

University of South Carolina
Time and Labor – MSS
Earn Comp Time on a Punch Timesheet On Behalf of Employee

How to earn comp time on a punch timesheet:

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

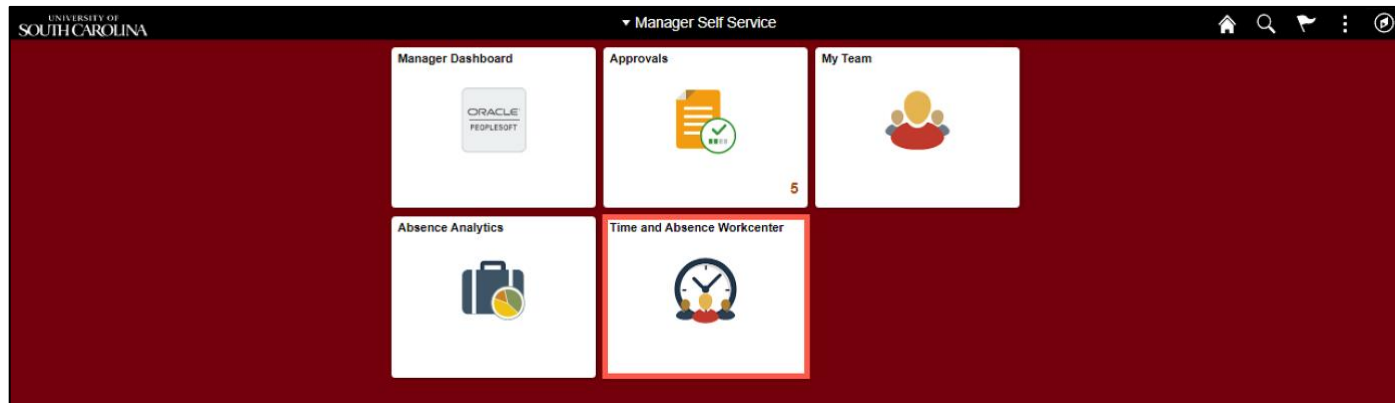
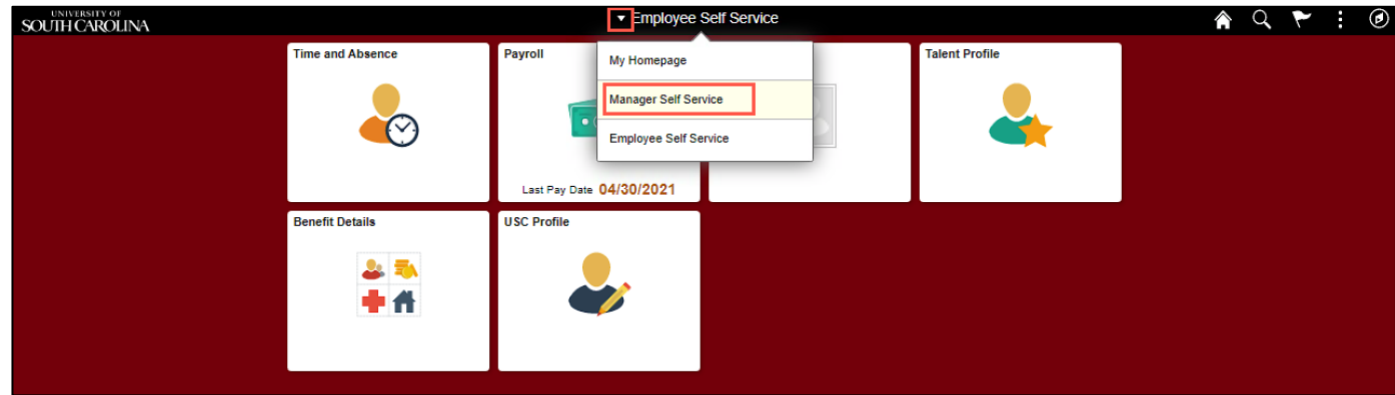
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

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.

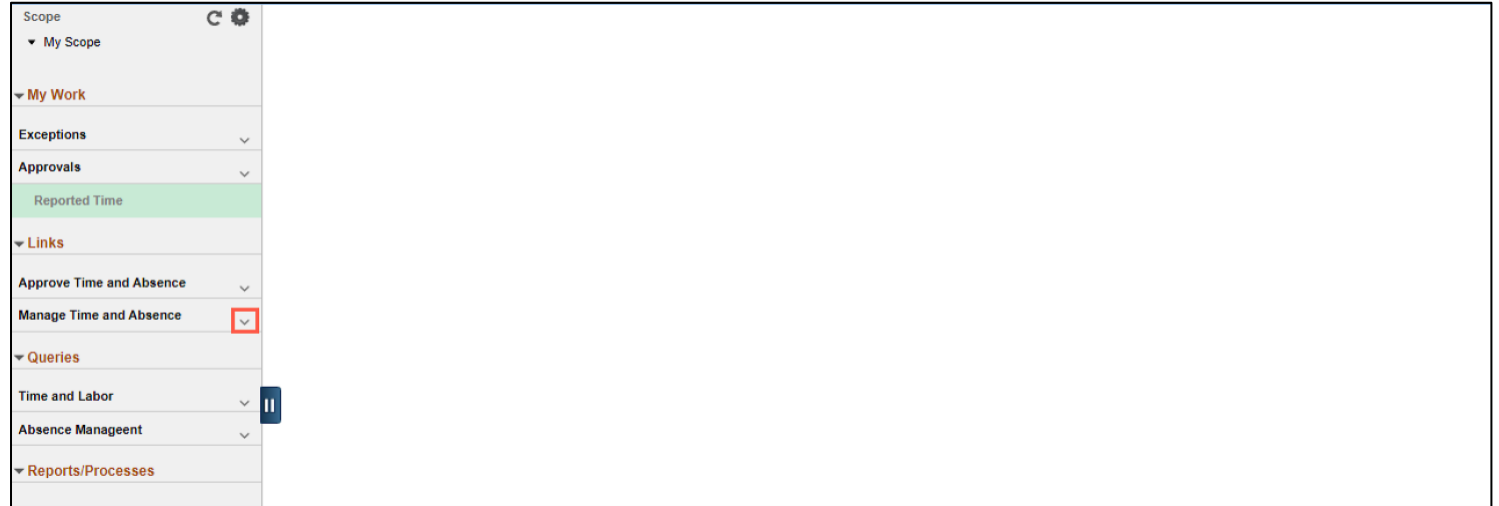
Screenshots



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.

