University of South Carolina
Time and Labor - ESS
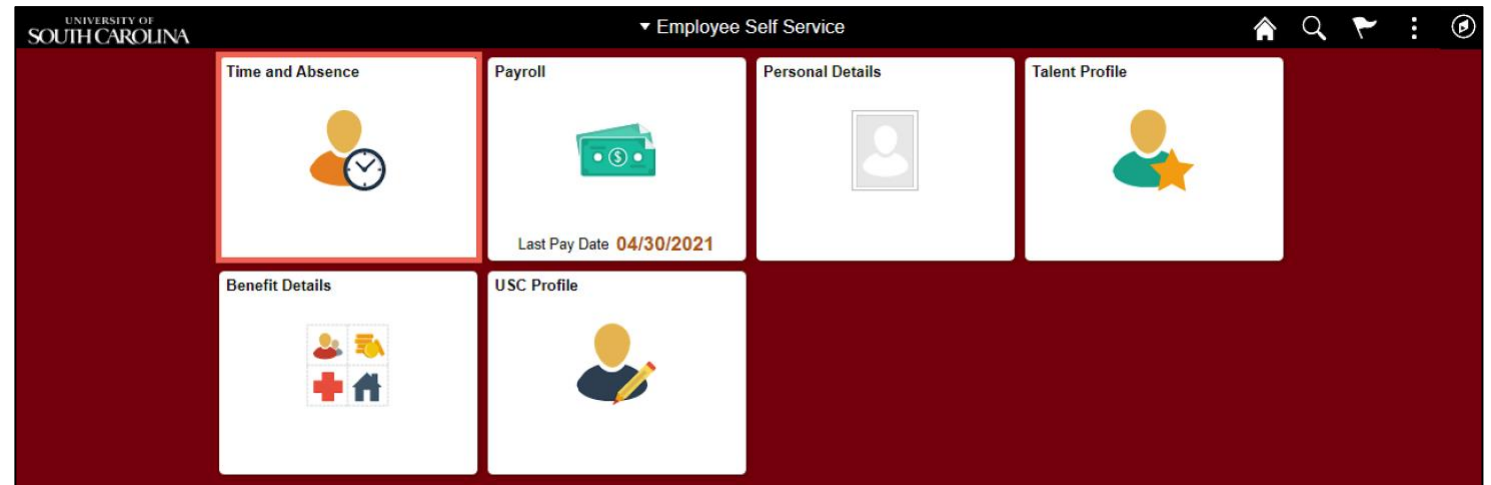## Earn Comp Time on a Punch Timesheet

How to earn comp time on a punch timesheet:
This job aid outlines how an employee can earn comp time on a punch timesheet.

Navigation: Employee Self Service > Time and Absence > Enter Time
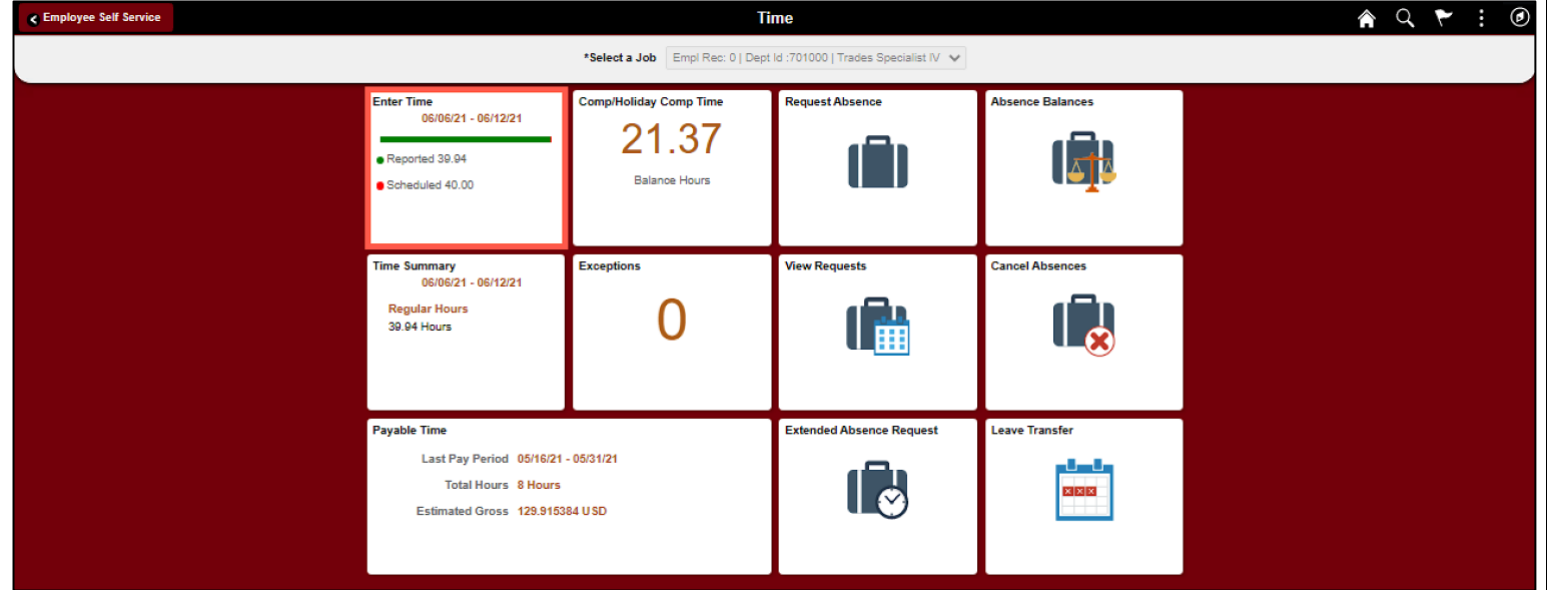
Processing Steps	Screenshots
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.	

