

**How to earn comp time and request holiday comp payout on a timesheet for a salary non-exempt employee:**

This job aid outlines how a manager can earn comp time and request holiday comp payout on behalf of an employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

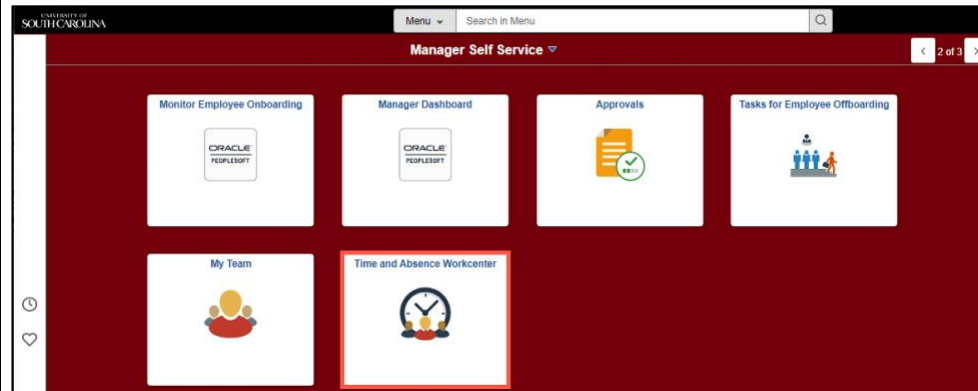
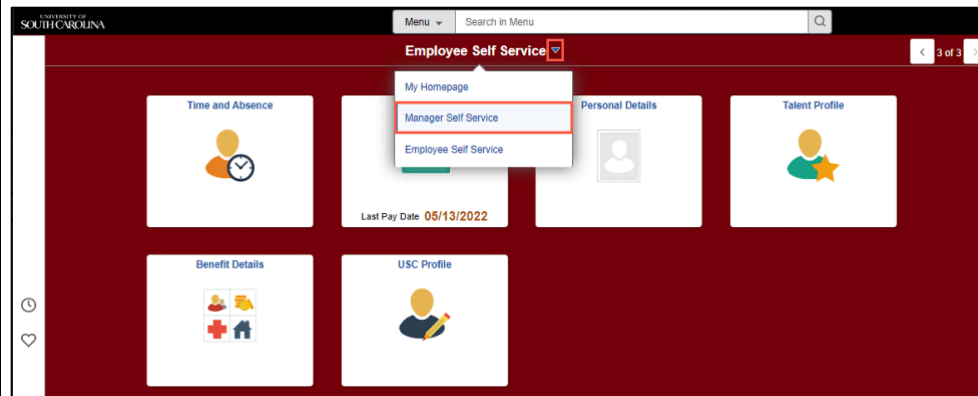
**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

**Processing Steps**

**Step 1:** On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **Manager Self Service** from the list.

**Step 2:** Click the **Time and Absence Workcenter** tile.

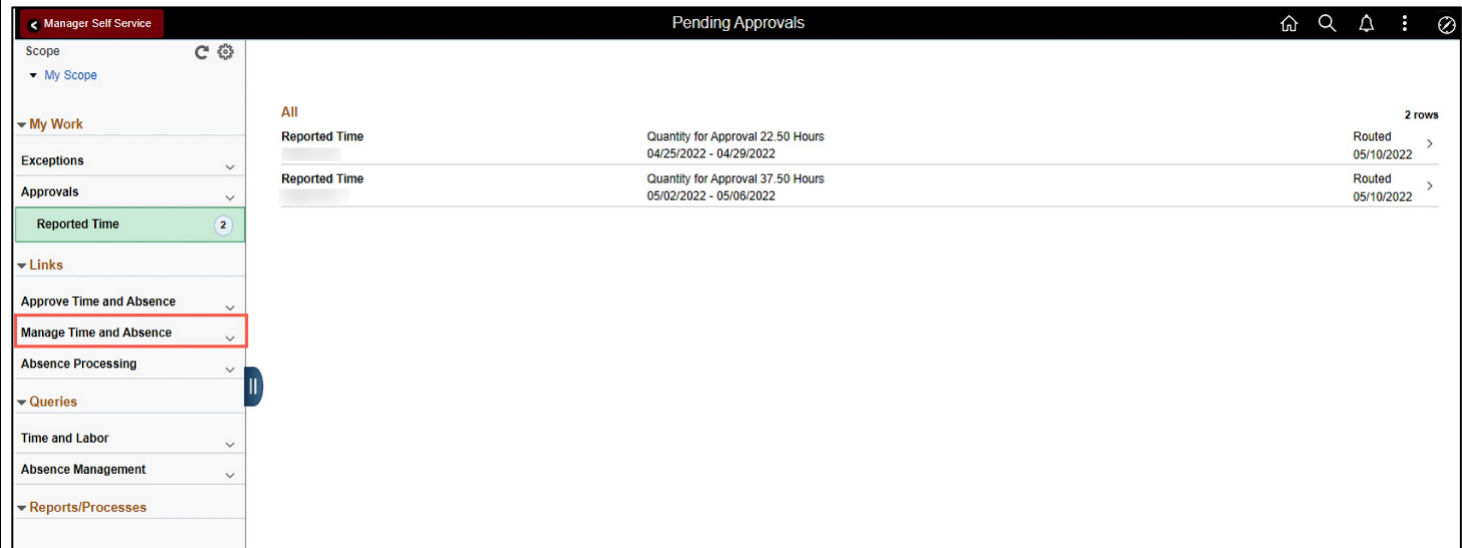
**Screenshots**



**Time and Absence Workcenter** provides a central area to access the most used time and absence related activities. It enables managers 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.