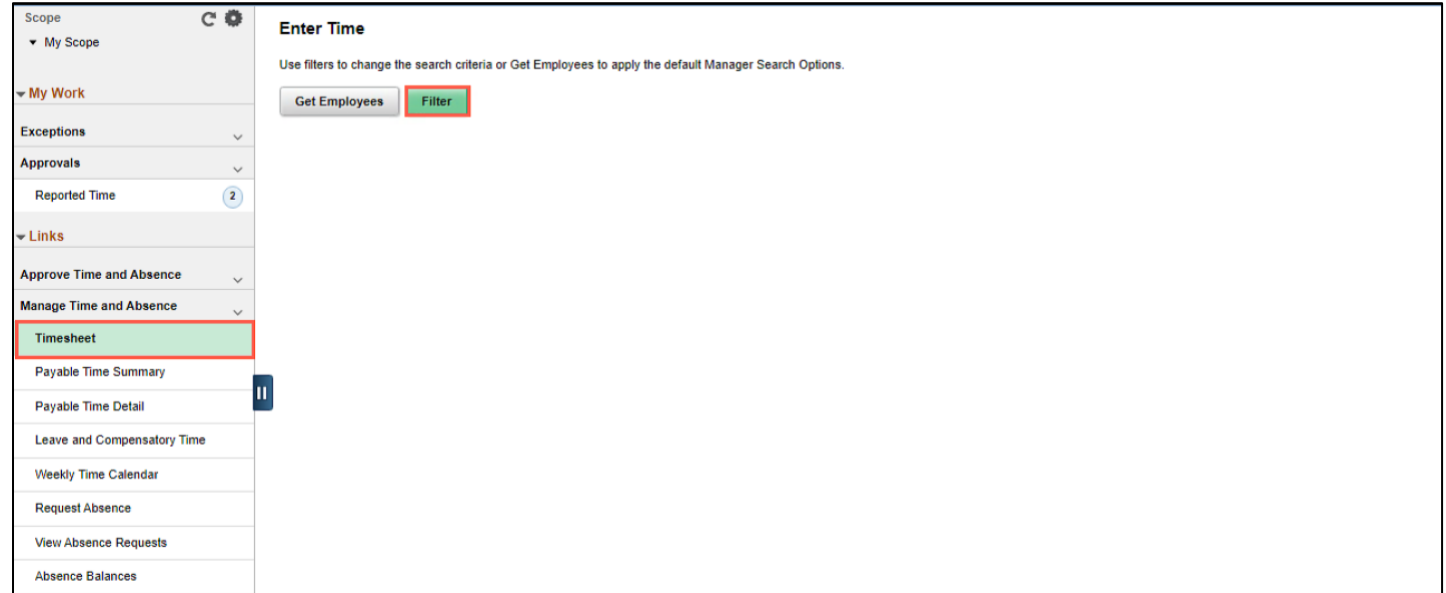
Step 3: Click the **Manage Time and Absence** drop-down arrow.



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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.

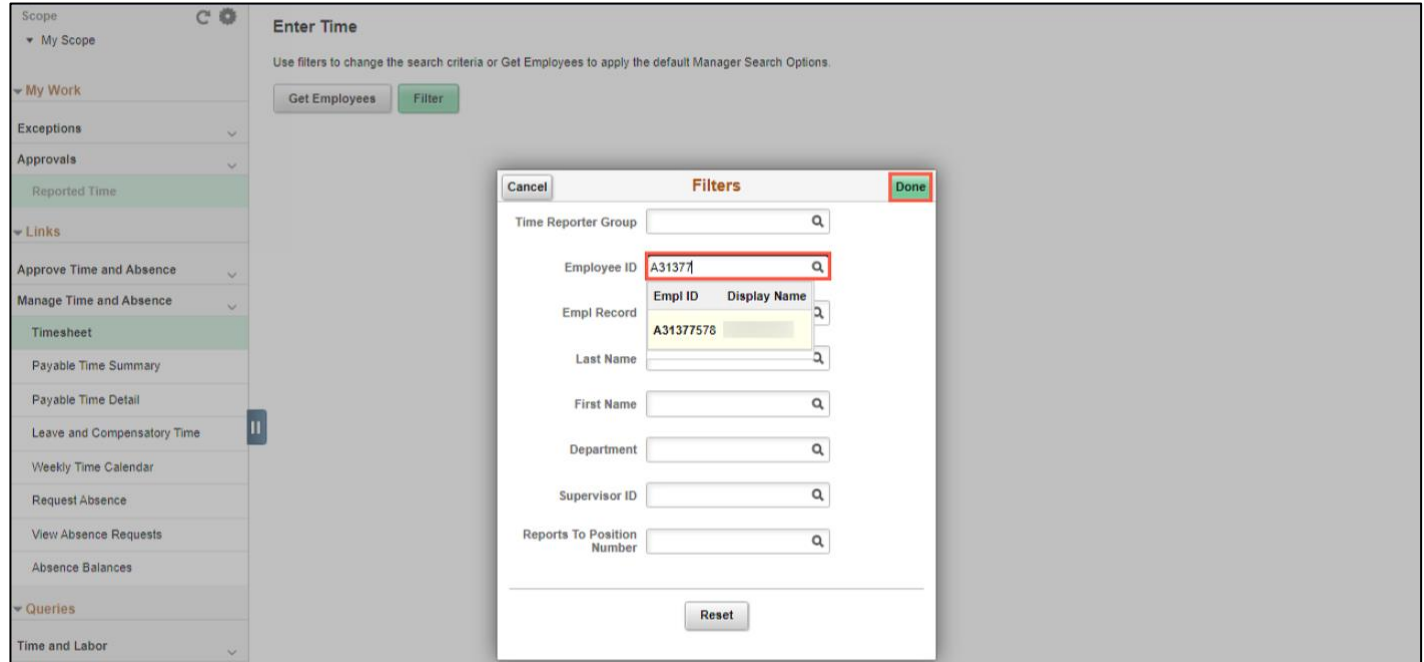


The screenshot displays the 'Enter Time' interface. On the left, a navigation menu includes options like 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Reported Time', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Timesheet' (highlighted with a red box), 'Payable Time Summary',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



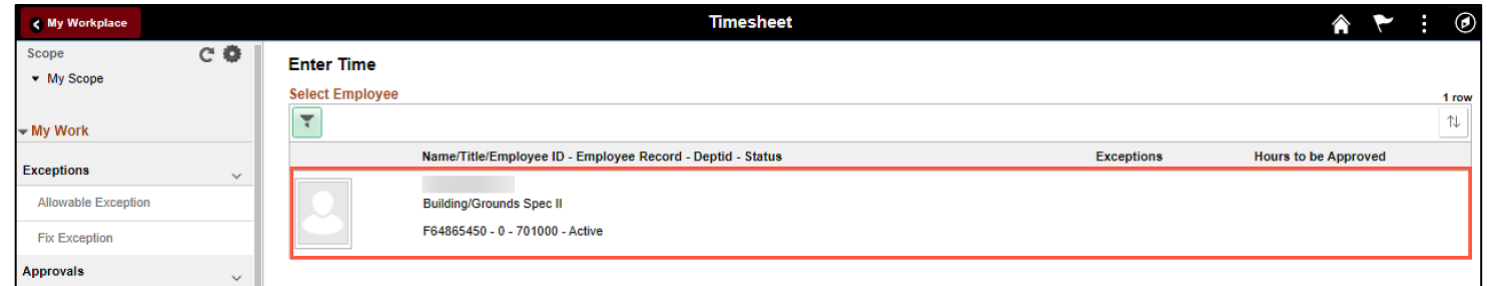
The screenshot shows the 'Enter Time' interface with a 'Filters' dialog box open. The dialog box has a 'Cancel' button on the top left, a 'Done' button on the top right, and a 'Reset' button at the bottom. The 'Employee ID' field is highlighted with a red box and contains the text 'A31377'. Below this field, a dropdown menu is open, showing a table of employee records:

Empl ID	Display Name
A31377578	


The 'Time Reporter Group' field is empty. The 'Last Name', 'First Name', 'Department', 'Supervisor ID', and 'Reports To Position Number' fields are also empty. The 'Empl Record' field shows the selected employee ID 'A31377578'.

