### How to use comp time on a timesheet on behalf of a salary non-exempt employee:

This job aid outlines how a TL/ABS Approver can use comp time on a timesheet on behalf of a salary non-exempt employee. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

**Navigation:** Employee Self Service > My Workplace > Time and Absence Workcenter

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<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <strong>Choose Other Homepages</strong> drop-down arrow and select <strong>My Workplace</strong> from the list.</td>
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<td><img src="image1.png" alt="Step 1 Screen Shot" /></td>
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<td><strong>Step 2:</strong> Click the <strong>Time and Absence Workcenter</strong> tile.</td>
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<td><img src="image2.png" alt="Step 2 Screen Shot" /></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 TL/ABS Approvers 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 5/25/2021. As the TL/ABS Approver, 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.
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 11: To use comp time, click the Time Reporting Code drop-down arrow and select CMPTT – Compensatory Time Taken. Be sure to select the appropriate comp time option from the drop-down list.

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: Click in the Time Entry field and enter the number of comp time hours you would like to use.
Step 13: To complete the timesheet for the work week, scroll to the right and click the + (plus) button to add an additional line.

Step 14: 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.

Step 17/Optional: Click the **Comment** icon to provide additional information.

Step 18: Click the **Submit** button to submit the timesheet for approval.

Step 19: 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.
Step 20: Notice the time for each day is automatically approved at submission. When time is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required.
Step 21: When submitted, the **Approved** icon appears for the days time entered indicating the timesheet is approved. 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 timesheet on behalf of a salary non-exempt employee.