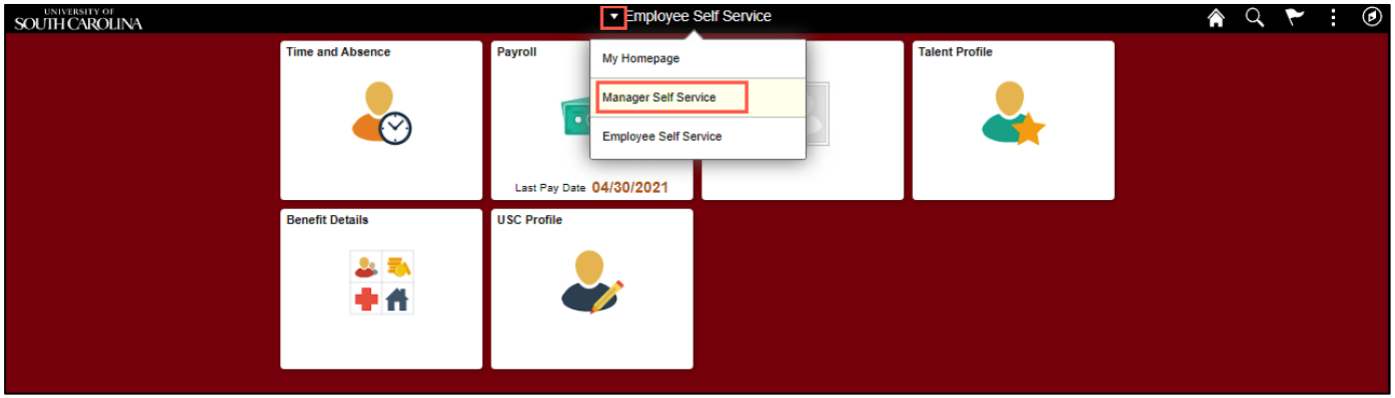
University of South Carolina
Time and Labor - MSS
Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

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.

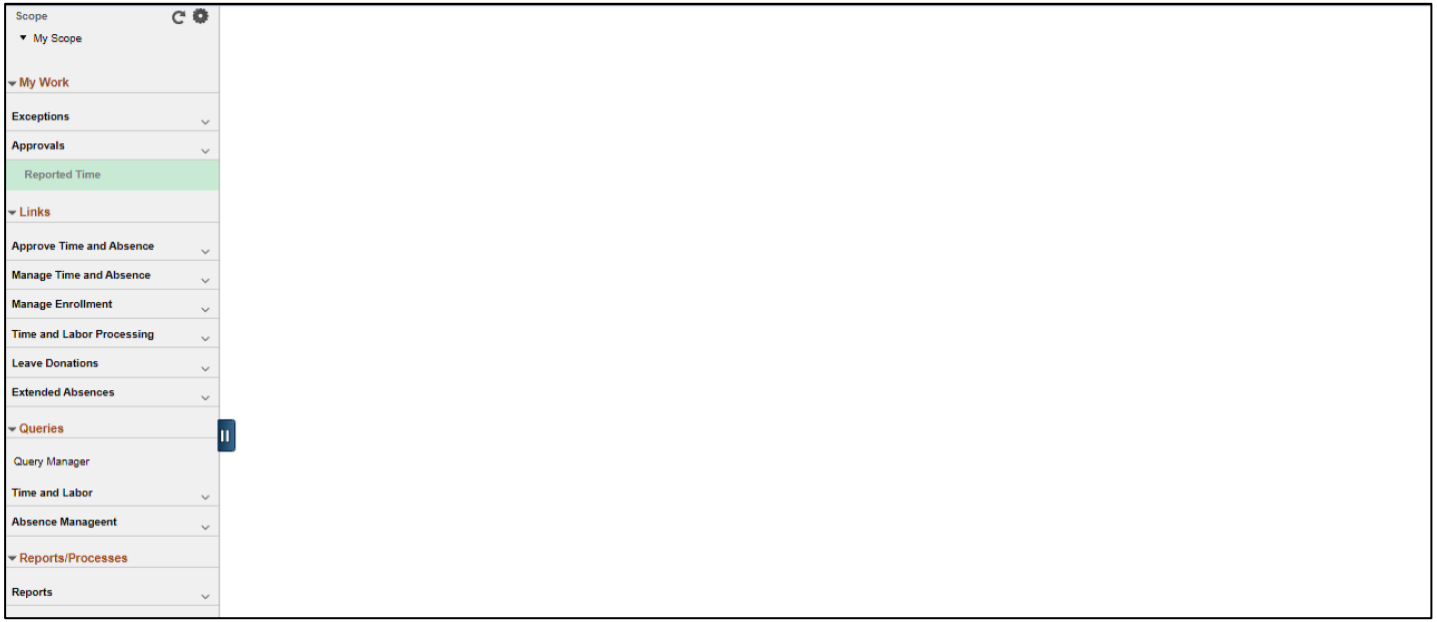
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

