# Use Earned Holiday Comp Time on Behalf of Exempt Employee

- **How to use earned holiday comp time on behalf of an exempt employee:**
  - This job aid outlines how a manager can use earned holiday comp time on behalf of an exempt employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

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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>Manager Self Service</strong> from the list.</td>
<td>![Step 1 Screenshot]</td>
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<td><strong>Step 2:</strong> Click the <strong>Time and Absence Workcenter</strong> tile.</td>
<td>![Step 2 Screenshot]</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 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.
In this scenario the employee has earned holiday comp time and has received verbal approval to utilize 7.5 hours on 6/8/2021. The employee forgot to account for this usage on their timesheet. As the manager, you can enter time on behalf of your direct reports.

- 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.

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Begin by selecting the appropriate **Time Reporting Code** (TRC).
You can only have one TRC per line.

**Step 10:** To use holiday comp time, click the **Time Reporting Code** dropdown arrow.

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

Holiday comp time can be used for a variety of reasons, but the TRC must align with the specific usage reason, as applicable. Holiday comp time TRCs shown below:

- **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)
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Step 12: Click in the Time Entry field for 6/8/2021 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 6/8/2021 is automatically approved at submission. When time is entered by a manager on behalf of an employee, additional approval is not required.
Step 17: When submitted, the Approved icon appears for the days’ time is 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 earned holiday comp time on a timesheet on behalf of an exempt employee.