

**University of South Carolina
Time and Labor – MSS
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 manager can earn comp time on a timesheet on behalf of a salary non-exempt 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.

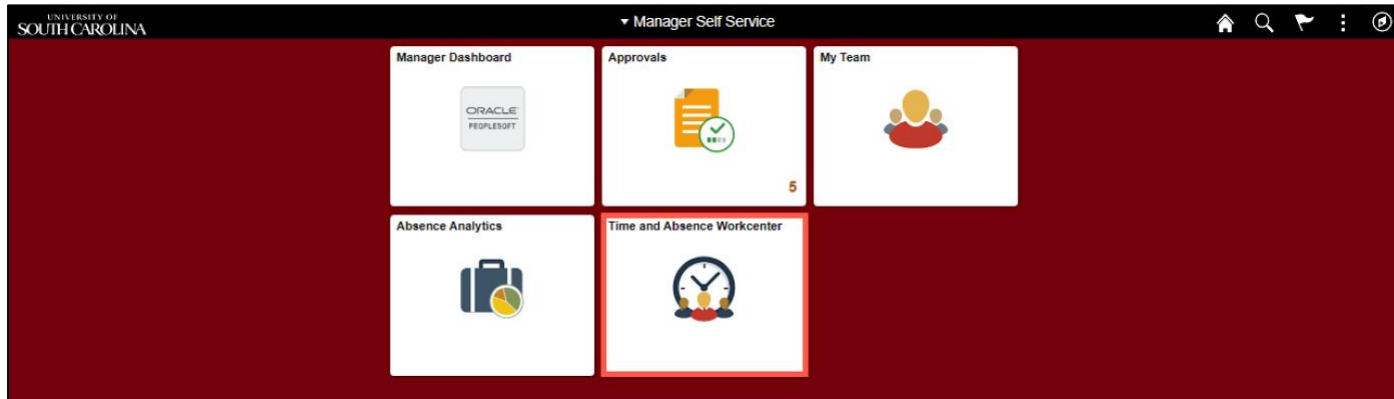
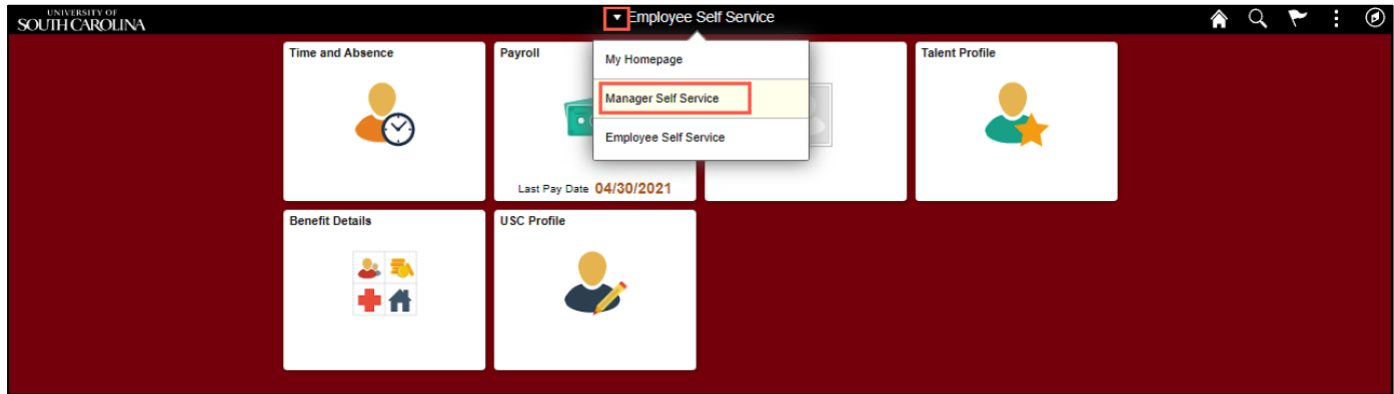
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