Processing Steps	Screenshots
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.	

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.

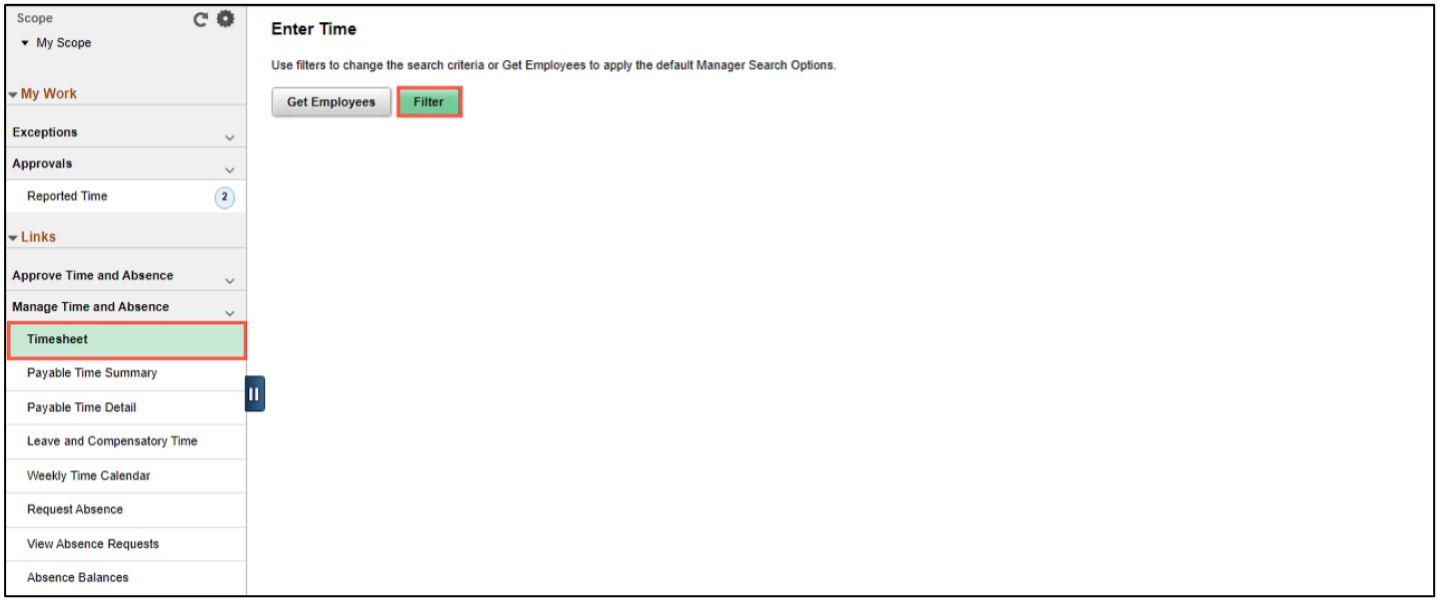
The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