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



The screenshot shows the 'Enter Time' page in a 'Timesheet' application. On the left is a sidebar with a 'Scope' section containing 'My Scope' and 'My Work', and an 'Exceptions' section with 'Allowable Exception' and 'Fix Exception'. Below that is an 'Approvals' section. The main content area is titled 'Enter Time' and features a 'Select Employee' dropdown menu. Below the dropdown is a table with the following structure:

Name/Title/Employee ID - Employee Record - Deptid - Status	Exceptions	Hours to be Approved
 Building/Grounds Spec II F64865450 - 0 - 701000 - Active		

The table row is highlighted with a red border, indicating it is the selected employee.

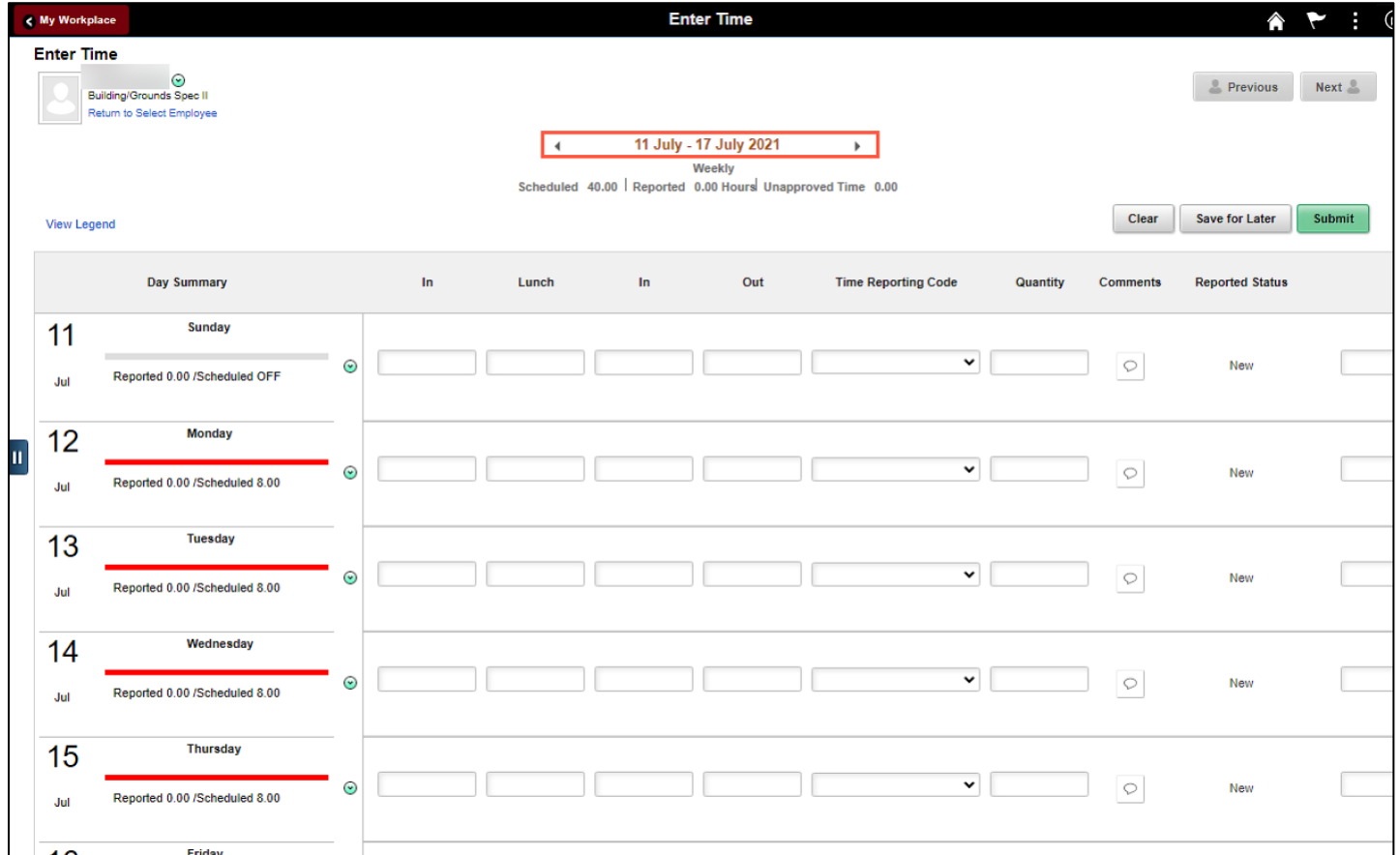
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A **Punch Timesheet** is used to create shifts that define specific work times. Punch shifts are defined by an In punch and the first subsequent instance of an Out punch. There can be other punches, such as lunch, between the In and Out punches.

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.



Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
11 Sunday Jul Reported 0.00 /Scheduled OFF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		New
12 Monday Jul Reported 0.00 /Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		New
13 Tuesday Jul Reported 0.00 /Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		New
14 Wednesday Jul Reported 0.00 /Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		New
15 Thursday Jul Reported 0.00 /Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		New

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As the manager, you can enter time on behalf of your direct reports.

To add hours worked for multiple work orders, begin by adding the in and out times for the first line. In this example, the employee was authorized to work extra hours.

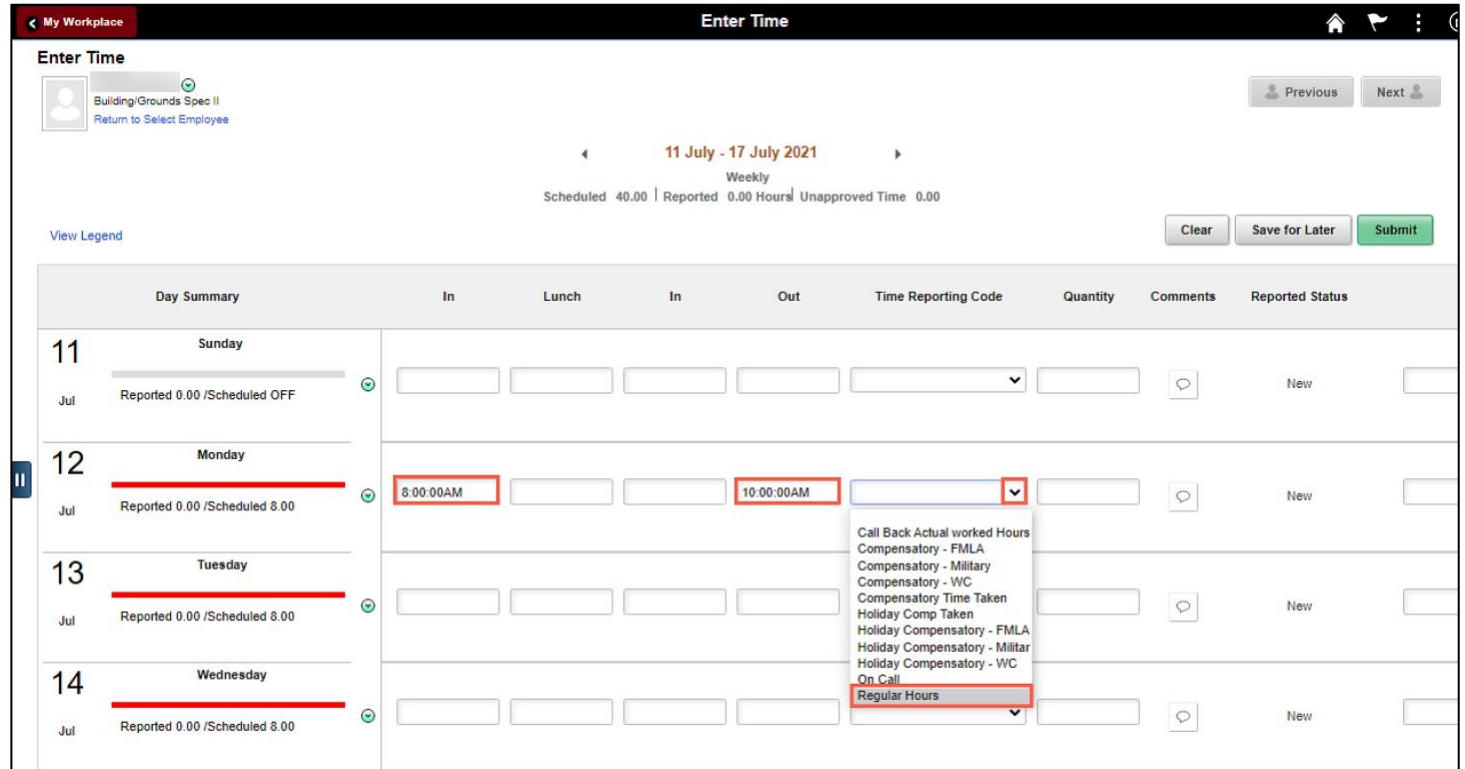
Step 10/Work Order Line #1: For the first work order, the employee worked from 8am to 10am. To enter this on the punch timesheet, enter 8:00am as the IN time and 10:00am in the OUT Time Entry field.

