How to use earned holiday comp time on a timesheet for an exempt employee:
This job aid outlines how an exempt employee can use earned holiday comp time on a timesheet. Note holiday comp time cannot be used the same week in 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 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.

Step 4: To use holiday comp time, click the Time Reporting Code drop-down arrow. 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)

Step 5: Select HCTK – Holiday Comp Time.
**Note:** 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 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:** The timesheet is complete. 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 week in view. As an exempt employee, remember the only hours you report are for absences or hours worked during hazardous weather event or on a university holiday. All other days will appear with zero reported hours.
**Step 12:** When submitted, the **Pending Approvals** icon appears 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 earned holiday comp time on a timesheet as an exempt employee.