

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.

Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter **Processing Steps Screenshots** Employee Self Service SOUTH CAROLINA Step 1: On the Employee Self Service Q Time and Absence Talent Profil landing page, click the **Choose Other** My Homepage Homepages drop-down arrow and Manager Self Service select Manager Self Service from the Employee Self Service list. Last Pay Date 04/30/2021 Benefit Details USC Profile Step 2: Click the Time and Absence SOUTH CAROLINA Manager Self Service A Q M Workcenter tile. Manager Dashboard Annroval My Tear ORACLE Absence Analytics ime and Absence Workcente



Time and Absence Workcenter	scope C to the scope T to the scope to the
provides a central area to access the	
most used time and absence related	✓ My Work
activities. It enables managers to	Exceptions
access various pages and keep	Approvals
multiple windows open while doing	Reported lime
their daily work	- Links
their daily work.	Approve Time and Absence
	Manage Time and Absence
The activities provided within the	Manage Enrolment
Time and Absence Workcenter	Leave Donations
include Approving, Reporting,	Extended Absences
viewing time and absence related	- Oueries
transactions, gueries, and reports.	Query Manager
	Time and Labor
	Absence Manageent
Sten 3. Click the Manage Time and	▼ Reports/Processes
Absonce drop down arrow	Reports
Absence drop-down arrow.	



Step 4: Click the Timesheet option	Scope C I Enter Time
from the list	▼ My Scope Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.
nom the list.	▼ My Work
	Evantion
Step 5: To enter time for a specific	Anneousla
employee, begin by clicking the Filter	
button.	Reported time
	✓ 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
	Absance Relance
	Augerike Dereikkes



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. Scope My Scope Step 7: Click Done to move on to the Enter Time page. My Work Image Time and Absence Manage Time and Absence	nter Time ie filters to change the search criteria or Get Employees to apply th Get Employees Filter Cancel Time Reporter Group Employee ID Empl Record Last Name	e default Manager Search Options. Filters Done Q	
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.	e filters to change the search criteria or Get Employees to apply the Get Employees Filter Cancel Time Reporter Group Employee ID Employ I	e default Manager Search Options. Filters Done Q	
ield. As you begin entering the ID, employee names populate below. Approvals Reported Time • Links Approver Time and Absence Manage Time and Absence Timesheet Payable Time Summary	Get Employees Filter Cancel Time Reporter Group Employee ID Empl Record Last Name	Filters Done Q A31377 Empl ID Display Name A31377578	
mployee names populate below. tep 7: Click Done to move on to the nter Time page. Approvals Reported Time Links Approve Time and Absence Timesheet Payable Time Summary	Cance Time Reporter Group Employee ID Empl Record Last Name	Filters Done Q A31377 Q Empi ID Display Name A31377578 Q	
tep 7: Click Done to move on to the hter Time page. Approvals Links Approve Time and Absence Manage Time and Absence Timesheet Payable Time Summary	Cancel Time Reporter Group Employee ID Empl Record Last Name	Filters Done Q A313771 Q Empl ID Display Name A31377578 Q	
sep 7: Click Done to move on to the nter Time page. Reported Time Links Approve Time and Absence Manage Time and Absence Timesheet Payable Time Summary Payable Time Summary	Cancel Time Reporter Group Employee ID Empl Record Last Name	Filters Done	
Links Approve Time and Absence Manage Time and Absence Timesheet Payable Time Summary	Time Reporter Group Employee ID Empl Record Last Name	Q A31377 Q Empi ID Display Name A31377578 Q	
Approve Time and Absence Manage Time and Absence Timesheet Payable Time Summary	Employee ID Empl Record Last Name	A31377 Q Empl ID Display Name A31377578	
Manage Time and Absence Timesheet Payable Time Summary	Empl Record	Empl ID Display Name	
Timesheet Payable Time Summary	Last Name	A31377578	
Payable Time Summary	Last Name	2	
		~	
Payable Time Detail	First Name	٩	
Leave and Compensatory Time	Department	0	
Weekly Time Calendar	Department	~	
Request Absence	Supervisor ID	٩	
View Absence Requests	Reports To Position Number	Q	
Absence Balances			
▼ Queries		Reset	
Time and Labor			



Step 8: Click the Employee Name/Tile line to view the Enter Time page.	Scope C O My Scope My Work Exceptions Allowable Exception Fix Exception B Approvals Reported Time 2	Enter Time Select Employee Table Trades Sp	ecialist IV			Exceptions		Hours to be Ap	proved	1 row
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.	< My Workplace Scope My Scope My Scope My Work Links Approve Time and Absence Manage Time and Absence	Enter Time Trades Scecialist II Return to Select Employee		Enter 4 Scheduled	11me 6 June - 12 J Wee 37.50 Reported 0 F	June 2021 Hours Unapproved Tim	▶ te 0.00		A Previ	vus Next 🚢
	Timesheet Payable Time Summary	*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
	Payable Time Detail Leave and Compensatory Time		Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
	Weekly Time Calendar	~								
	Request Absence	Comments	0	0	0	0	0	0	Q	
	View Absence Requests									
	Absence Balances	1								



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.

