TODAY’S AGENDA

New Time and Absence Queries/Reports
  • Where to Find the Queries/Reports
  • Time and Labor Queries/Reports
  • Absence Management Queries/Reports

Additional Time and Absence System Topics
  • Eligibility Groups for Absence Management
  • Payable Time Status
  • Review of Employee Types
  • Absence Approvals
  • Approve Multiple Absence Requests Page
  • New System Features
WHERE TO FIND THE QUERIES/REPORTS

All queries are available in the Time and Absence WorkCenter for individuals that approve timesheets and absence requests as either manager or TL/ABS approver.

To access the **Time and Absence WorkCenter**, go to [hcm.ps.sc.edu](http://hcm.ps.sc.edu).

**Navigation:** Employee Self Service > My Workplace/My Homepage > Time and Absence WorkCenter
TL AND ABS QUERIES AVAILABLE ON WORKCENTER
# TIME/LABOR QUERIES/REPORTS

**Saved Not Submitted – Reported Time**

**Report Name:** SC_TL_RPTD_TIME_SAVED - Rptd Time saved not submitted  
**Selection Criteria:** Reported Date From and To (required)  
**Data:** Data is real time  
**Frequency:** Run this query prior to each payroll deadline to ensure all entered time is approved.  
**Description:** Use this query to view timesheets that have been saved but not yet submitted for approval.

<table>
<thead>
<tr>
<th>Row</th>
<th>ID</th>
<th>Emp Recd</th>
<th>Name</th>
<th>Rpt Dt</th>
<th>TRC</th>
<th>Quantity</th>
<th>Dept ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>G6</td>
<td>0</td>
<td>0</td>
<td>01/10/2022</td>
<td>REGHR</td>
<td>6.000000</td>
<td>115300</td>
<td>DEPARTMENT OF EXERCISE SCIENCE</td>
</tr>
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<td>2</td>
<td>G6</td>
<td>0</td>
<td>0</td>
<td>01/11/2022</td>
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</tr>
<tr>
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<td>0</td>
<td>01/12/2022</td>
<td>REGHR</td>
<td>6.000000</td>
<td>115300</td>
<td>DEPARTMENT OF EXERCISE SCIENCE</td>
</tr>
</tbody>
</table>
### Reported Time Approval Status

**Report Name:** SC_TL_RPTD_TIME_AUDIT_WC - Reported Time  
**Selection Criteria:** From and To Dates (required) and/or USCID for a specific employee  
**Frequency:** Routinely monitor this query.  
**Description:** Use this query to view timesheet status, see when a timesheet was approved, and who approved it.
### Pending Approvals – Reported Time

**Report Name:** SC_TL_RPTD_TIME_SAVED - Pending Reported Time approval  
**Selection Criteria:** No selection criteria  
**Data:** Data is real time  
**Frequency:** Run this query weekly to ensure all pending timesheets are approved and employees compensated timely.  
**Description:** Use this query to view timesheets currently pending your approval.