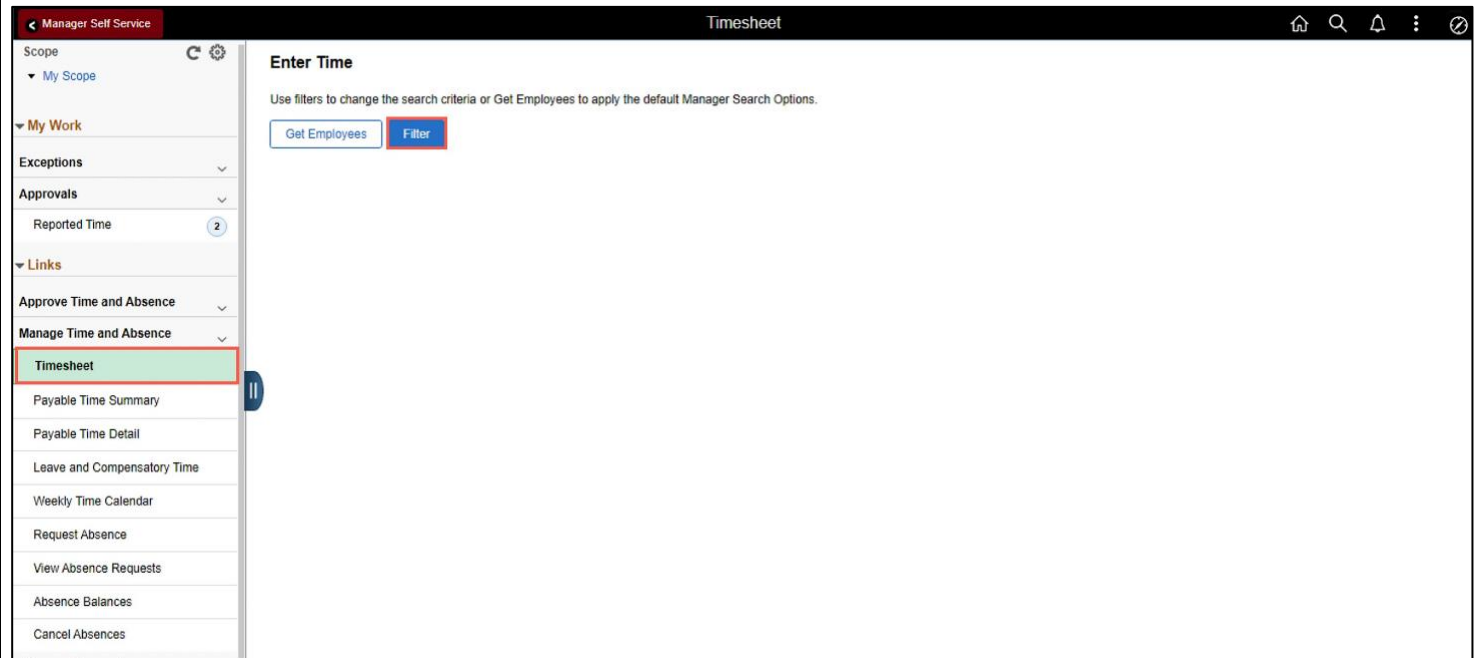
**Step 3:** Click the **Manage Time and Absence** drop-down arrow.



Pending Approvals		
All		
Reported Time	Quantity for Approval 22.50 Hours 04/25/2022 - 04/29/2022	Routed 05/10/2022
Reported Time	Quantity for Approval 37.50 Hours 05/02/2022 - 05/06/2022	Routed 05/10/2022

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

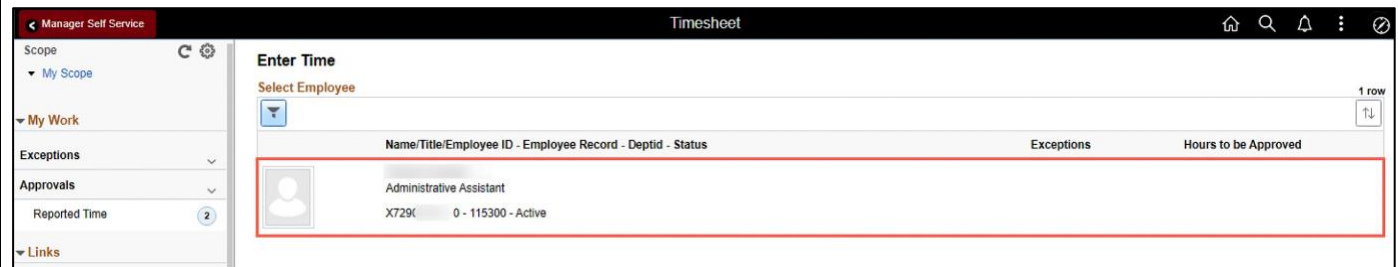
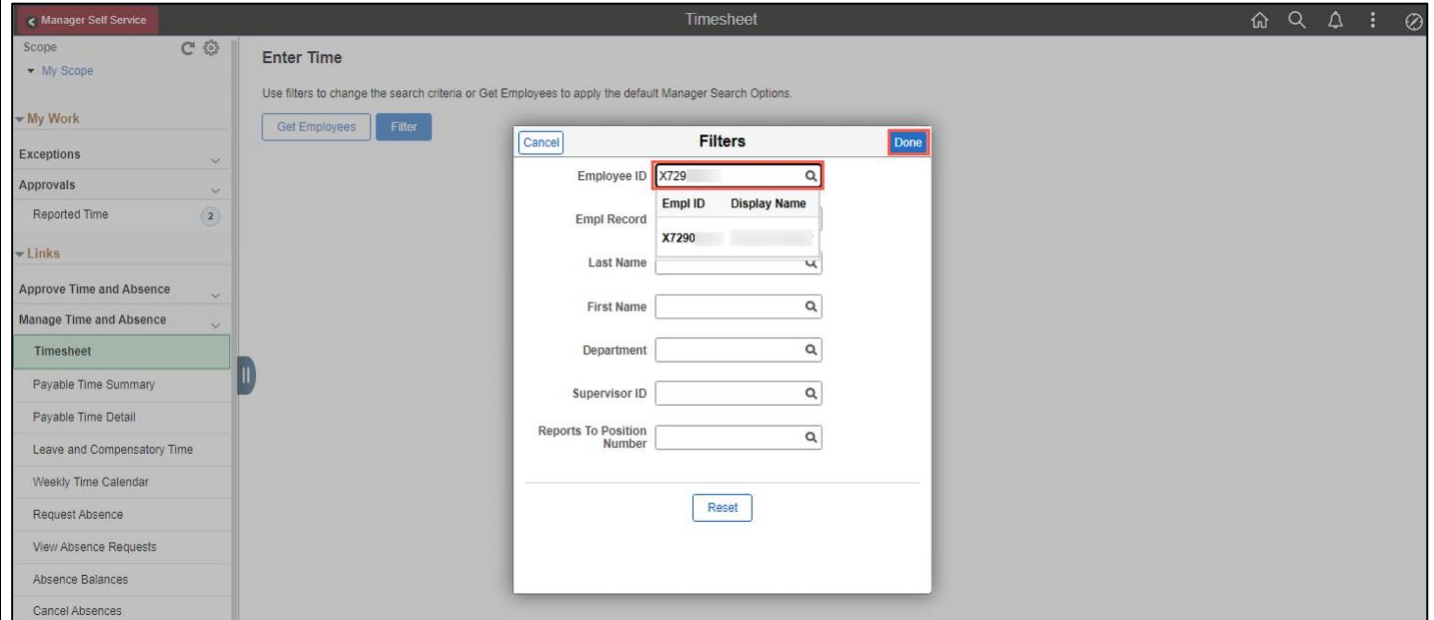
**Step 5:** To enter time for a specific employee, begin by clicking the **Filter** button.