<u>Note</u>: 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.

My Workplace			Enter Ti	me			Â	०, 🎺 🗄 🙆
Enter Time								
Trades Specialist III Return to Select Employee							💄 Pre	vious Next 🔔
		•	6 June - 12 J Week	une 2021 🔹 🕨				
		Schedu	led 37.50 Reported 0 H	ours Unapproved Time 0	0.00			
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
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0					
~					Ì			
Comm	ents 🛇	Q	\bigcirc	\bigcirc	0	0	0	



Begin by selecting the appropriate									
Time Reporting Code (TRC).	♥ Time			Enter	Time			^	् 🕫 🗄 📀
	Empl Rec: 0 Dept Id :631010 Trades Specialist IV					-			
You can only have one TRC per line			4	6 June - 12 J	June 2021	1			
rou can only have one me per me.				Scheduled 37.50 R	leported 0 Hours				
Bogular comp time expires at the	View Legend							Request Absence Save for L	ater Submit
Regular comp time expires at the and of the fixed year in which it		C Sundau	7 Mandau	0 Turadau	0 Wednesday	40 Thursday	44 Esiden	42 Setundari	Come Time
end of the fiscal year in which it	*Time Reporting Code	6-Sunday	7-Monday	6-TUESDAY	5-weanesday	TO-THURSDAY	11-Friday	12-Saturday	Comp nine
is earned. UotSC fiscal year rungs		Scheduled OFF	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5 Reported 0	Scheduled 7.5 Represented 0	Scheduled 7.5	Scheduled OFF	
July 1, year through June 30,								Peporas 6	
year. Comp time must be	`								
used/entered on the timesheet	CMPFM - Compensatory - FMLA CMPML - Compensatory - Military CMPTT - Compensatory Time Taken	0	0	\bigcirc	0	0	\heartsuit	0	
prior to the last payroll in June.	CMPWC - Compensatory - WC HCTK - Holiday Comp Taken								
	HCTKH - Holiday Compensatory - HILA HCTKM - Holiday Compensatory - Militar HCTKW - Holiday Compensatory - WC								
 Holiday comp time expires one 	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 CMPTT –
Compensatory Time Taken

< Time			Enter	lime			â	Q 🅫 : Ø
Empl Rec: 0 Dept Id :631010 Trades Specialist IV		_			_			
			∢ 6 June - 12 J	lune 2021 🔹 🕨				
			Wee Scheduled 37.50 R	kly eported 0 Hours				
View Legend						Re	equest Absence Save for	r 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					
✓								
CMFFM - Compensatory - FMLA CMFTM - Compensatory - Milary CMFTM - Compensatory - Milary CMFWC - Compensatory - WC HCTK - Holiday Compensatory - FMLA HCTK - Holiday Compensatory - Milar HCTKM - Holiday Compensatory - WC RCSHR - Require Hours	Q	0	Q	Q	Q	Q	Q	



hours worked for each day.	o: 0 Dept Id :631010 Trades Specialist IV		٩	Enter 6 June - 12 We	June 2021				
View Leç	end			Scheduled 37.50	Reported 0 Hours			Request Absence Save	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 3	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
CMPTT-	Compensatory Time Taken	P	3.0		2				



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.
------	------------	----------------	---------	--------