<table>
<thead>
<tr>
<th>Row</th>
<th>ID</th>
<th>Empl Record</th>
<th>Name</th>
<th>Email</th>
<th>Rpt Dt</th>
<th>Reported Status</th>
<th>TRC</th>
<th>Quantity</th>
<th>Dept ID</th>
<th>Descr</th>
</tr>
</thead>
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<td>C30</td>
<td>0</td>
<td></td>
<td><a href="mailto:S@email.sc.edu">S@email.sc.edu</a></td>
<td>03/31/2022</td>
<td>Needs Approval</td>
<td>REGHR</td>
<td>1.000000</td>
<td>115300</td>
<td>DEPARTMENT OF EXERCISE SCIENCE</td>
</tr>
<tr>
<td>2</td>
<td>C30</td>
<td>0</td>
<td></td>
<td><a href="mailto:S@email.sc.edu">S@email.sc.edu</a></td>
<td>04/01/2022</td>
<td>Needs Approval</td>
<td>REGHR</td>
<td>2.500000</td>
<td>115300</td>
<td>DEPARTMENT OF EXERCISE SCIENCE</td>
</tr>
<tr>
<td>3</td>
<td>E67</td>
<td>0</td>
<td></td>
<td><a href="mailto:I@mailbox.sc.edu">I@mailbox.sc.edu</a></td>
<td>03/28/2022</td>
<td>Needs Approval</td>
<td>REGHR</td>
<td>7.500000</td>
<td>115300</td>
<td>DEPARTMENT OF EXERCISE SCIENCE</td>
</tr>
<tr>
<td>4</td>
<td>E67</td>
<td>0</td>
<td></td>
<td><a href="mailto:I@mailbox.sc.edu">I@mailbox.sc.edu</a></td>
<td>03/29/2022</td>
<td>Needs Approval</td>
<td>REGHR</td>
<td>7.500000</td>
<td>115300</td>
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<tr>
<td>5</td>
<td>E67</td>
<td>0</td>
<td></td>
<td><a href="mailto:I@mailbox.sc.edu">I@mailbox.sc.edu</a></td>
<td>03/30/2022</td>
<td>Needs Approval</td>
<td>REGHR</td>
<td>7.500000</td>
<td>115300</td>
<td>DEPARTMENT OF EXERCISE SCIENCE</td>
</tr>
</tbody>
</table>
Overtime Hours by Date Range

**Report Name:** SC_TL_PAYABLE_TIME_OVT_WC - OVT Payable Time

**Selection Criteria:** USCID for a specific employee and From and To Dates (all required)

**Data:** Data is real time

**Frequency:** Monitor this data to ensure only authorized employees are working overtime hours.

**Description:** Use this query to view overtime hours for an employee within a specified date range.
**Schedule Not Met – Salary Non-Exempt**

**Report Name:** SC_TL_MISSING_TIMESHEETS_WC - Missing Timesheet  
**Selection Criteria:** Reported Date From and To (required) *Only select a 7-day Sunday to Saturday range for data to be accurate*  
**Data:** Data is real time  
**Frequency:** Run this query weekly to ensure all employees are meeting scheduled hours.  
**Description:** Use this query to verify that your salary non-exempt employees met their schedule. Salaried non-exempt employee types are FTE, Research Grant, and Time Limited.
Current Comp Balances

**Report Name:** SC_TL_COMP_BALANCE_WC- Comp Balances as of sysdate

**Selection Criteria:** No selection criteria

**Data:** Data is real time.

**Frequency:** Routinely monitor this query to stay up-to-date on employees with current comp balances.

**Description:** Use this query to find employees with a current compensatory time balance. The balances will include comp time and holiday comp time.
Absence Management

QUERIES AND REPORTS
Unapproved Canceled Absences

Report Name: SC_AMS_PEND_CANCEL_INPROG_A_VW- Unapproved Canceled Absences

Selection Criteria: No selection criteria

Data: Data is real time

Frequency: Run this query in accordance with absence approval deadlines to ensure all pending absences are approved for the payroll in which the absence occurs.

Description: Use this query to view canceled absence requests that are currently pending approval (unapproved).
Unapproved Absence Requests

Report Name: SC_AMS_UNAPPROVED_LEAVE_A_VW - Unapproved Absence Requests
Selection Criteria: Beginning of Next Pay Period Date
Data: Data is real time
Frequency: Run this query in accordance with absence approval deadlines to ensure all pending absences are approved for the payroll in which the absence occurs.
Description: Use this query to view absence requests that are currently pending approval (unapproved). Approvals should occur timely for the payroll in which the absence occurred to ensure accurate leave balances.
Absence Balances by Employee

Report Name: SC_AMS_BALANCES_APPR- Absence Balances by Employee

Selection Criteria: No selection criteria

Data: As of the calendar date shown

Frequency: Routinely monitor this query to stay up to date on absence balances for your employees.