Step 2: Click the **Enter Time** tile, to enter time on a timesheet.

Employee Self Service	Time 🏠 🔍 🚩 ⋮ 🧭

*Select a Job | Empl Rec: 0 | Dept Id :701000 | Trades Specialist IV ⌄

Enter Time	Comp/Holiday Comp Time	Request Absence	Absence Balances
06/06/21 - 06/12/21			
● Reported 39.94	**21.37**	💼	⚖️
● Scheduled 40.00	Balance Hours		

Time Summary	Exceptions	View Requests	Cancel Absences
06/06/21 - 06/12/21			
Regular Hours	**0**	📅	💼❌
39.94 Hours			

Payable Time		Extended Absence Request	Leave Transfer
Last Pay Period 05/16/21 - 05/31/21		💼🕐	📅
Total Hours 8 Hours			
Estimated Gross 129.915384 USD			

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.

Notice an employee's weekly work schedule is automatically populated.

Step 3: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

To add hours worked for multiple work orders, begin by adjusting the existing line for a specific day. For this example, an employee is working three work orders on Monday.
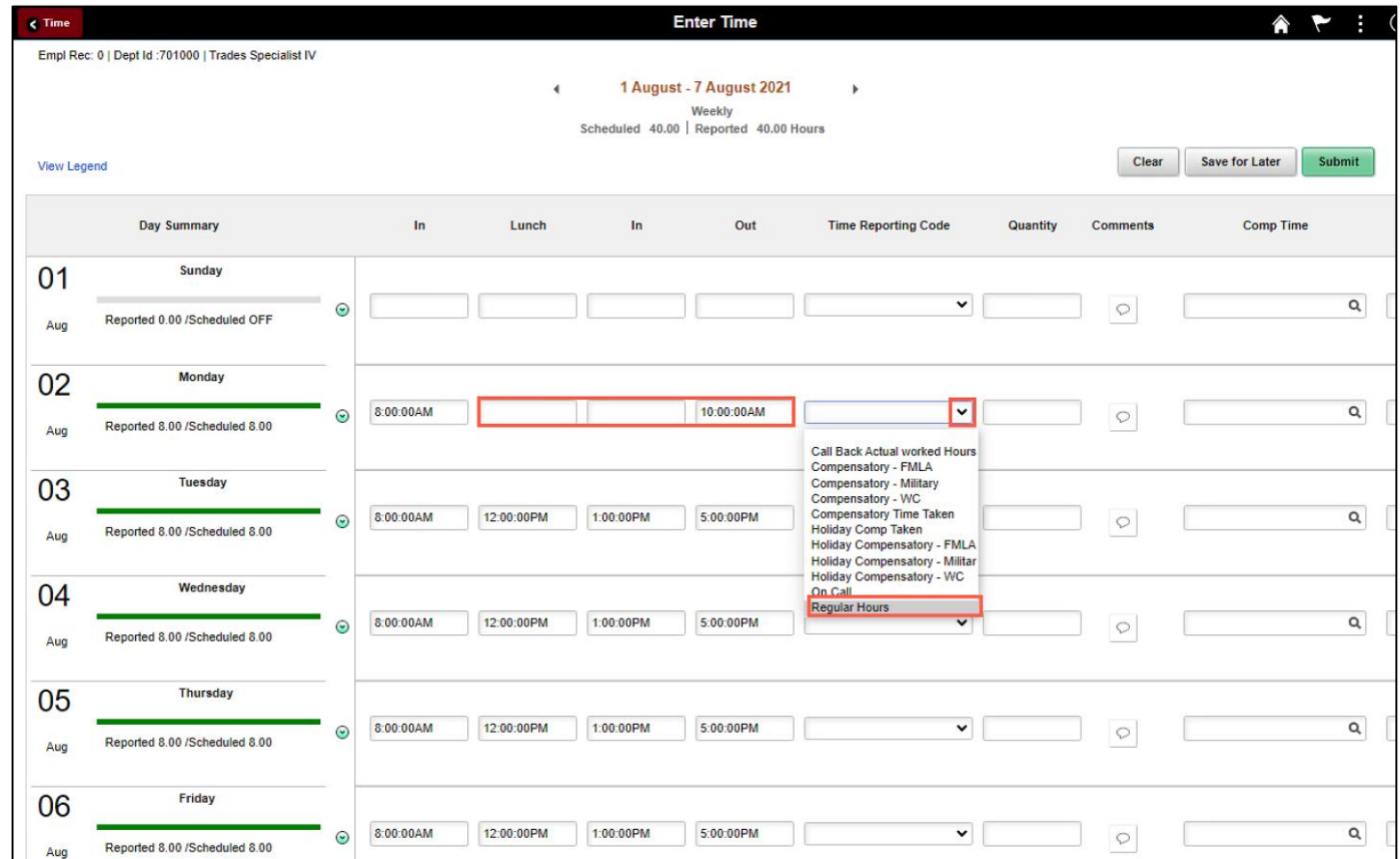
Step 4/Work Order Line #1: For the first work order, the employee worked from 8am to 10am. To enter this on the punch timesheet, keep the IN time at 8:00am, clear the LUNCH/IN fields and enter 10:00am in the OUT Time Entry field.

Now select the appropriate **Time Reporting Code** (TRC).

You can only have one TRC per line.

Step 5: Click the **Time Reporting Code** drop-down arrow.

