

**How to earn holiday comp time on an elapsed timesheet for multiple work orders:**

This job aid outlines how a manager can earn holiday comp time on an elapsed timesheet with multiple work orders on an employee's behalf. A manager can search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

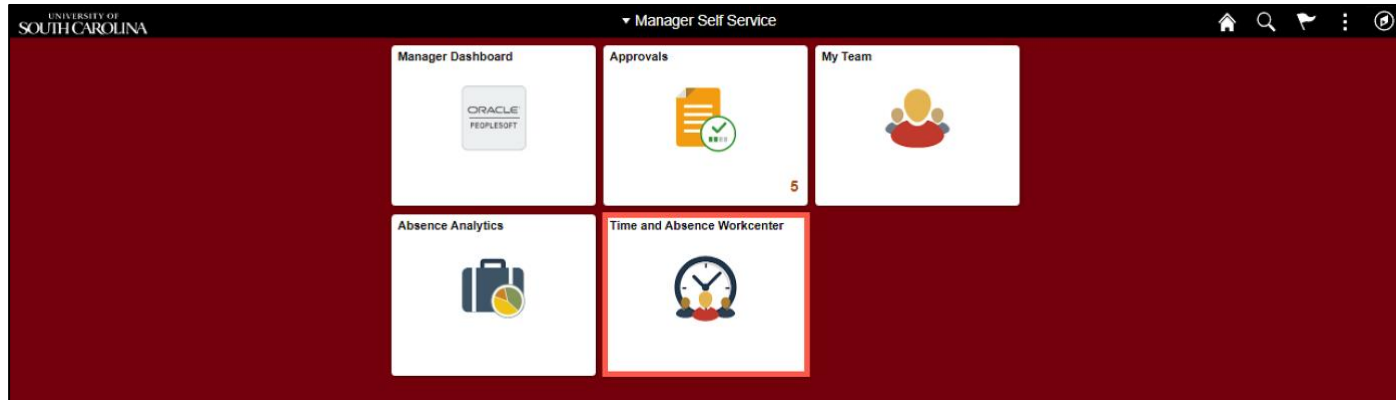
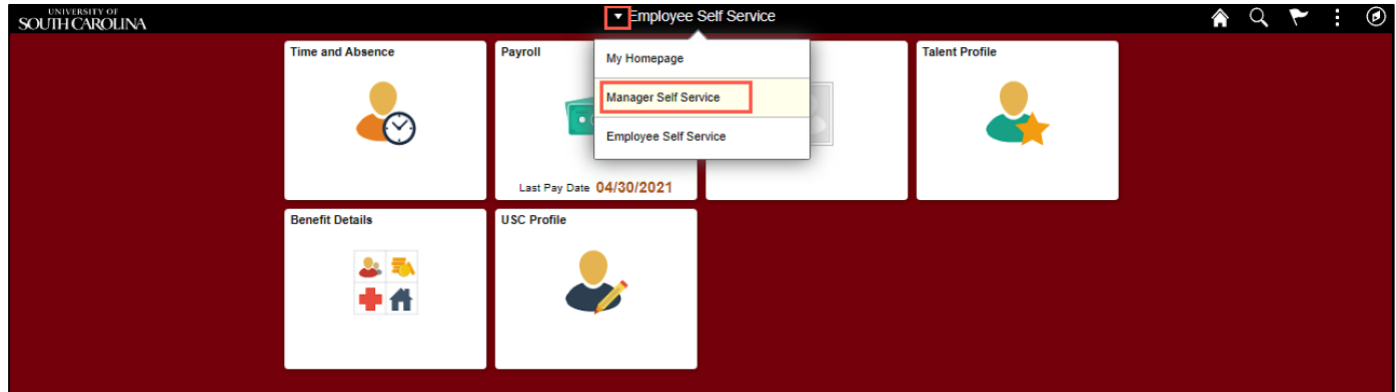
**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

**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.



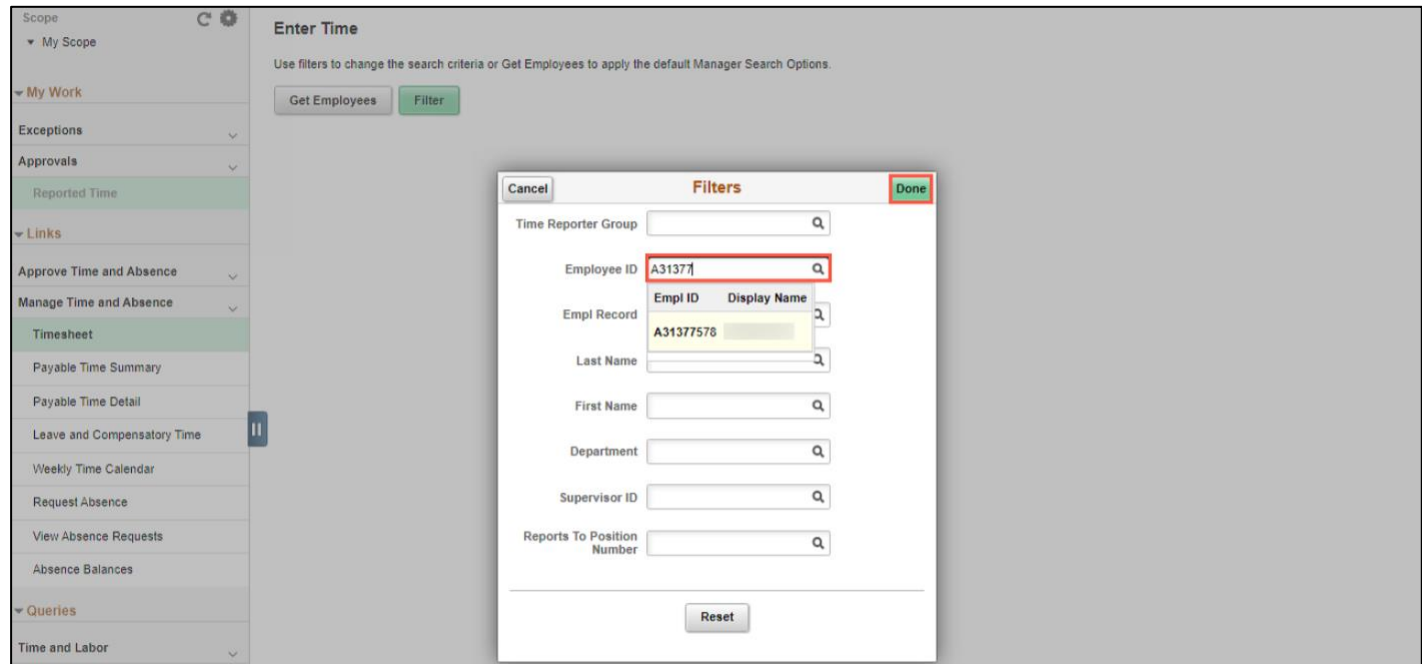
The screenshot shows the MSS interface. On the left is a navigation menu with the following items: Scope (My Scope), My Work, Exceptions, Approvals, Reported Time (2), Links, Approve Time and Absence, Manage Time and Absence, **Timesheet** (highlighted with a red box), Payable Time Summary, Payable Time 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 text 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this text are two buttons: 'Get Employees' and 'Filter' (highlighted with a red box).

