

**University of South Carolina
Time and Labor – TL/ABS Approver
Earn Comp Time on a Timesheet on Behalf of
Salary Non-Exempt Employee**

How to earn comp time on a timesheet on behalf of a salary non-exempt employee:

This job aid outlines how a TL/ABS Approver can earn comp time on a timesheet on behalf of a salary non-exempt 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.

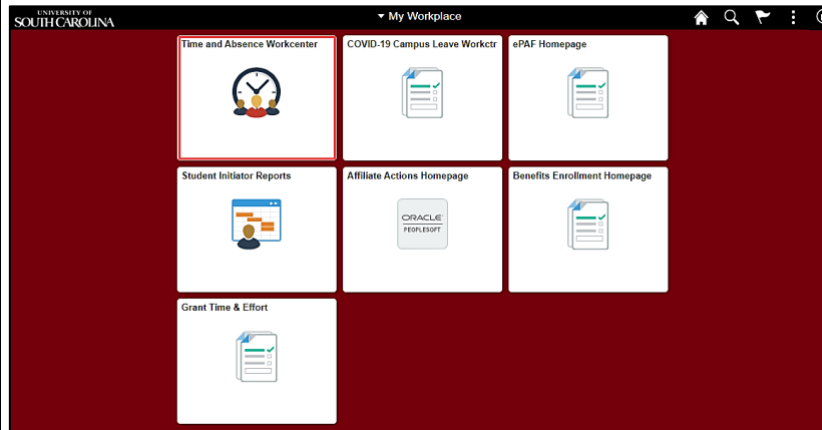
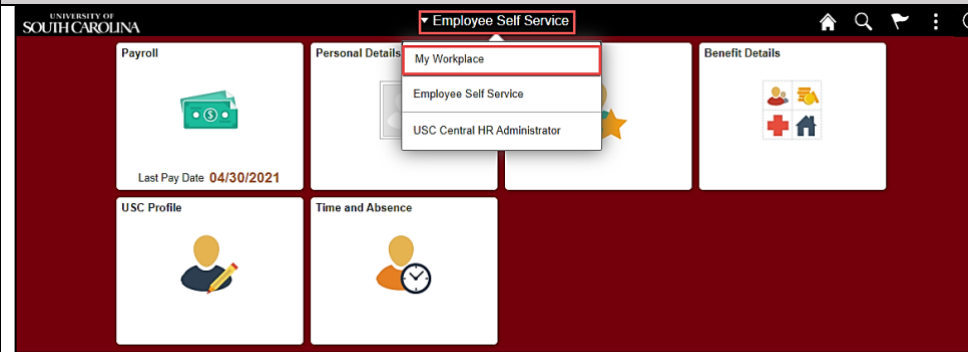
Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter

Processing Steps

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

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

Screenshots



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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.