Step 6: Select **REGHR – Regular Hours.**

Time	Enter Time							
Empl Rec: 0	Dept Id :701000	Trades Specialist IV							

◄ 1 August - 7 August 2021 ►
Weekly
Scheduled 40.00 | Reported 40.00 Hours
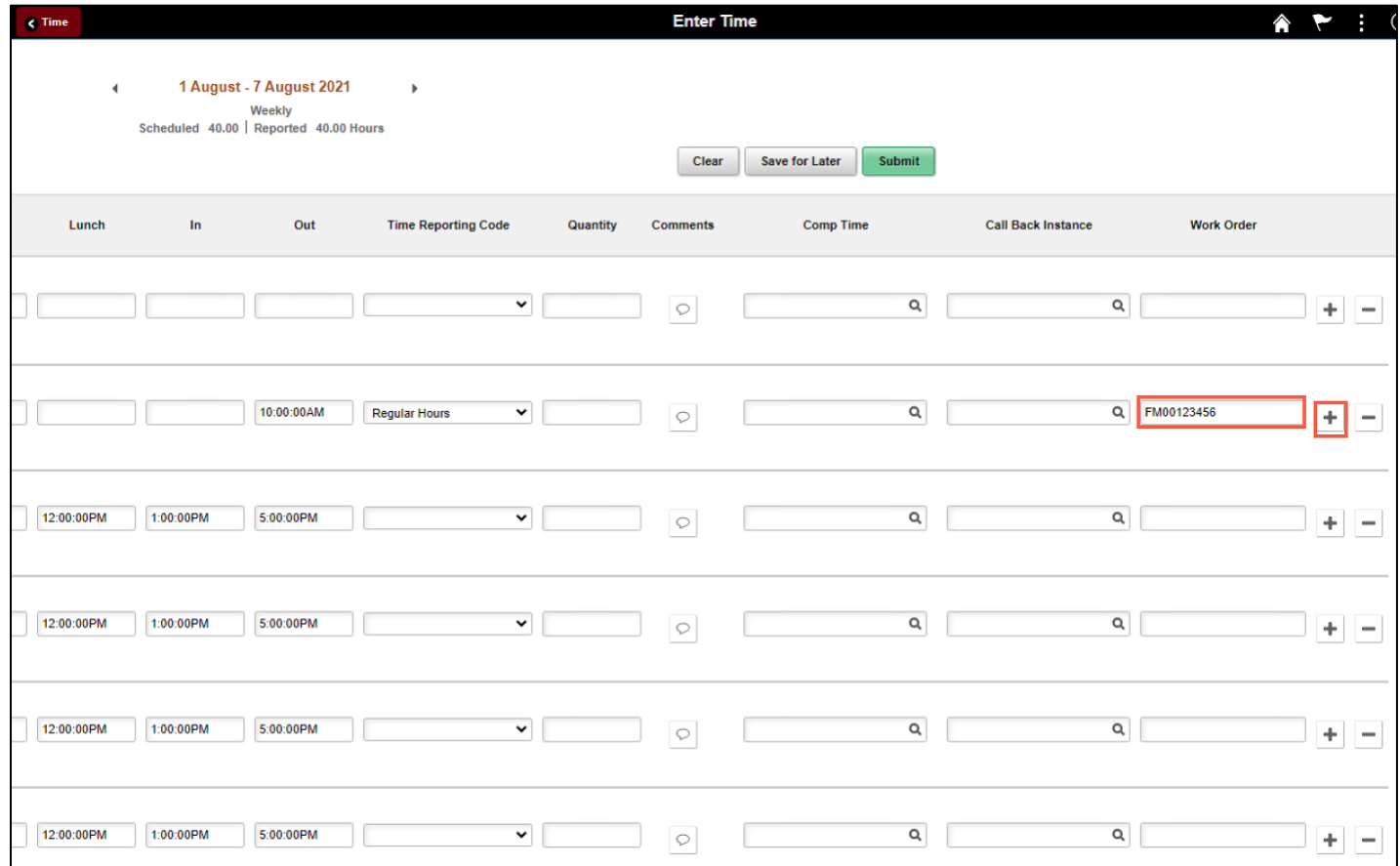
View Legend   Clear | Save for Later | Submit

Day Summary		In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time
01 Aug	Sunday / Reported 0.00 /Scheduled OFF ⊙					▼		○	🔍
02 Aug	Monday / Reported 8.00 /Scheduled 8.00 ⊙	8:00:00AM			10:00:00AM	▼		○	🔍
03 Aug	Tuesday / Reported 8.00 /Scheduled 8.00 ⊙	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			○	🔍
04 Aug	Wednesday / Reported 8.00 /Scheduled 8.00 ⊙	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			○	🔍
05 Aug	Thursday / Reported 8.00 /Scheduled 8.00 ⊙	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	▼		○	🔍
06 Aug	Friday / Reported 8.00 /Scheduled 8.00 ⊙	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	▼		○	🔍

Dropdown list (Monday):
Call Back Actual worked Hours
Compensatory - FMLA
Compensatory - Military
Compensatory - WC
Compensatory Time Taken
Holiday Comp Taken
Holiday Compensatory - FMLA
Holiday Compensatory - Militar
Holiday Compensatory - WC
On Call
Regular Hours

Step 7: Scroll over to the right, click in the **Work Order** field and enter the order number that corresponds with the hours worked for the first line.