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### Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

**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.

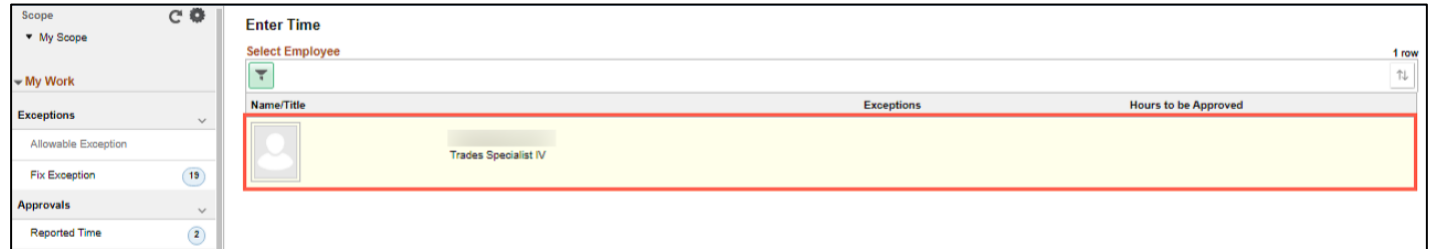
**Step 7:** Click **Done** to move on to the Enter Time page.



The screenshot shows the 'Enter Time' interface. On the left is a navigation menu with categories like 'My Work', 'Links', and 'Queries'. The 'Enter Time' section has a 'Get Employees' button and a 'Filter' button. A 'Filters' modal is open, showing search criteria for 'Employee ID' (A31371), 'Empl Record' (A31377576), and other fields. The 'Done' button in the modal is highlighted with a red box.

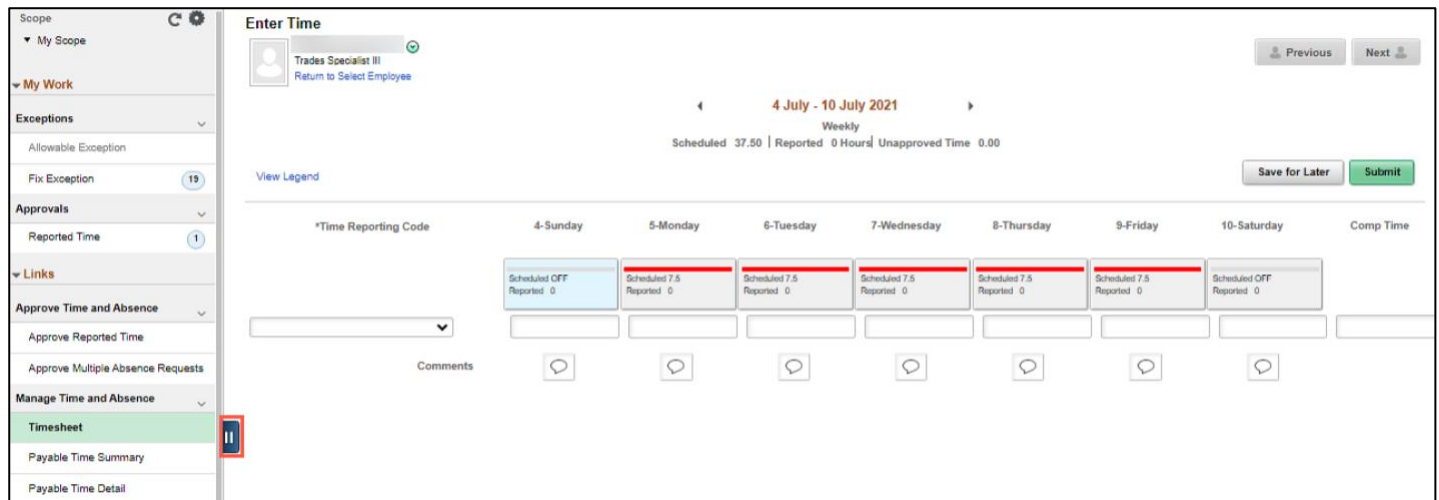
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**Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders**

**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 sidebar with navigation options: Scope, My Work, Exceptions (19), Approvals (2), and Links. The main area is titled 'Enter Time' and includes a 'Select Employee' dropdown. Below this is a table with columns for 'Name/Title', 'Exceptions', and 'Hours to be Approved'. A single row is visible, containing a profile icon, the text 'Trades Specialist IV', and an empty field. This row is highlighted with a yellow background and a red border.

