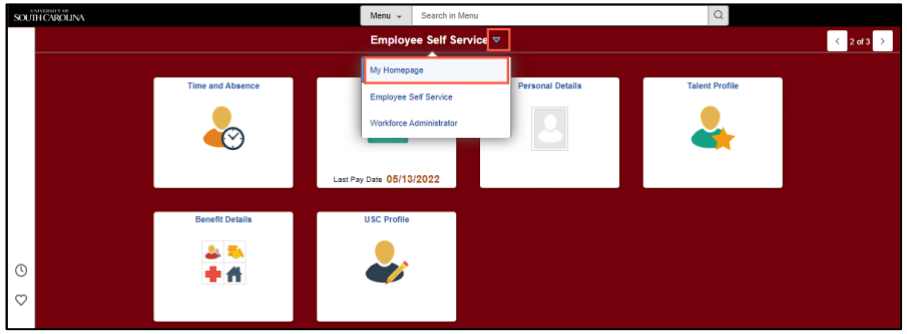
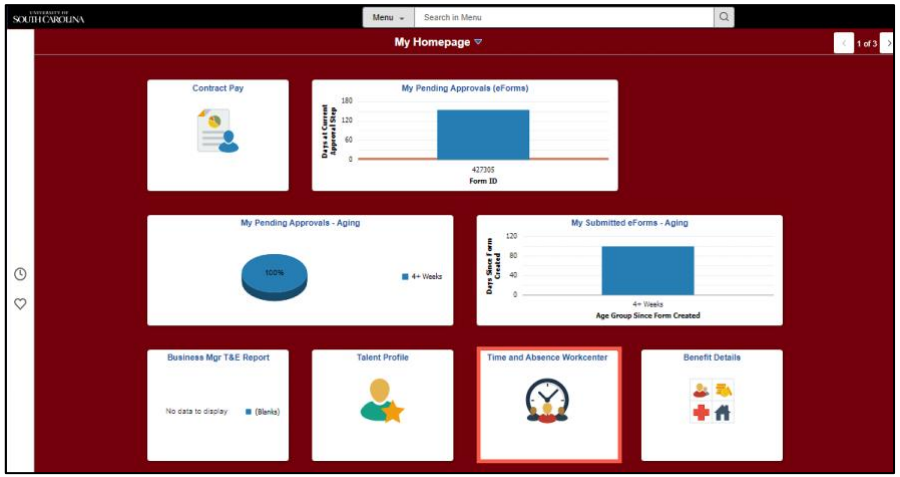
University of South Carolina
Time and Labor – TL/ABS Approver
Earn Comp Time and Request Holiday Comp Payout on a Punch Timesheet
On Behalf of an Employee

How to earn comp time and request holiday comp payout on a punch timesheet:
This job aid outlines how a TL/ABS Approver can earn comp time and request holiday comp payout on a punch timesheet on behalf of an employee. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

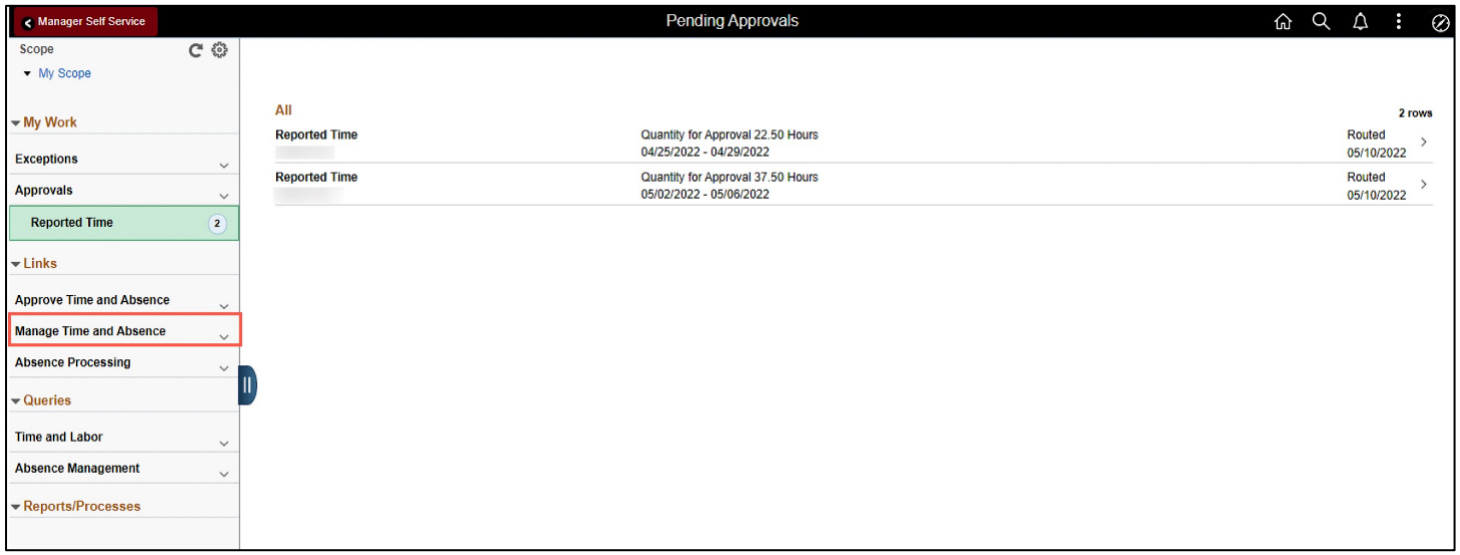
Navigation: Employee Self Service > My Workplace/My Homepage > Time and Absence Workcenter

Processing Steps	Screenshots
Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **My Workplace/My Homepage** from the list.	
Step 2: Click the **Time and Absence Workcenter** tile.	

Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers to access various pages and keep multiple windows open while doing their daily work.

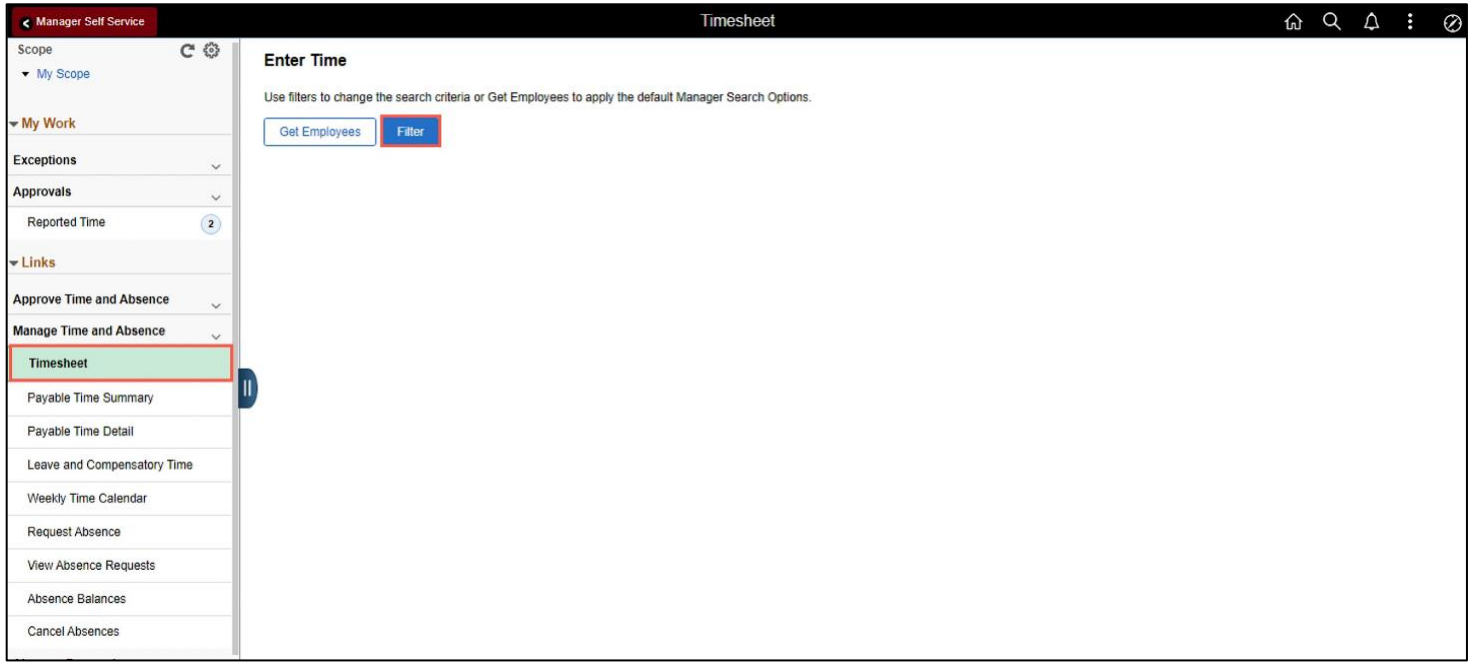
The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries and reports.