Step 8: Click the **+ (plus)** button to add an additional line for the second work order you worked that same day.
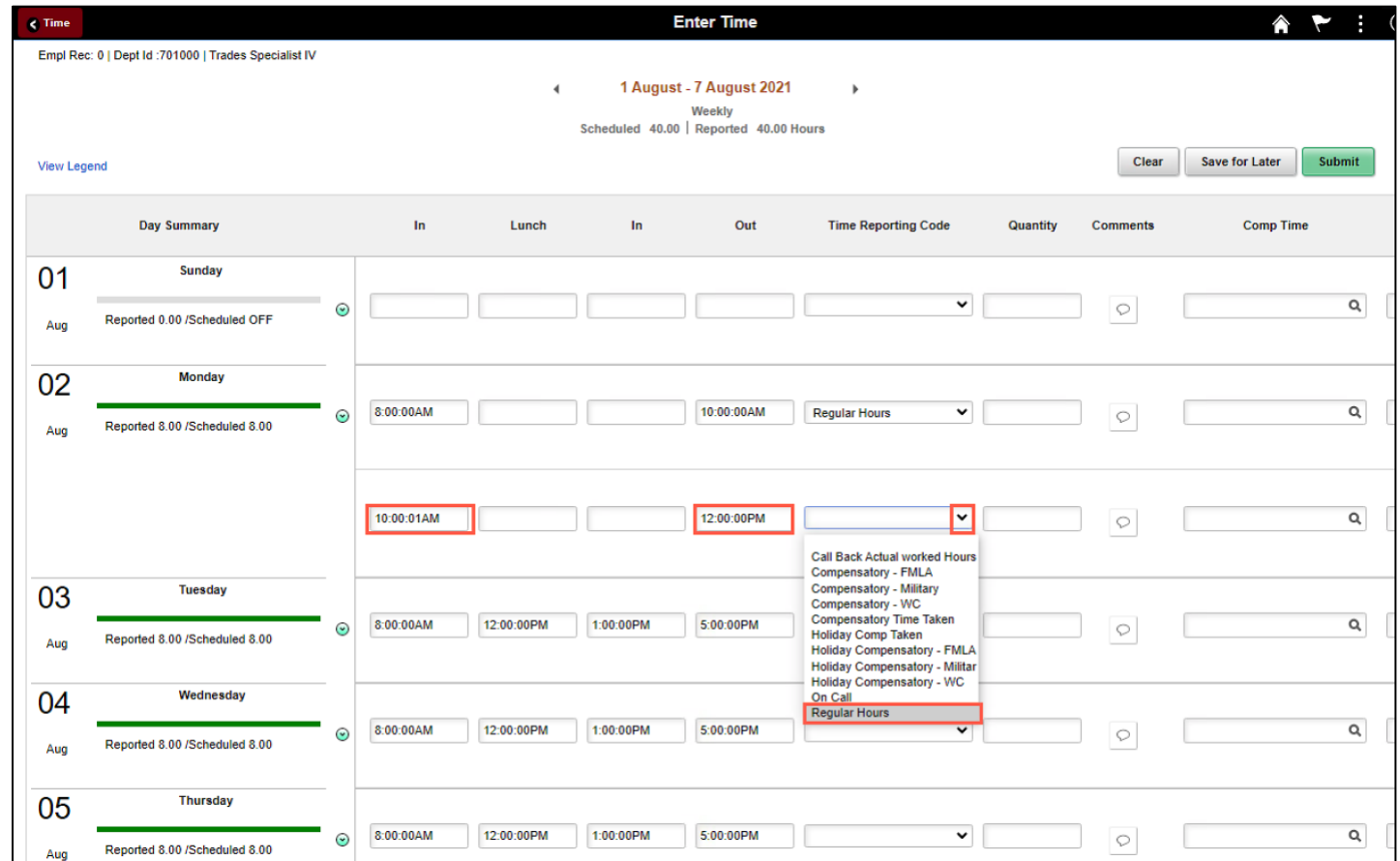
Step 9/Work Order Line #2: For the second work order, the employee started work at 10:00:01am and ended at their scheduled lunch time of 12:00pm. To enter this on the punch timesheet, enter **10:00:01am in the IN Time Entry** field and enter **12:00pm in the OUT Time Entry** field.

Now select the appropriate **Time Reporting Code** (TRC).

You can only have one TRC per line.

Step 10: Click the **Time Reporting Code** drop-down arrow.

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

Step 12: Scroll over to the right, click in the **Work Order** field and enter the order number that corresponds with the hours worked for the first line.

Step 13: Click the **+ (plus)** button to add an additional line for the second work order you worked that same day.

			Enter Time					

1 August - 7 August 2021
Weekly
Scheduled 40.00 | Reported 40.00 Hours

Clear | Save for Later | Submit

Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Instance	Work Order
		10:00:00AM	Regular Hours					FM00123456
		12:00:00PM	Regular Hours					FM00234567
12:00:00PM	1:00:00PM	5:00:00PM						
12:00:00PM	1:00:00PM	5:00:00PM						
12:00:00PM	1:00:00PM	5:00:00PM						

Step 14/Work Order Line #3: For the third work order, the employee came back from lunch 1:00pm and ended their work day at 5:00pm. To enter this on the punch timesheet, enter **1:00pm in the IN Time Entry** field and enter **7:00pm in the OUT Time Entry** field.