**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.

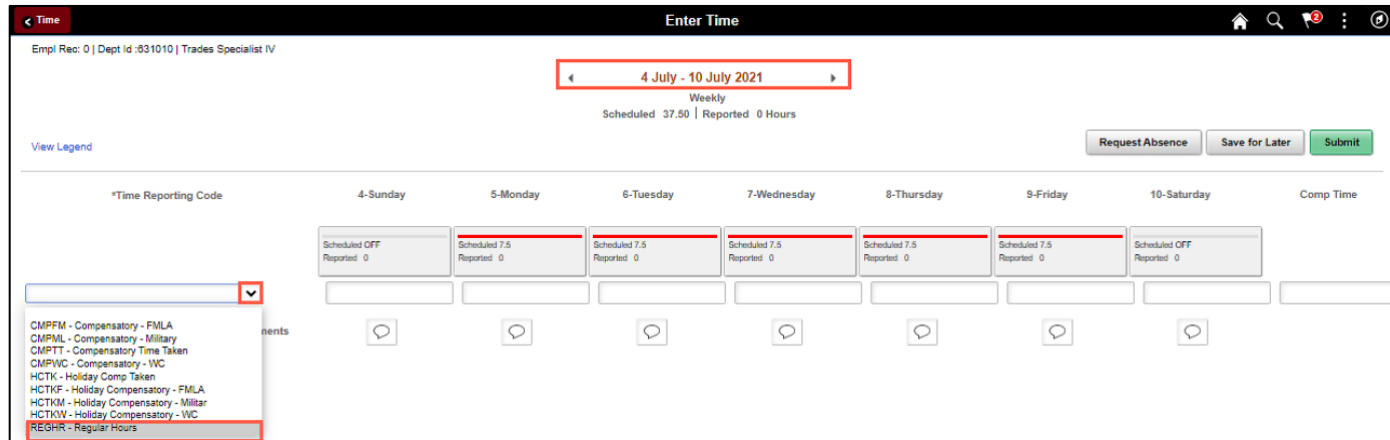


The screenshot shows the expanded 'Enter Time' page for 'Trades Specialist III'. The sidebar is more detailed, including 'Approve Time and Absence' and 'Manage Time and Absence' sections. The main area displays a weekly timesheet for the period '4 July - 10 July 2021'. It shows 'Scheduled 37.50 | Reported 0 Hours | Unapproved Time 0.00'. The timesheet is organized by day: 4-Sunday (Scheduled OFF, Reported 0), 5-Monday (Scheduled 7.5, Reported 0), 6-Tuesday (Scheduled 7.5, Reported 0), 7-Wednesday (Scheduled 7.5, Reported 0), 8-Thursday (Scheduled 7.5, Reported 0), 9-Friday (Scheduled 7.5, Reported 0), and 10-Saturday (Scheduled OFF, Reported 0). Each day's entry includes a 'Time Reporting Code' dropdown, a 'Comments' field with a speech bubble icon, and a 'Comp Time' field. A red box highlights the 'Expand Page' icon in the sidebar.

In this scenario the employee worked regularly scheduled hours on the university holiday 7/5/2021 for Independence Day. 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.

**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.



The screenshot shows the 'Enter Time' interface for a weekly timesheet from 4 July to 10 July 2021. The interface includes a date selector at the top, a legend, and a grid for entering time by day. A dropdown menu is open on the left, showing various Time Reporting Codes.

*Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-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	

Time Reporting Codes:

- CMPFM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMPTT - Compensatory Time Taken
- CMFVC - Compensatory - VVC
- HCTK - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Militar
- HCTKW - Holiday Compensatory - VVC
- REGHR - Regular Hours

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Begin by selecting the appropriate **Time Reporting Code (TRC)**.

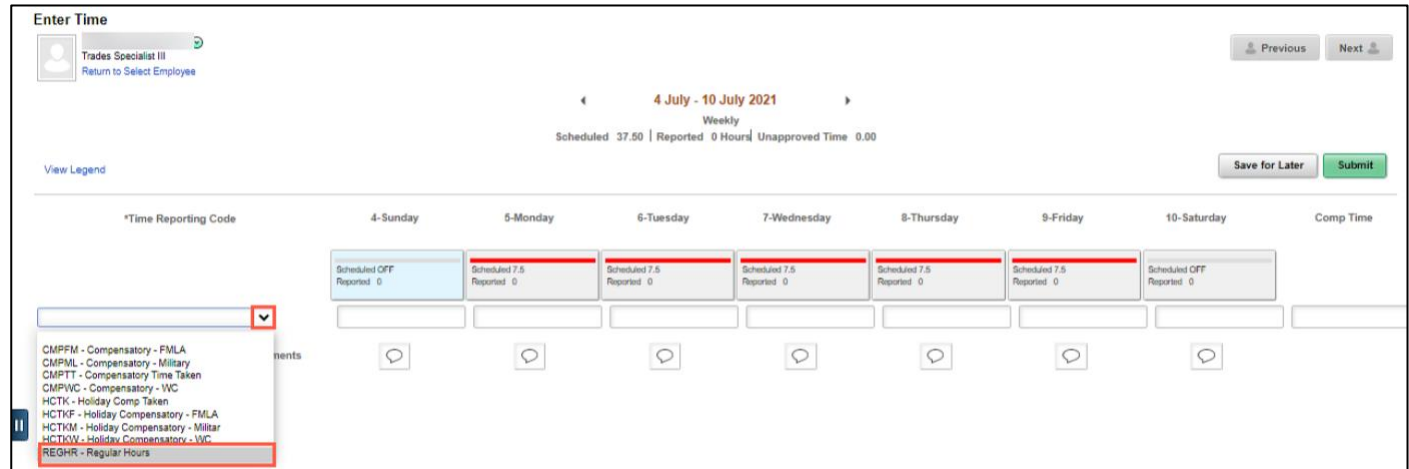
You can only have one TRC per line.

**Step 11/Work Order Line#1:** Click the **Time Reporting Code** drop-down arrow.

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

**Step 13:** Click in the **Time Entry** field and enter hours worked for each day. For this example, enter hours worked July 5, the Independence Day holiday for UofSC.

**Note:** There is no Time Reporting Code for working a holiday. Just enter the time worked on the holiday and the system will know to add that time to the employee’s holiday comp balance.