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



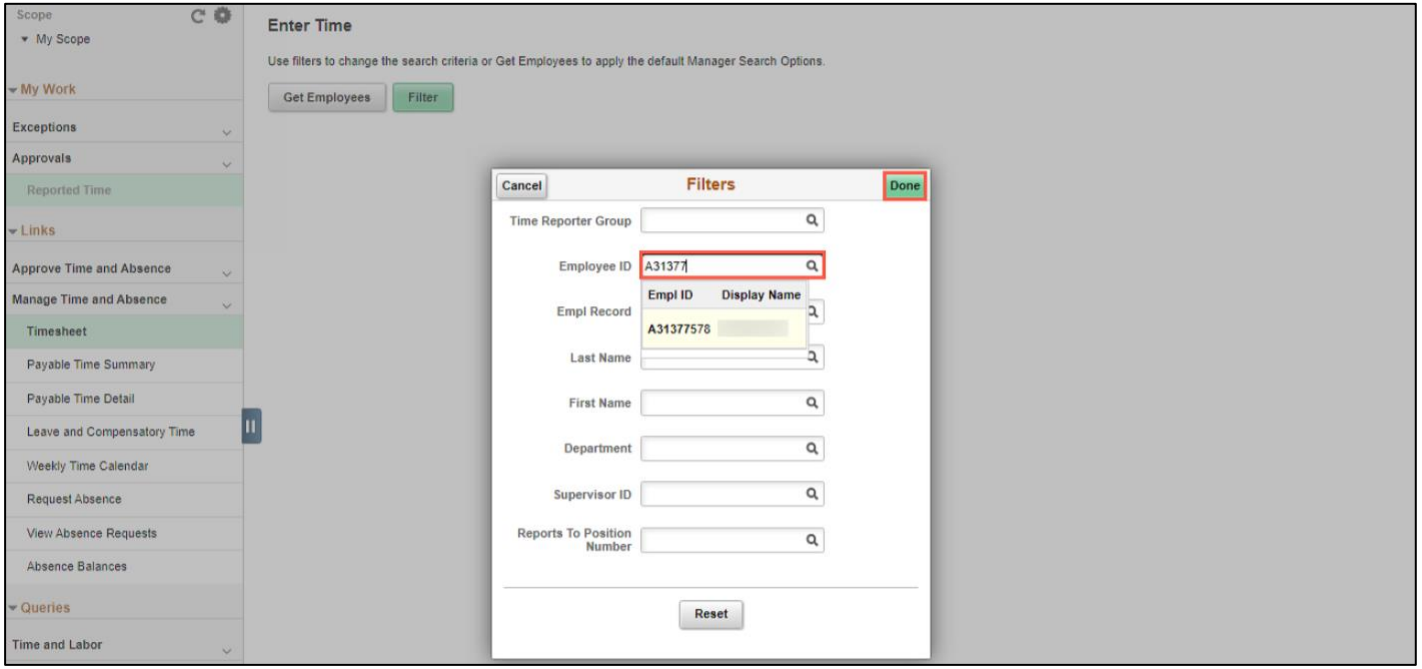
Step 4: Click the **Timesheet** option from the list.

