How to use comp/holiday comp time on an elapsed timesheet for multiple work orders:
This job aid outlines how a manager can use comp/holiday comp time on an elapsed timesheet with multiple work orders on an employee’s behalf. A manager can search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

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<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <em>Choose Other Homepages</em> drop-down arrow and select <em>Manager Self Service</em> from the list.</td>
<td><img src="image1.png" alt="Screen Shot 1" /></td>
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<td><strong>Step 2:</strong> Click the <em>Time and Absence Workcenter</em> tile.</td>
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**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.**
Step 4: Click the Timesheet option from the list.

Step 5: To enter time for a specific employee, begin by clicking the Filter button.
**Step 6:** To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

**Step 7:** Click **Done** to move on to the Enter Time page.
Step 8: Click the **Employee Name/Title** line to view the Enter Time page.

Step 9: Click the **Expand Page** icon to see a full view of the Enter Time page. This will reduce the amount of scrolling you will have to do to complete the task.
In this scenario the employee has earned comp time and has received verbal approval to utilize 3 hours on 6/07/2021. As the manager, 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.

**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.
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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.
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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 CMPTT – Compensatory Time Taken.
Step 13: Click in the Time Entry field and enter hours worked for each day.
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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**Step 18:** Click in the **Time Entry** field and enter hours worked for each day.

**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.

**Step 20:** Click the **+ (plus)** button to add an additional line for the third work order you worked that week.
Step 21/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 22: Select REGHR – Regular Hours.

Step 23: Click in the Time Entry field and enter hours worked for each day.
Step 24: 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 25: Click the + (plus) button to add an additional line for the third work order you worked that week.

Step 26/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 27: Select REGHR – Regular Hours.
Step 28: Click in the Time Entry field and enter hours worked for each day.

Step 29: 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 25 through 29.
Step 30: The timesheet is complete. Click the Submit button to submit the timesheet for approval.
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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 manager on behalf of an employee, additional approval is not required.
Step 32: 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 use comp/holiday comp time on an elapsed timesheet for multiple work orders on an employee’s behalf.