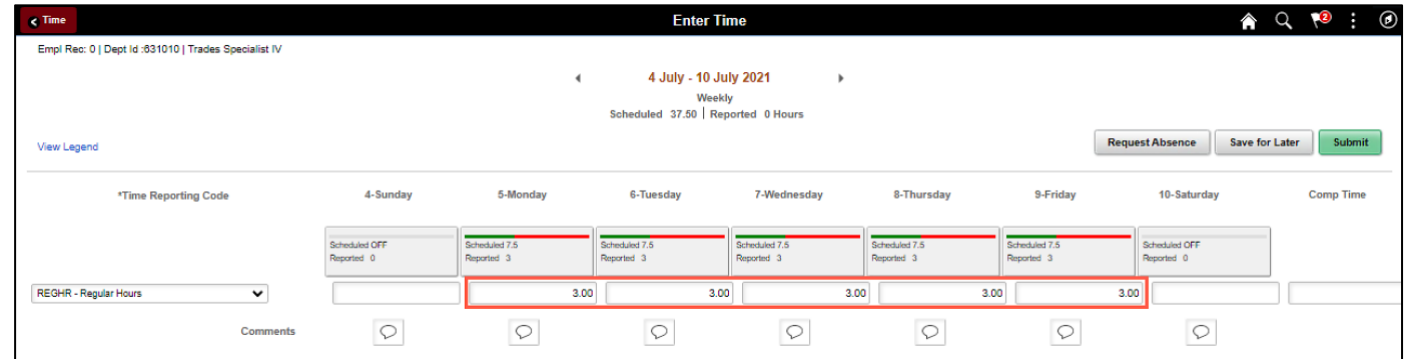
**Enter Time**  
Trades Specialist III  
Return to Select Employee

4 July - 10 July 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours | Unapproved Time 0.00

View Legend

*Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-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	
REGHR - Regular Hours								

Comments



**Enter Time**

Empl Rec: 0 | Dept Id: 031010 | Trades Specialist IV

4 July - 10 July 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

Request Absence | Save for Later | Submit

*Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled OFF Reported 0	
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00		

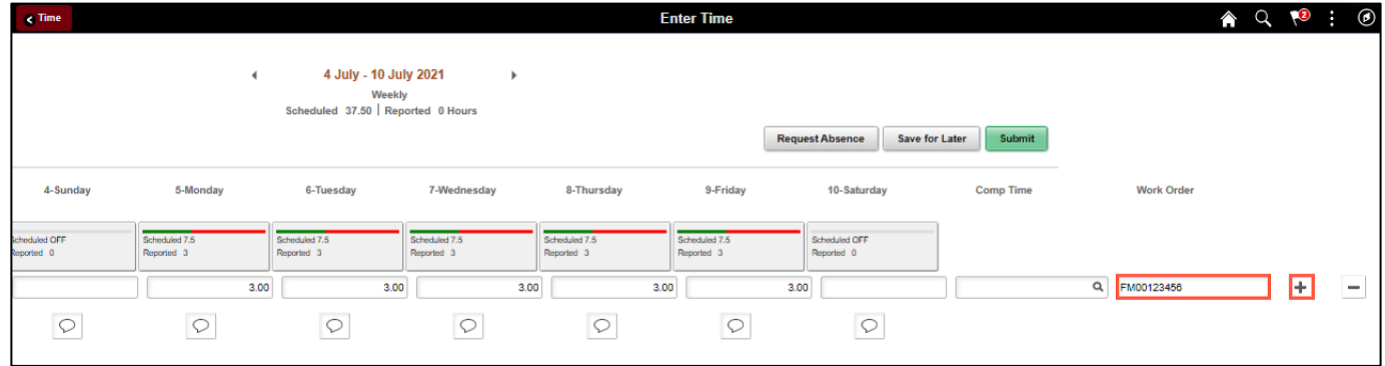
Comments

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### Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

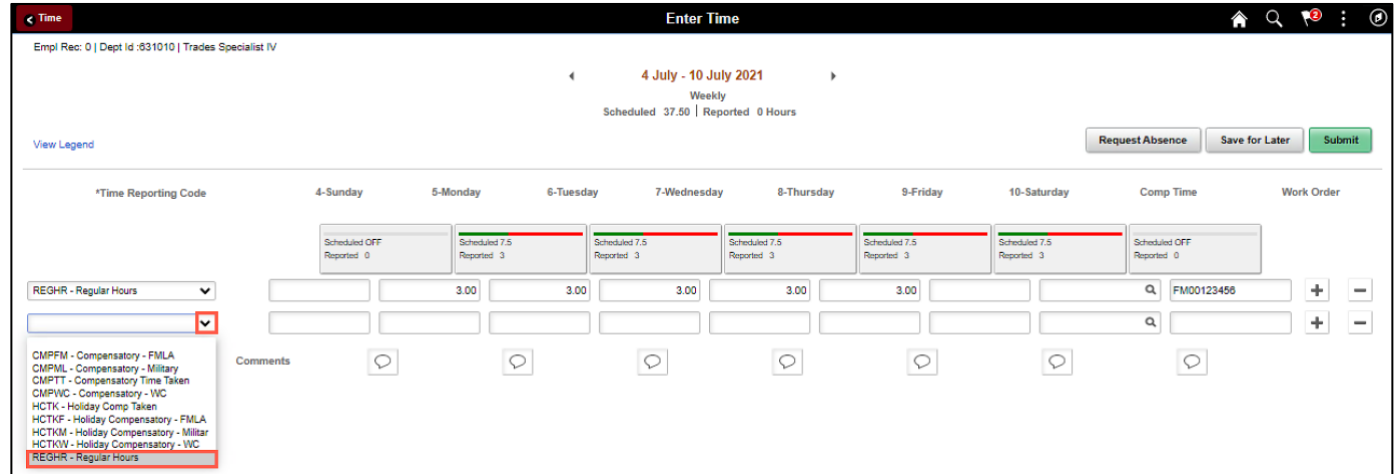
**Step 14:** Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the first line.

**Step 15:** Click the **+** (plus) button to add an additional line for the second work order you worked that week.



**Step 16/Work Order Line #2:** Scroll back to the left to enter time worked for the second work order. Click the **Time Reporting Code** drop-down arrow.