**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.



**Earn Comp Time and Request Holiday Comp Payout on Behalf of a Salary Non-Exempt**

In this example, the employee worked overtime hours and requested to receive a payout for the hours worked on the holiday. As the manager, you can enter time on behalf of your direct reports.

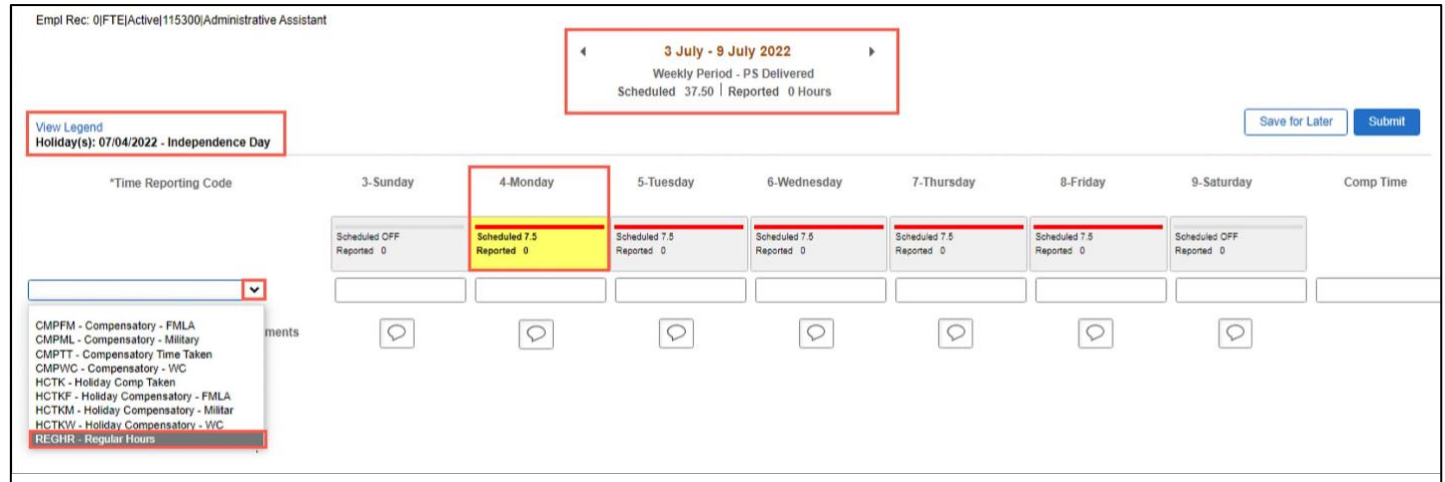
**Step 9:** Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

Notice the holiday is highlight in yellow and under the View Legend link the holiday date and name is spelled out in bold.

**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:** Begin by selecting the appropriate **Time Reporting Code** (TRC). You can only have one TRC per line. Click the **Time Reporting Code** drop-down arrow.