Step 3: Click the **Manage Time and Absence** drop-down arrow.



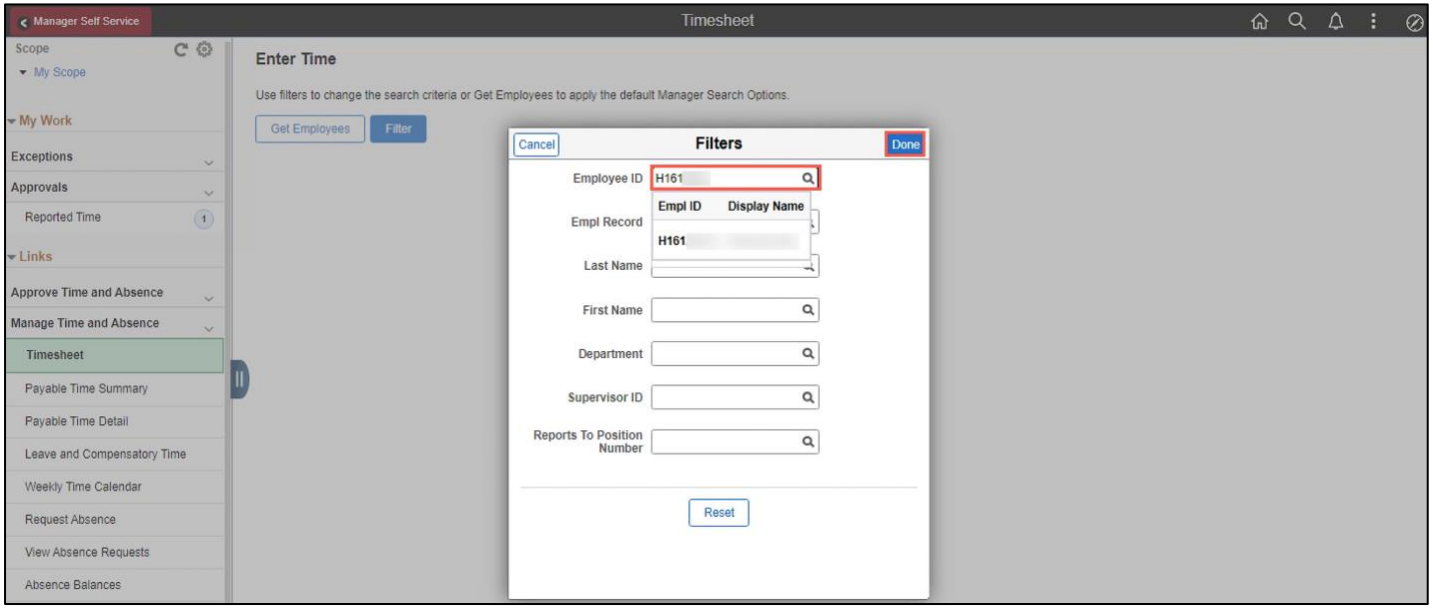
Step 4: Click the **Timesheet** option from the list.

Step 5: To enter time for a specific employee, begin by clicking the **Filter** button.

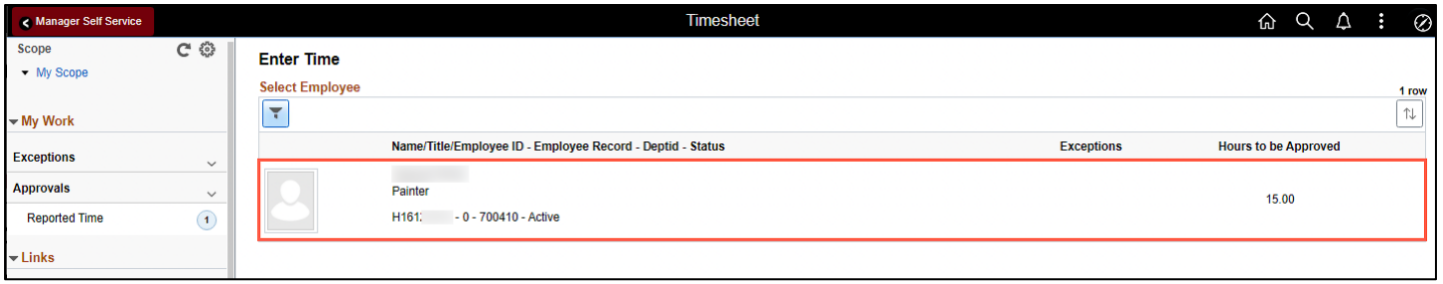


Step 6: To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

Step 7: Click **Done** to move on to the Enter Time page.



Step 8: Click the **Employee Name/Tile** line to view the Enter Time page.



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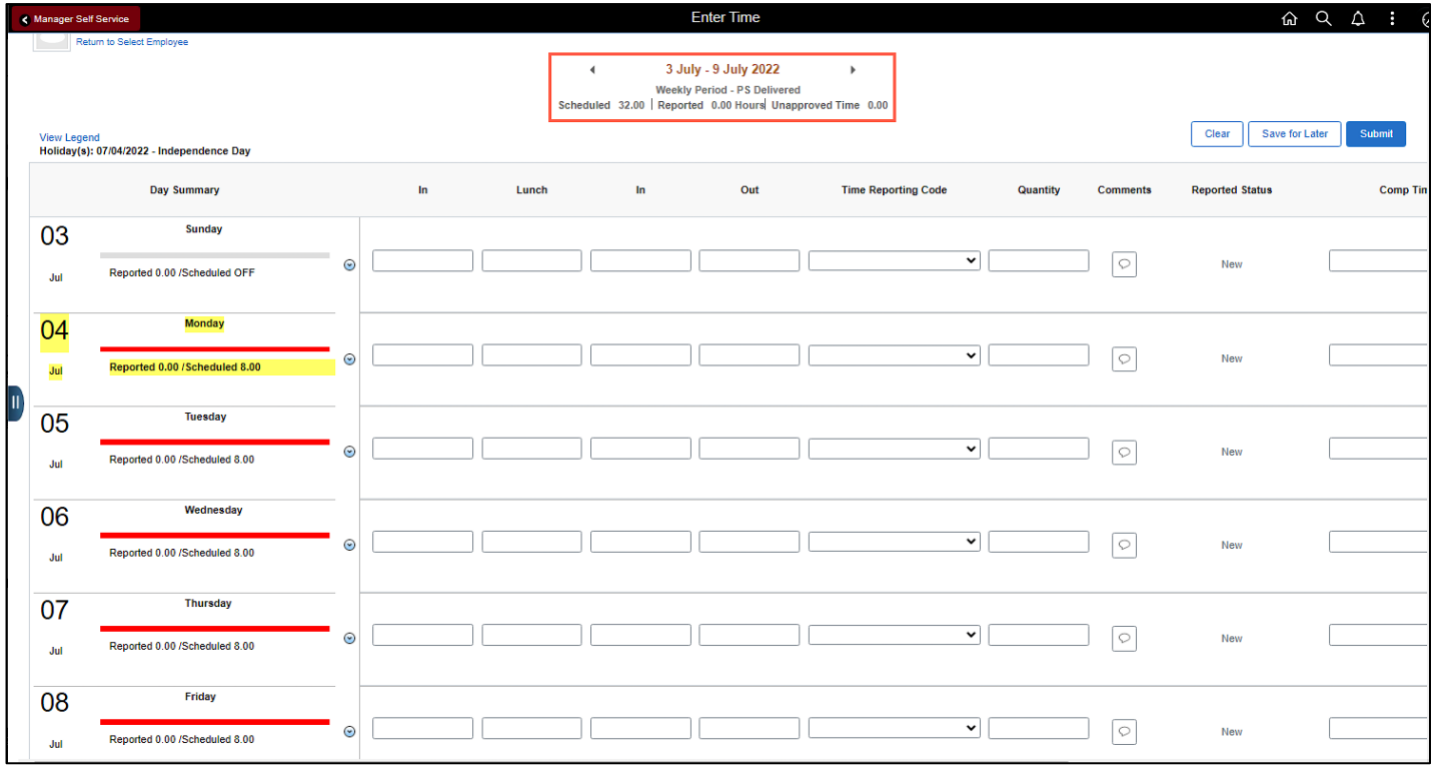
A **Punch Timesheet** is used to create shifts that define specific work times. Punch shifts are defined by an In punch and the first subsequent instance of an Out punch. There can be other punches, such as lunch, between the In and Out punches.

Due to regulatory guidelines employees that are eligible for call back, on call, and/or shift differential will utilize Time and Labor punch timesheets to track time worked.