	4	6 June - 12 . Wee	June 2021						
		Scheduled 37.50 R	Reported 0 Hours						
					Rec	quest Absence Save fo	r Later Submit		
6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order	
reduled OFF ported 0	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.6 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0			
	3.00							Q FM00123456	+
8	8	P	8	P	8	8			
Time Empl Rec: 0 Dept	d :831010 Trades Specialist	V			Enter Time			٨	Q 1 ⁰
< Time Empl Rec: 0 Dept I	d :831010 Trades Specialist I	y.		∢ 6 Ju	Enter Time ne - 12 June 2021 Weekly	•		*	Q 19
< Time Empl Rec: 0 Dept I	d :831010 Trades Specialist I	v		✓ 6 Ju Scheduled	Enter Time ne - 12 June 2021 Weekly 37.50 Reported 0 Hours	Þ		*	Q 🔊
C Time Empi Rec: 0 Dept I	d :831010 Trades Specialist I	v		< 6 Ju Scheduled	Enter Time ne - 12 June 2021 Weekly 37.50 Reported 0 Hours	Þ		Request Absence Save f	Q 😢
Time Empl Rec: 0 Dept I View Legend *Time	d :831010 Trades Specialist / Reporting Code	y 6-Sunday	7-Monday	€ 6 Ju Scheduled 8-Tuesday 9	Enter Time ne - 12 June 2021 Weekly 37.50 Reported 0 Hours Wednesday 10-Thu	► arsday 11-Friday	12-Saturday	Request Absence Save f	Q 🔊
< Time Empl Rec: 0 Dept I View Legend	d :831010 Trades Specialist I Reporting Code	6-Sunday Schesbied OFF Reported 0	7-Monday Technology 7.5 Reported 3	 4 6 Ju Scheduled 8-Tuesday 9 Reported 0 	Enter Time ne - 12 June 2021 Weekly 37.50 Reported 0 Hours Wednesday 10-Thu Scheduled 7.5 Reported 0	arsday 11-Friday Schesked 7.5 Reported 0	12-Saturday Schooland 7.6 Reported 0	Request Absence Save f Comp Time Behvaluet OFF Reported 0	Q 2
CMPTT - Compensation	d :831010 Trades Specialist Reporting Code ry Time Taken 🗸	6-Sunday Scheduled OFF Reported 0	7-Monday Breadulet 7.5 Reported 3 3.00	 6 Ju Scheduled 8-Tuesday 9 Scheduled 7.3 Reported 0 	Enter Time ne - 12 June 2021 Weekly 37.50 Reported 0 Hours Wednesday 10-Thu Scheduled 7.5 Reported 0	arsday 11-Friday Scheduled 7.5 Reported 0	12-Saturday Schedulet 7.5 Reported 0	Request Absence Save f Comp Time Scheduked OFF Reported 0 Phytophysical Phytophysical Comp Time	C 2 Tor Later Sut Work Order
Time Empl Rec: 0 Dept I View Legend *Time CMPTT - Compensato	d :831010 Trades Specialist / Reporting Code ny Time Taken	6-Sunday Geheduled OFF Reported 0	7-Monday Reported 7.5 Reported 3 3.00	 € Ju Scheduled 8-Tuesday 9 Britedad 7.5 Reported 0 0 0 0 0 	Enter Time ne - 12 June 2021 Weekly 37.50 Reported 0 Hours Wednesday 10-Thu Scheduled 7.5 Reported 0	arsday 11-Friday Acted/ad 7.5 Reported 0	12-Saturday Schedulet 7.5 Reported 0	Request Absence Save f Comp Time Scheduled OFF Reported 0 Q FM00123456 Q	Q P for Later Sut Work Order



Step 19: Scroll over to the right, click in the Work Order field, and enter the order number that corresponds with the	ept Id :831010 Trades Sp me Reporting Code satory Time Taken	pecialist IV	6-Sunday	7-Monday	∢ Sc 8-Tuesdav	Enter Tim 6 June - 12 Jun Weekly cheduled 37.50 Repo	e 2021		Req	nust äbennen Stue for Lati	™ : №
Step 19: Scroll over to the right, click in the Work Order field, and enter the order number that corresponds with the	ne Reporting Code		6-Sunday	7-Monday	€ So 8-Tuesdav	6 June - 12 Jun Weekly cheduled 37.50 Repo	e 2021 >		Reg	save for Late	
Step 19: Scroll over to the right, click in the Work Order field, and enter the order number that corresponds with the	me Reporting Code		6-Sunday	7-Monday	8-Tuesdav				Req	west Absence Save for late	
Step 19: Scroll over to the right, click in the Work Order field, and enter the order number that corresponds with the	satory Time Taken		6-Sunday	7-Monday	8-Tuesdav						ar Submit
Step 19: Scroll over to the right, click in the Work Order field, and enter the order number that corresponds with the	satory Time Taken 🗸		Scheduled OFF		,	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
Step 19: Scroll over to the right, click in the Work Order field, and enter the order number that corresponds with the	satory Time Taken 🛛 🗙		Reported 0	Scheduled 7.5 Reported 3	Scher Repo	eduled 7.5 orted 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled OFF Reported 0	
Step 19: Scroll over to the right, click in the Work Order field, and enter the order number that corresponds with the				3.00						Q, FM00123456	+ -
Step 19: Scroll over to the right, click in the Work Order field, and enter the order number that corresponds with the	Hours 🗸				3.00	3.00	3.00	3.00		Q	+ -
Step 19: Scroll over to the right, click in the Work Order field, and enter the order number that corresponds with the		Comments	\heartsuit	0]	0	\heartsuit	\heartsuit	\bigcirc	\heartsuit	
hours worked for the second line.	ept Id :831010 Trades S	Specialist IV				Enter 1	Ĩime			Â	Q 🅫 : @
Step 20: Click the + (plus) button to add an additional line for the third work order					4	6 June - 12 J Wee Scheduled 37.50 R	Iune 2021 kly eported 0 Hours		ĺ	Request Absence Save f	or Later Submit
you worked that week.	me Reporting Code		6-Sunday	7-Monday	8-Tuesday	y 9-Wednesd	lay 10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
			Scheduled OFF Reported 0	Scheduled 7.5 Reported 3	S	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled OFF Reported 0	
CMPTT - Company	nsatory Time Taken 🗸 🗸			3.00						Q. FM00123458	+ -
REGHR - Regular	,				3.00	3.00	3.00	3.00		Q FM00123456	+ -
	r Hours 🗸		0	•	\geq	\bigcirc	0	Q	0	\bigcirc	
	r Hours 🗸	Comments									