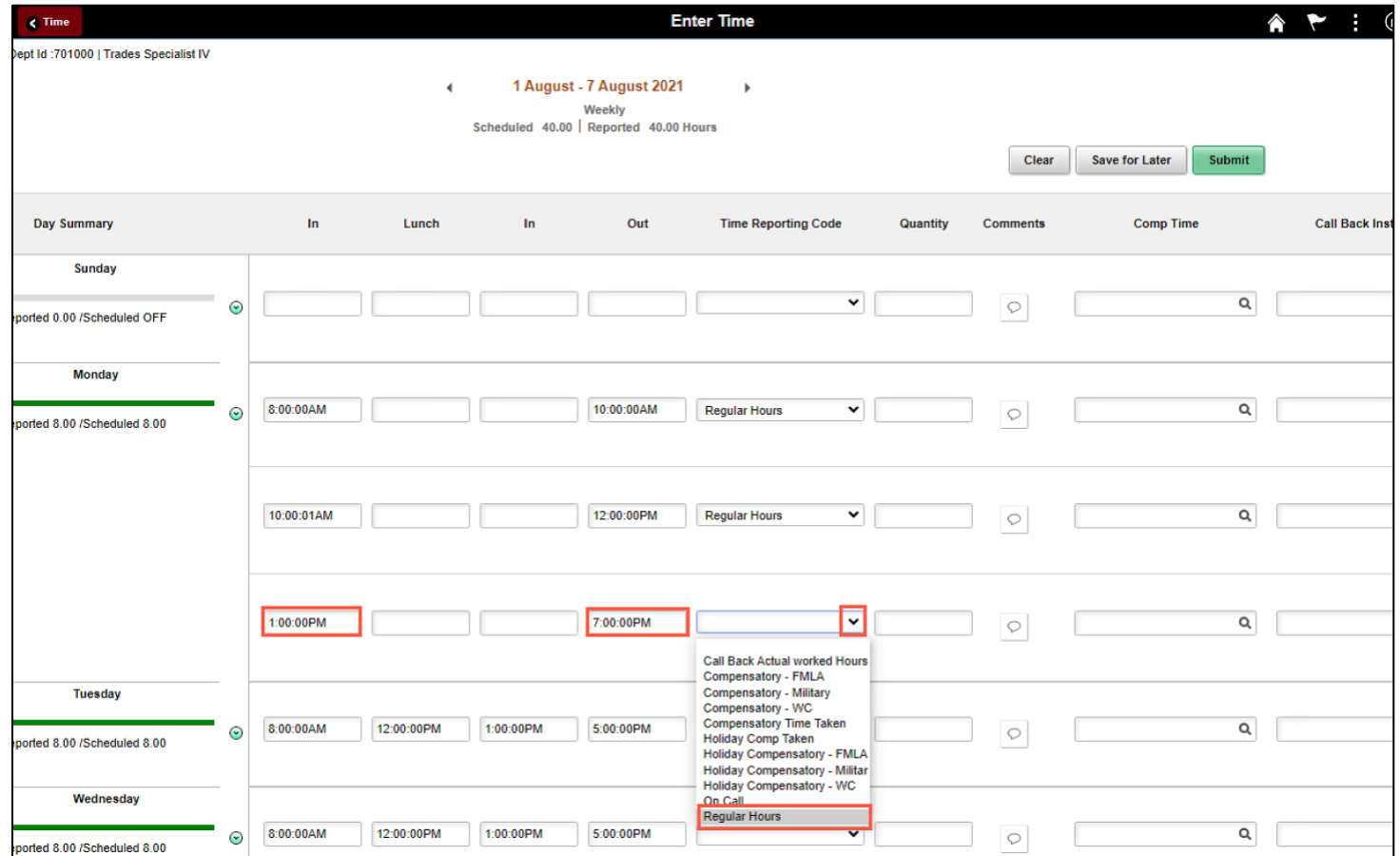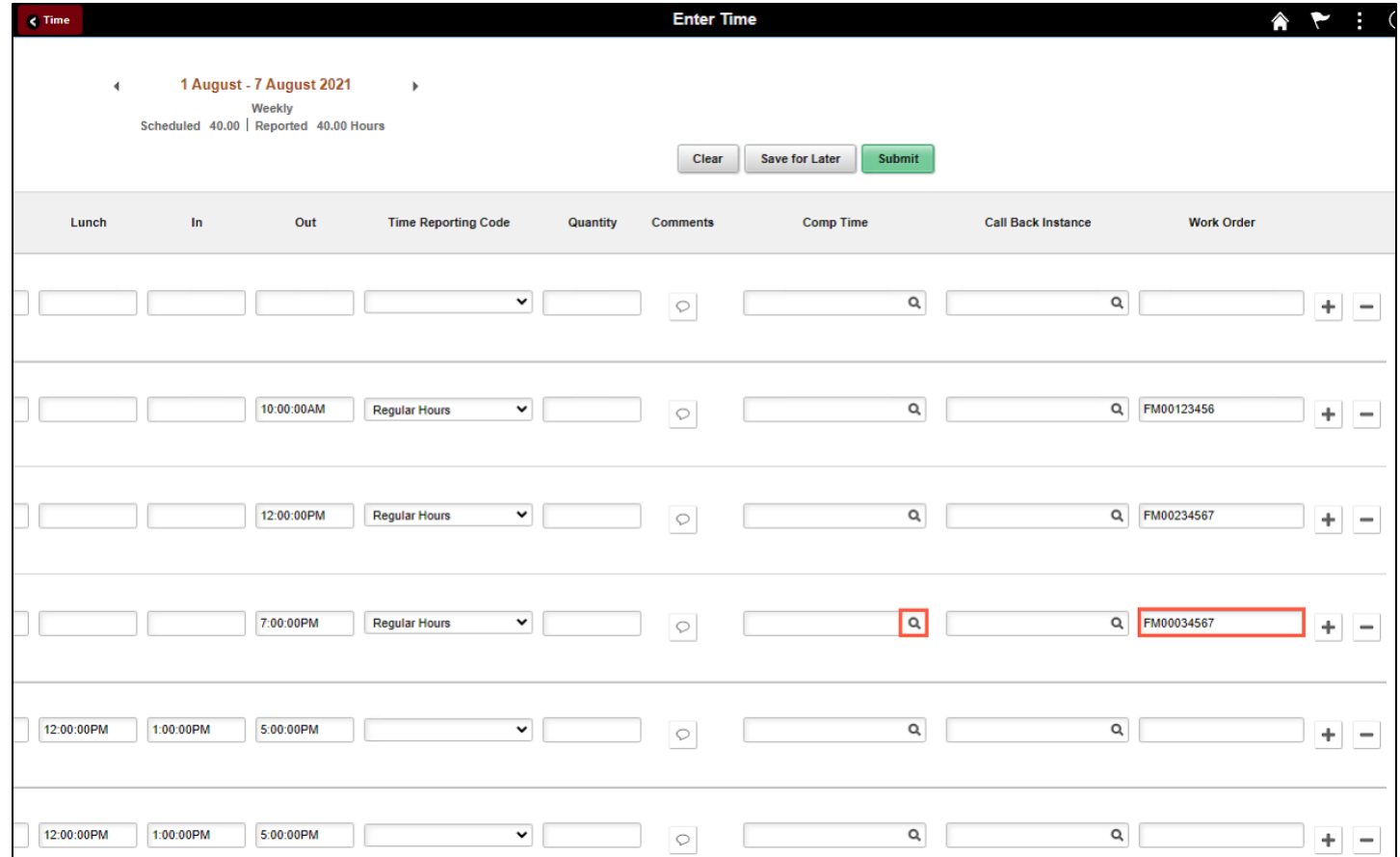To earn comp time, the hours entered will need to be more than the scheduled hours.