You can go back and enter timesheets 60 days prior to the current day on behalf of an employee.

Step 9: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

In this example, the employee worked overtime and requested to receive a payout for the hours worked on the holiday. As the TL/ABS Approver, you can enter time on behalf of employees in your area.



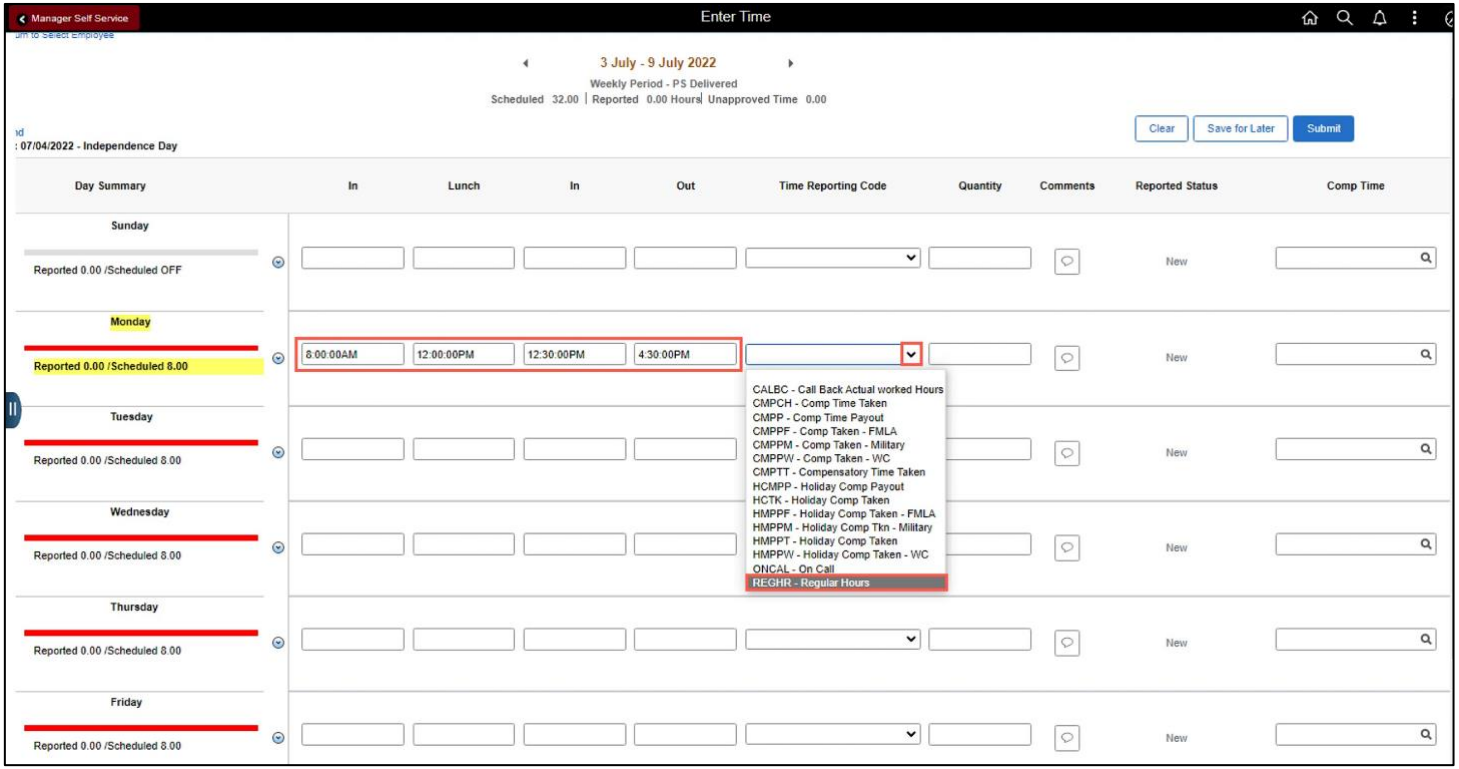
Notice Monday is highlighted in yellow indicating it is a UofSC holiday and therefore is not a scheduled workday.

Note: If an Absence has been requested, it will appear on the timesheet as a view only row and is not editable on the timesheet. To add another Time Reporting Code row, scroll to the right and click the plus **+** button.

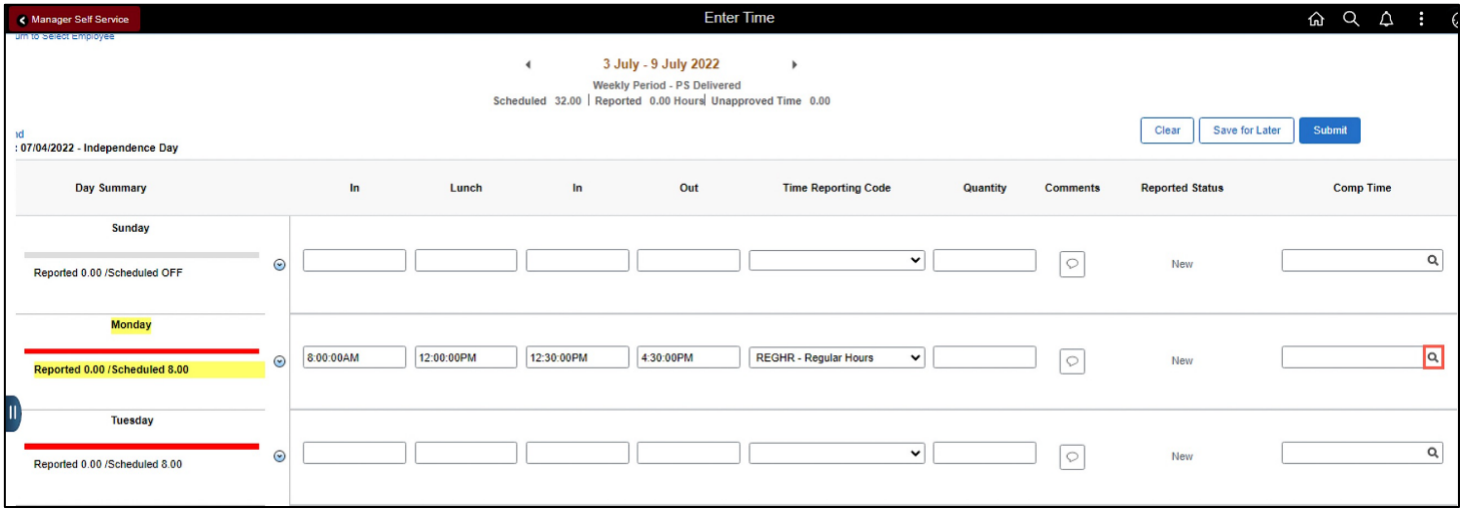
Step 10: To enter the hours worked begin by entering 8:00am in the **In** field, 12:00pm in the **LUNCH** field, 12:30pm in the second **IN** field, and 4:30pm in the **OUT** field.

Step 11: Click the **Time Reporting Code** drop-down arrow and select **REGHR – Regular Hours.**

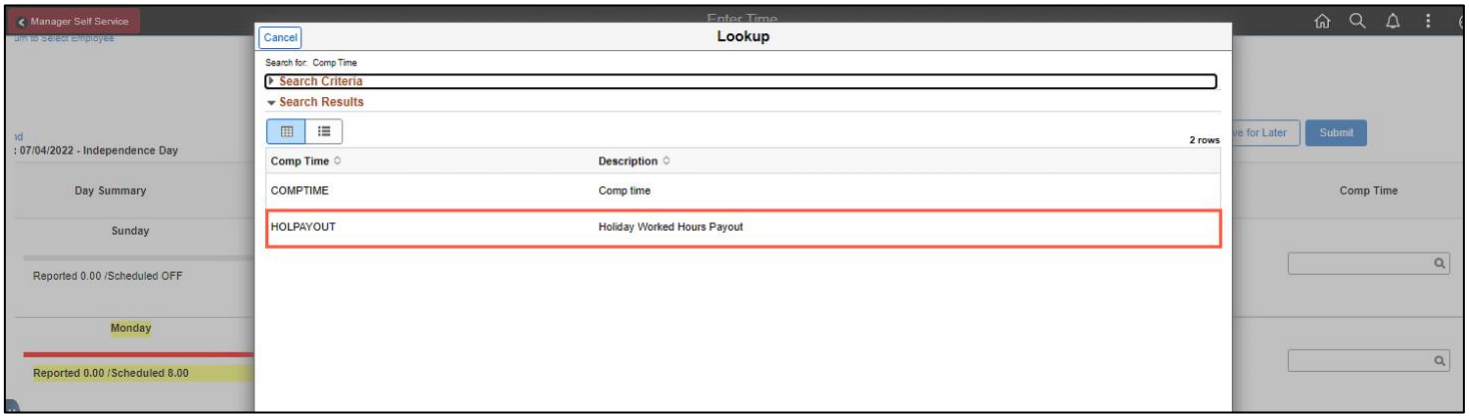
You can only have one TRC per line.