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

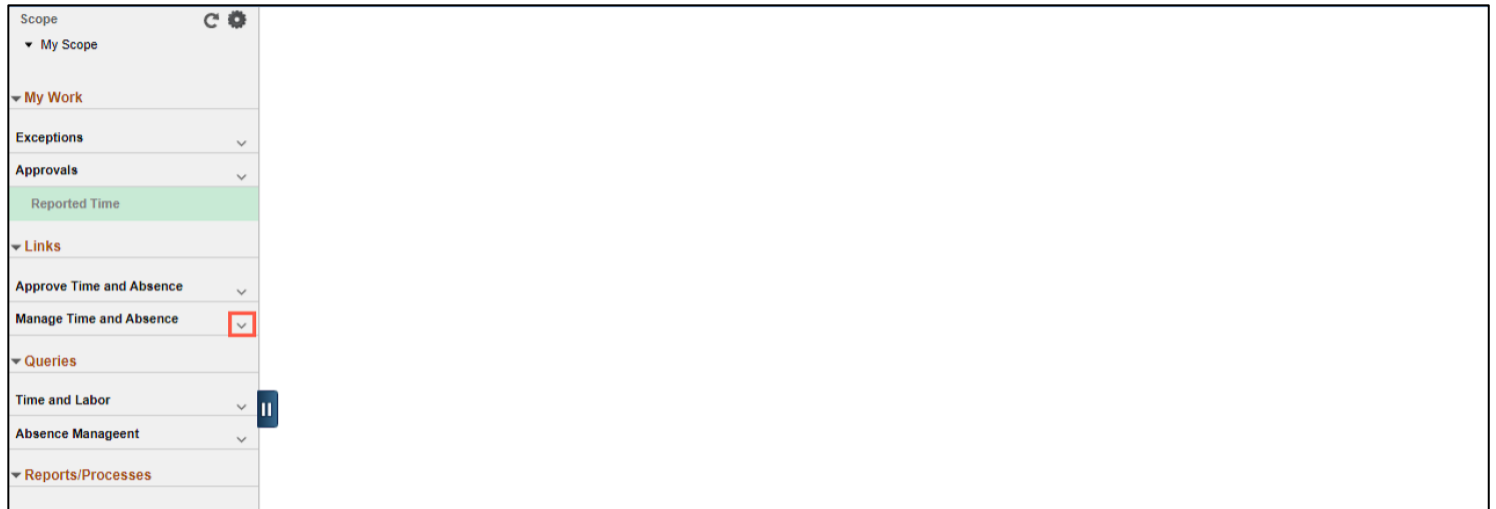


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Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

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

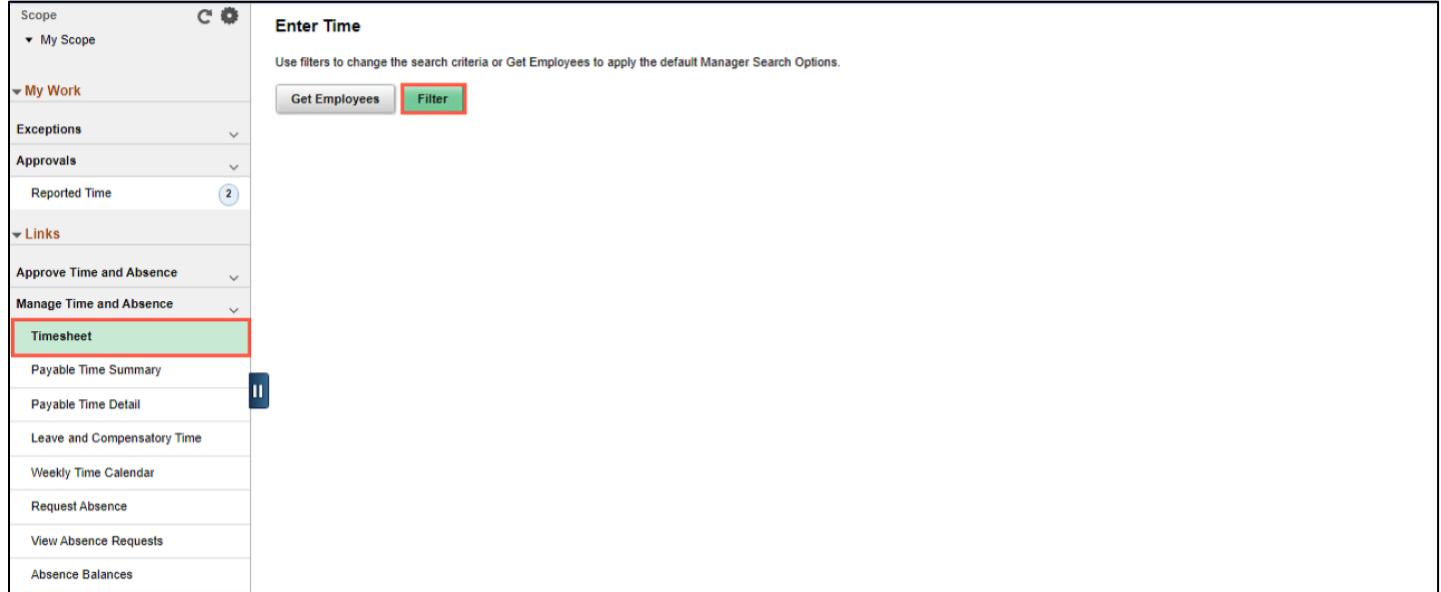
Step 3: Click the **Manage Time and Absence** drop-down arrow.