Step 21/Work Order Line #3: Scroll back to the left to enter time worked for the third work order. Click the Time	< Time Empl Rec: 0 Dept Id :831010 Trades	Specialist IV				Enter Time Ine - 12 June 2021 Weekly 37.50 Reported 0 Hours	•			
Reporting Code drop-down arrow.	View Legend								Request Absence Sav	ve for Later Submit
Step 22: Select REGHR – Regular Hours.	Time Reporting Code		6-Sunday	7-Monday	8-Tuesday	9-Wednesday 10-Thu	sday 11-Friday	12-Saturday	Comp Time	Work Order
			Scheduled OFF Reported 0	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled OFF Reported 0	
	CMPTT - Compensatory Time Taken 🗸			3.00					Q FM00123456	+ -
	REGHR - Regular Hours 🗸				3.00	3.00 3.00	3.00		Q, FM00123456	+ -
	~								٩	+ -
	CMPFM - Compensatory - FMLA CMPML - Compensatory - Military CMPTT - Compensatory Time Taken CMPVC - Compensatory - IWC	Comments	0	0	S	\bigcirc	0	0	0	
	HCTK - Holiday Comp Taken HCTKF - Holiday Compensatory - FMLA HCTKK - Holiday Compensatory - Miltar HCTKW - Holiday Compensatory - WC REGHR - Regular Hours									
ep 23: Click in the Time Entry field and nter hours worked for each day.	HCTK- Holday Comp Taken HCTK- Holday Compensatory - FMLA HCTKM - Holday Compensatory - WC REGHR - Regular Hours	pecialist IV			€ 6 Jun Scheduled 3	nter Time e - 12 June 2021 Weekly 7.50 Reported 0 Hours	•		Â	Q 🅫 : @
ep 23: Click in the Time Entry field and nter hours worked for each day.	HCTK- Holday Comp Taken HCTK- Holday Comparatory - FMLA HCTKM - Holday Comparatory - Willer HCTKM - Holday Comparatory - Willer HCTKM - Holday Comparatory - Willer HCTKM - Holday Comparatory - Willer REGHR - Regular Hours	pecialist IV			€ ∢ 6 Jun Scheduled 3	e - 12 June 2021 Weekly 7.50 Reported 0 Hours	>		Request Absence Save for	Q V i @
tep 23: Click in the Time Entry field and nter hours worked for each day.	HCTK- Holday Comp Taken HCTK- Holday Comparatory - FMLA HCTKM - Holday Comparatory - WLC REGHR - Regular Hours Z Time Empl Rec: 0 Dept Id :031010 Trades S View Legend Time Reporting Code	pecialist IV	6-Sunday	7-Monday	E	e - 12 June 2021 Weekly 7.50 Reported 0 Hours fednesday 10-Thursd	▶ y 11-Friday	12-Saturday	Request Absence Save for Comp Time	or Later Submit Work Order
t ep 23: Click in the Time Entry field and nter hours worked for each day.	HCTK- Holday Comp Taken HCTK- Holday Compensatory - FMLA HCTKM - Holday Compensatory - WIC REGHR - Regular Hours Zme Empl Rec: 0 Dept Id :831010 Trades S View Lagend Time Reporting Code	pecialist IV	6-Sunday Scheduled OTF Reported 0	7-Monday Schedule 7.5 Reported 5	 6 Jun Scheduled 3 8-Tuesday 9-W Scheduled 7.5 Reported 5 	Inter Time e - 12 June 2021 Weekly .50 Reported 0 Hours /ednesday 10-Thursd Scheduled 7.5 Reported 5	y 11-Friday Betedule 7.5 Reported 5	12-Saturday Sritedulo 7,5 Reported 5	Request Absence Save for Comp Time	Q 2 2 0