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

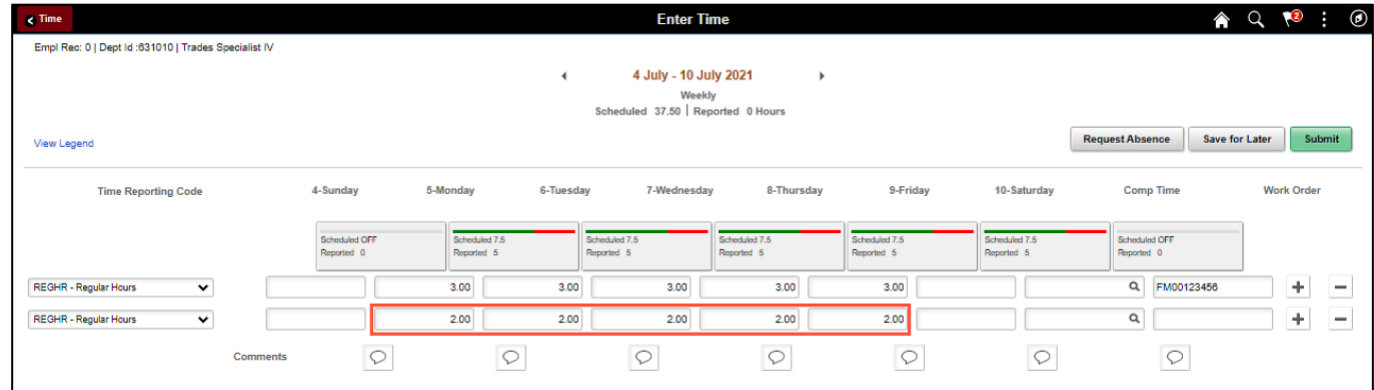




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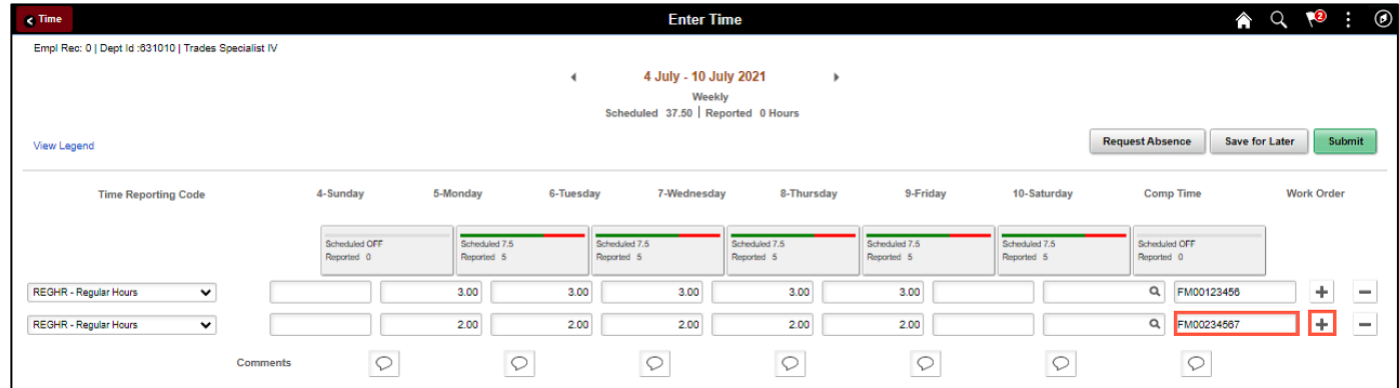
### Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

**Step 18:** Click in the **Time Entry** field and enter hours worked for each day.



Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time	Work Order
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled OFF Reported 0	
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00			FM00123456
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			
Comments									

**Step 19:** 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.



Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time	Work Order
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled OFF Reported 0	
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00			FM00123456
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			FM00234567
Comments									

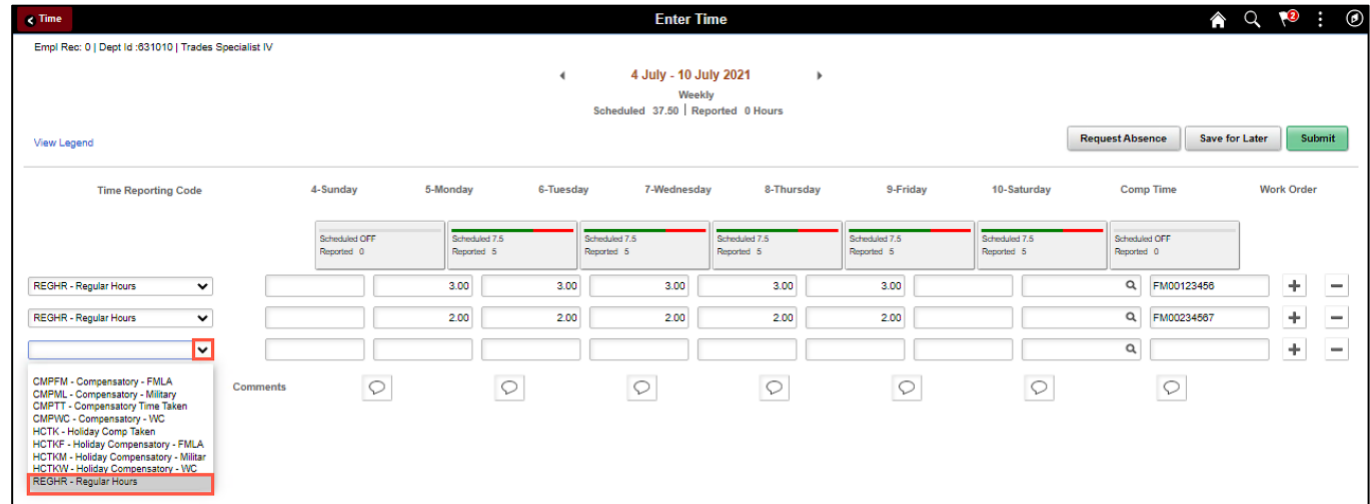
**Step 20:** Click the **+** (plus) button to add an additional line for the third work order you worked that week.

Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

**Step 21/Work Order Line #3:** Scroll back to the left to enter time worked for the third work order. Click the **Time Reporting Code** drop-down arrow.

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

**Step 23:** Click in the **Time Entry** field and enter hours worked for each day.



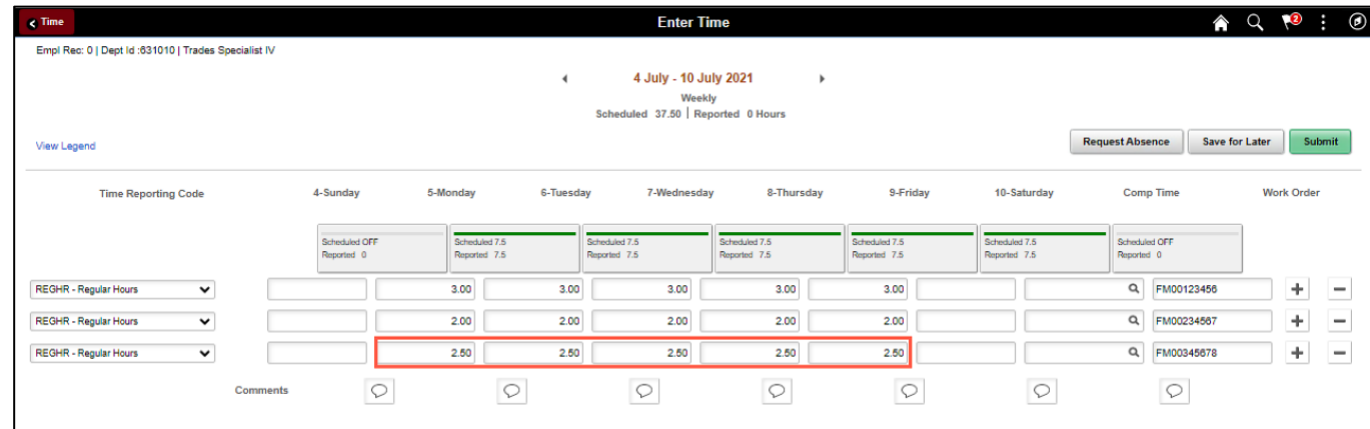
Empi Rec: 0 | Dept Id: 031010 | Trades Specialist IV

4 July - 10 July 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time	Work Order
REGHR - Regular Hours	Scheduled OFF Reported 0	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled OFF Reported 0	FM00123456
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00			FM00234567
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			

Comments



Empi Rec: 0 | Dept Id: 031010 | Trades Specialist IV

4 July - 10 July 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time	Work Order
REGHR - Regular Hours	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	FM00123456
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00			FM00234567
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50			FM00345678

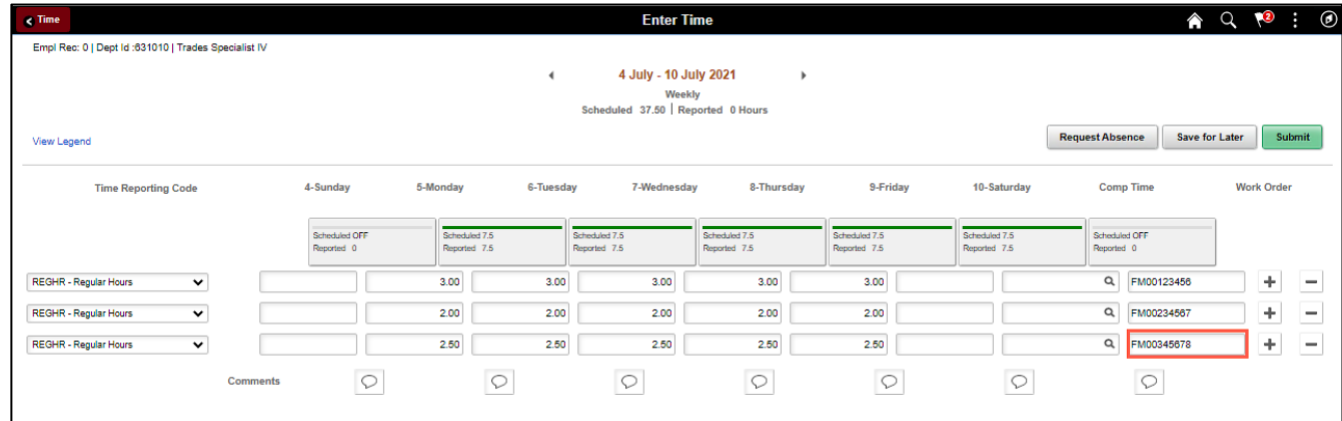
Comments

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### Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