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

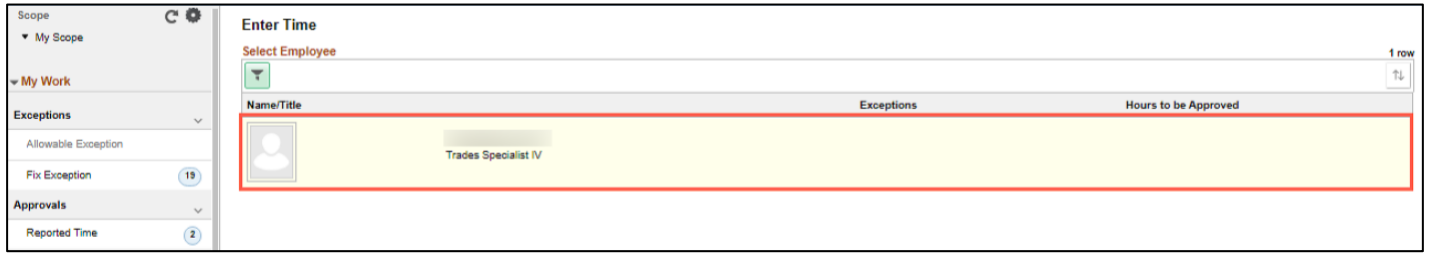


Step 6: To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

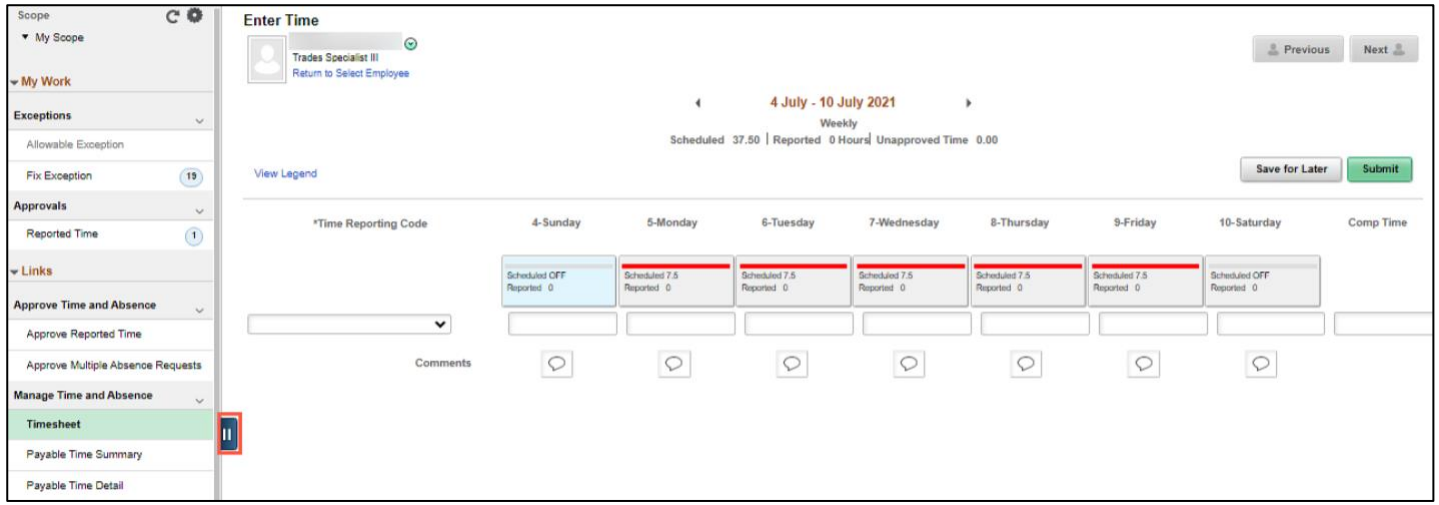
Step 7: Click **Done** to move on to the Enter Time page.



