### How to use comp/holiday comp time on an elapsed timesheet for multiple work orders:
This job aid outlines how an employee can use comp/holiday comp time on an elapsed timesheet with multiple work orders.

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<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <strong>Time and Absence</strong> tile.</td>
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![Image of Employee Self Service landing page](image-url)
Step 2: Click the Enter Time tile, to enter time on a timesheet.
Step 3: Be sure to select the correct timesheet for the work week. Use the Arrows to navigate to the appropriate timesheet.

Begin by selecting the appropriate Time Reporting Code (TRC).

You can only have one TRC per line.

- Regular comp time expires at the end of the fiscal year in which it is earned. UofSC fiscal year runs July 1, year through June 30, year. Comp time must be used/entered on the timesheet prior to the last payroll in June.

- Holiday comp time expires one year from the day on which the comp time is earned. In this example the employee worked on Memorial Day 2021, so they have until May 31, 2022, to use the holiday comp time.
Step 4/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 5: Select CMPTT – Compensatory Time Taken.

Step 6: Click in the Time Entry field and enter hours worked for each day.
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Step 7: 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 8: Click the + (plus) button to add an additional line for the second work order you worked that week.

Step 9/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 10: Select REGHR – Regular Hours.
Step 11: Click in the Time Entry field and enter hours worked for each day.

Step 12: 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.

Step 13: Click the + (plus) button to add an additional line for the third work order you worked that week.
Step 14/Work Order Line #3: Scroll back to the left to enter time worked for the third work order. Click the Time Reporting Code drop-down arrow.

Step 15: Select REGHR – Regular Hours.

Step 16: Click in the Time Entry field and enter hours worked for each day.
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**Step 17:** Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the third line.

**Step 18:** Click the + (plus) button to add an additional line for the third work order you worked that week.

**Step 19/Work Order Line #4:** Scroll back to the left to enter time worked for the third work order. Click the **Time Reporting Code** drop-down arrow.

**Step 20:** Select **REGHR – Regular Hours**.
Step 21: Click in the Time Entry field and enter hours worked for each day.

Step 22: Scroll over to the right, click in the Work Order field, and enter the order number that corresponds with the hours worked for the fourth line.

Note: If you need to enter hours for additional work orders, follow steps 18 through 22.
You can enter comments about the time entries if you feel additional information is needed.

**Step 23:** Click the **Comments** button.

Use the **Comments** page to enter comments for the reported time.

**Step 24:** Click in the **Comment** field and enter a comment applicable to the time entered.

**Step 25:** Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

**Step 26:** Click the **X** to close the Time Reporting Comments page.
Notice when a comment has been added to a specific time entry, squiggles appear in the comment bubble.

**Step 27:** The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.
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.

When submitted, the summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view.
Step 28: When submitted, the Pending Approvals icon appears for the days’ time is entered indicating the timesheet is waiting for approval. Click the View Legend link to view the legends used and a short description of each one.

The most common icons that may appear in the Daily Status box are:
- The user has an exception that needs to be fixed before submitting the timesheet.
- The timesheet has been saved for later.
- The time entered has been submitted and is pending approval.
- The entered time has been approved.

You successfully learned how to enter use comp/holiday comp time on an elapsed timesheet for multiple work orders.