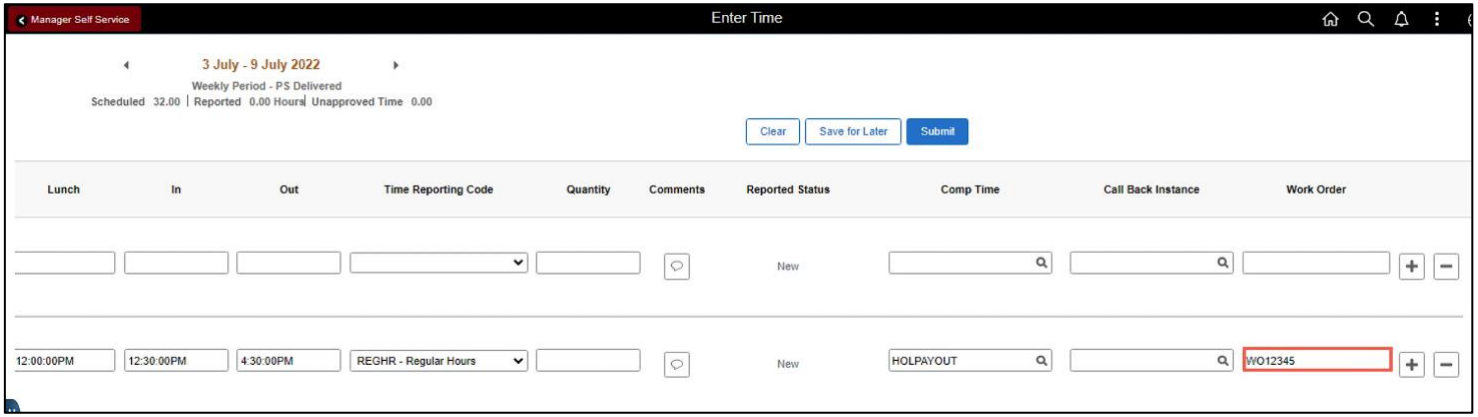
Step 12: To request a payout for the hours worked on the holiday, click the **Look up Comp** button.



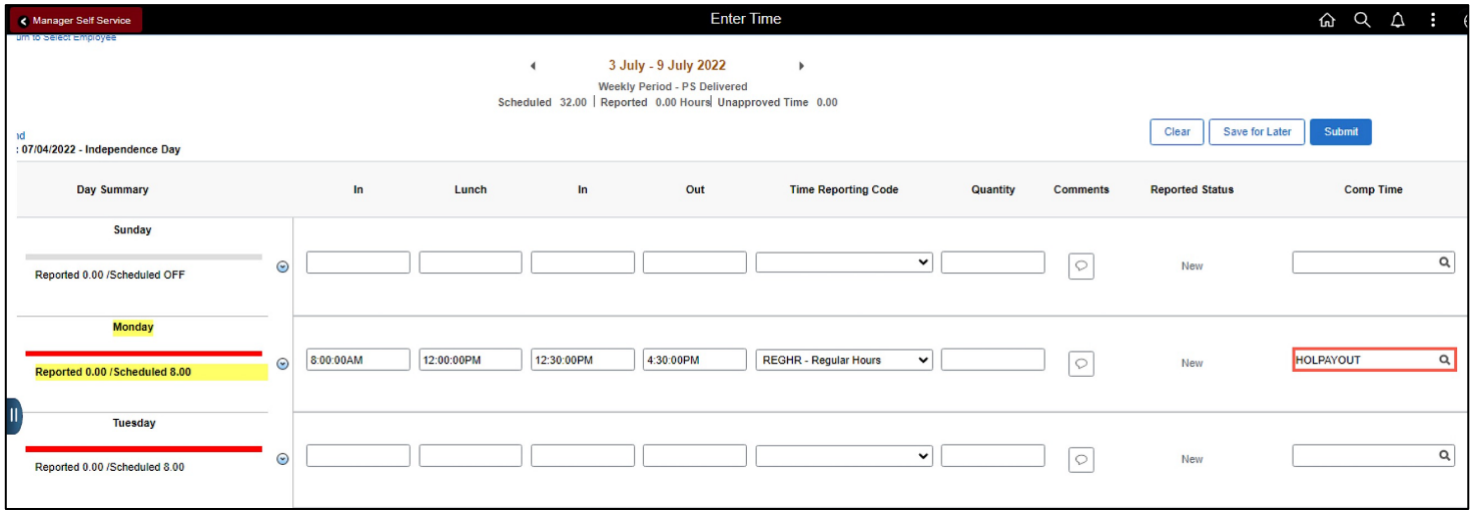
Step 13: Click to select the **Holiday Worked Hours Payout (HOLPAYOUT)** option from the list.



Notice that **HOLPAYOUT** is now populated in the Comp Time field. This prompts the system to payout the time worked on the holiday.



Step 14: Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked the holiday. This week the employee only worked one work order.



This week the employee also received permission to work additional hours on Tuesday.

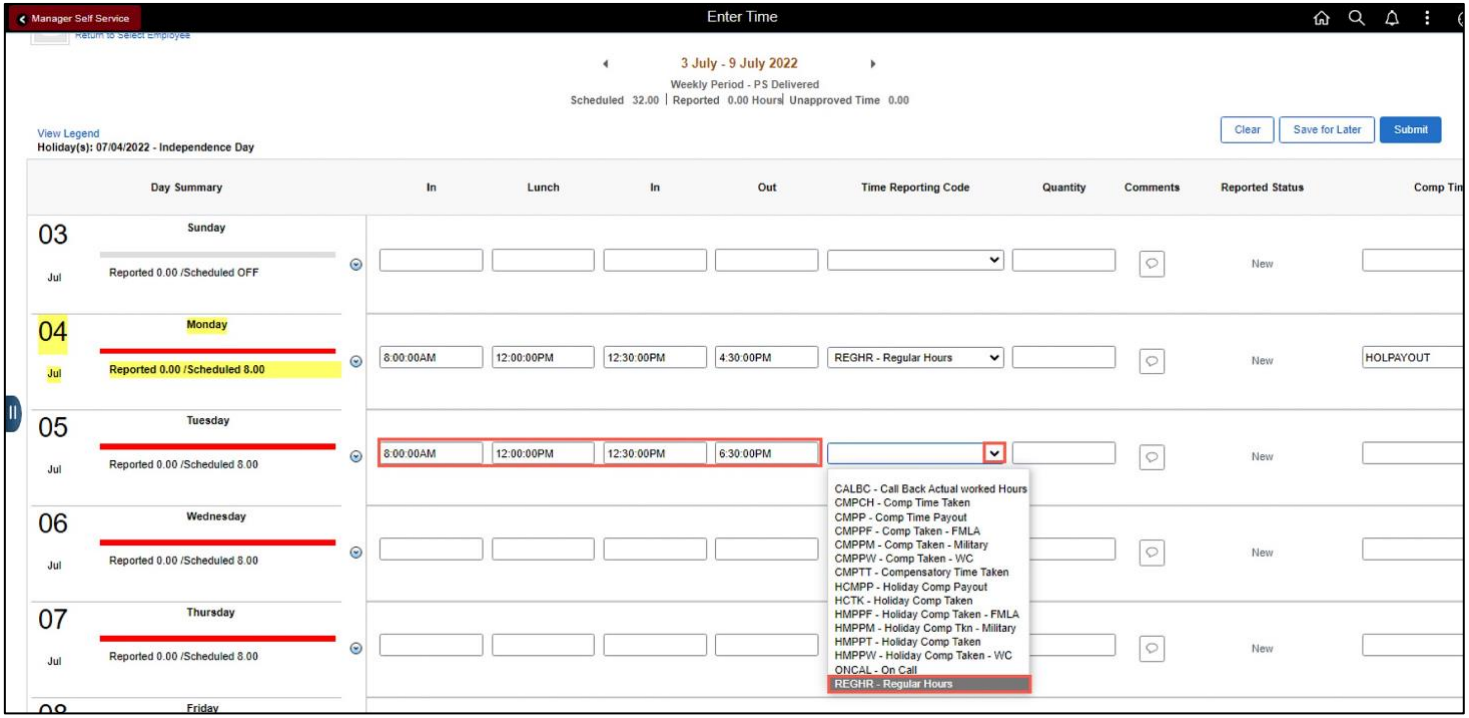
To earn comp time, the hours entered will need to be more than the scheduled hours.

For this example, the employee worked 2 hours more than their scheduled hours.