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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.

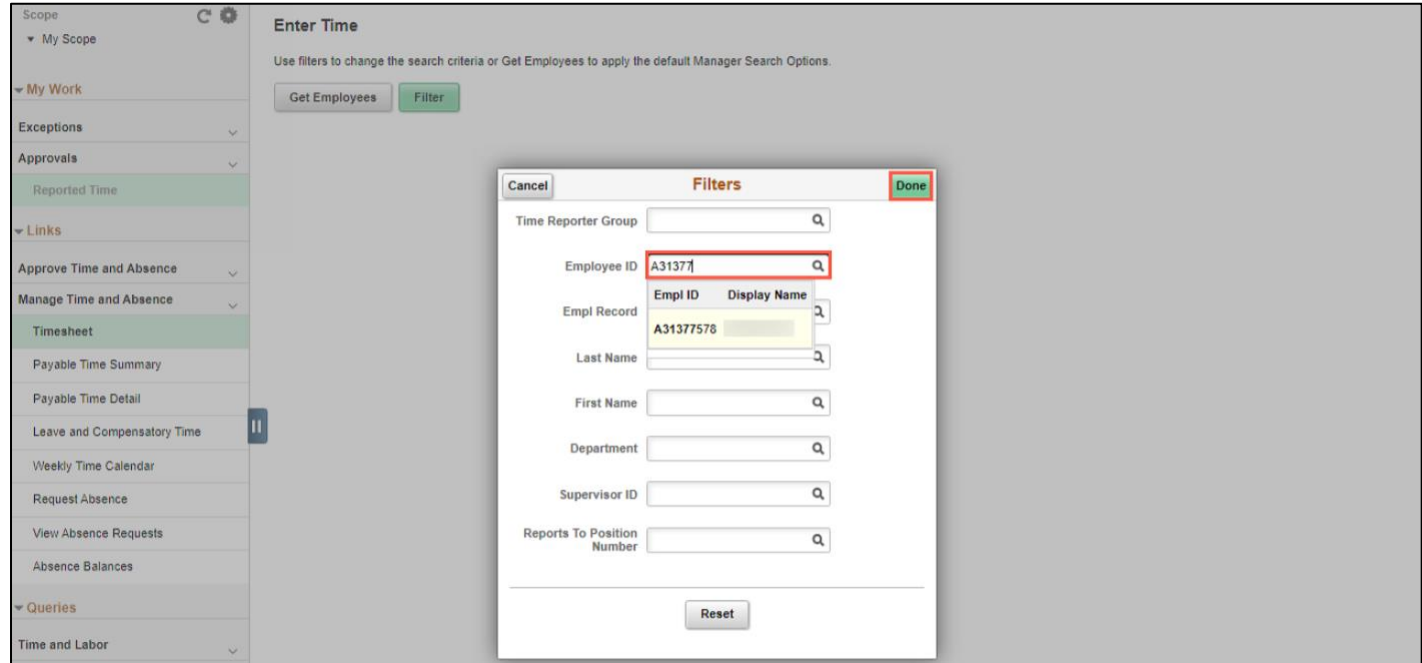


The screenshot displays the 'Enter Time' interface. On the left, a navigation menu includes options like 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Reported Time', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', and 'Timesheet' (which is highlighted with a red box). Below these are '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' (which is highlighted with a red box).