Description: Use this query to view current absence balances for all your leave earning employees.
ABSENCE MANAGEMENT QUERIES/REPORTS

Canceled Absences by Employee

Report Name: SC_AMS_CANCELED_ABS_APPR - Canceled Absences by Employee

Selection Criteria: Begin Date From and To

Data: As of the calendar date shown

Frequency: Run this query when you need a wholistic view of cancelled absences.

Description: Use this query to view canceled absences that occurred during a specified date range. This is vital information as cancelled absences do not appear in an employee’s ‘View Absence Request’ which provides a history of absences.
### Leave Taken by Employee

**Report Name:** SC_AMS_TAKES_APPR_VW - Leave Taken by Employee  
**Selection Criteria:** Employee USCID and Leave Type (optional)  
**Data:** As of the calendar date shown  
**Frequency:** Run this query when you need to inquire about absences taken by a specific employee.  
**Description:** Use this query to view all absences for a specific employee.

<table>
<thead>
<tr>
<th>ID</th>
<th>ID</th>
<th>Empl Record</th>
<th>Name</th>
<th>Dept ID</th>
<th>Pay Status</th>
<th>Leave Type</th>
<th>Absence Reason</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Duration Hours</th>
<th>Source</th>
<th>Submit Date</th>
<th>Approved</th>
<th>WF Status</th>
<th>Calendar Group</th>
<th>Process ID</th>
<th>Approver ID</th>
<th>Approver User ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>A0</td>
<td>911602 R</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>Annual Leave</td>
<td>Personal</td>
<td>10/25/2021</td>
<td>10/25/2021</td>
<td>7.50</td>
<td>Employee Absence Request</td>
<td>10/20/2021</td>
<td>Y</td>
<td>Approved</td>
<td>2121_CUR</td>
<td>11/05/2021</td>
<td>S97</td>
<td></td>
</tr>
<tr>
<td>A0</td>
<td>911602 R</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>Annual Leave</td>
<td>Personal</td>
<td>11/01/2021</td>
<td>11/03/2021</td>
<td>22.50</td>
<td>Employee Absence Request</td>
<td>08/17/2021</td>
<td>Y</td>
<td>Approved</td>
<td>2122_CUR</td>
<td>11/18/2021</td>
<td>S97</td>
<td></td>
</tr>
<tr>
<td>A0</td>
<td>911602 R</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>Annual Leave</td>
<td>Personal</td>
<td>01/07/2022</td>
<td>01/07/2022</td>
<td>7.50</td>
<td>Employee Absence Request</td>
<td>12/13/2021</td>
<td>Y</td>
<td>Approved</td>
<td>2201_CUR</td>
<td>01/06/2022</td>
<td>S97</td>
<td></td>
</tr>
</tbody>
</table>
**ABSENCE MANAGEMENT QUERIES/REPORTS**

**YTD A/L and S/L Takes**

**Report Name:** SC_AMS_YTD_TAKES_APPR_VW- YTD A/L and S/L Takes  
**Selection Criteria:** No selection criteria  
**Data:** As of the calendar date shown  
**Frequency:** Run this query when you need year-to-date summary data of annual and/or sick leave taken for all your employees.  
**Description:** Use this query to view year-to-date annual and sick leave takes for all leave earning employees. The query is sorted by EMPL ID.
Leave Clean-up Term Employee

Report Name: SC_AMS_TERM_EE_LVL_APPR_VW- Leave Clean-up Term Employee

Selection Criteria: No selection criteria

Data: As of the calendar date shown

Frequency: Run this query in accordance with absence approval deadlines to ensure all pending absences for separated employees are approved or cancelled as applicable.

Description: Use this query to view absences for separated/inactive employees that were submitted prior to the date of separation and absences that are approved for dates past the employee’s date of separation. Both types require clean-up to ensure proper annual leave payout or leave transfer if moving to another State of SC agency.
Eligibility Groups are used to differentiate certain position attributes that are associated with leave eligibility and are assigned to employees to control which type(s) of leave are received.