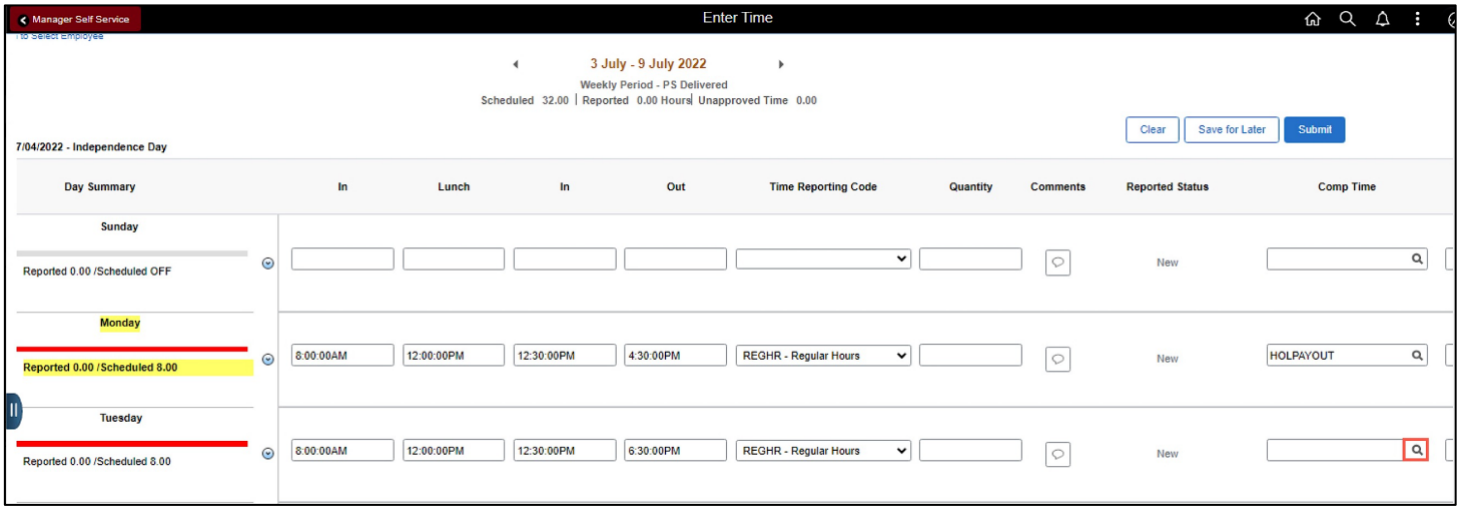
Step 15: To enter the hours worked begin by entering 8:00am in the **In** field, 12:00pm in the **LUNCH** field, 12:30pm in the second **IN** field, and 6:30pm in the **OUT** field.

Step 16: Click the **Time Reporting Code** drop-down arrow and select **REGHR – Regular Hours.**

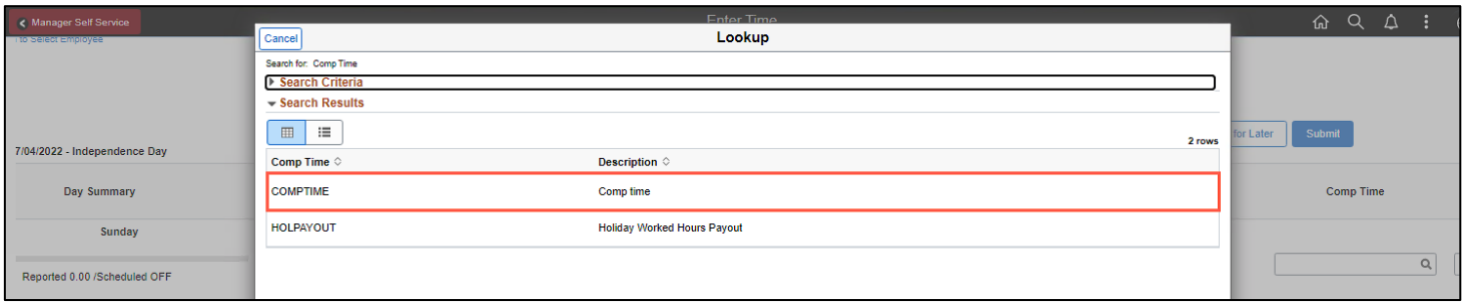
You can only have one TRC per line.



Step 17: To earn comp time for the extra hours worked, click the **Comp Time Lookup** button.

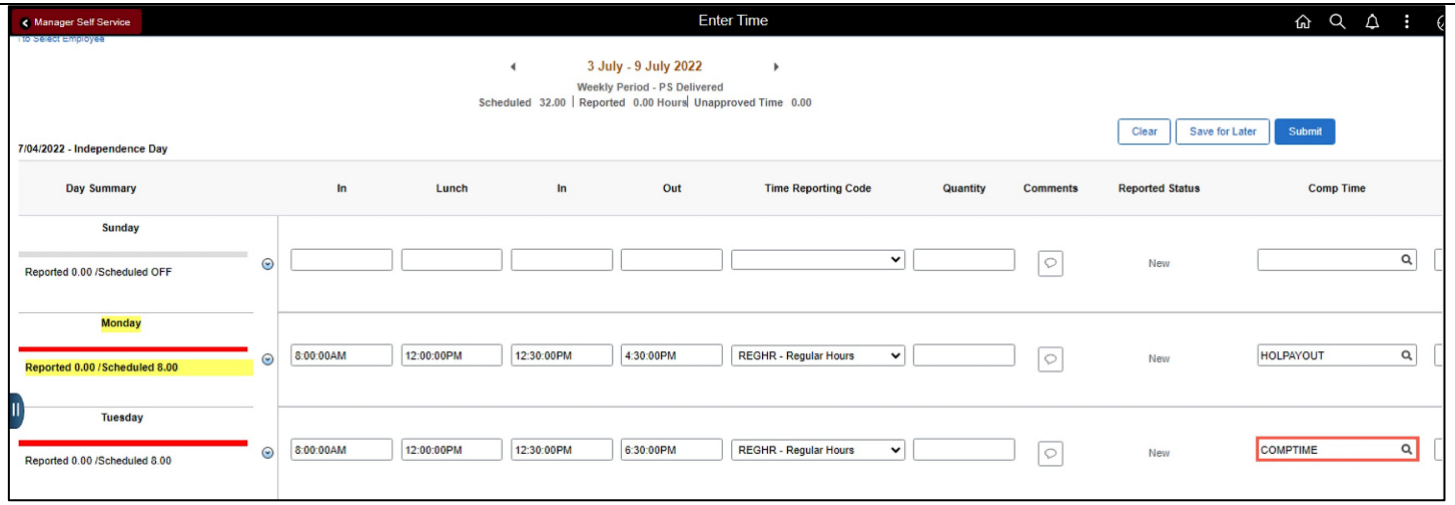


Step 18: Select **Comp Time** from the list.

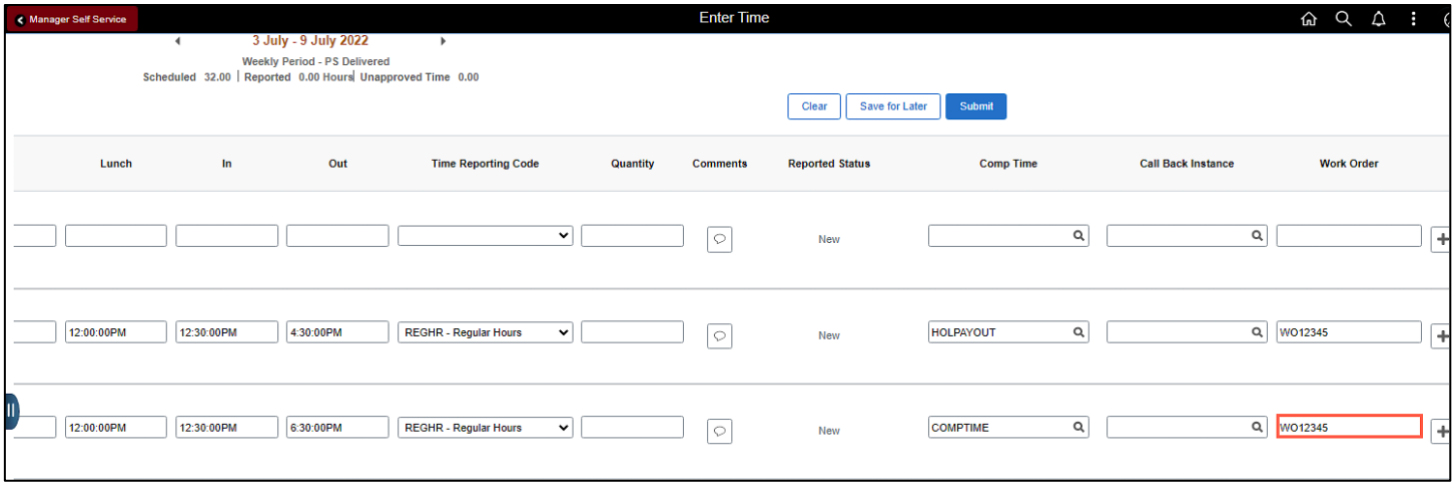


Step 19: Notice **COMPTIME** is now populated in the Comp Time field.