ep 23: Click in the Time Entry field and Iter hours worked for each day.	HCTK- Holday Comp Taken HCTK- Holday Compensatory - FMLA HCTKH - Holday Compensatory - WLC REGHR - Regular Hours Empl Rec: 0 Dept Id :831010 Trades S View Legend Time Reporting Code CMPTT - Compensatory Time Taken ✓	pecialist IV	6-Sunday Scheduled OFF Reported 0	7-Monday Scheduled 7.5 Reported 5 3.00	 6 Jun Scheduled 3 8-Tuesday 9-W Schedulet 7.5 Reported 5 	e - 12 June 2021 Weekly 7.50 Reported 0 Hours fednesday 10-Thursd	y 11-Friday Scheduled 7.5 Reported 5	12-Saturday Scheduled 7.5 Reported 5	Request Absence Save for Comp Time Scheduled OFF Reported 0 Q FM00123456	Q Y ² ? or Later Submit Work Order +
ep 23: Click in the Time Entry field and nter hours worked for each day.	HCTK- Holday Comp Taken HCTK- Holday Compensatory - FMLA HCTK- Holday Compensatory - WC REGHR - Regular Hours View Legend CMPTT - Compensatory Time Taken REGHR - Regular Hours	pecialist IV	6-Sunday Betesdet Off Reported 0	7-Monday Scheduled 7.5 Reported 5 3.00	6 Jun Scheduled 3 8-Tuesday 9-W Reported 5 Reported 5 3.00	Inter Time e - 12 June 2021 Weekly 250 Reported 0 Hours Admissible 7.5 Reported 5 	IN 11-Friday Scheduled 7.5 Reported 5 3.00	12-Saturday	Request Absence Save for Comp Time Reported 0 OFF Reported 0 FM00123456 Q FM00123456	Q Y Image: Organization or Later Submit Work Order Image: How To and the second
ep 23: Click in the Time Entry field and nter hours worked for each day.	► HOIR's Comp Taken HCTK- Hoiday Compassion - FMLA HCTKA - Hoiday Compensatory - WC REGHR - Regular Hours ▼ Time Empl Rec: 0 Dept Id :831010 Trades S View Legend View Legend Time Reporting Code CMPTT - Compensatory Time Taken REGHR - Regular Hours REGHR - Regular Hours	pecialist IV	6-Sunday Scheduled OFF Reported OF	7-Monday Scheduled 7.5 Reported 5 3.00 2.00	 6 Jun Scheduled 3 8-Tuesday 9-W Scheduled 7.5 Reported 5 3.00 2.00 	Inter Time e - 12 June 2021 Weekly .50 Reported 0 Hours /ednesday 10-Thursd Scheaking 7.5 Reported 5 	y 11-Friday Besoted 7.5 Reported 5	12-Saturday	Request Absence Save for Comp Time Comp Time Peported 0 Comp Comp Comp Reported 0 Comp Comp Comp Comp Comp Comp Reported 0 Comp	Q 12 or Later Submit Work Order + + + + +

