# How to use holiday comp time on a timesheet for a salary non-exempt employee:

This job aid outlines how a salary non-exempt employee can use 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>
<td><img src="image" alt="Employee Self Service" /></td>
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Step 2: Click the Enter Time tile, to enter 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 Time.** Be sure to select the appropriate holiday comp time option from the drop-down list.
Step 6: Click in the Time Entry field and enter the number of holiday comp time hours you would like to use.
Step 7: To complete the timesheet for the work week, scroll to the right and click the + (plus) button to add an additional line.

Step 8: Click the Time Reporting Code drop-down arrow.

Step 9: Select REGHR – Regular Hours.
Step 10: Click in the **Time Entry** field and enter hours worked for each day.
You can enter comments about the time entries if you feel additional information is needed.

**Step 11:** Click the Comments button.

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

**Step 12:** Click in the Comment field and enter a comment applicable to the time entered.

**Step 13:** Click the Add Comment button. The comment is added, along with a timestamp and who entered the comment.

**Step 14:** 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 15:** 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.
Step 16: 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.

 сос 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 as a salary non-exempt employee.