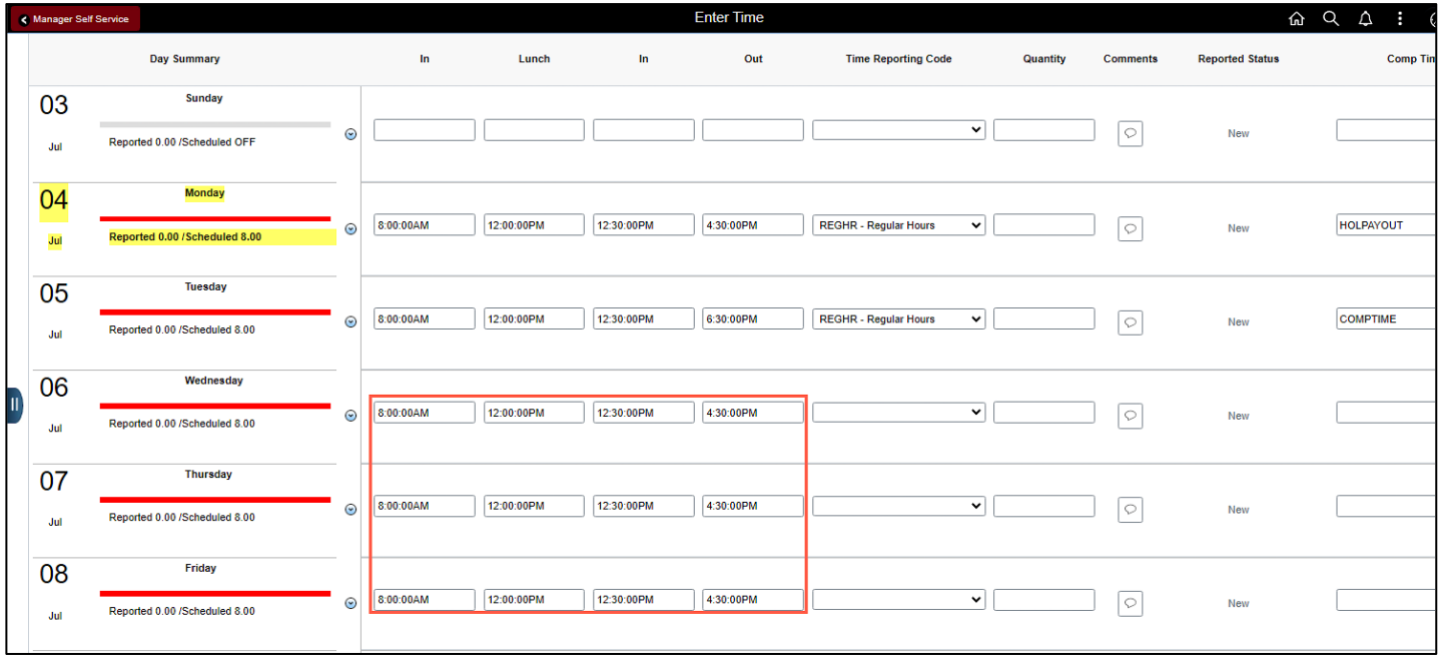
NOTE: To earn comp time for the overtime hours, the comp time indicator must be added to **ALL** the lines for which time is entered.



Step 20: Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the overtime hours.

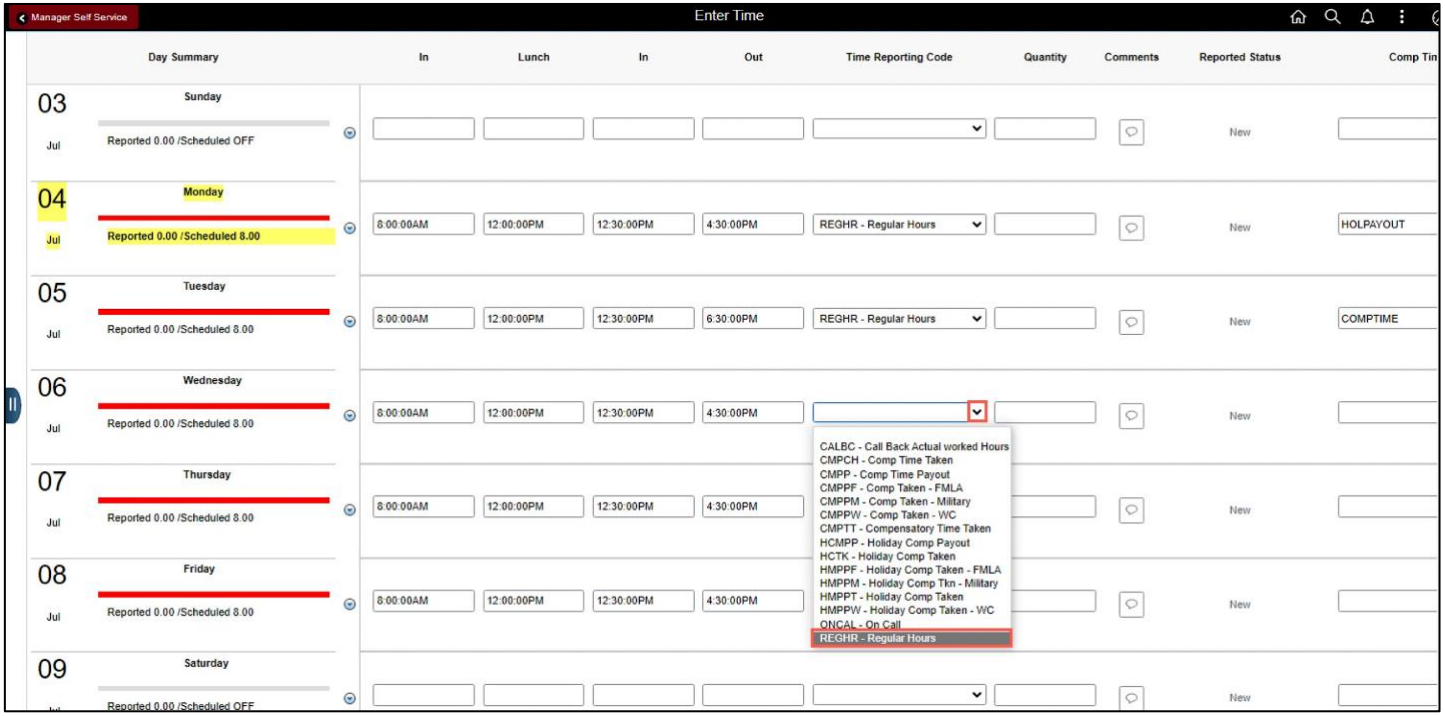


Step 21: Enter the hours worked for the remaining workdays. Enter 8:00am in the **In** field, 12:00pm in the **LUNCH** field, 12:30pm in the second **IN** field, and 4:30pm in the **OUT** field for each day.