For this example, you worked 2 hours more than your scheduled hours.

Now select the appropriate **Time Reporting Code** (TRC).

You can only have one TRC per line.

Step 15: Click the **Time Reporting Code** drop-down arrow.

Step 16: Select **REGHR – Regular Hours.**

Step 17: Scroll over to the right, click in the **Work Order** field and enter the order number that corresponds with the hours worked for the second line.

Step 18: To earn comp time for the extra hours worked, click the **Comp Time** Lookup button.

Use steps 9 through 13, if you need to add additional IN and OUT times because you are working with additional work orders that day.
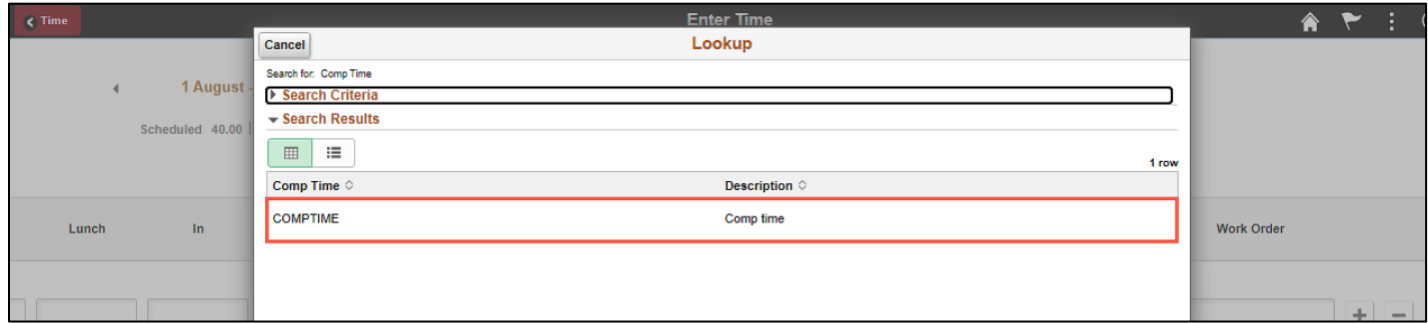
	Enter Time							

1 August - 7 August 2021
Weekly
Scheduled 40.00 | Reported 40.00 Hours

Clear | Save for Later | Submit

Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Instance	Work Order	
									+ −
		10:00:00AM	Regular Hours					FM00123456	+ −
		12:00:00PM	Regular Hours					FM00234567	+ −
		7:00:00PM	Regular Hours					FM00034567	+ −
12:00:00PM	1:00:00PM	5:00:00PM							+ −
12:00:00PM	1:00:00PM	5:00:00PM							+ −

Step 19: Select **Comp Time** from the list.

Step 20: 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.