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

You can only have one TRC per line.

Step 11: Click the **Time Reporting Code** drop-down arrow.

Step 12: Select **REGHR – Regular Hours**.

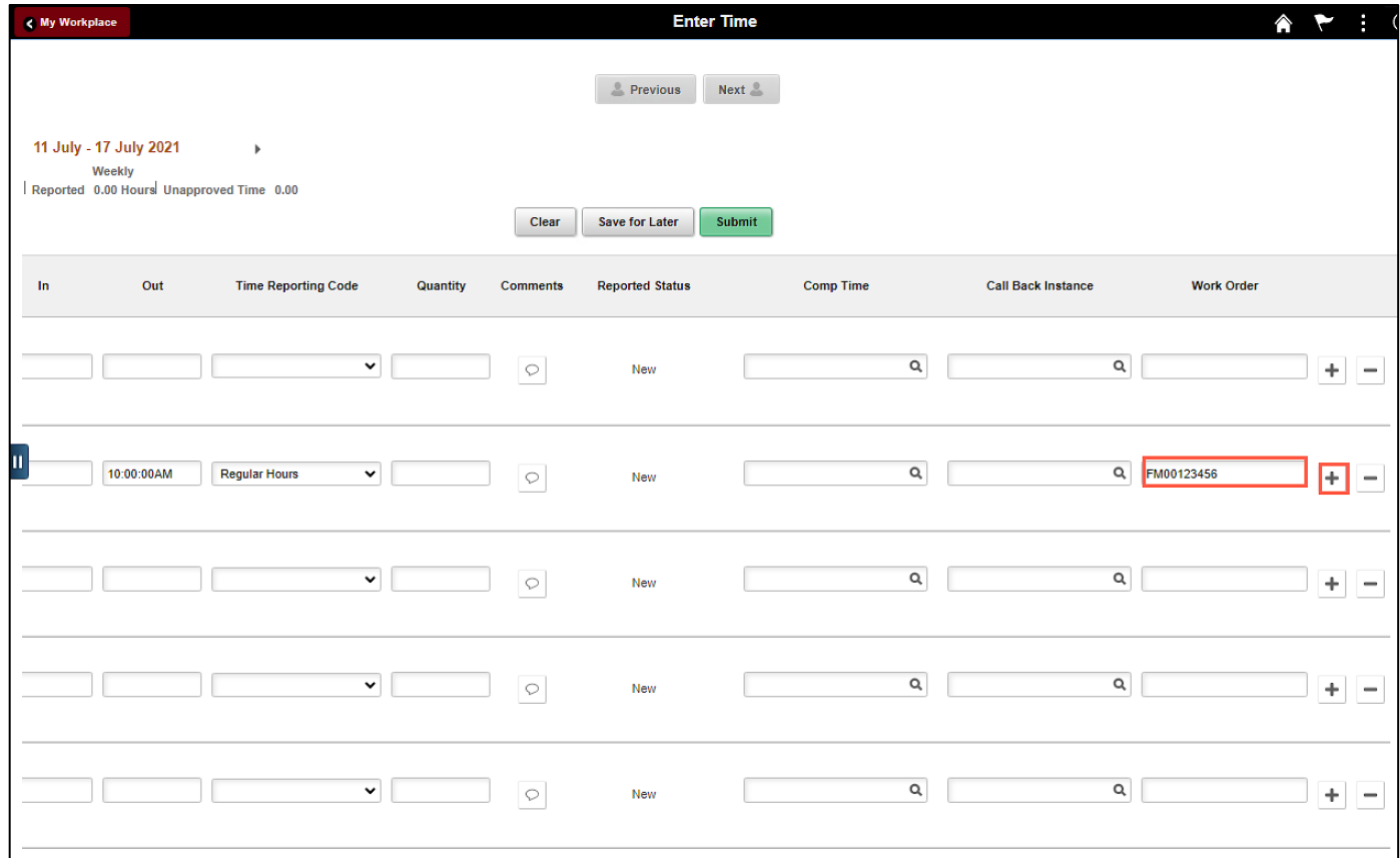


Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
11 Sunday Jul Reported 0.00 /Scheduled OFF								New
12 Monday Jul Reported 0.00 /Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			New
13 Tuesday Jul Reported 0.00 /Scheduled 8.00								New
14 Wednesday Jul Reported 0.00 /Scheduled 8.00								New

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Step 13: 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 14: Click the + (plus) button to add an additional line for the second work order the employee worked that same day.



In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time	Call Back Instance	Work Order
					New			
	10:00:00AM	Regular Hours			New			FM00123456
					New			
					New			
					New			