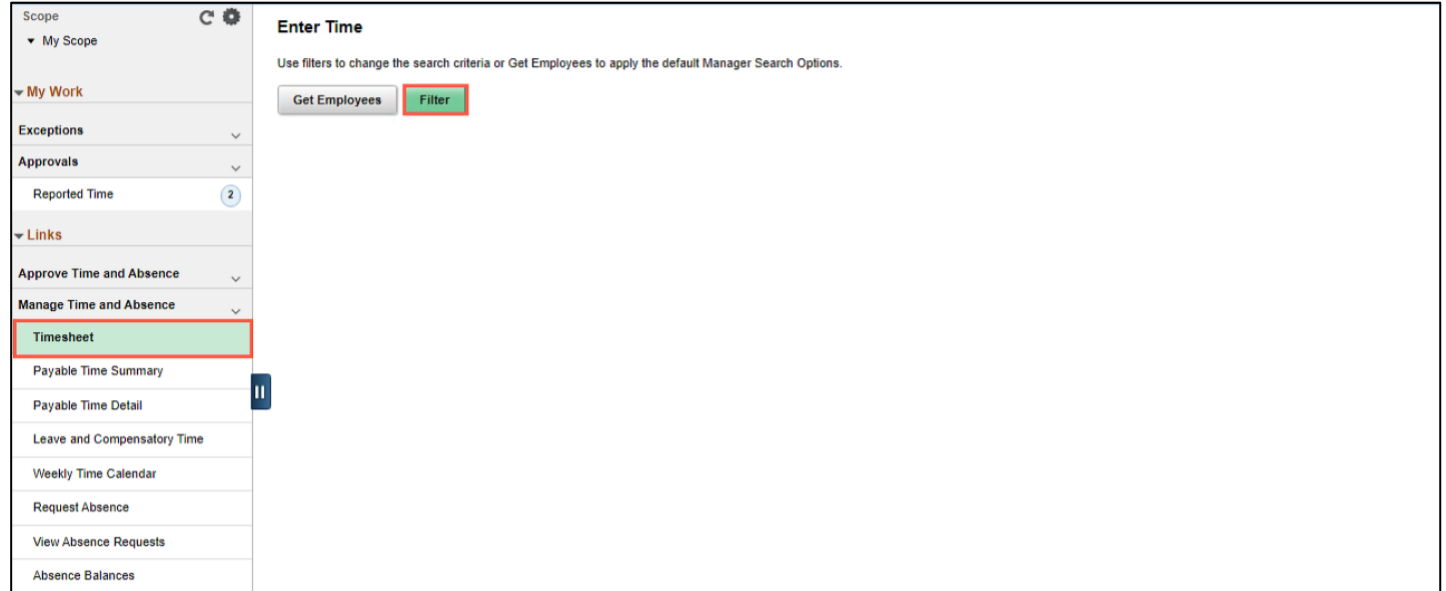
Step 3: Click the **Manage Time and Absence** drop-down arrow.