**Step 11:** Select **REGHR – Regular Hours**.



Empl Rec: 0|FTE|Active|115300|Administrative Assistant

3 July - 9 July 2022  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours

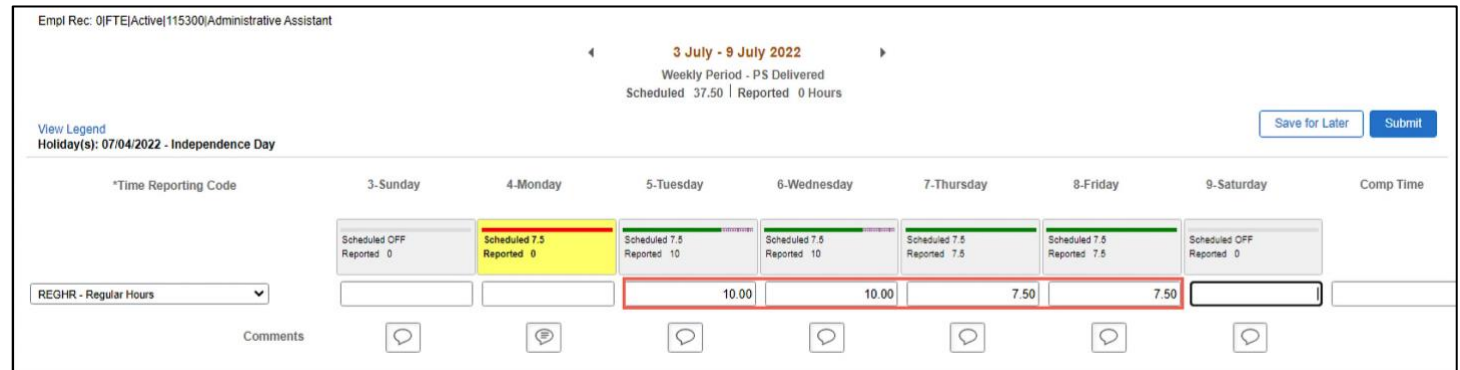
View Legend  
Holiday(s): 07/04/2022 - Independence Day

Save for Later Submit

*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
CMPFM - Compensatory - FMLA CMPML - Compensatory - Military CMPPT - Compensatory Time Taken CMPWC - Compensatory - WC HCTK - Holiday Comp Taken HCTKF - Holiday Compensatory - FMLA HCTKM - Holiday Compensatory - Militar HCTKW - Holiday Compensatory - WC <b>REGHR - Regular Hours</b>								

Earn Comp Time and Request Holiday Comp Payout on Behalf of a Salary Non-Exempt

**Step 12:** On this first line, click in the **Time Entry** field and enter hours worked for each day that is not a holiday.



Empl Rec: 0[FTE]Active[115300]Administrative Assistant

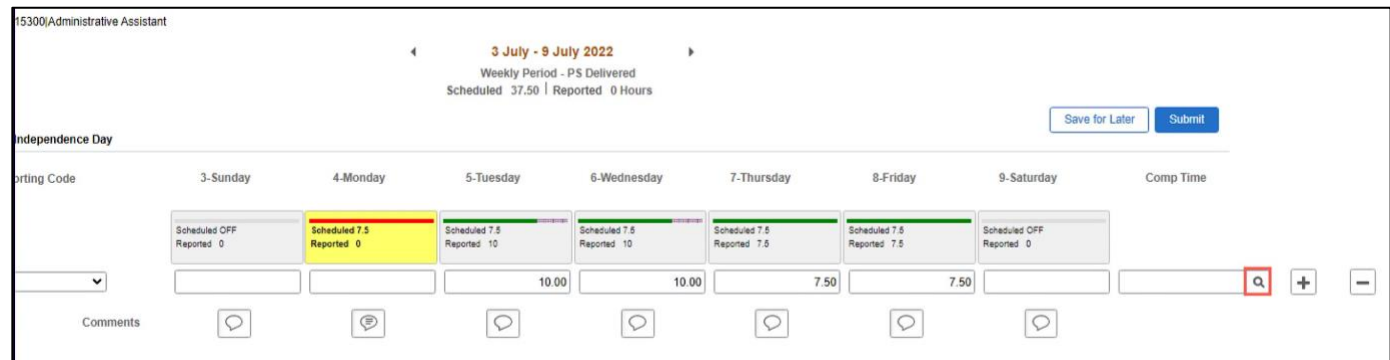
3 July - 9 July 2022  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours

View Legend  
Holiday(s): 07/04/2022 - Independence Day

\*Time Reporting Code

	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
REGHR - Regular Hours			10.00	10.00	7.50	7.50		
Comments								

**Step 13:** To earn comp time for the extra hours worked, click the **Comp Time** Lookup button.



15300/Administrative Assistant

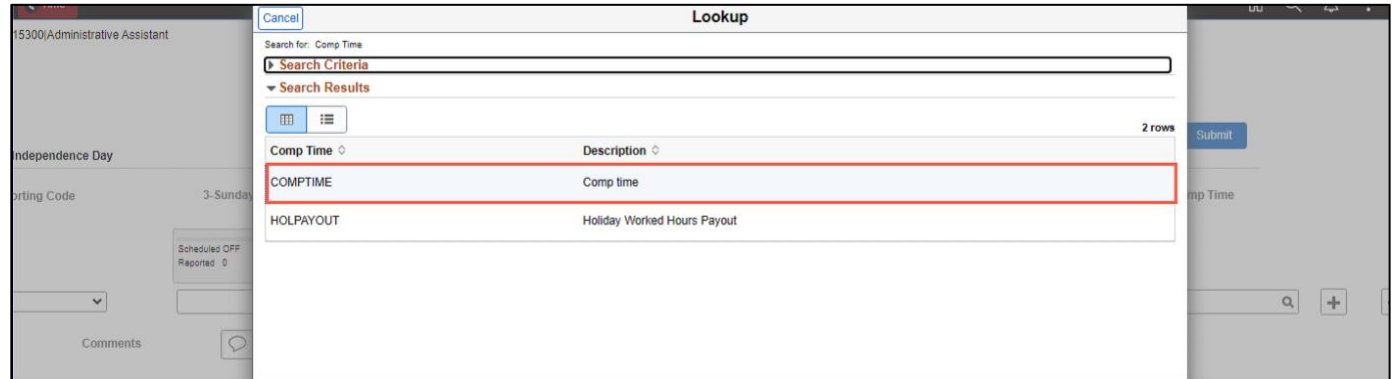
3 July - 9 July 2022  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours