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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' page with a 'Filters' modal open. The modal contains the following fields:

- Time Reporter Group:
- Employee ID: (highlighted with a red box)
- Empl Record:

Empl ID	Display Name
A31377578	

 (highlighted with a yellow box)
- Last Name:
- First Name:
- Department:
- Supervisor ID:
- Reports To Position Number:

Buttons: Cancel, Done, Filter, Get Employees, Reset.

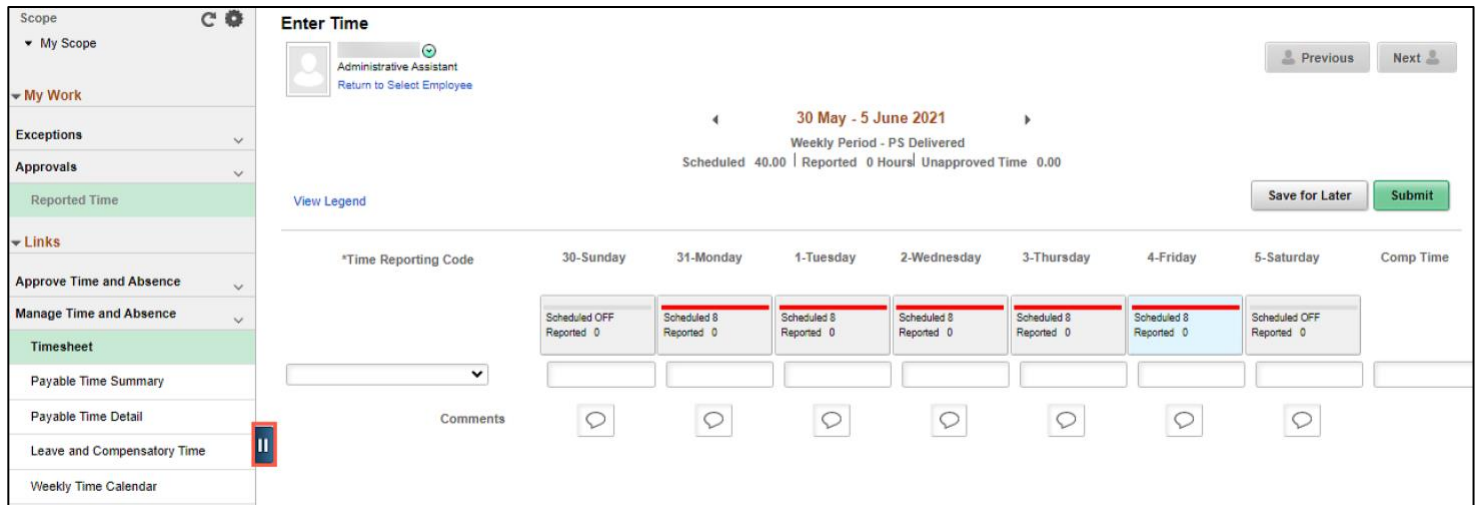
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Step 8: Click the **Employee Name/Tile** line to view the Enter Time page.



The screenshot shows the 'Enter Time' interface. On the left is a navigation menu with options like 'My 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 columns for 'Name/Tile', 'Exceptions', and 'Hours to be Approved'. A single row for 'Administrative Assistant' is highlighted in yellow and has a red border around it.

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 for 'Administrative Assistant'. It features a weekly calendar for the period '30 May - 5 June 2021'. The calendar shows days from Sunday to Saturday with 'Scheduled' and 'Reported' hours. A 'View Legend' link is present. On the right, there are 'Previous' and 'Next' navigation buttons, a 'Save for Later' button, and a green 'Submit' button. A red box highlights the 'Expand Page' icon (three vertical bars) in the left navigation menu.