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.

UNIVERSITY OF

South Carolina

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.

View Legend			٩	6 June - 12 Ju Weeki Scheduled 37.50 Rej	June 2021 June 2021 Units U		Re	equest Absence Save for	or Later Submit
Time Reporting Code		6-Sunday	7-Monday 8-Tues	day 9-Wednesda	y 10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
		Scheduled OFF Reported 0	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled OFF Reported 0	
CMPTT - Compensatory Time Taken 🗸			3.00					Q FM00123456	+ -
REGHR - Regular Hours			3.0	3.00	3.00	3.00		Q. FM00123456	+ -
REGHR - Regular Hours 🗸 🗸			2.00 2.0	2.00	2.00	2.00		Q. FM00234587	+ -
	Comments	8	0	0	8	8	0	8	
Time Empl Rec: 0 Dept Id :831010 Trades	Specialist IV			Enter 4 6 June - 12 w	2 June 2021				n q 🅫 i
Time Empl Rec: 0 Dept id :031010 Trades View Legend	Specialist IV			Enter ← 6 June - 12 W Scheduled 37.50	r Time 2 June 2021 Jeekly Reported 0 Hours	,		RequestAbsence	A Q V :
Time Empl Rec: 0 Dept Id :831010 Trades View Legend Time Reporting Code	Specialist IV	6-Sunday	7-Monday 8-Tu	G June - 12 W Scheduled 37.50	c Time 2 June 2021 () Reported 0 Hours sday 10-Thursday	, y 11-Friday	12-Saturday	Request Absence Score Time	Save for Later Submit
Time Empi Rec: 0 Dept id :831010 Trades View Legend Time Reporting Code	Specialist IV	6-Sunday Scheduled OFF Reported 0	7-Monday 8-To Scheduled 7.5 Reported 5	G June - 12 W Scheduled 37.50 esday 9-Wedne Scheduled 7.5 Reported 5	c Time 2 June 2021 keekly Reported 0 Hours sday 10-Thursday Batedulet 7.5 Reported 5	y 11-Friday Schedulet 7.5 Reported 5	12-Saturday Scheduled 7.5 Reported 5	Request Absence 1 Comp Time Generatived OFF Reported 0	Save for Later Submit
Time Empl Rec: 0 Dept Id :831010 Trades View Legend Time Reporting Code CMPTT - Compensatory Time Taken	Specialist IV	6-Sunday Scheduled OFF Reported 0	7-Monday 8-Te Reported 5 3.00	Enter	CTIME	y 11-Friday Scheduled 7.5 Reported 5	12-Saturday Scheduled 7.5 Reported 5	Comp Time Comp Time Scheduled OFF Reported 6 Q FM001234	Save for Later Submit Work Order
Time Empl Rec: 0 Dept Id :831010 Trades View Legend Time Reporting Code CMPTT - Compensatory Time Taken REGHR - Regular Hours	Specialist IV	6-Sunday Schwalund OFF Reported 0	7-Monday 8-Tr Setmedated 7.5 Reported 5 3.00	Enter 4 6 June - 12 W Scheduled 37.50 Reported 5 Reported 5 3.00 3.00	CTIME	y 11-Friday	12-Saturday	Request Absence 1 Comp Time Schwalzed OFF Reported 0 0 Q FM001234 Q FM001234	Save for Later Submit Work Order K56 + -
Time Empl Rec: 0 Dept id :831010 Trades View Legend Time Reporting Code CMPTT - Compensatory Time Taken REGHR - Regular Hours	Specialist IV	6-Sunday Scheckled OFF Reported 0	7-Monday 8-70 Scheduld 7.5 Reported 5 3.00 2.00	Enter	Clime Comparison of the second	y 11-Friday Beheduket 7.5 Reported 5 3.00 2.00	12-Saturday Screeding 7.5 Reported 5	Request Absence 1 Comp Time Scheduled OFF Reported 0 FM001234 Q FM001234 Q FM001234 Q FM001234	Q V Image: Submit Save for Later Submit Work Order 456 + 456 + - 587 +
Time Empl Rec: 0 Dept id :031010 Trades View Legend Time Reporting Code CMPTT - Compensatory Time Taken REGHR - Regular Hours REGHR - Regular Hours	Specialist IV	6-Sunday School/ad OFF Reported 0	7-Monday 8-Ti Scheduled 7.5 Reported 5 3.00 2.00	Content of a	c Time 2 June 2021 ,) leekky Reported 0 Hours sday 10-Thursday GetexLet 7.5 Reported 5 	y 11-Friday Scheduled 7.5 Reported 5 3.00 2.00 	12-Saturday	Request Absence 1 Comp Time Scheduled OFF Reported 0 Q FM001234 Q FM001234 Q FM001234 Q FM001234	A C C Submit Save for Later Submit Work Order 156 + 156 + 156 + 156 + 156 + 156 + 156 + 156 + 156 + 156 +