Independence Day

Time Reporting Code

	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
			10.00	10.00	7.50	7.50		
Comments								

**Step 14:** Select **Comp Time** from the list.

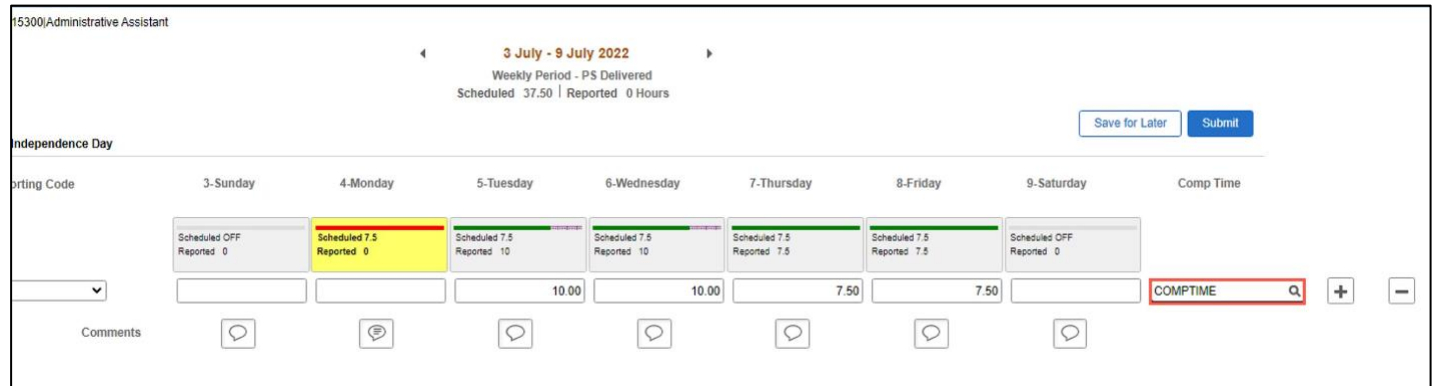


The screenshot shows a 'Lookup' dialog box with a search bar containing 'Comp Time'. Below the search bar, there are two search results:

Comp Time	Description
COMPTIME	Comp time
HOLPAYOUT	Holiday Worked Hours Payout

The 'COMPTIME' row is highlighted with a red border.

**Step 15:** Notice **COMPTIME** is now populated in the **Comp Time** field. This prompts the system to add the extra hours worked to your comp time balance.



The screenshot shows a weekly time sheet for the period '3 July - 9 July 2022'. The 'Comp Time' field is populated with 'COMPTIME' and is highlighted with a red border. The time sheet shows the following data:

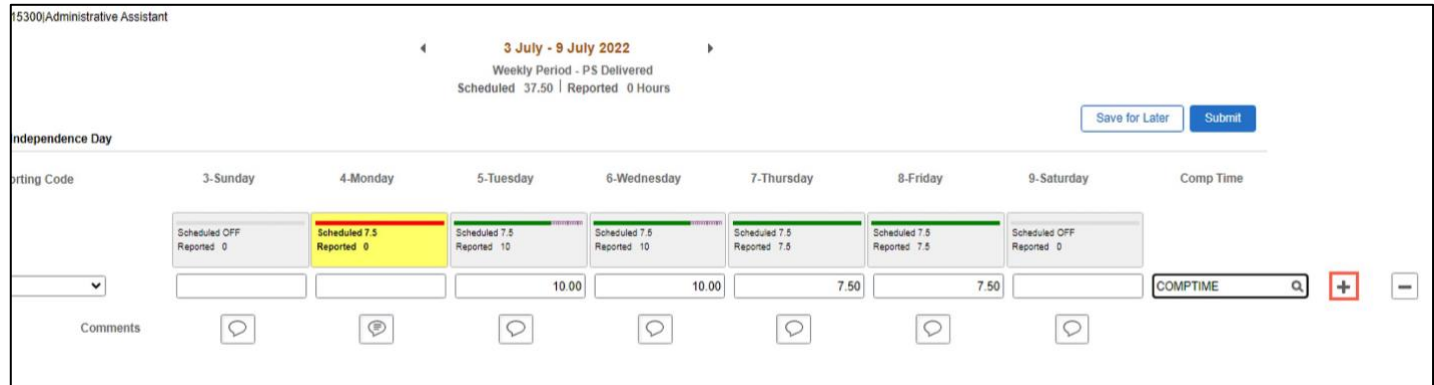
Day	Scheduled	Reported
3-Sunday	Scheduled OFF	Reported 0
4-Monday	Scheduled 7.5	Reported 0
5-Tuesday	Scheduled 7.5	Reported 10
6-Wednesday	Scheduled 7.5	Reported 10
7-Thursday	Scheduled 7.5	Reported 7.5
8-Friday	Scheduled 7.5	Reported 7.5
9-Saturday	Scheduled OFF	Reported 0

The 'Comp Time' field is set to 'COMPTIME'.