Step 15/Work Order Line #2: For

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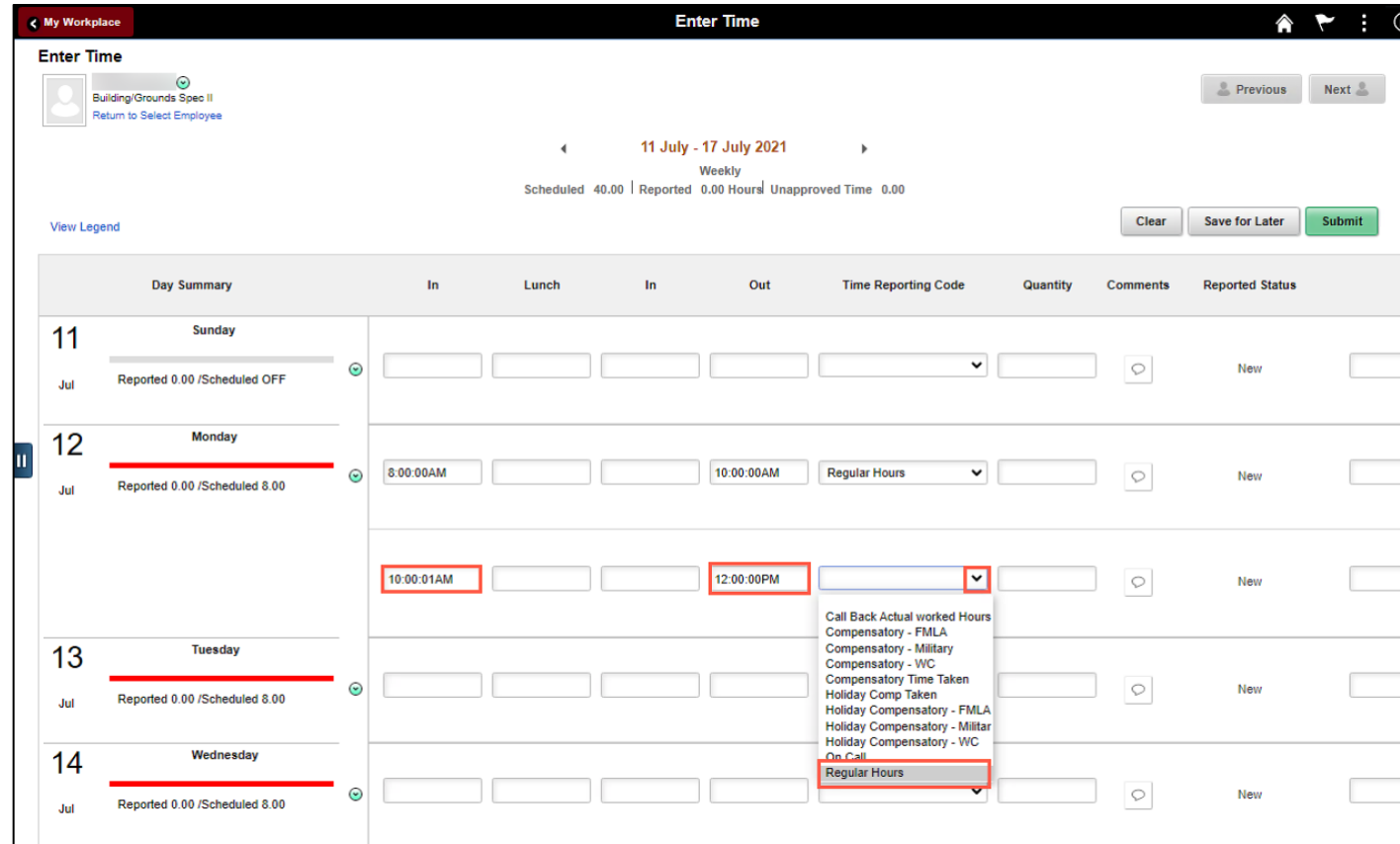
the second work order, the employee started work at 10:00:01am and ended at their scheduled lunch time of 12:00pm. To enter this on the punch timesheet, enter **10:00:01am** in the **IN Time Entry** field and enter **12:00pm** in the **OUT Time Entry** field.

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

You can only have one TRC per line.

Step 16: Click the **Time Reporting Code** drop-down arrow.

Step 17: Select **REGHR – Regular Hours**.



Enter Time

Building/Grounds Spec II
Return to Select Employee

11 July - 17 July 2021
Weekly
Scheduled 40.00 | Reported 0.00 Hours | Unapproved Time 0.00

View Legend

Clear Save for Later Submit

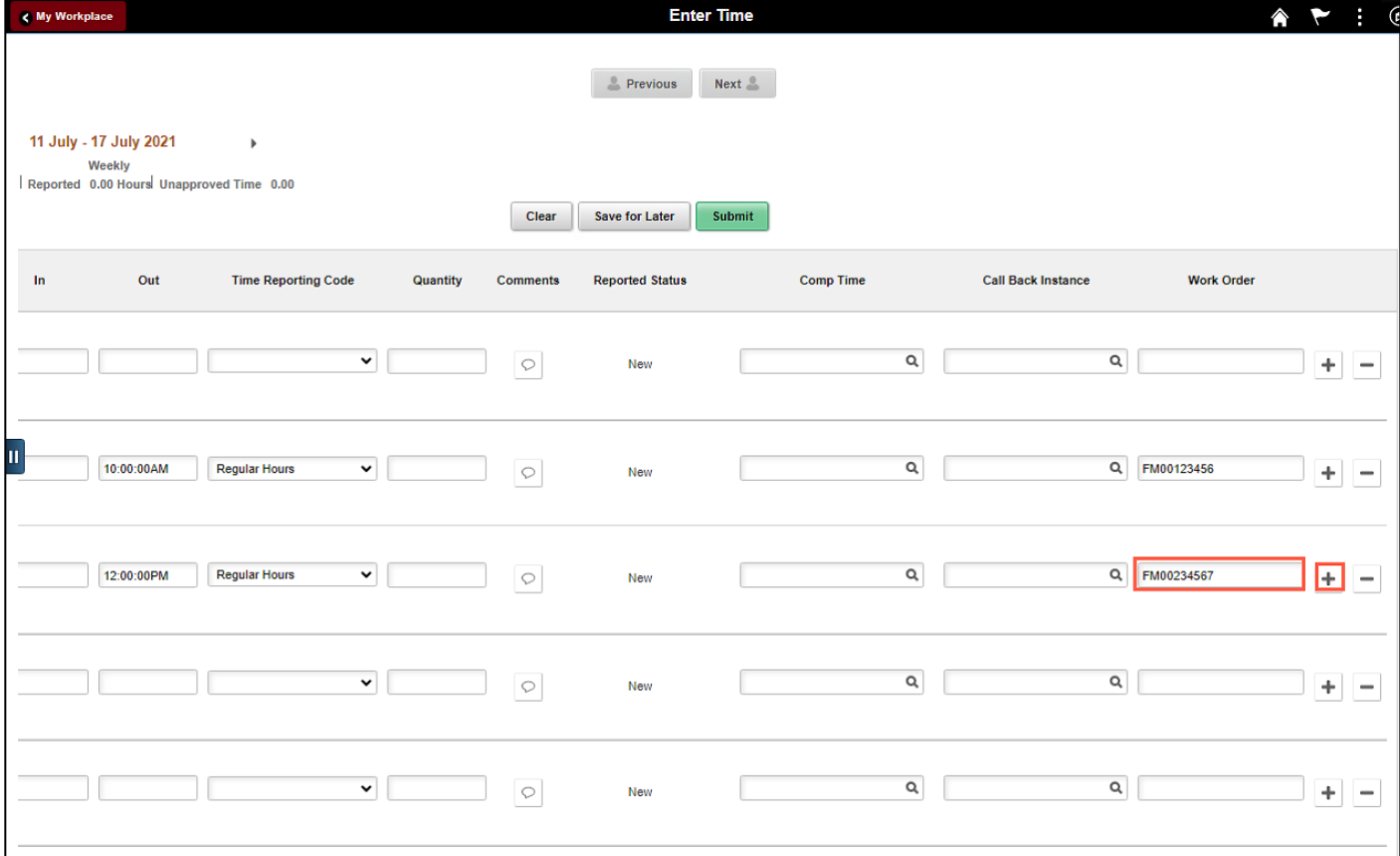
Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
11 Sunday Jul Reported 0.00 / Scheduled OFF								New
12 Monday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			New
	10:00:01AM			12:00:00PM	Regular Hours			New
13 Tuesday Jul Reported 0.00 / Scheduled 8.00								New
14 Wednesday Jul Reported 0.00 / Scheduled 8.00								New

- 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**

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Step 18: 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 19: Click the **+ (plus)** button to add an additional line for the second work order the employee worked that same day.



Enter Time

11 July - 17 July 2021
Weekly
Reported 0.00 Hours Unapproved Time 0.00

Clear Save for Later Submit

In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time	Call Back Instance	Work Order
					New			
	10:00:00AM	Regular Hours			New			FM00123456
	12:00:00PM	Regular Hours			New			FM00234567
					New			
					New			

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Step 20/Work Order Line #3: For the third work order, the employee came back from lunch 1:00pm and ended their workday at 7:00pm. 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.