Continue to complete the timesheet for the remaining days following steps 9 through 13 if working with multiple work orders in a single day.
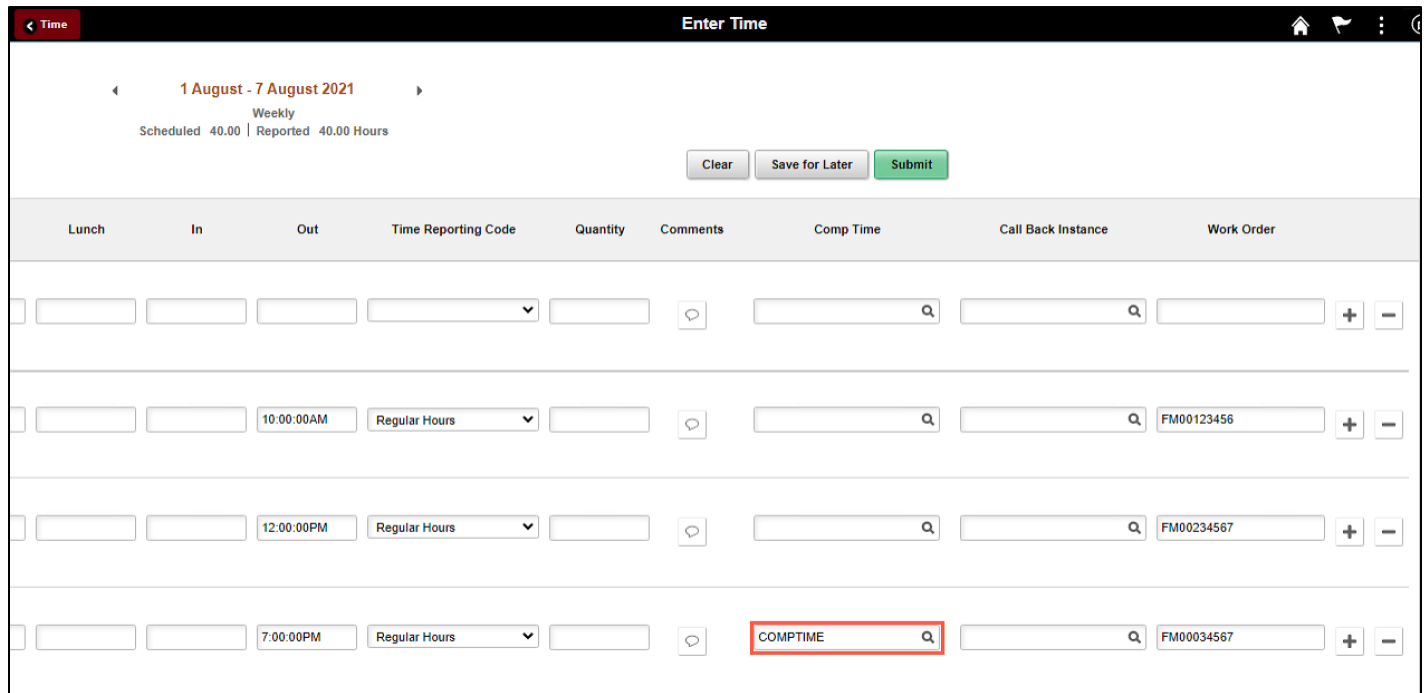
You can enter comments about the time entries if you feel additional information is needed.
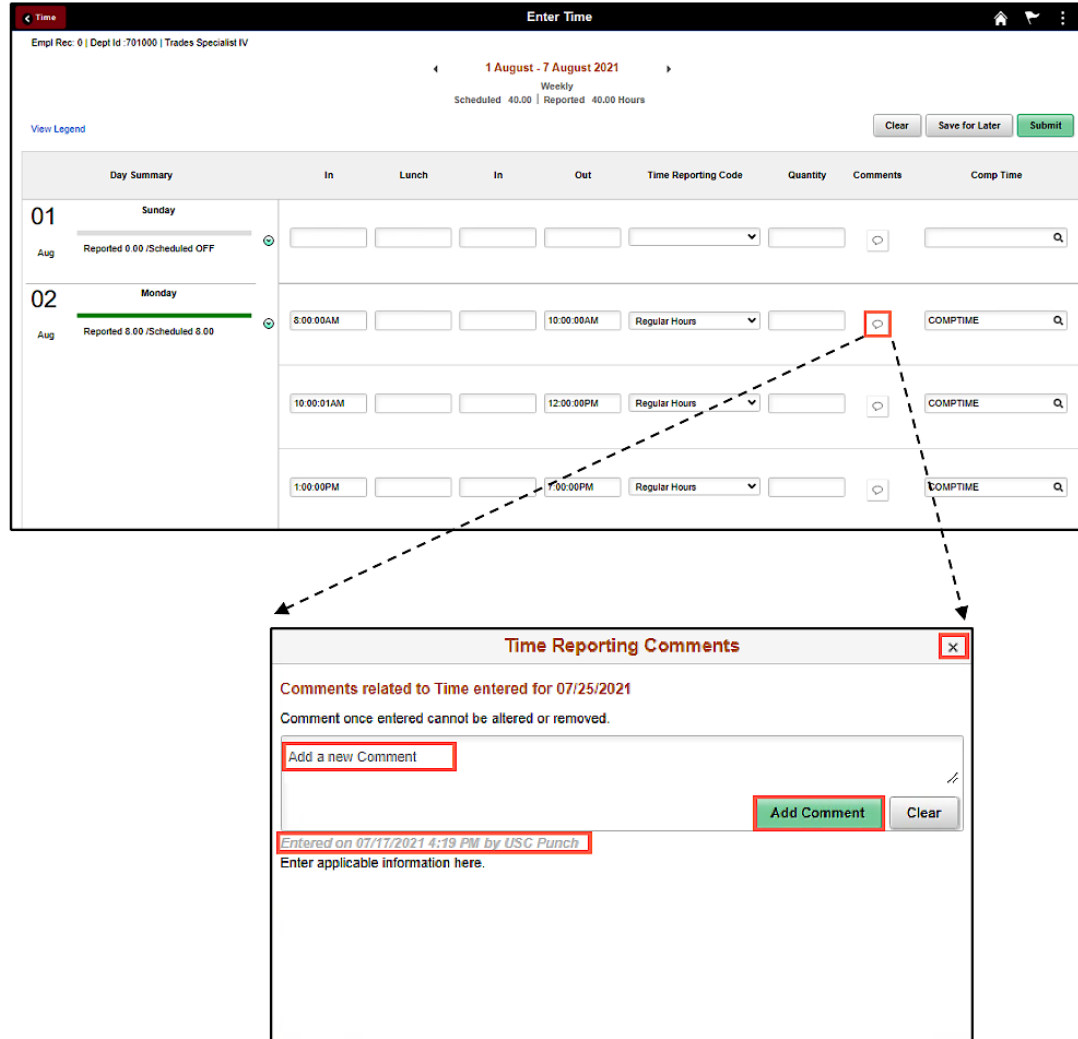
Step 21/Optional: Click the **Comments** button.