**University of South Carolina  
Time and Labor - MSS**

**Earn Comp Time and Request Holiday Comp Payout on Behalf of a Salary Non-Exempt**

**Step 16:** To enter the hours worked on the holiday, click the **Plus (+)** button to add a second line.



15300|Administrative Assistant

3 July - 9 July 2022  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours

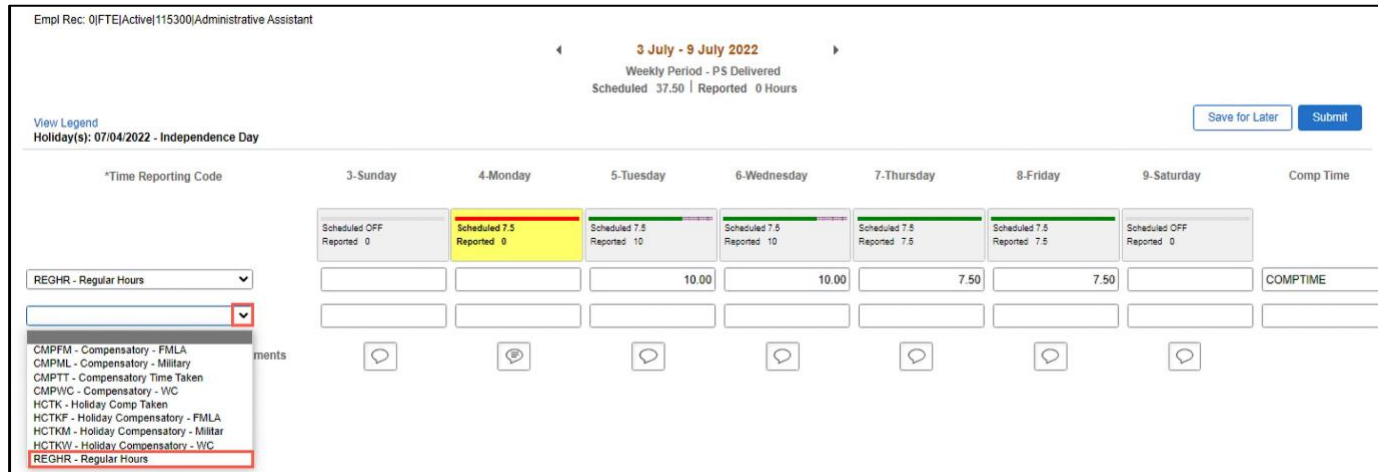
Save for Later Submit

Independence Day

Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	COMPTIME
			10.00	10.00	7.50	7.50		
Comments								

**Step 17:** Click the **Time Reporting Code** drop-down arrow.

**Step 18:** Select **REGHR – Regular Hours**.



Empl Rec: 0|FTE|Active|115300|Administrative Assistant

3 July - 9 July 2022  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours

Save for Later Submit

View Legend  
Holidays(s): 07/04/2022 - Independence Day

*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	COMPTIME
			10.00	10.00	7.50	7.50		
Comments								

REGHR - Regular Hours

- CMPFM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMPPT - Compensatory Time Taken
- CMPWC - Compensatory - WC
- HCTK - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Militar
- HCTKW - Holiday Compensatory - WC
- REGHR - Regular Hours



University of South Carolina  
Time and Labor - MSS

Earn Comp Time and Request Holiday Comp Payout on Behalf of a Salary Non-Exempt

**Step 19:** On the second line, click in the **Time Entry** field and only enter hours worked for the holiday.

Empl Rec: 0[FTE|Active|115300|Administrative Assistant]      3 July - 9 July 2022  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours

View Legend      Save for Later      Submit

Holiday(s): 07/04/2022 - Independence Day

*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	COMPTIME
REGHR - Regular Hours			10.00	10.00	7.50	7.50		
REGHR - Regular Hours		7.5						
Comments								

**Step 20:** To request a payout for the hours worked on the holiday, click the **Look up Comp** button.

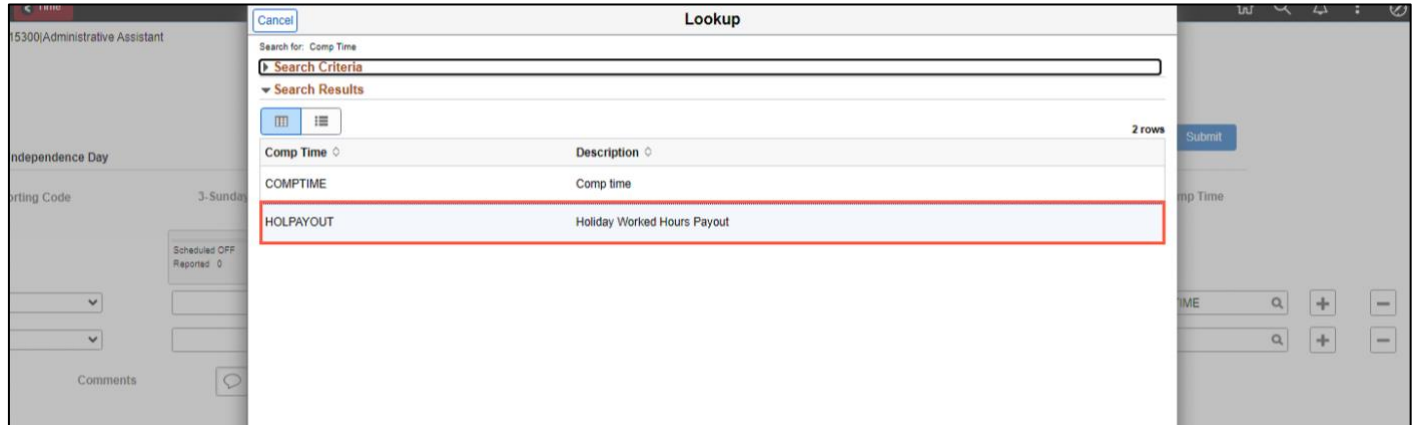
115300|Administrative Assistant      3 July - 9 July 2022  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours

Save for Later      Submit

Independence Day

Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
			10.00	10.00	7.50	7.50		COMPTIME 🔍 + -
		7.5						🔍 + -
Comments								

