How to use earned comp time on behalf of a 28 day police employee:
This job aid outlines how a TL/ABS Approver can use earned comp time on behalf of a 28 day police employee. Note the process is the same for using comp time and holiday comp time. TL/ABS Approvers have access to enter and/or adjust timesheets on behalf of employees in their assigned department/college/division/campus.

**Navigation:** Employee Self Service > My Workplace > 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 <strong>Choose Other</strong></td>
<td><img src="image1" alt="Employee Self Service" /></td>
</tr>
<tr>
<td><strong>Homepages</strong> drop down arrow and select <strong>My Workplace</strong> from the list.</td>
<td><img src="image2" alt="Time and Absence Workcenter" /></td>
</tr>
<tr>
<td><strong>Step 2:</strong> Click the <strong>Time and Absence Workcenter</strong> tile.</td>
<td><img src="image3" alt="My Workplace" /></td>
</tr>
</tbody>
</table>
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.
In this scenario the employee has earned holiday comp time and has received verbal approval to utilize 12 hours on 6/21/2021. The employee forgot to account for this usage on their timesheet. As the TL/ABS Approver, you can enter time on behalf of employees in your area.

- 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. In this example the employee worked on Memorial Day 2021, so they have until May 31, 2022, to use the holiday comp time.

**Step 9:** 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).

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 10: To use comp time, click the **Time Reporting Code** drop-down arrow.

Step 11: Select **HCTK – Holiday Comp Taken**.

Step 12: Click in the **Time Entry** field for 6/21/2021 and enter the holiday comp time hours used.

Step 13/Optional: Click the **Comment** icon to add additional information.

Step 14: Click the **Submit** button to submit the timesheet.
**Step 15:** 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 16:** Notice the time for 6/21/2021 is automatically approved at submission. When time is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required.

**Note:** As TL/ABS Approver, if you enter comp time taken on the timesheet before the rest of the timesheet has been completed, the employee must add another row to include their REGHR – Regular Hours worked. Scroll to the right and click the plus + button to add another Time Reporting Code row.
Step 17: 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.

To learn how to enter time for a full 28 day cycle on behalf of an employee, please view the job aid titled Enter Full 28 Day Timesheet on Behalf of 28 Day Police Employee.

You successfully learned how to use earned holiday comp time on a timesheet on behalf of a 28 day police employee.