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

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

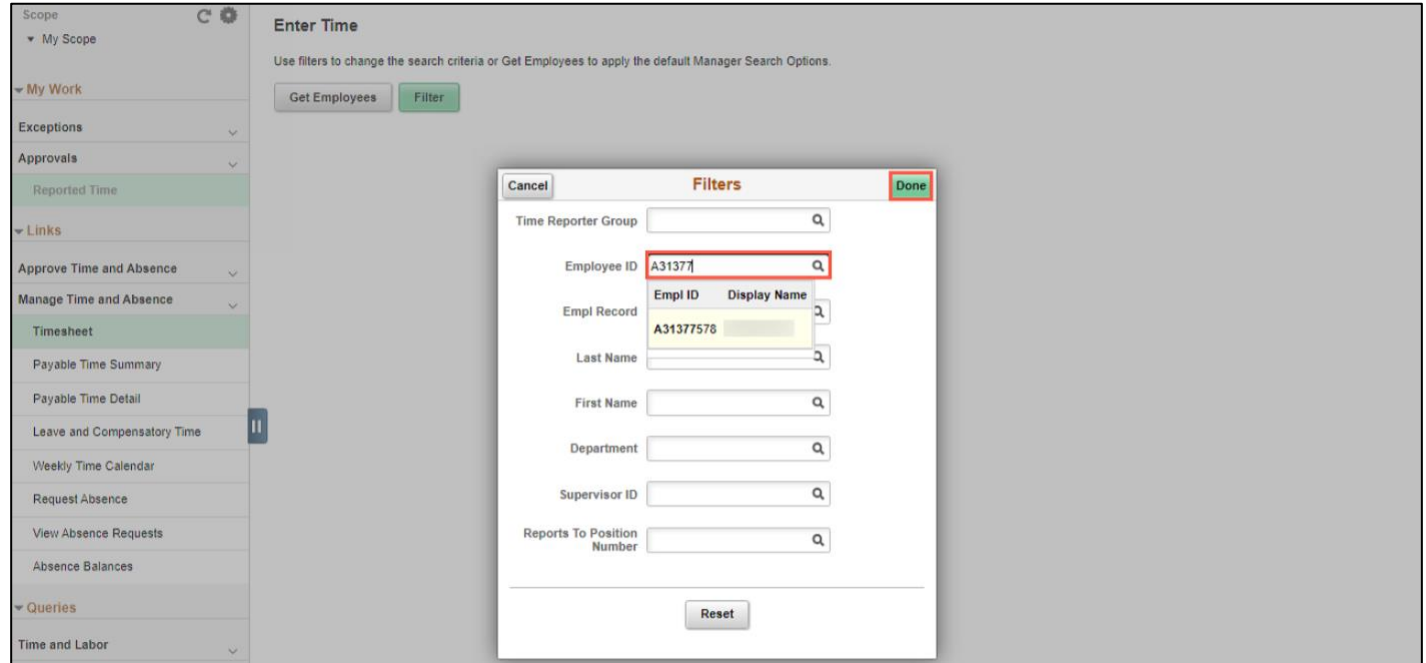


The screenshot displays the 'Enter Time' interface. On the left, a navigation menu includes options like 'My Work', 'Exceptions', 'Approvals', 'Reported Time', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Timesheet' (highlighted in green), 'Payable Time Summary', 'Payable Time Detail', 'Leave and Compensatory Time', 'Weekly Time Calendar', 'Request Absence', 'View Absence Requests', and 'Absence Balances'. The main content area is titled 'Enter Time' and contains the instruction: 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this instruction are two buttons: 'Get Employees' and 'Filter' (highlighted in red).

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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.



The screenshot shows the 'Enter Time' interface. On the left is a navigation menu with categories: Scope, My Work, Exceptions, Approvals, Reported Time, Links, Approve Time and Absence, Manage Time and Absence, Timesheet, Payable Time Summary, Payable Time Detail, Leave and Compensatory Time, Weekly Time Calendar, Request Absence, View Absence Requests, Absence Balances, Queries, and Time and Labor. The 'Timesheet' option is highlighted. The main area is titled 'Enter Time' and contains the instruction: 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' There are two buttons: 'Get Employees' and 'Filter'. A 'Filters' dialog box is open, showing search criteria: Time Reporter Group, Employee ID (A31377), Empl Record (A31377578), Last Name, First Name, Department, Supervisor ID, and Reports To Position Number. A 'Reset' button is at the bottom of the dialog. The 'Done' button in the dialog is highlighted in red.

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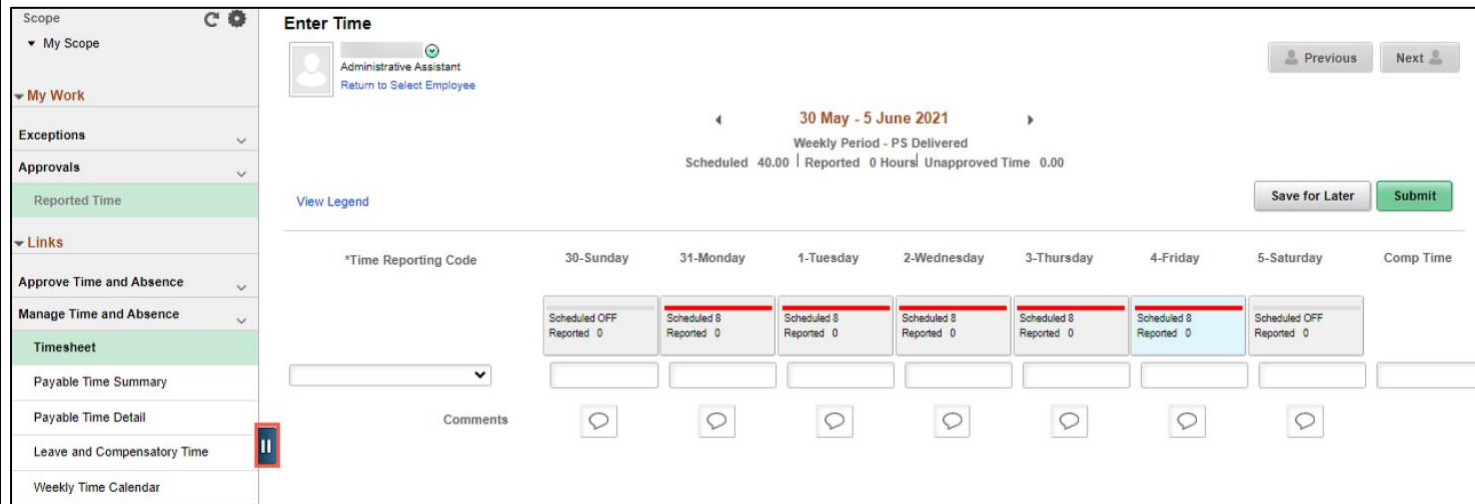
Step 8: Click the **Employee Name/Tile** line to view the Enter Time page.



