How to use comp time on a punch timesheet:
This job aid outlines how a manager can use comp time on a punch timesheet for multiple work orders on behalf of an employee. 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

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the Choose Other Homepages drop-down arrow and select Manager Self Service from the list.</td>
<td>![Step 1 Screen Shot]</td>
</tr>
<tr>
<td><strong>Step 2:</strong> Click the Time and Absence Workcenter tile.</td>
<td>![Step 2 Screen Shot]</td>
</tr>
</tbody>
</table>
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/Tile** line to view the Enter Time page.
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.

**Step 9:** Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.
For this example, the employee was authorized to use 2 hours of comp time on Monday, 8/9/21 and regular hours for the remainder of the week. The employee forgot to enter their time worked and the week has now passed but as the manager, you can enter time on behalf of your direct reports.

To add hours worked for multiple work orders, begin by adding the in and out times for the first line.

**Step 10/Work Order Line #1:** For the first work order, the employee worked from 8am to 10am. To enter this on the punch timesheet, enter 8:00am as the IN time and 10:00am in the OUT Time Entry field.
The employee used comp time for the 2 hours they would have worked 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.
Use Comp Time on a Punch Timesheet for Multiple Work Orders

On Behalf of Employee

Step 11: Click the Time Reporting Code drop-down arrow.

Step 12: 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
- HCTK – Holiday Compensatory-WC (workers comp)
**Step 13:** 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 14:** Click the + (plus) button to add an additional line for the second work order the employee worked that same day.
Step 15/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 16: Click the Time Reporting Code drop-down arrow.

Step 17: Select REGHR – Regular Hours.
Step 18: 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 19: Click the + (plus) button to add an additional line for the second work order the employee that same day.
Step 20/Work Order Line #3: For the third work order, the employee came back from lunch 1:00pm and ended their workday at 5:00pm. To enter this on the punch timesheet, enter 1:00pm in the IN Time Entry field and enter 5:00pm in the OUT Time Entry field.

Step 21: Click the Time Reporting Code drop-down arrow.
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 second line.

Use steps 15 through 19, if need to add additional IN and OUT times because the employee worked with additional work orders that day.
Step 23: 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 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 24:** 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 25: 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 on behalf of an employee.