**Step 24:** Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the third line.

**Note:** If you need to enter hours for additional work orders, follow steps 20 through 24.



Emp# Rec: 0 | Dept Id: 631010 | Trades Specialist IV

4 July - 10 July 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

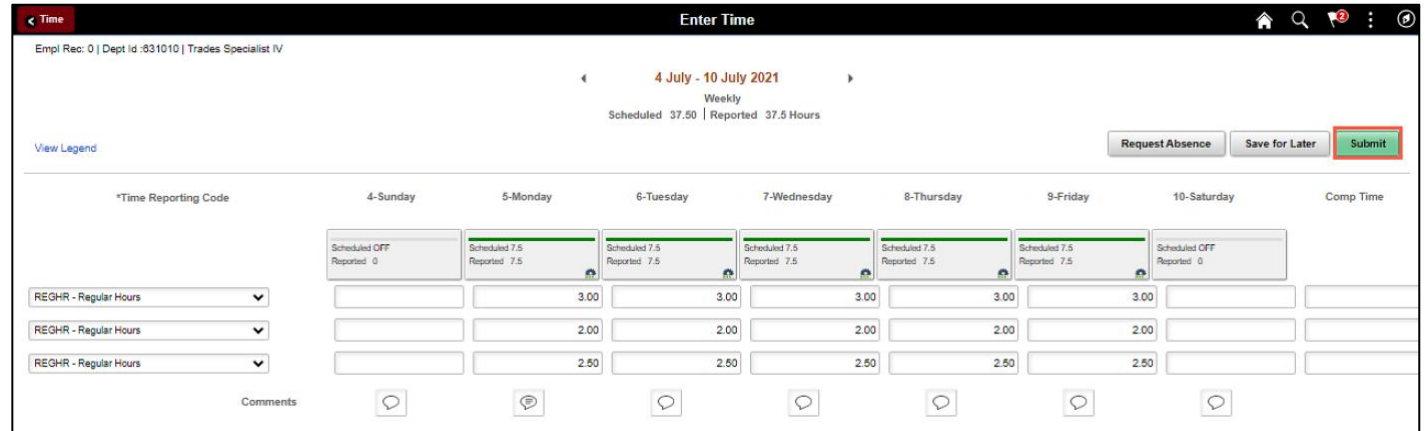
Request Absence Save for Later Submit

Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time	Work Order
REGHR - Regular Hours	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	FM00123456
REGHR - Regular Hours		3.00	2.00	2.00	2.00	2.00			FM00234567
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50			FM00345678
Comments									

## University of South Carolina Time and Labor - MSS

### Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

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



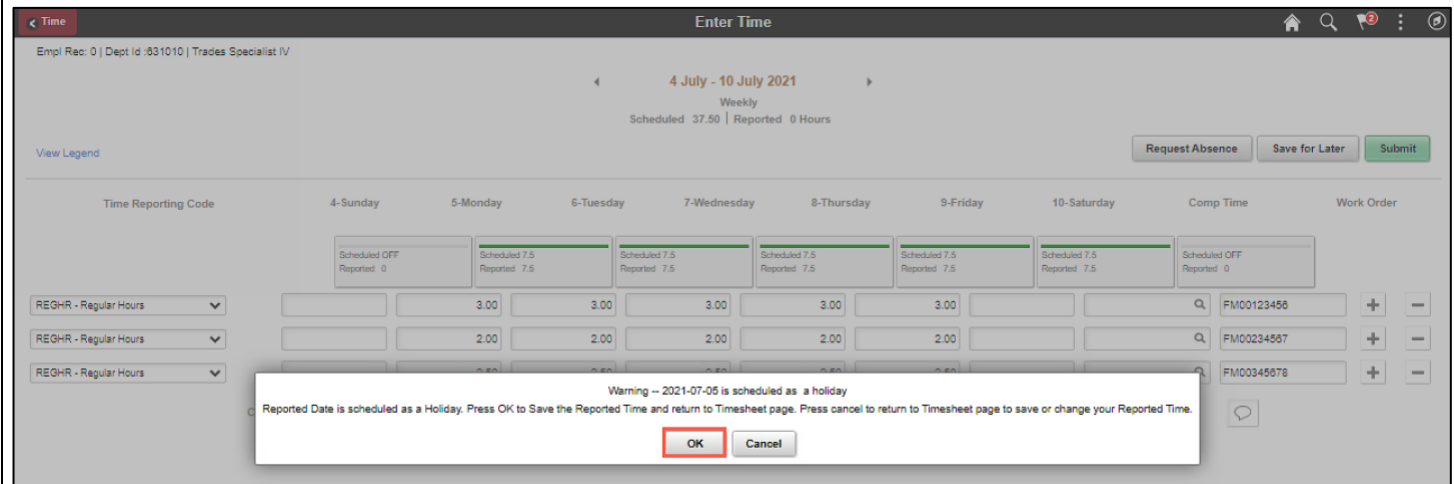
EmpI Rec: 0 | Dept Id: 031010 | Trades Specialist IV

4 July - 10 July 2021  
Weekly  
Scheduled 37.50 | Reported 37.5 Hours

Request Absence Save for Later **Submit**

*Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
Scheduled OFF Reported: 0	Scheduled 7.5 Reported: 7.5	Scheduled 7.5 Reported: 7.5	Scheduled 7.5 Reported: 7.5	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		3.00	3.00	3.00	3.00	3.00		
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50		

**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.



EmpI Rec: 0 | Dept Id: 031010 | Trades Specialist IV

4 July - 10 July 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later **Submit**

Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time	Work Order
Scheduled OFF Reported: 0	Scheduled 7.5 Reported: 7.5	Scheduled 7.5 Reported: 7.5	Scheduled 7.5 Reported: 7.5	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		3.00	3.00	3.00	3.00	3.00			FM00123456 + -
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			FM00234567 + -
REGHR - Regular Hours									FM00345678 + -

Warning -- 2021-07-05 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.