For example, FTE faculty working less than 52 weeks per year do not earn annual leave.

Additionally, Research Grant or Time Limited employees may or may not be eligible for annual and/or sick leave, which is determined by grant or project funding.
UNDERSTANDING TIMESHEET STATUS

**Report Time Status**
- Saved
- Submitted for Approval
- Pushed Back
- Denied
- **Approved**

**Payable Time Status**
- **Estimated**

**Loaded Time Status**
- Taken by Payroll
- Rejected by Payroll
- Closed
- Distributed

**Approved**: Reported time that is approved but not processed by Time Administration.

**Estimated**: Approved reported time that has been processed by Time Administration and available to load to Payroll following the payroll calendar for that job.

**Taken by Payroll**: Estimated payable time that has been loaded to Payroll for payment.

**Rejected by Payroll**: Estimated payable time that was rejected during the load to Payroll. Some TRCs are supposed to reject as part of the process.

**Closed**: Estimated payable time that was manually closed by Payroll. Some TRCs are supposed to be manually closed as part of the design.

**Distributed**: Payable time that has been processed and paid through payroll.
<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Employee Class</th>
<th>ABS</th>
<th>TL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hourly:</strong> Temporary and student employees who enter all time worked into the timesheet (your offer letter mentioned an FLSA status of Non-Exempt and a pay type of hourly).</td>
<td>Temporary (includes Students)</td>
<td>Not enrolled**</td>
<td>Record all worked hours</td>
</tr>
<tr>
<td><strong>Salary Non-Exempt (Leave Earning):</strong> Staff employees in FTE, Research Grant, or Time Limited positions who enter all time worked into the timesheet. These employees are often referred to as ‘Salaried Non-Exempt’ (your offer letter mentioned an FLSA Status of Non-Exempt but referenced an annual salary amount not an hourly rate as shown for Hourly employees).</td>
<td>FTE, RGP &amp; TML who earn at least one type of leave (to include Police)</td>
<td>Enrolled Can request all leave types</td>
<td>Earn &amp; Use Compensatory Time Earn &amp; Use Holiday Comp Time Record all worked hours Record Hazardous Weather Record on call hours* Record call back hours*</td>
</tr>
<tr>
<td><strong>Salary Non-Exempt (Non-Leave Earning)</strong></td>
<td>RGP &amp; TML who earn no leave</td>
<td>Not enrolled**</td>
<td>Record all worked hours</td>
</tr>
<tr>
<td><strong>Salary Exempt (Leave Earning):</strong> Staff and faculty employees in FTE, Research Grant, or Time Limited positions who are Exempt from the FLSA and as such do not enter regular working hours into a timesheet. These employees only do exception time reporting in a timesheet (working on a holiday or hazardous weather). They are often referred to as ‘Salaried Exempt’ (your offer letter mentioned an FLSA Status of Exempt and referenced an annual salary amount).</td>
<td>FTE, RGP &amp; TML who earn at least one type of leave</td>
<td>Enrolled Can request eligible leave types</td>
<td>Record Time Worked on a holiday Use Holiday Comp Time Record Hazardous Weather</td>
</tr>
<tr>
<td><strong>Salary Exempt (Non-Leave Earning):</strong> Temporary and student employees in positions which are Exempt from the FLSA and as such do not enter working hours into a timesheet (your offer letter mentioned an FLSA Status of Exempt and referenced an annual salary amount). (Note: For purposes of this Time and Absence system, only exempt temporary staff will be entering leave of absence hours into a timesheet. TFAC (adjuncts) and exempt student employees do not enter any time worked or leave of absence into the timesheet.)</td>
<td>RGP &amp; TML who earn no leave and Temporary (excludes Students)</td>
<td>Not enrolled**</td>
<td>Record LOA for Personal &amp; Sick</td>
</tr>
</tbody>
</table>

**EMPLOYEE TYPES**

*APPLICABLE POSITIONS ONLY

**FMLA IS MANAGED OUTSIDE OF PS
Managers and TL/ABS Approvers should ensure planned absence requests are submitted and approved in the Time and Absence System by 5:00 p.m. on the dates listed.