*Time Reporting Code	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	
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 manager, 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.

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.

Step 12: 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	
<ul style="list-style-type: none"> CMPFM - Compensatory - FMLA CMPML - Compensatory - Military CMPPTT - Compensatory Time Taken CMPWC - Compensatory - WC HCTK - Holiday Comp Taken HCTKF - Holiday Compensatory - FMLA HCTKM - Holiday Compensatory - Militar HCTKW - Holiday Compensatory - WC HZRDS - Hazardous Weather REGHR - Regular Hours 								

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Step 13: Click in the **Time Entry** field and enter hours worked for each day.

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

Enter Time

 Administrative Assistant
[Return to Select Employee](#)

[Previous](#) [Next](#)








23 May - 29 May 2021

Weekly Period - PS Delivered

Scheduled 40.00 | Reported 0 Hour(s) | Unapproved Time 0.00

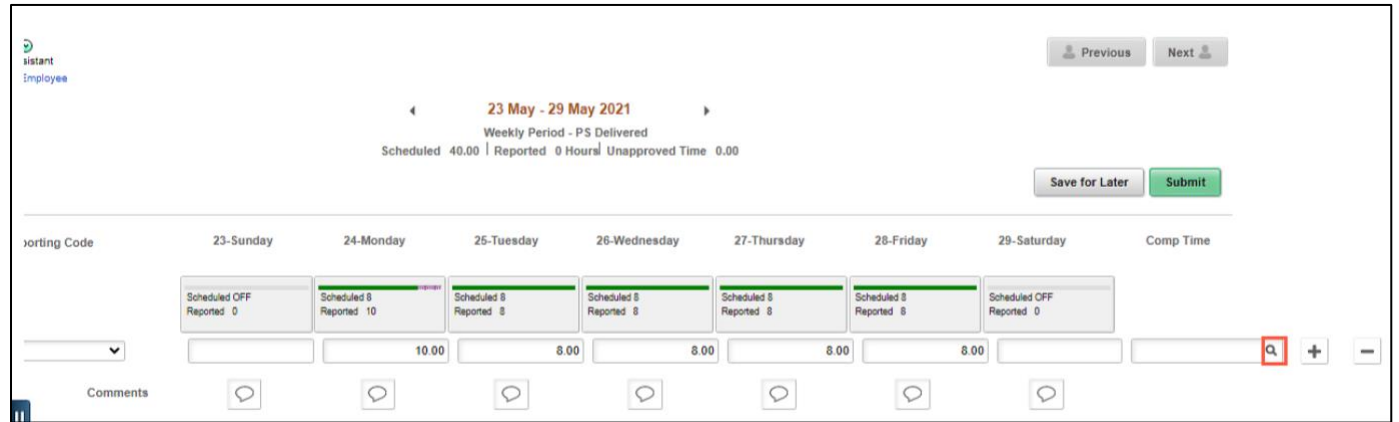
[Save for Later](#) [Submit](#)

[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 OFF Reported 0	
REGHR - Regular Hours		10.00	8.00	8.00	8.00	8.00		
Comments								

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Step 14: To earn comp time for the extra hours worked, click the **Comp Time** Lookup button.



Assistant Employee

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 15: 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 16: Notice **COMPTIME** is now populated in the **Comp Time** field.

Step 17: 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 18: 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.

Previous Next
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
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	8.00		
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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: Notice the time for each day is automatically approved at submission. When time is entered by a manager 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

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	
REGHR - Regular Hours		10.00	8.00	8.00	8.00	8.00		COMPTIME
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