ours worked for each day.					6 June - 12 We Scheduled 37.50	June 2021) rekly Reported 0 Hours	•				
	View Legend								Request Absence Save for La	ater Si	abmit
	Time Reporting Code		6-Sunday	7-Monday 8-Te	esday 9-Wednes	iday 10-Thursday	y 11-Friday	12-Saturday	Comp Time	Work Orde	er
			Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.6 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.6 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0		
	CMPTT - Compensatory Time Taken 🗸			3.00					Q FM00123456	+	—
	REGHR - Regular Hours				3.00 3.00	3.00	3.00		Q, FM00123456	+	-
	REGHR - Regular Hours			2.00	2.00 2.00	2.00	2.00		Q, FM00234567	+	-
	REGHR - Regular Hours			2.50	2.50 2.50	2.50	2.50		٩	+	-
				0	0	0	0	0	\bigcirc		
9: Scroll over to the right, click in ork Order field, and enter the number that corresponds with the vorked for the fourth line.	< Time Empl Rec: 0 Dept Id :031010 Trades Sy	Comments Specialist IV			Enter • 6 June - 12 We Scheduled 37.50	Time June 2021 pekty Reported 0 Hours	,	V		2 10	:
9: Scroll over to the right, click in ork Order field, and enter the number that corresponds with the vorked for the fourth line.	Time Empl Rec: 0 Dept Id :831010 Trades Sy View Legend	Comments Specialist IV			Enter • 6 June - 12 We Scheduled 37.50	Time June 2021 Reported 0 Hours	,	V	Request Absence Save for La) P3	bmit
9: Scroll over to the right, click in ork Order field, and enter the number that corresponds with the vorked for the fourth line. f you need to enter hours for	< Time Empl Rec: 0 Dept Id :831010 Trades Sy View Legend Time Reporting Code	Comments Specialist IV	6-Sunday	7-Monday 8-T	Enter 6 June - 12 We Scheduled 37.50	Time June 2021 p ekly Reported 0 Hours sday 10-Thursday	y 11-Friday	12-Saturday	Request Absence Save for La Comp Time	tter Su Work Orde	ibmit r
9: Scroll over to the right, click in ork Order field, and enter the number that corresponds with the vorked for the fourth line. f you need to enter hours for nal work orders, follow steps 25 h 29.	< Time Empl Rec: 0 Dept Id :031010 Trades Sy View Legend Time Reporting Code	Comments Specialist IV	6-Sunday Scheduled OFF Reported 0	7-Monday 8-T Scheduled 7.5 Reported 7.5	Enter 6 June - 12 We Scheduled 37.50 Scheduled 37.50 Reported 7.5 Reported 7.5	Time 2. June 2021 In Rektly Reported 0 Hours Scheduler 7.5 Reported 7.5	y 11-Friday Schooland 7.5 Reported 7.5	12-Saturday Scheduled 7.5 Reported 7.5	Request Absence Save for La Comp Time Scheduled OFF Reported 0	ater Su Work Orde	lbmit Ir
9: Scroll over to the right, click in ork Order field, and enter the number that corresponds with the vorked for the fourth line. f you need to enter hours for nal work orders, follow steps 25 h 29.	Time Empl Rec: 0 Dept Id :831010 Trades Sy View Legend Time Reporting Code (CMPTT - Compensatory Time Taken	Comments Specialist IV	6-Sunday Schoolung OFF Reported 0	7-Monday 8-T Scheduler 7.5 Reporter 7.5 3.00	Enter 6 June - 12 We Scheduled 37.50 Betreduled 37.50 Scheduled 7.5 Reported 7.5	Time Sune 2021 In the set by Reported 0 Hours aday 10-Thursday Scheduled 7.5	y 11-Friday Scheduler 7.5 Reported 7.5	12-Saturday Scheduled 7.5 Reported 7.5	Request Absence Save for La Comp Time Scheduled Off Reported 0 Q FM00123456	tter Sa Work Orde	ibmit F
9: Scroll over to the right, click in ork Order field, and enter the number that corresponds with the vorked for the fourth line. f you need to enter hours for nal work orders, follow steps 25 h 29.		Comments	6-Sunday Scheduled OFF Reported 0	7-Monday 8-T Reported 7.5 3.00	Enter 4 6 June - 12 We Scheduled 37.50 Scheduled 7.5 Reported 7.5 	Time Use 2021 Use 202 Use	y 11-Friday Scholand 7.5 Reported 7.5	12-Saturday	Request Absence Save for La Comp Time Scheduld OFF Reported OF Reported OF FM00123456 Q FM00123456	work Orde	ibmit Ir
9: Scroll over to the right, click in ork Order field, and enter the number that corresponds with the vorked for the fourth line. f you need to enter hours for nal work orders, follow steps 25 h 29.	<	Comments	6-Sunday Scheduled OFF Reported 0	7-Monday 8-T Scheddod 7.5 Reported 7.5 3.00 2.00	Enter	Time Usune 2021 Reported 0 Hours aday 10-Thursday Streaded 75 Reported 75	y 11-Friday Schooled 7.5 Reported 7.5 3.00 2.00	12-Saturday	Request Absence Save for La Comp Time Betrefued OFF Reporte 0 Q FM00123456 Q FM00123456 Q FM00123456	tter St Work Orde	ibmit Ir
9 : Scroll over to the right, click in ork Order field, and enter the number that corresponds with the vorked for the fourth line. f you need to enter hours for nal work orders, follow steps 25 h 29.	< Time Empl Rec: 0 Dept Id -831010 Trades Sy View Legend Time Reporting Code CMPTT - Compensatory Time Taken ♥ REGHR - Regular Hours ♥ REGHR - Regular Hours ♥	Comments	6-Sunday Schecklied OFF Reported 0	7-Monday 8-T Scheduled 7.5 3.00 2.00 2.50	Enter	Time Sume 2021 Reported 0 Hours Schedder 7.5 Schedder 7.5 2.00 2.00 2.50	y 11-Friday Schooland 7.5 Reported 7.5 3.00 2.00 2.60	12-Saturday	Request Absence Save for La Comp Time Scheduled OFF Reported 0 Q FM00123450 Q FM00123450 Q FM00234567 Q FM00234567 Q FM00345678	tter St Work Orde	ubmit Ir