The screenshot shows the 'Enter Time' interface. On the left is a navigation menu with options like 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Reported Time', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', and 'Timesheet'. The main area is titled 'Enter Time' and includes a 'Select Employee' dropdown. Below it is a table with the following structure:








Name/Title	Exceptions	Hours to be Approved
 Administrative Assistant		

Step 9: Click the **Expand Page** icon to see a full view of the Enter Time page. This will reduce the amount of scrolling you will have to do to complete the task.



The screenshot shows the expanded 'Enter Time' page. It includes a navigation menu on the left with additional options like 'Payable Time Summary', 'Payable Time Detail', 'Leave and Compensatory Time', and 'Weekly Time Calendar'. The main area is titled 'Enter Time' and shows the employee 'Administrative Assistant'. It features a weekly calendar for the period '30 May - 5 June 2021' with the following details:

- Weekly Period - PS Delivered
- Scheduled 40.00 | Reported 0 Hours | Unapproved Time 0.00
- Buttons: Previous, Next, Save for Later, Submit
- Legend: *Time Reporting Code
- Calendar Grid:

30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comments 	Comments 	Comments 	Comments 	Comments 	Comments 	Comments 	

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In this scenario the salary non-exempt employee worked extra hours 5/24/21. The employee forgot to enter their time worked and the week has now passed. As the TL/ABS Approver, you can enter time on behalf of employees in your area.

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

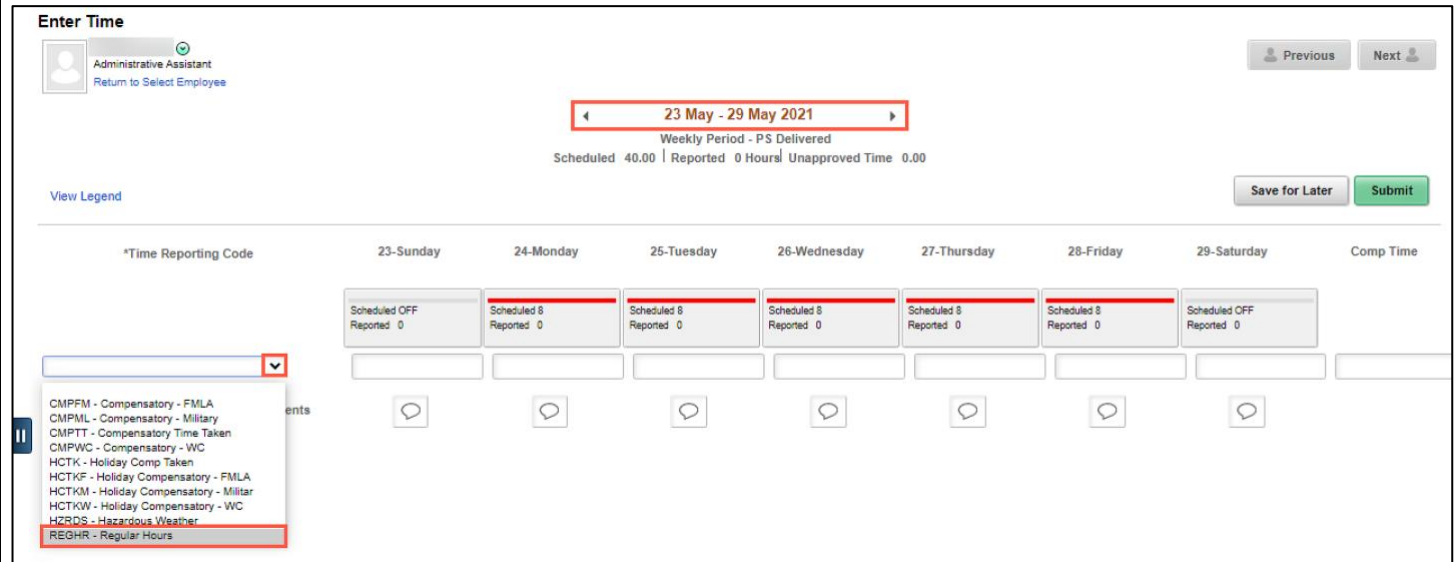
Note: If an Absence has been requested, it is not editable on the timesheet. Scroll to the right and click the plus + button to add another Time Reporting Code row.

