How to use comp time on a punch timesheet:
This job aid outlines how an employee can use comp time on a punch timesheet for 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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Step 2: Click the Enter Time tile, to enter time on a timesheet.
A Punch Timesheet is used to create shifts that define specific work times. Punch shifts are defined by an In punch and the first subsequent instance of an Out punch. There can be other punches, such as lunch, between the In and Out punches.

Due to regulatory guidelines employees that are eligible for call back, on call, and/or shift differential will utilize Time and Labor punch timesheets to track time worked.

Notice an employee’s weekly work schedule is automatically populated.

Step 3: Be sure to select the correct timesheet for the work week. Use the Arrows to navigate to the appropriate timesheet.
To add hours worked for multiple work orders, begin by adjusting the existing line for a specific day. For this example, an employee is working three work orders on Monday.

**Step 4/Work Order Line #1:** For the first work order, the employee worked from 8am to 10am. To enter this on the punch timesheet, keep the IN time at 8:00am, clear the LUNCH/IN fields and enter 10:00am in the OUT Time Entry field.
You want to use comp time for the 2 hours you would work for this specific work order.

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.
Step 5: Click the Time Reporting Code drop-down arrow.

Step 6: Select COMPENSATORY TIME TAKE.

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

Step 8: Click the + (plus) button to add an additional line for the second work order you worked that same day.
Step 9/Work Order Line #2: For the second work order, the employee started work at 10:00:01am and ended at their scheduled lunch time of 12:00pm. To enter this on the punch timesheet, enter **10:00:01am** in the IN Time Entry field and enter **12:00pm** in the OUT Time Entry field.

Now select the appropriate **Time Reporting Code** (TRC).

You can only have one TRC per line.

Step 10: Click the **Time Reporting Code** drop-down arrow.

Step 11: Select **REGHR – Regular Hours**.
**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 first line.

**Step 13:** Click the + (plus) button to add an additional line for the second work order you worked that same day.
Step 14/Work Order Line #3: For the third work order, the employee uses comp time for the remaining scheduled hours for that specific day. To enter comp time taken enter 1:00pm in the IN Time Entry field and enter 5:00pm in the OUT Time Entry field.

Step 15: Click the Time Reporting Code drop-down arrow.
Step 16: 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.

Use steps 9 through 13, if you need to add additional IN and OUT times because you are working with additional work orders that day.
Continue to complete the timesheet for the remaining days following steps 9 through 13 if working with multiple work orders in a single day.

You can enter comments about the time entries if you feel additional information is needed.

**Step 18/Optional:** Click the Comments button.

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

**Step 19:** Click in the Comment field and enter a comment applicable to the time entered.

**Step 20:** Click the Add Comment button. The comment is added, along with a timestamp and who entered the comment.

**Step 21:** 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 22:** The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.
The timesheet will not submit when:

- A Time Reporting Code is missing
- When the Work Order Number is missing
- When the IN and OUT times do not match up

Error messages will appear indicating what needs to be fixed before the timesheet can be submitted.

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 your supervisor.

When submitted, the summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view.
Step 23: 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 time on a punch timesheet for multiple work orders.