Step 30: The timesheet is complete. Click the Submit button to submit the timesheet for approval.	< My Workplace Enter Time Trades Socialist III Return to Select Employee					Enter Ti	me				Q V : @
					4 Schedule	6 June - 12 J Week 1 37.50 Reported 0 H	u <mark>ne 2021</mark> :ly ours Unapproved Tim	• 0.00		Street	or Later Cuboot
	View Legend		6-Sunday	7-Monday	8-Tuesda	y 9-Wednesda	ıy 10-Thursda	ay 11-Friday	12-Saturday	Comp Time	Work Order
			Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5		Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
	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	2.00		Q FM00345678	+ -
	REGHR - Regular Hours			2.50	2.50	2.50	2.50	2.50		Q, FM00456789	+ -
		Comments	P	5	\geq	P	0	0	0	P	



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.

					Times	heet is Submitted for	the period	2021-06-06 - 2021	-06-12							
▼ My Work			races opecialist IV leturn to Select Employee												Previou	ıs Next 🚢
Exceptions	~					4		6 June - 12 Ju Week	ine 2021	,						
Approvals	~					Schedul	ed 37.50	Reported 37.5	Hours Unappro	ved Tim	e 0.00					
		View Leg	end												Save for Late	er Submit
Approve Time and Absence	~		*Time Reporting Code		6-Sunday	7-Monday		8-Tuesday	9-Wednesda	y	10-Thursday		11-Friday		12-Saturday	Comp Time
Manage Time and Absence	~						_									
Timesheet				S F	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Sche Repo	sduled 7.5 orted 7.5	Scheduled 7.5 Reported 7.5		Scheduled 7.5 Reported 7.5		Scheduled 7.5 Reported 7.5		Scheduled OFF Reported 0	
Payable Time Summary		CMPTT - C	Compensatory Time Taken	-			300	V		e						
Payable Time Detail		0	sompensatory mile taken	-			0.00			_						
Leave and Compensatory Time		REGHR -	Regular Hours	~			2.00	2.00		2.00		2.00		2.00		
Weekly Time Calendar		REGHR -	Regular Hours	~			2.50	2.50		2.50		2.50		2.50		
Request Absence		REGHR -	Regular Hours	•				3.00		3.00		3.00		3.00		
View Absence Requests			Co	omments	P	\bigcirc		\heartsuit	\heartsuit		Q		\heartsuit		\heartsuit	
Absence Balances																
- Queries		 Manage 	Approvals													
Time and Labor	~															
Absence Managment	~		Date	Reported Sta	atus	Tot	al TRC	Des	cription						Schedule	ed Work Hours
Unapproved Absences			08/07/2021	Approved		3.0	0 CMPTT	Com	pensatory Time 1	Taken						7.50
Hyper Link	_		08/07/2021	Approved		4.5	0 REGHR	Reg	ular Hours							7.50
✓ Reports/Processes			06/08/2021	Approved		7.5	0 REGHR	Reg	ular Hours							7.50
			06/09/2021	Approved		7.5	0 REGHR	Reg	ular Hours							7.50
			08/10/2021	Approved		7.5	0 REGHR	Reg	ular Hours							7.50
			08/11/2021	Approved		7.5	0 REGHR	Reg	ular Hours							7.50