Use the **Comments** page to enter comments for the reported time.

Step 22: Click in the **Comment** field and enter a comment applicable to the time entered.

Step 23: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

Step 24: Click the **X** to close the Time Reporting Comments page.

Notice when a comment has been added to a specific time entry, squiggles appear in the comment bubble.
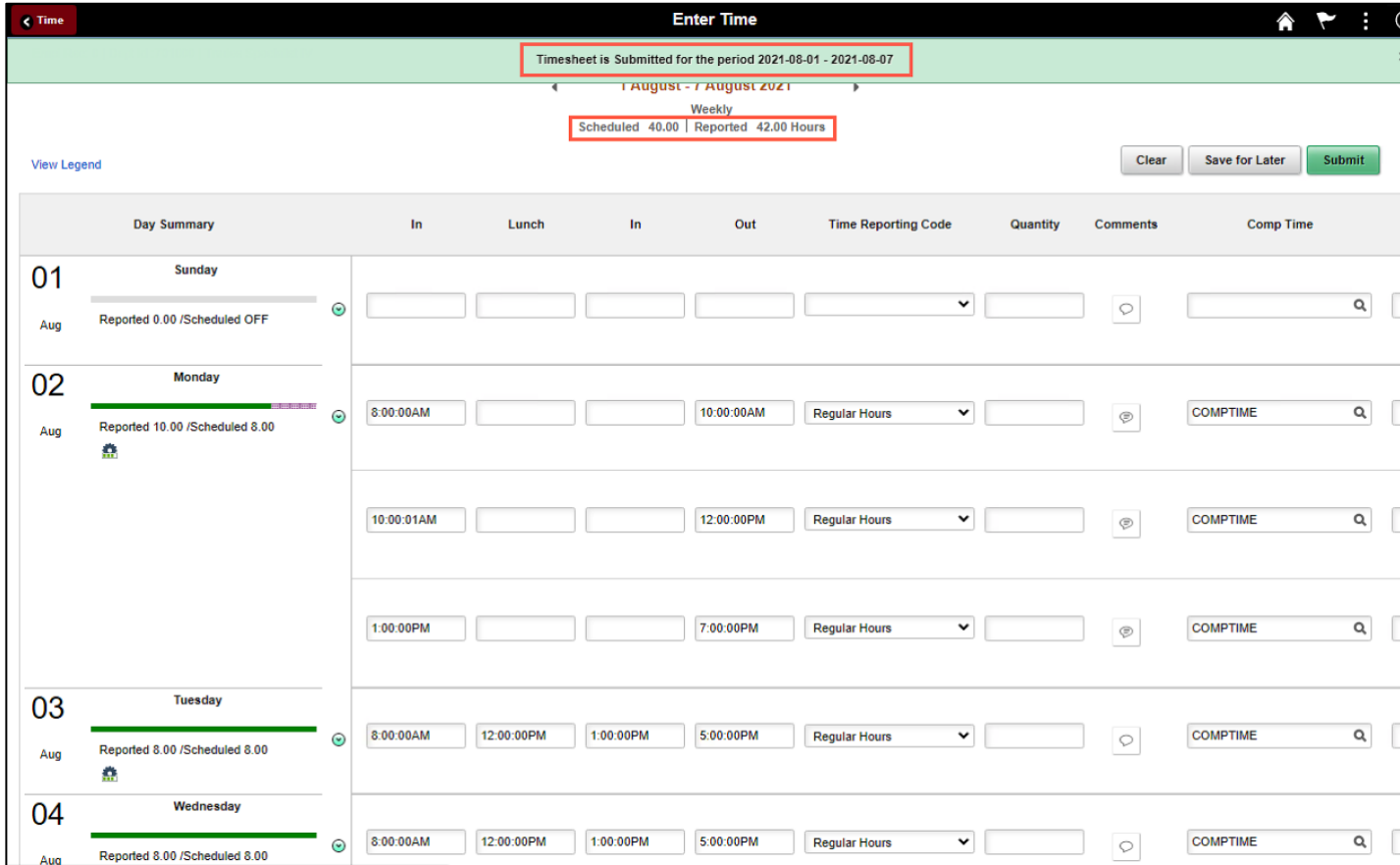
Step 25: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.

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 you and your supervisor's inbox. The summary at the top of the page will show the extra hours worked as Reported Hours that will be added to your comp time.

Step 26: When submitted, the **Pending Approvals** icon appear for the days' time is entered indicating the timesheet is waiting for approval. Click the **View Legend** link to view the legends used and a short description of each one.

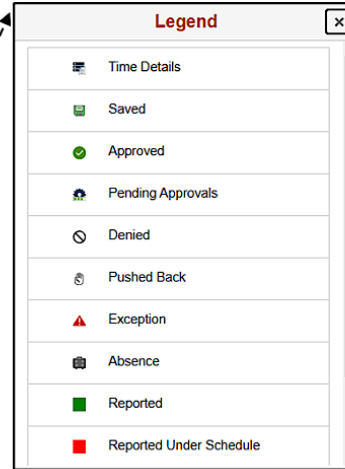The most common icons that may appear in the **Daily Status** box are:

⚠ 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 punch timesheet.