the second line.	< Time Empl Rec: 0 Dept Id :631010 Trades 5	Specialist IV				r Time 2 June 2021	,		Â	Q 🅫 : Ø
Step 20: Click the + (plus) button to add					v	Veekly Reported 0 Hours				
an additional line for the third work order	View Legend							(Request Absence Save f	or Later Submit
you worked that week.	Time Reporting Code		6-Sunday 7	-Monday 8-Tu	uesday 9-Wedne	esday 10-Thursd	ay 11-Friday	12-Saturday	Comp Time	Work Order
			Scheduled OFF Reported 0	Scheduled 7.5 Reported 3	Scheduled OFF Reported 0					
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	REGHR - Regular Hours 🗸				3.00 3.00	3.00	3.00		Q FM00123458	+ -
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eporting Code drop-down arrow.	View Legend	Specialist IV			Enter ∢ 6 June - 12 We Scheduled 37.50 F	June 2021 🕨			Request Absence Save for	Q 📢 : Ø
ep 22: Select REGHR – Regular Hours.	Time Reporting Code		6-Sunday	7-Monday 8-T	uesday 9-Wednes	day 10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
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	REGHR - Regular Hours				3.00 3.00	3.00	3.00		Q, FM00123456	+ -
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	CMPFM - Compensatory - FMLA CMPML - Compensatory - Military CMPTT - Compensatory - Time Taken CMPWC - Compensatory - WC	Comments	Q	0	Q	P	\Diamond	P	\bigcirc	
ep 23: Click in the Time Entry field and ater hours worked for each day.	< Time Empl Re:: 0 Dept Id :831010 Trades Sp	ecialist IV		4	Enter Tir 6 June - 12 Ju Weekt Scheduled 37.50 Rep	ne 2021 🕨				1
	View Legend								Request Absence Save for Late	er Submit
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				3.00 3.00	Reported 5	Reported 5	Reported 5		Reported 0 Q FM00123456	

Step 24: Scroll over to the right, click in the Work Order field, and enter the order number that corresponds with t hours worked for the third line.

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Step 25: Click the + (plus) button to ac an additional line for the third work or vou worked that week.

Step 26/Work Order Line #4: Scroll ba to the left to enter time worked for the third work order. Click the Time Reporting Code drop-down arrow.

Step 27: Select REGHR – Regular Hour

				۲ s	6 June - 12 Jun Weekly Scheduled 37.50 Repo			_			
/iew Legend								R	equest Absence	Save for Late	er Submit
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REGHR - Regular Hours 🗸 🗸			2.00	2.00	2.00	2.00	2.00		Q, FM0	0234567	+ -
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p 28: Click in the Time Entry field and ter hours worked for each day.	< Time Empl Rec: 0 Dept Id :831010 Trades	Specialist IV			4	Enter T 6 June - 12 J Wee Scheduled 37.50 Ri	lune 2021 🔹			Â		: ()
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	REGHR - Regular Hours			2.50	2.50	2.50	2.50	2.50		٩	+	-
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p 29: Scroll over to the right, click in Work Order field, and enter the er number that corresponds with the	✓ Time Empl Rec: 0 Dept Id :831010 Trades	Comments	Q			Enter 1 6 June - 12 J	June 2021 🔹 🕨				Q 1 2	: 0
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Step 30: The timesheet is complete. Click the Submit button to submit the timesheet for approval.	My Workplace Enter Time Trades Specialist II Return to Select Employee				4	Enter T 6 June - 12 J	June 2021	•		_	Q ष : 🕑 Previous Next 🚢	
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	CMPTT - Compensatory Time Taken 🗸			3.00						Q FM00123456	+ -	
	REGHR - Regular Hours				3.00	3.00	3.00	3.00		Q FM00234567	+ -	
	REGHR - Regular Hours			2.00	2.00		2.00	2.00		Q FM00345678	+ -	
	REGHR - Regular Hours			2.50	2.50		2.50	2.50		Q, FM00456789	+ -	
		Comments	0		0	0	0	0	0	0		



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.

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

Step 31: Notice the time for each day is automatically approved at submission. When time is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required.

					Timest	eet is Submitted for	the perio	od 2021-06-06 - 2021	-06-12							د
← My Work		2	Irabes Specialist IV Return to Select Employee												Previous	Next 🚢
Exceptions	~					4		6 June - 12 J	ly.	•						
Approvals	~					Schedul	ed 37.5	0 Reported 37.5	lours Unappro	ved Time	e 0.00					
- Links		View	Legend												Save for Later	Submit
Approve Time and Absence	~		*Time Reporting Code		6-Sunday	7-Monday		8-Tuesday	9-Wednesd	ay	10-Thursday		11-Friday		12-Saturday	Comp Time
Manage Time and Absence	~															
Timesheet					cheduled OFF eported 0	Scheduled 7.5 Reported 7.5	R	Reported 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5		Scheduled 7.5 Reported 7.5	R	cheduled 7.5 leported 7.5	1	Scheduled OFF Reported 0	
Payable Time Summary		0110					0	C								
Payable Time Detail		CMP	TT - Compensatory Time Taken	•			3.00									
Leave and Compensatory Time		REG	HR - Regular Hours	•			2.00	2.0		2.00		2.00		2.00		
Weekly Time Calendar		REG	HR - Regular Hours	•			2.50	2.5		2.50		2.50		2.50		
Request Absence		REG	HR - Regular Hours	•				3.0		3.00		3.00		3.00		
View Absence Requests			Co	mments	P	\bigcirc		P	Q		P		\heartsuit		P	
Absence Balances																
Queries		✓ Mar	age Approvals													
Time and Labor	~															
Absence Managment	~		Date	Reported Stat	tus	Tot	al TRC	Des	ription						Scheduled	Work Hours
Unapproved Absences			08/07/2021	Approved		3.0	0 CMP	TT Con	pensatory Time	Taken						7.50
Hyper Link			08/07/2021	Approved		4.5	0 REG	HR Reg	lar Hours							7.50
 Reports/Processes 			08/08/2021	Approved		7.	0 REG	HR Reg	lar Hours							7.50
			08/09/2021	Approved		7.	0 REG	HR Reg	lar Hours							7.50
			08/10/2021	Approved		7.	0 REG	HR Reg	lar Hours							7.50
			08/11/2021	Approved		71	0 REG	UD Doo	lar Hours							7.50