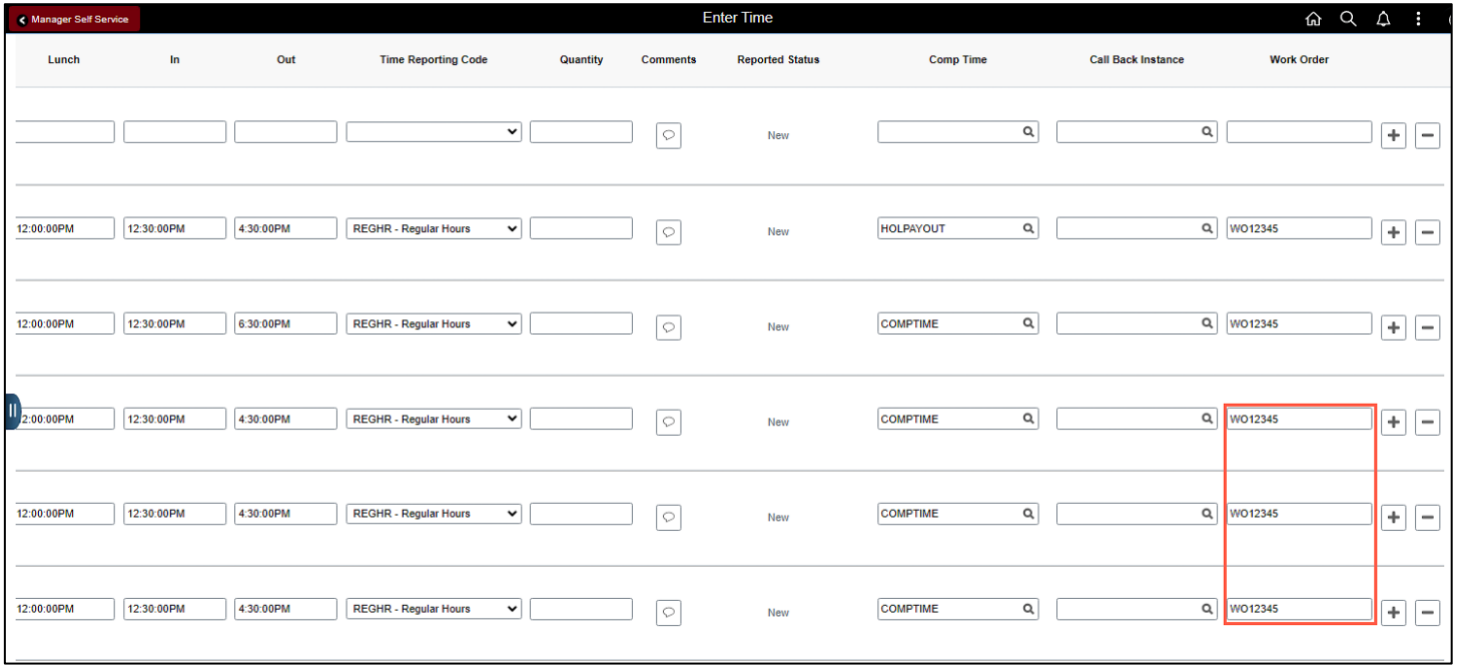


Step 22: Add the Time Reporting Codes for the remaining days. Click the **Time Reporting Code** drop-down arrow and select **REGHR – Regular Hours.**

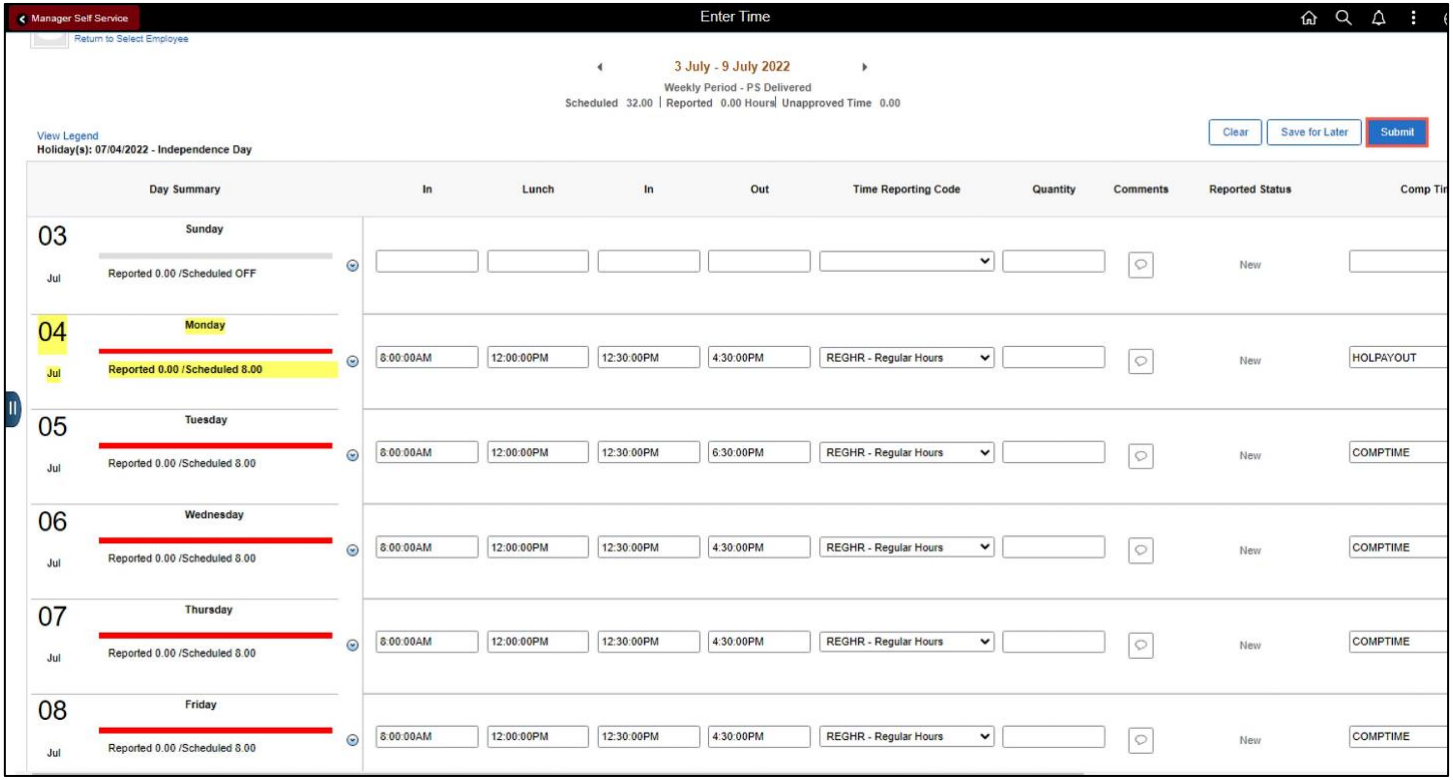
You can only have one TRC per line.



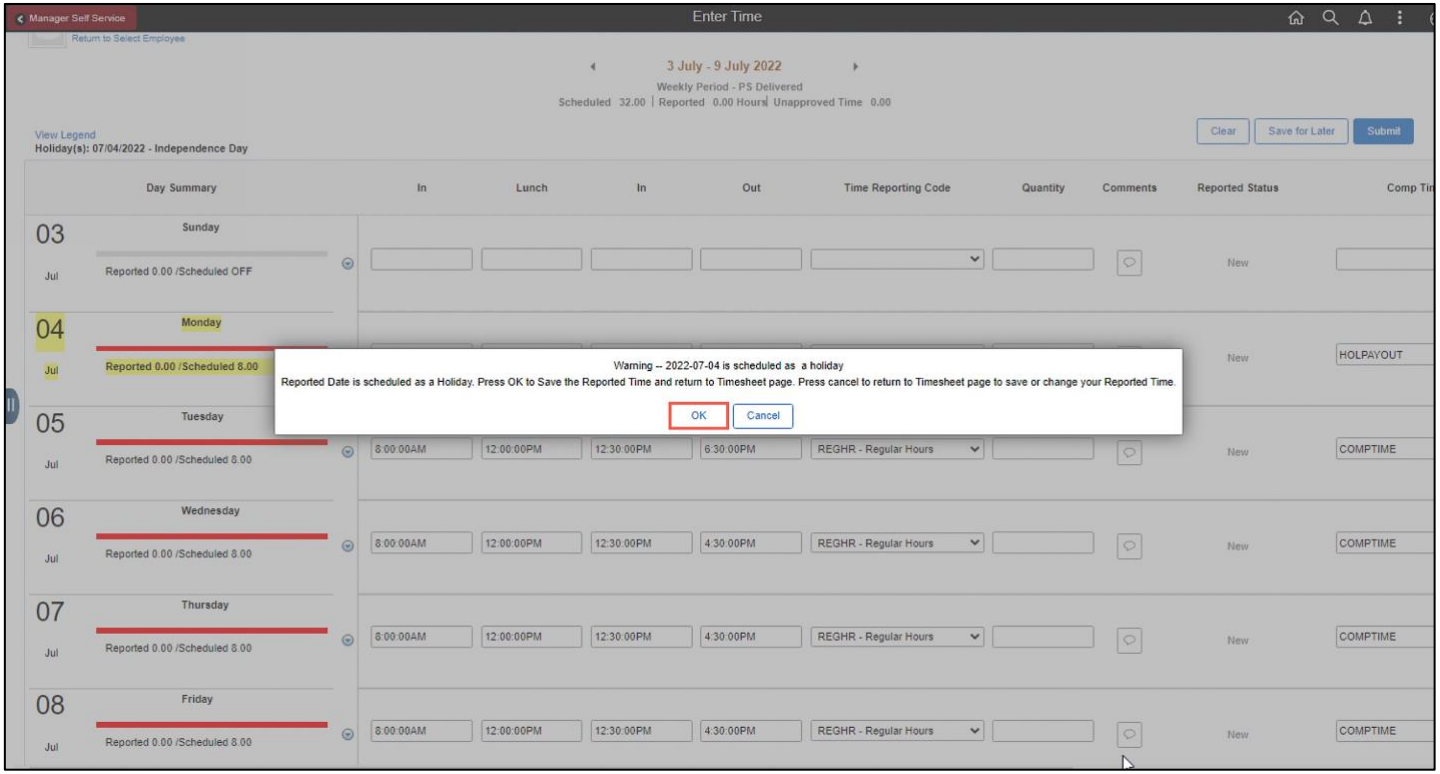
Step 23: Scroll over to the right, click in the **Work Order** field and enter the order numbers that corresponds with the hours worked each day. For this example, the employee only worked with one work order for the entire week.