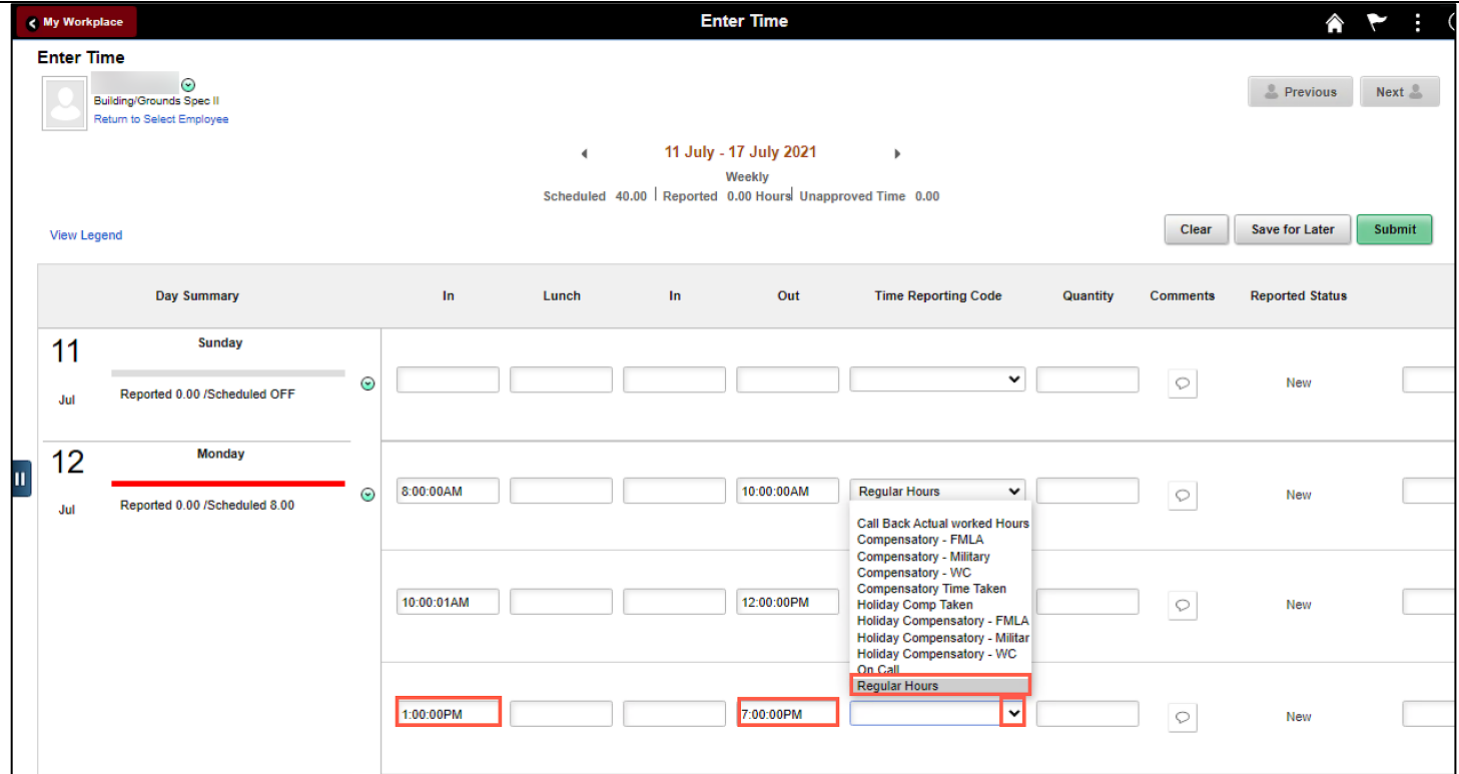
For this example, the employee worked 2 hours more than their scheduled hours.

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

You can only have one TRC per line.

Step 21: Click the **Time Reporting Code** drop-down arrow.

Step 22: Select **REGHR – Regular Hours**.



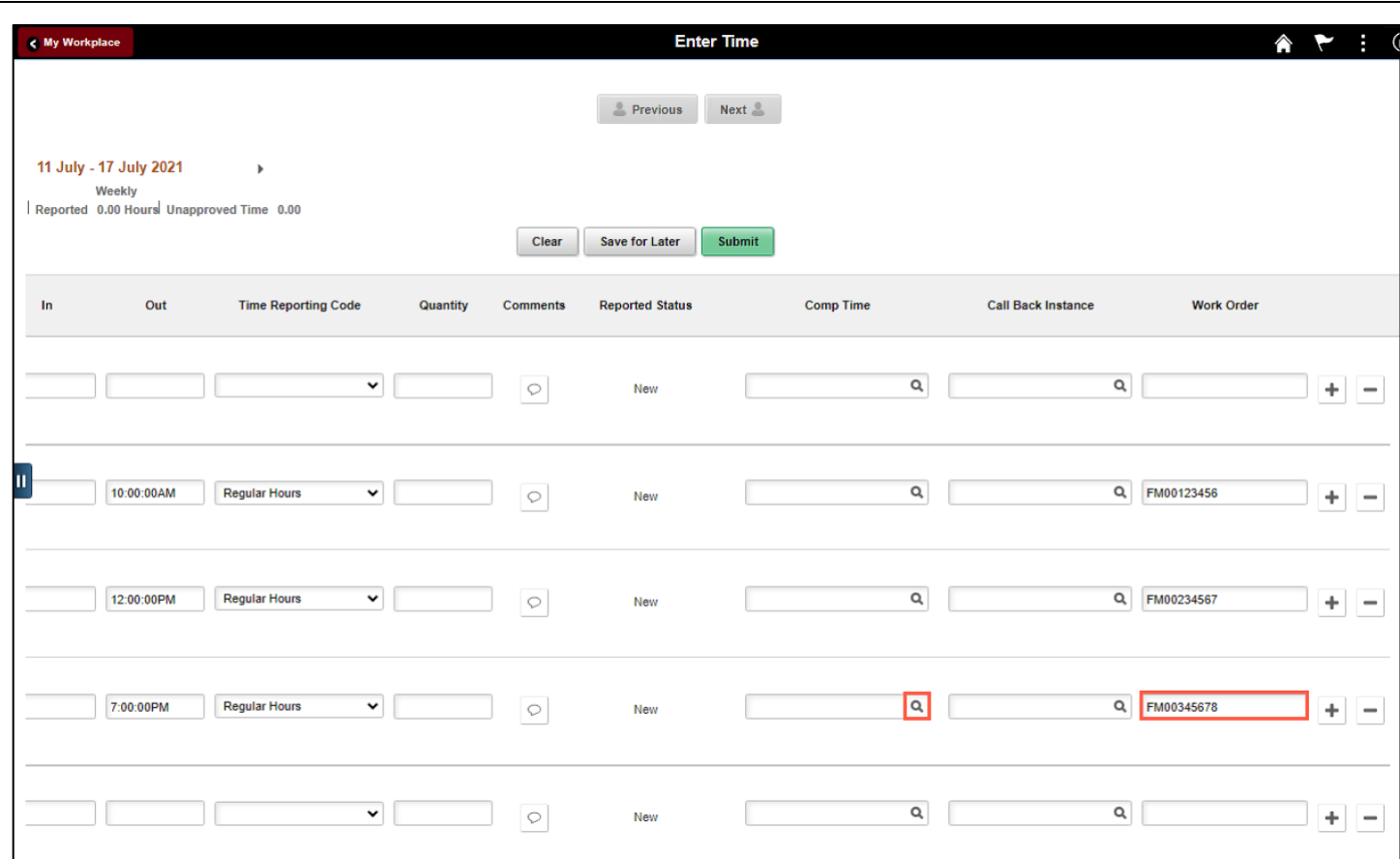
Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
11 Sunday Jul Reported 0.00 /Scheduled OFF								New
12 Monday Jul Reported 0.00 /Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			New
	10:00:01AM			12:00:00PM				New
	1:00:00PM			7:00:00PM	Regular Hours			New

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Step 23: 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 24: To earn comp time for the extra hours worked, click the **Comp Time** Lookup button.

