**How to use earned holiday comp time on a timesheet for a 28 day police employee:**
This job aid outlines how a 28 day police employee can use earned holiday comp time on a timesheet. Note holiday comp cannot be used in the same week which it is earned.

**Navigation:** Employee Self Service > Time and Absence > Enter Time

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<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <strong>Time and Absence</strong> tile.</td>
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Step 2: Click the **Enter Time** tile, to enter earned holiday comp time on a timesheet.
Step 3: 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. In this example, the employee worked on Memorial Day 2021, so they have until May 31, 2022 to use the holiday comp time.

Step 4: To use holiday comp time, click the Time Reporting Code drop-down arrow.
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 5:** Select HCTK – Holiday Comp Taken.
Step 6: Click in the **Time Entry** field and enter the number of holiday comp time hours you would like to use.
You can enter comments about the use of holiday comp time if you feel additional information is needed.

**Step 7:** Click the Comments button.

Use the Comments page to enter comments for the reported time.

**Step 8:** Click in the Comment field and enter a comment applicable to the holiday comp time entered.

**Step 9:** Click the Add Comment button. The comment is added, along with a timestamp and who entered the comment.

**Step 10:** Click the X to close the Time Reporting Comments page.
Notice when a comment has been added to a specific time entry, squiggles appear in the comment bubble.

**Step 11:** You are done entering time for this week, but you are not ready to submit all 4 week timesheets. Click the **Save for Later** button to save the entered time on this timesheet.

**Step 12:** Upon clicking Save for Later a question appears asking if you want to validate time worked. Click the **Yes** button.
Step 13: When saved, the **Pending Approvals** icon appears for the days’ time is entered indicating the timesheet is saved for later. 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.
**Step 14:** When you are ready to submit a complete 28 day timesheet, click the **Submit** button to submit the timesheet for approval.

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 you and your supervisor's inbox.

When submitted, the summary at the top of the page will show the **Scheduled** total and **Reported** total for the pay period in view.

**Step 15:** When submitted, the **Pending Approvals** icon appears for the days' time is entered indicating the timesheet is waiting for approval. Reference the legend in step 16.

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