Step 24: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.



Step 25: When you enter time on a holiday, a warning message will appear informing you that the reported date is a holiday. Click the **OK** button to save the reported time and return to the timesheet.



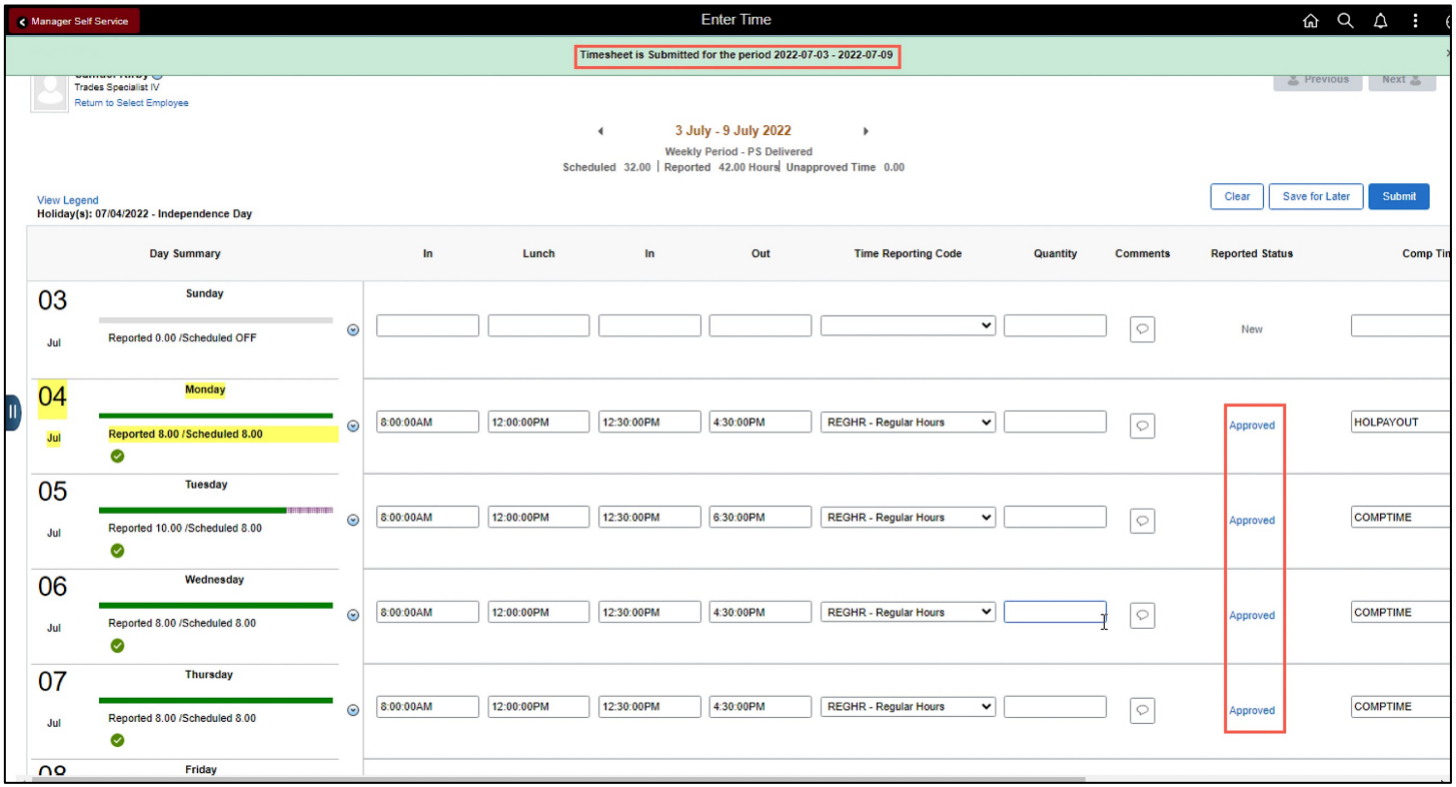
The timesheet will not submit when:

- A Time Reporting Code is missing
- When the Work Order Number is missing
- When the IN and OUT times do not match up

Error messages will appear indicating what needs to be fixed before the timesheet can be submitted.

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 26: Notice the time for each day is automatically approved at submission. When a timesheet is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required.



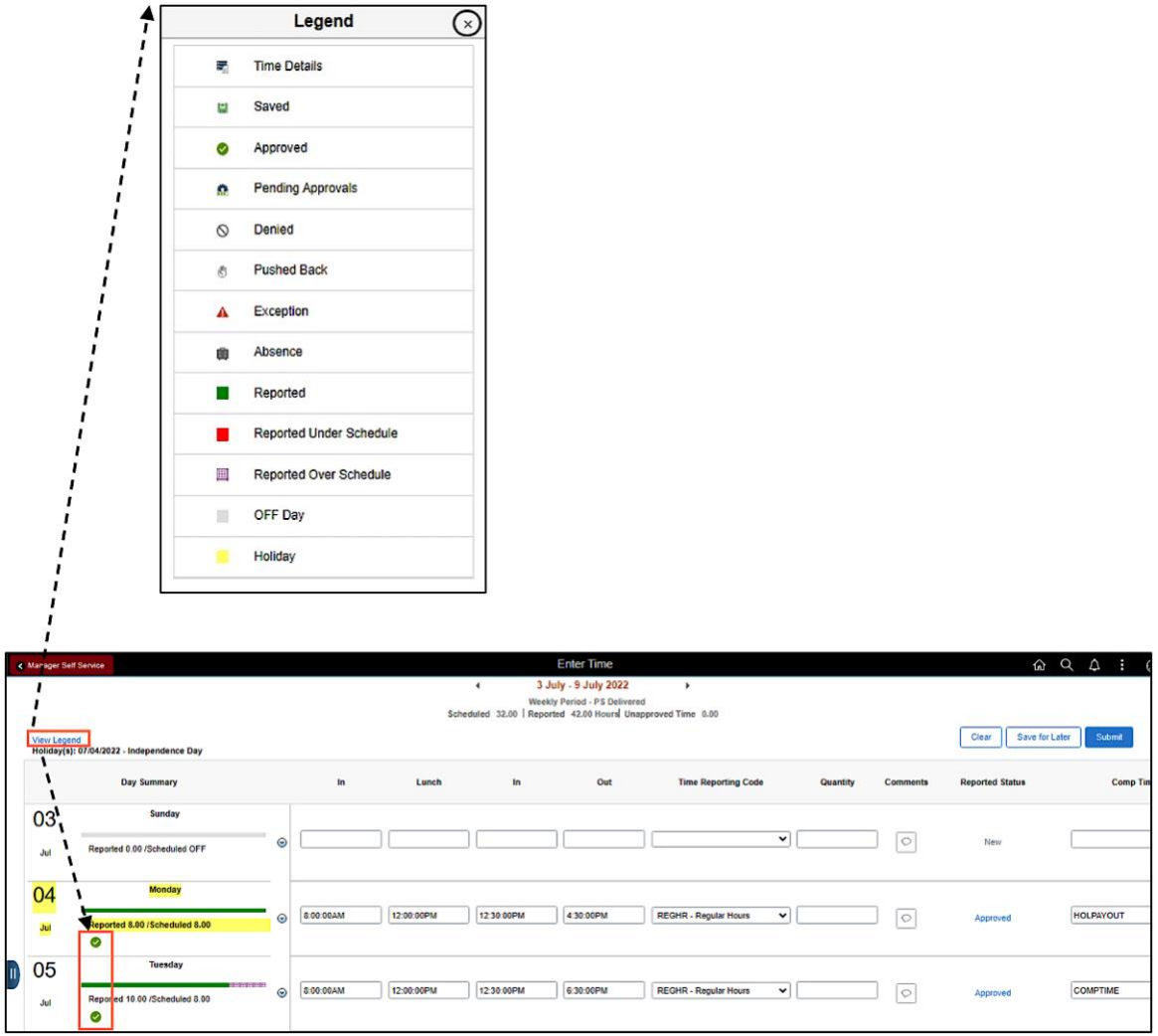
Step 27: When submitted, the **Approved** icon appears for the days' time is entered indicating the timesheet is approved. Click the **View Legend** link to view the legends used and a short description of each one.

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 earn comp time and request holiday comp payout on a punch timesheet on behalf of an employee.