Use steps 15 through 19, if additional IN and OUT times are needed because the employee worked with additional work orders that day.



Enter Time

My Workplace | Previous | Next

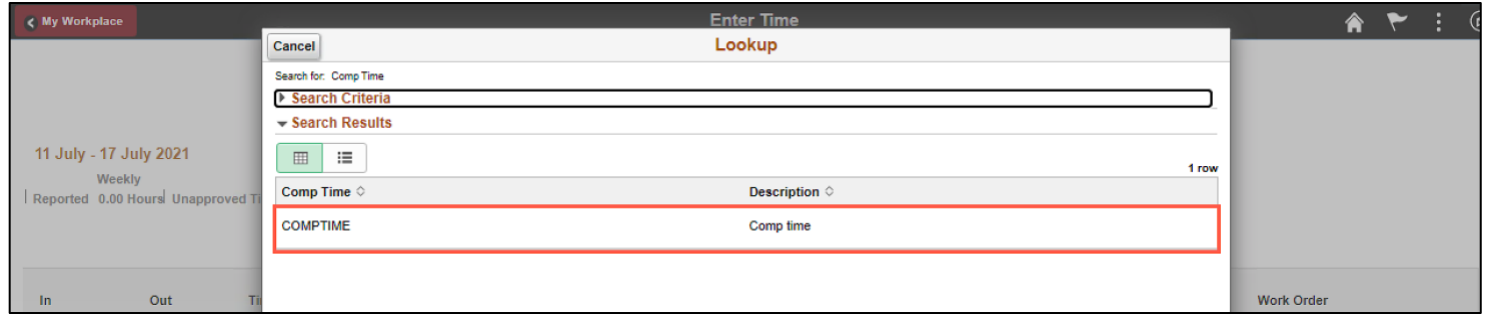
11 July - 17 July 2021
Weekly
Reported 0.00 Hour | Unapproved Time 0.00

Clear | Save for Later | Submit

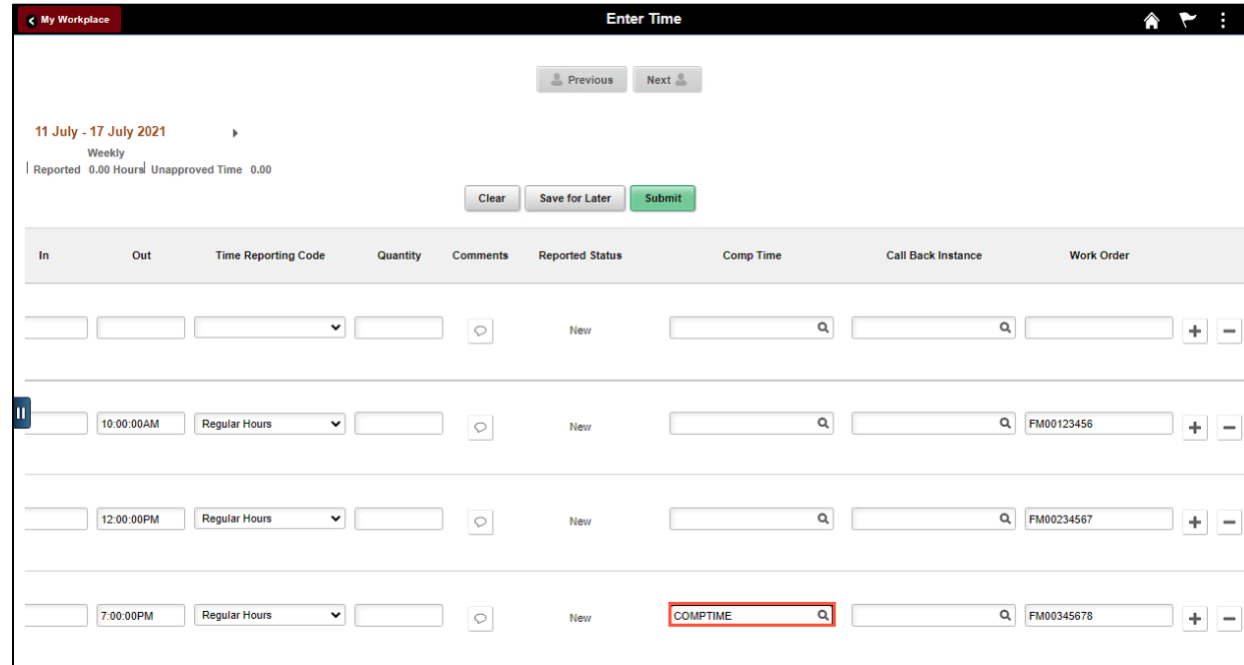
In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time	Call Back Instance	Work Order
					New			
	10:00:00AM	Regular Hours			New			FM00123456
	12:00:00PM	Regular Hours			New			FM00234567
	7:00:00PM	Regular Hours			New			FM00345678
					New			

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Step 25: Select **Comp Time** from the list.



Step 26: Notice **COMPTIME** is now populated in the **Comp Time** field.



Continue to complete the timesheet for the remaining days following steps 15 through 19 if the employee worked with multiple work orders in a single day.

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.