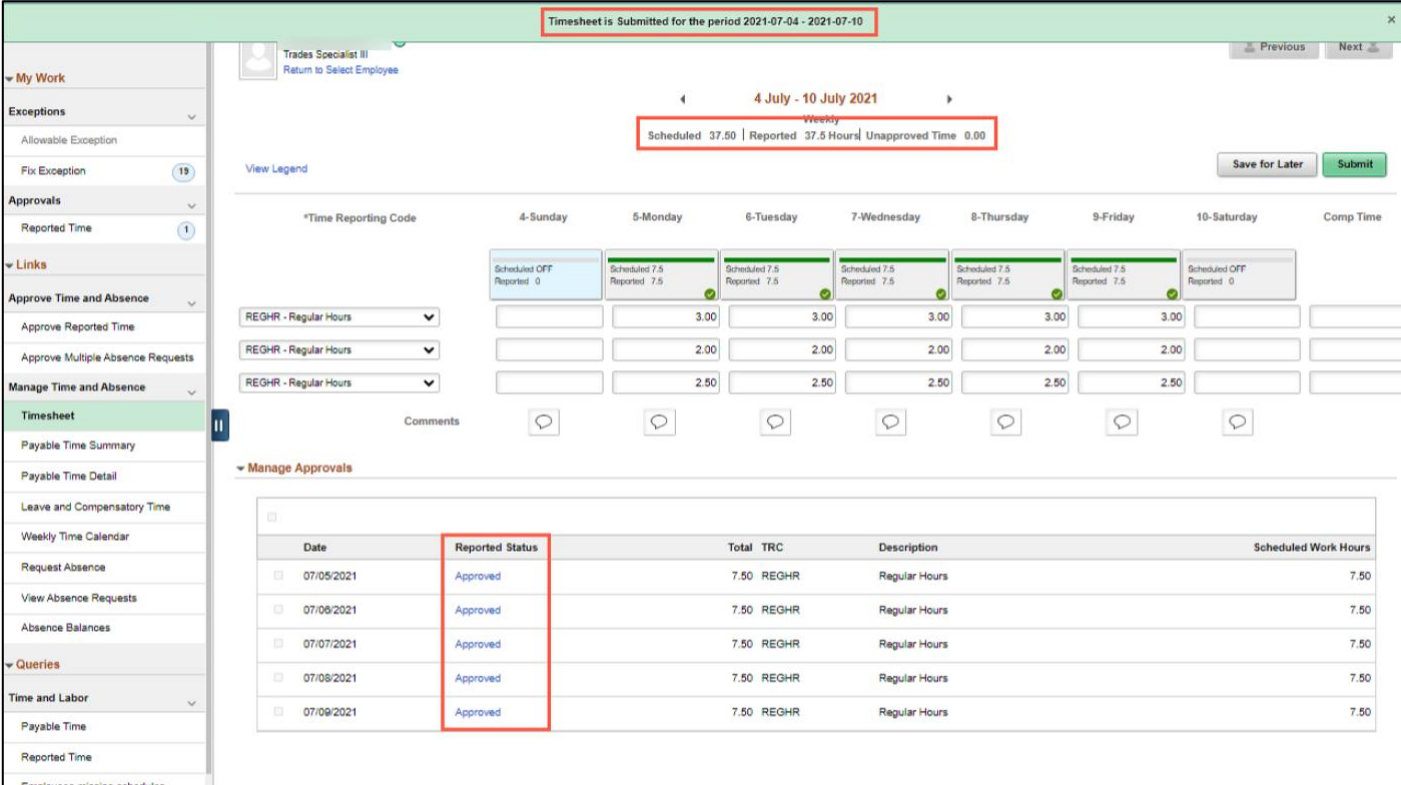
OK Cancel

Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

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.

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

**Step 24:** 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.



Timesheet is Submitted for the period 2021-07-04 - 2021-07-10

Trades Specialist III  
Return to Select Employee

4 July - 10 July 2021  
Weekly  
Scheduled 37.50 | Reported 37.5 Hour | Unapproved Time 0.00

Save for Later Submit

\*Time Reporting Code

	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
Scheduled OFF Reported 0								
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00		
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50		





Comments

Manage Approvals

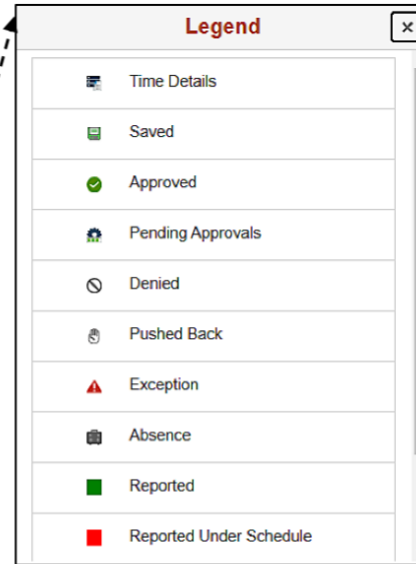
Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
07/05/2021	Approved	7.50	REGHR	Regular Hours	7.50
07/06/2021	Approved	7.50	REGHR	Regular Hours	7.50
07/07/2021	Approved	7.50	REGHR	Regular Hours	7.50
07/08/2021	Approved	7.50	REGHR	Regular Hours	7.50
07/09/2021	Approved	7.50	REGHR	Regular Hours	7.50

**Step 25:** When submitted, the **Pending Approvals** icon appears 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.

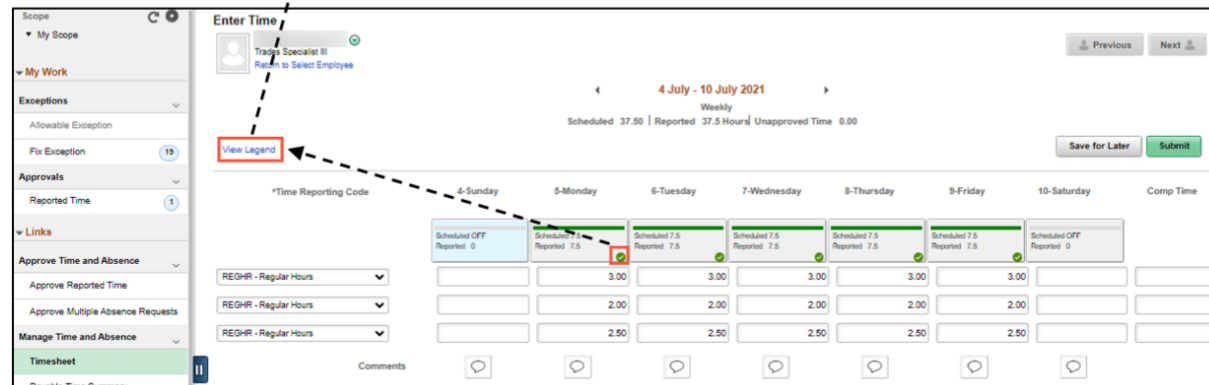
The most common icons that may appear in the **Daily Status** box are:

-  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 holiday comp time on an elapsed timesheet for multiple work orders on an employee's behalf.



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



Enter Time

Trades Specialist III  
Reason to Select Employee

4 July - 10 July 2021  
Weekly  
Scheduled: 37.50 | Reported: 37.5 Hours | Unapproved Time: 0.00

Save for Later Submit

*Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
Scheduled OFF Reported 0								
Scheduled 7.5 Reported 7.5		3.00	3.00	3.00	3.00	3.00		
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50		