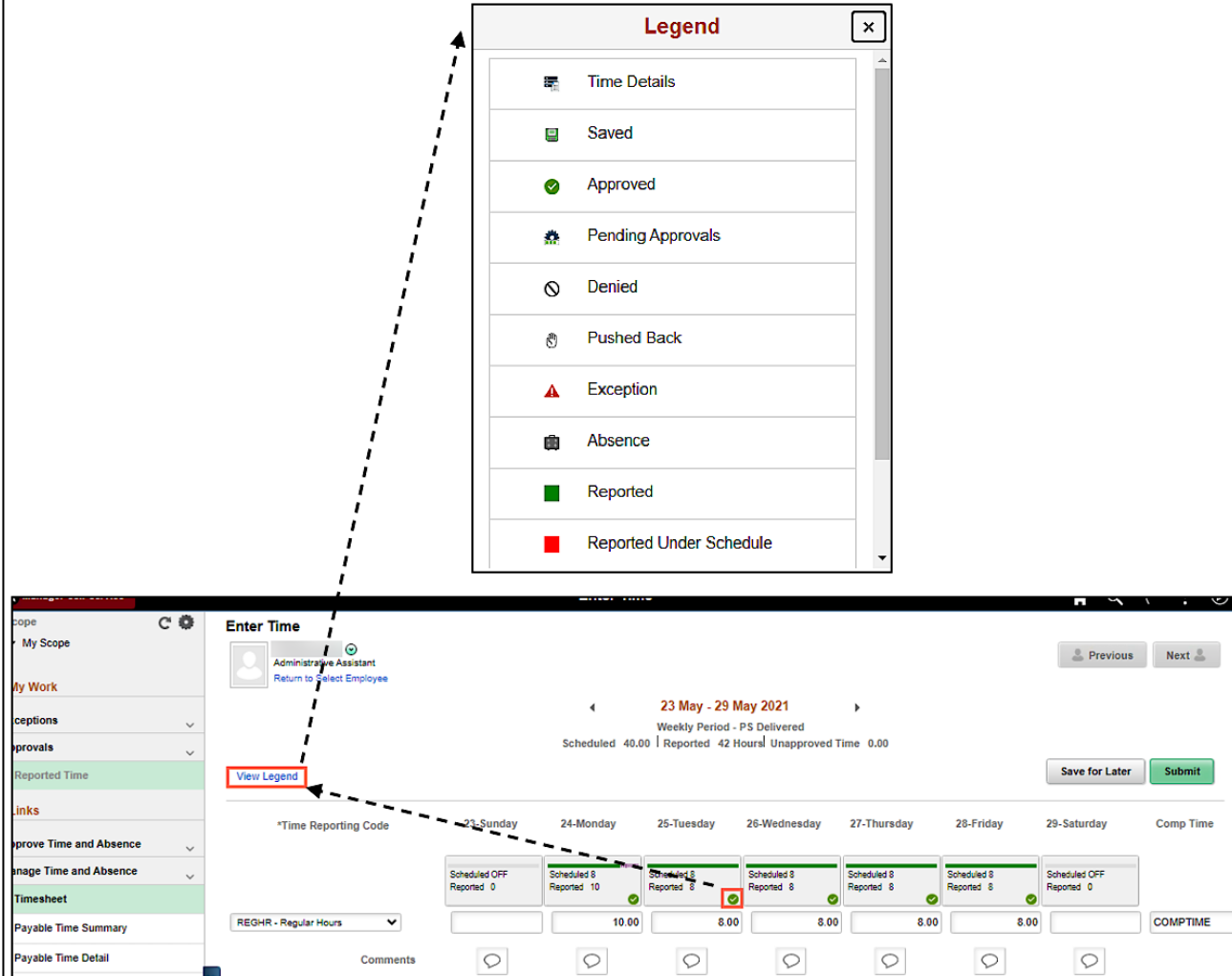
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Step 20: When submitted, the **Approved** icon appears for the days' time is entered indicating the timesheet is approved. Click the **View Legend** link to view the legends used and a short description of each one.

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 on a timesheet on behalf of a salary non-exempt employee.



The screenshot shows the 'Enter Time' interface for an Administrative Assistant. A 'Legend' window is open, listing various status icons: Time Details, Saved, Approved, Pending Approvals, Denied, Pushed Back, Exception, Absence, Reported, and Reported Under Schedule. A dashed arrow points from the 'View Legend' link in the timesheet grid to the legend window. The timesheet grid shows a weekly period from 23 May to 29 May 2021. The grid includes columns for days of the week and a 'Comp Time' column. The 'Time Reporting Code' is set to 'REGHR - Regular Hours'. The grid shows scheduled and reported hours for each day, with a red box highlighting the 'Reported' status for 25-May.

*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