Separating employees who are in a current pay group will receive annual leave payment on their last paycheck. Absences that are unapproved by the deadline listed above may result in an overpayment in the annual leave payout amount.

Please note these deadlines are for planned absences only. Unforeseen absences should be submitted and approved as quickly as possible.

To view the calendar, visit the HR Toolbox on the Human Resources website.
Reminder: The list will only include approvals up to 3 months. If you want to see a future dated absence beyond 3 months, the end date will need to be changed.
APPROVE MULTIPLE ABSENCE REQUESTS PAGE
NEW FEATURES IN HCM PEOPLESOFT

Notifications Panel (right of the homepage): The Notification Panel displays your ‘To do list’.

- The **Actions** tab displays the workflow items you need to act on such as approving timesheets and absence requests. Unread notifications are highlighted in bold. Clicking on an action will take you to the page where you can approve.

- The **Alerts** tab displays items that you need to pay attention to as an employee such as messages indicating your timesheet and/or absence request has been approved, your W-2 form is available to print, and threshold messages letting you know an ePAF has been sitting at the same approval level for more than five days. The alerts can be deleted by clicking the X.
NEW FEATURES IN HCM PEOPLESOFTH

**New Icons:** The icons throughout the Homepages, Search Bar, and Quick Access Bar have a new clean and simple look. The icons are distinct, and the use of color can be helpful. The icons also display in the search results and a Recent Items icon in the search bar helps you easily find what you are looking for.

- **Recently Visited:** recently visited pages that can be seen in the Search Bar and Quick Access Bar
- **Favorites:** saved pages that can be seen in the Quick Access Bar
- **Search List:** returned search items that can be seen in the Search Bar
NEW FEATURES IN HCM PEOPLESOFT

Global Search Bar (top of homepage): The search results you see will be combined with items you recently visited.

You can view an employee’s job data quickly by changing Menu to Job Data and entering the employee’s last name. Selecting the appropriate name from the returned list will take you directly to the Job Data page.
NEW FEATURES IN HCM PEOPLESOFT

Quick Access Bar (far left middle of the homepage): Recently visited and favorite items can be accessed in both the Quick Access Bar and the NavBar. The Recently visited only displays 10 items at a time with the most recently visited at the top. The Creating Favorites job aid will show you how to save the pages you use the most in HCM PeopleSoft. Doing this will significantly decrease the number of clicks needed to get to the pages you use often!
NEW FEATURES IN HCM PEOPLESOFT

NavBar Menu (far top right): the NavBar options have changed some.

- The Recently Visited and Favorites can be viewed from the NavBar.
- The **Navigator** has been renamed **Menu**. Menu folder & items are displayed in alphabetical order by default. You can change it back to a random display by clicking the Personalize NavBar icon.
- **Breadcrumbs** in the NavBar allows you to go back to any point in the navigation hierarchy with just a click using the blue hyperlinks.
- The **Classic Menu** icon is still available allowing you to continue using HCM PeopleSoft the way you do today.
TIME/LABOR AND ABSENCE MANAGEMENT IMPLEMENTATION WEBPAGE

Job Aids and Reference Guides are available for:
- Employees
- Managers
- TL/ABS Approvers

Webpage URL:
https://sc.edu/about/offices_and_divisions/payroll/payroll_toolbox/time_labor_and_absence_management/index.php

Link to the Time and Absence System:
hcm.ps.sc.edu
CONTACT INFORMATION

For questions regarding Timesheets and Exceptions, please email Judy Timmons: timmons5@mailbox.sc.edu.

For question regarding Leave Requests and Balances, please contact Central Benefits: hrleave@mailbox.sc.edu.
THANK YOU!