**Step 21:** Click to select the **Holiday Worked Hours Payout (HOLPAYOUT)** option from the list.



Lookup

Search for: Comp Time

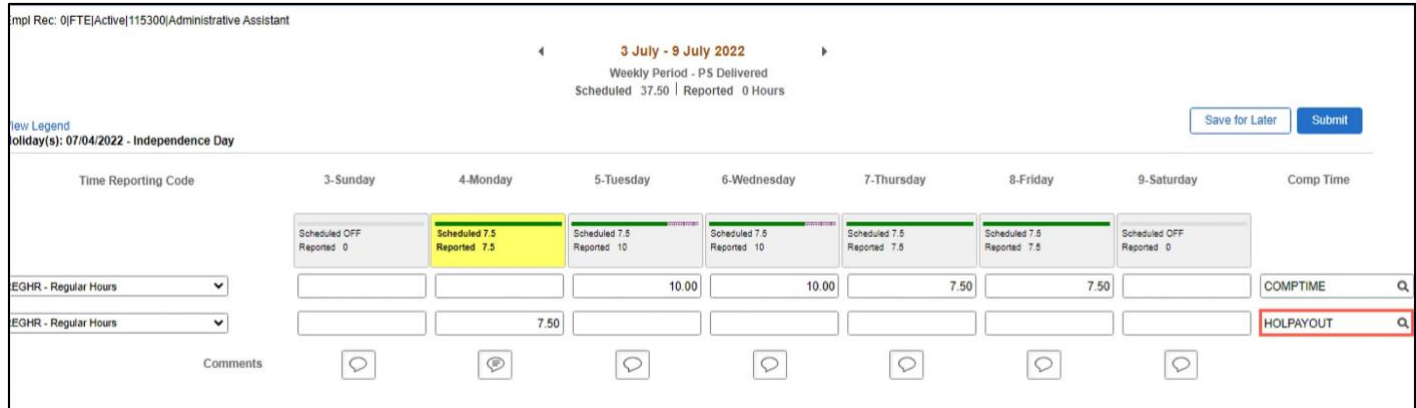
Search Criteria

Search Results

2 rows

Comp Time	Description
COMPTIME	Comp time
<b>HOLPAYOUT</b>	<b>Holiday Worked Hours Payout</b>

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



Impl Rec: 0|FTE|Active|115300|Administrative Assistant

3 July - 9 July 2022

Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours

Save for Later Submit

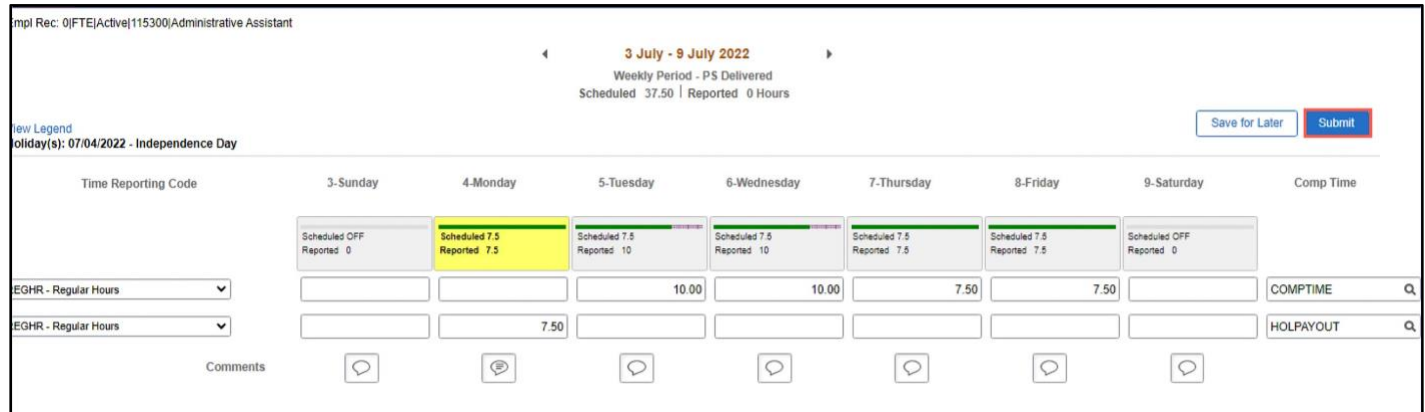
Legend  
Holiday(s): 07/04/2022 - Independence Day

Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
EGHR - Regular Hours			10.00	10.00	7.50	7.50		COMPTIME
EGHR - Regular Hours		7.50						<b>HOLPAYOUT</b>
Comments								

**University of South Carolina  
Time and Labor - MSS**

**Earn Comp Time and Request Holiday Comp Payout on Behalf of a Salary Non-Exempt**

**Step 22:** The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.



mpl Rec: 0[FTE]Active|115300|Administrative Assistant

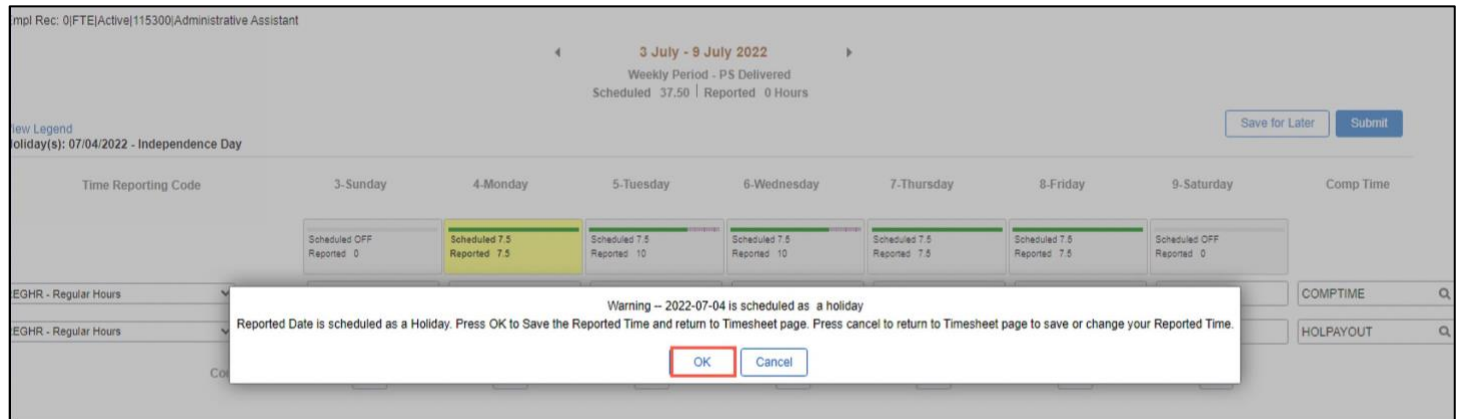
3 July - 9 July 2022  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours