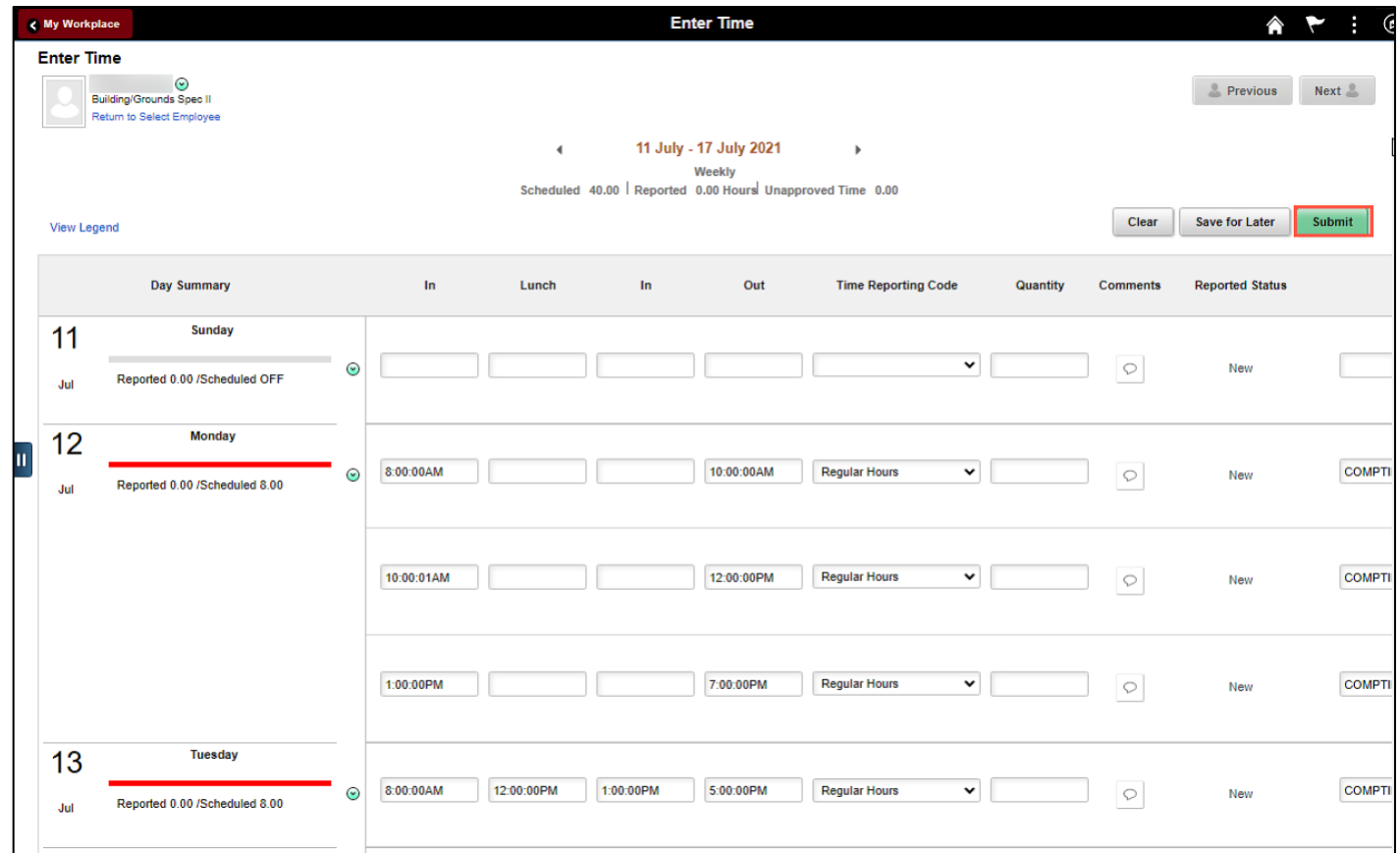
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Step 27: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.

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.



Enter Time

Building/Grounds Spec II
Return to Select Employee

11 July - 17 July 2021
Weekly
Scheduled 40.00 | Reported 0.00 Hours | Unapproved Time 0.00

View Legend

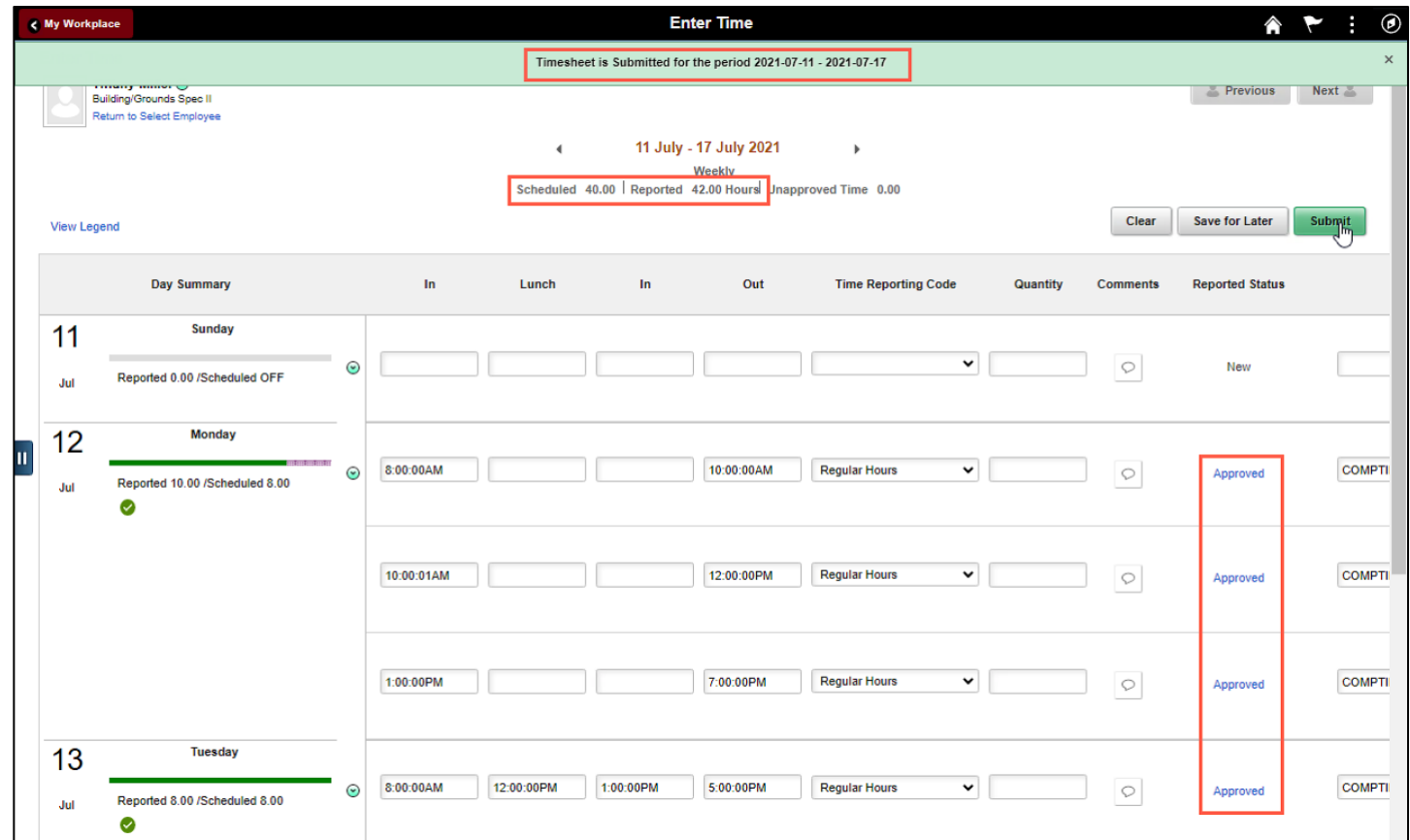
Clear Save for Later **Submit**

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
11 Sunday Jul Reported 0.00 / Scheduled OFF								New
12 Monday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			New COMPTI
	10:00:01AM			12:00:00PM	Regular Hours			New COMPTI
	1:00:00PM			7:00:00PM	Regular Hours			New COMPTI
13 Tuesday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	Regular Hours			New COMPTI

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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 28: 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.



Enter Time

Timesheet is Submitted for the period 2021-07-11 - 2021-07-17

Building/Grounds Spec II
Return to Select Employee

11 July - 17 July 2021
Weekly
Scheduled 40.00 | Reported 42.00 Hours | Unapproved Time 0.00

View Legend


Clear Save for Later Submit


Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
11 Sunday Jul Reported 0.00 / Scheduled OFF								New
12 Monday Jul Reported 10.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			Approved
	10:00:01AM			12:00:00PM	Regular Hours			Approved
	1:00:00PM			7:00:00PM	Regular Hours			Approved
13 Tuesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	Regular Hours			Approved


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Step 29: 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 have successfully learned how to earn comp time on a punch timesheet with multiple work orders on an employee's behalf.