Step 10: 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 11: Click the **Time Reporting Code** drop-down arrow and select **REGHR – Regular Hours**.



Enter Time

Administrative Assistant
Return to Select Employee

23 May - 29 May 2021
Weekly Period - PS Delivered
Scheduled 40.00 | Reported 0 Hours | Unapproved Time 0.00

View Legend

Save for Later Submit

*Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	

Time Reporting Code dropdown menu:

- 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
- HZRD - Hazardous Weather
- REGHR - Regular Hours**

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Step 12: Click in the **Time Entry** field and enter hours worked for each day.

To earn comp time, the hours entered under REGHR will need to be more than 40.

Enter Time

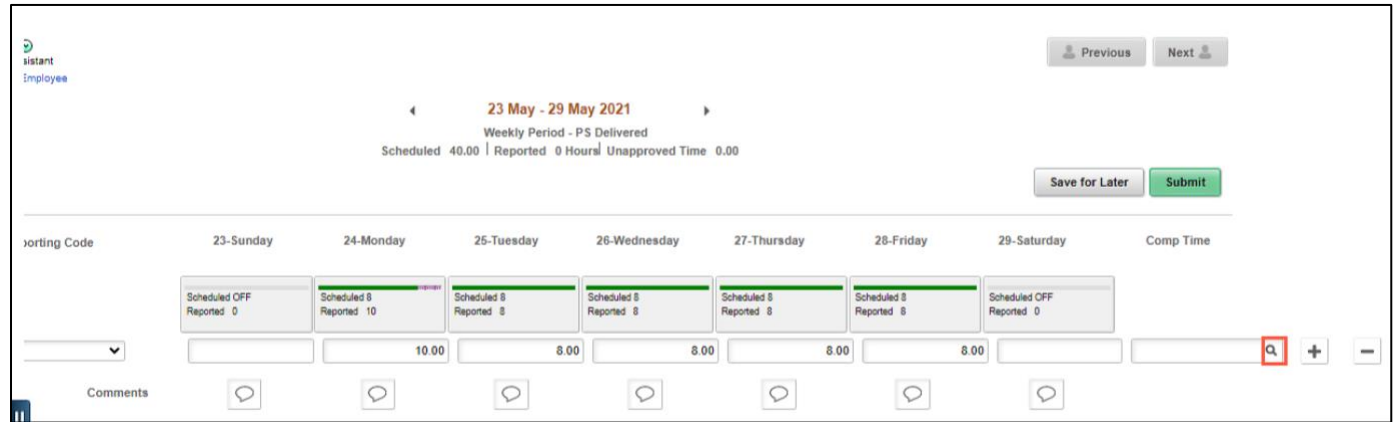
23 May - 29 May 2021
Weekly Period - PS Delivered
Scheduled 40.00 | Reported 0 Hours | Unapproved Time 0.00

[View Legend](#)

*Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-Saturday	Comp Time
Sched OFF Reported 0	Sched 8 Reported 10	Sched 8 Reported 8	Sched 8 Reported 8	Sched 8 Reported 8	Sched 8 Reported 8	Sched 8 Reported 8	Sched OFF Reported 0	
REGHR - Regular Hours	10.00	8.00	8.00	8.00	8.00	8.00	0.00	
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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



23 May - 29 May 2021
Weekly Period - PS Delivered
Scheduled 40.00 | Reported 0 Hour | Unapproved Time 0.00

Previous Next

Save for Later Submit

Sorting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 8 Reported 10	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 0	
		10.00	8.00	8.00	8.00	8.00		
Comments								

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



Cancel **Lookup** Next

Search for: Comp Time

Search Criteria

Search Results

Comp Time	Description
COMPTIME	Comp time

1 row


Submit

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Step 15: Notice **COMPTIME** is now populated in the **Comp Time** field.