new Legend  
Holiday(s): 07/04/2022 - Independence Day

Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
EGHR - Regular Hours			10.00	10.00	7.50	7.50		COMPTIME
EGHR - Regular Hours		7.50						HOLPAYOUT
Comments								

Save for Later Submit

**Step 23:** 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.



mpl Rec: 0[FTE]Active|115300|Administrative Assistant

3 July - 9 July 2022  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours

new Legend  
Holiday(s): 07/04/2022 - Independence Day

Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
EGHR - Regular Hours			10.00	10.00	7.50	7.50		COMPTIME
EGHR - Regular Hours		7.50						HOLPAYOUT

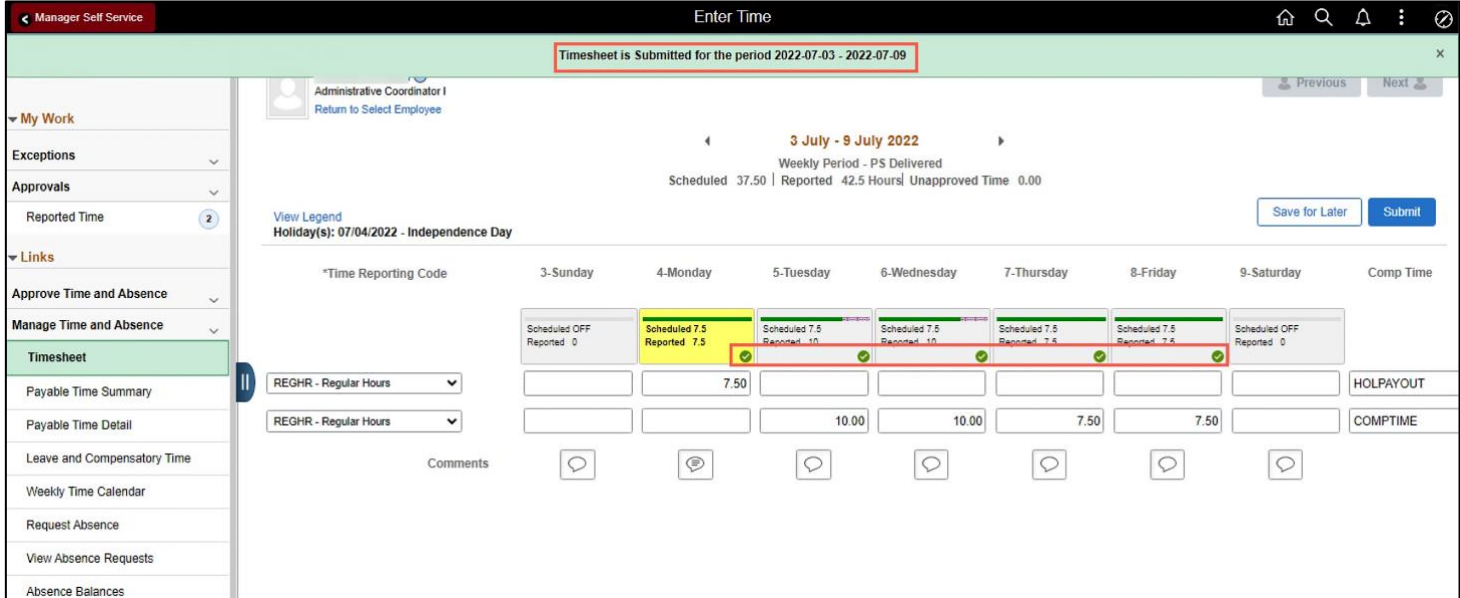
Warning - 2022-07-04 is scheduled as a holiday  
Reported Date is scheduled as a Holiday. Press OK to Save the Reported Time and return to Timesheet page. Press cancel to return to Timesheet page to save or change your Reported Time.

OK Cancel

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 a timesheet is entered by a manager on behalf of an employee, additional approval is not required as indicated by the white check in the green circle.

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



Manager Self Service | Enter Time

Timesheet is Submitted for the period 2022-07-03 - 2022-07-09

Administrative Coordinator I  
Return to Select Employee

3 July - 9 July 2022  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 42.5 Hours | Unapproved Time 0.00





Save for Later | Submit

View Legend  
Holiday(s): 07/04/2022 - Independence Day

*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0		
REGHR - Regular Hours		7.50						HOLPAYOUT
REGHR - Regular Hours			10.00	10.00	7.50	7.50		COMPTIME
Comments								














**Step 24:** 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 behalf of a salary non-exempt employee

**Legend**

-  Time Details
-  Saved
-  Approved
-  Pending Approvals
-  Denied
-  Pushed Back
-  Exception
-  Absence
-  Reported
-  Reported Under Schedule
-  Reported Over Schedule
-  OFF Day
-  Holiday

