# Use Holiday Comp Time on a Timesheet on Behalf of Salary Non-Exempt Employee

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

This job aid outlines how a manager can use holiday comp time on a timesheet on behalf of a salary non-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.

**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

## Processing Steps

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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><img src="image1.png" alt="Screenshot" /></td>
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<tr>
<td><strong>Step 2:</strong> Click the <strong>Time and Absence Workcenter</strong> tile.</td>
<td><img src="image2.png" alt="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/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.
You can go back to enter timesheets 60 days prior to the current day on behalf of an employee.

In this scenario the employee has earned holiday comp time and has received verbal approval to utilize 4 hours on 6/1/2021. As the manager, you can enter time on behalf of employees in your area.

**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 rungs 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 holiday comp time, click the *Time Reporting Code* drop-down arrow and select **HCTK – Holiday Comp Taken**. Be sure to select the appropriate holiday 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 holiday 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.
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**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 manager on behalf of an employee, additional approval is not required.
Step 21: When submitted, the **Pending Approvals** icon appear 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 holiday comp time on a timesheet on behalf of a salary non-exempt employee.