Step 16: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.

Enter Time



Administrative Assistant
[Return to Select Employee](#)

Previous Next

23 May - 29 May 2021

Weekly Period - PS Delivered

Scheduled 40.00 | Reported 0 Hours | Unapproved Time 0.00

Save for Later Submit

*Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-Saturday	Comp Time
REGHR - Regular Hours	Scheduled OFF Reported 0	Scheduled 8 Reported 10	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 0	COMPTIME
Comments								

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Step 17: 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.

Timesheet is Submitted for the period 2021-05-30 - 2021-06-05

My Work

- Exceptions
- Approvals
- Reported Time
- Links
- Approve Time and Absence
- Manage Time and Absence
- Timesheet**
- Payable Time Summary
- Payable Time Detail
- Leave and Compensatory Time
- Weekly Time Calendar
- Request Absence
- View Absence Requests
- Absence Balances
- Queries
- Time and Labor
- Absence Management
- Reports/Processes

23 May - 29 May 2021

Weekly Period - PS Delivered
Scheduled 40.00 | Reported 42 Hour | Unapproved Time 0.00

Save for Later Submit

*Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-Saturday	Comp Time
REGHR - Regular Hours	Scheduled OFF Reported 0	Scheduled 8 Reported 10	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 0	COMPTIME
		10.00	8.00	8.00	8.00	8.00		
Comments								

Manage Approvals

Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
05/24/2021	Approved	10.00	REGHR	Regular Hours	8.00
05/25/2021	Approved	8.00	REGHR	Regular Hours	8.00
05/26/2021	Approved	8.00	REGHR	Regular Hours	8.00
05/27/2021	Approved	8.00	REGHR	Regular Hours	8.00
05/28/2021	Approved	8.00	REGHR	Regular Hours	8.00

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Step 18: Notice the time for each day is automatically approved at submission. When time is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required.

Scope

- ▼ My Scope
- ▼ My Work
- Exceptions
- Approvals
- Reported Time
- ▼ Links
- Approve Time and Absence
- Manage Time and Absence
- Timesheet
- Payable Time Summary
- Payable Time Detail
- Leave and Compensatory Time
- Weekly Time Calendar
- Request Absence
- View Absence Requests
- Absence Balances
- ▼ Queries
- Time and Labor
- Absence Management
- ▼ Reports/Processes

Enter Time

Administrative Assistant
Return to Select Employee

Previous Next

23 May - 29 May 2021
Weekly Period - PS Delivered
Scheduled 40.00 | Reported 42 Hours | Unapproved Time 0.00

Save for Later Submit

View Legend

*Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 8 Reported 10	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 0	COMPTIME
REGHR - Regular Hours		10.00	8.00	8.00	8.00	8.00		
Comments								





▼ Manage Approvals

Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
05/24/2021	Approved	10.00	REGHR	Regular Hours	8.00
05/25/2021	Approved	8.00	REGHR	Regular Hours	8.00
05/26/2021	Approved	8.00	REGHR	Regular Hours	8.00
05/27/2021	Approved	8.00	REGHR	Regular Hours	8.00
05/28/2021	Approved	8.00	REGHR	Regular Hours	8.00

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Step 19: When submitted, the **Approved** icon appears for the days time 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 on a timesheet on behalf of a salary non-exempt employee.

Legend

X

	Time Details
	Saved
	Approved
	Pending Approvals
	Denied
	Pushed Back
	Exception
	Absence
	Reported
	Reported Under Schedule

My Scope

My Work

Exceptions

Approvals

Reported Time

Links

Approve Time and Absence

Manage Time and Absence

Timesheet

Payable Time Summary

Payable Time Detail

Enter Time

Administrative Assistant

Return to Select Employee

Previous Next

23 May - 29 May 2021

Weekly Period - PS Delivered

Scheduled 40.00 | Reported 42 Hour(s) | Unapproved Time 0.00

Save for Later Submit

*Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-Saturday	Comp Time
REGHR - Regular Hours	Scheduled OFF Reported 0	Scheduled 8 Reported 10	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 0	COMPTIME
		10.00	8.00	8.00	8.00	8.00		
Comments	