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



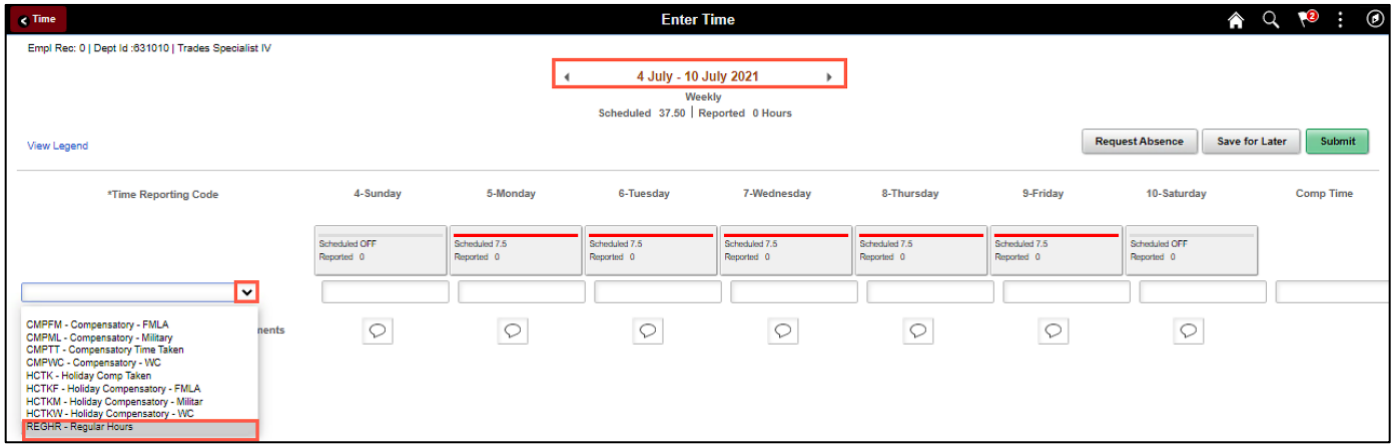
Step 9: Click the **Expand Page** icon to see a full view of the Enter Time page. This will reduce the amount of scrolling you will have to do to complete the task.



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.

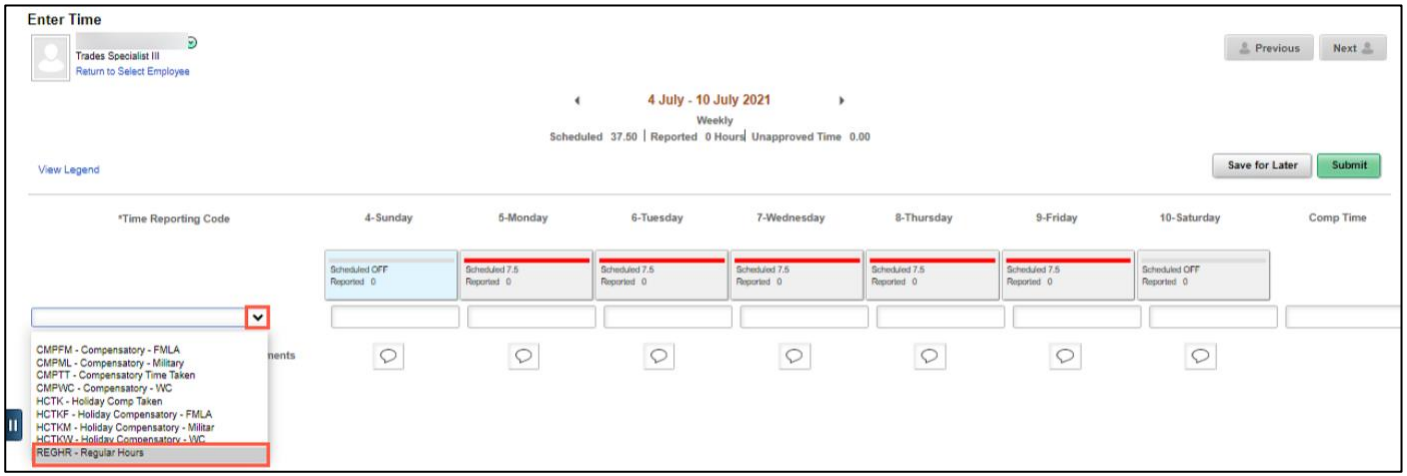


Begin by selecting the appropriate **Time Reporting Code** (TRC).

You can only have one TRC per line.

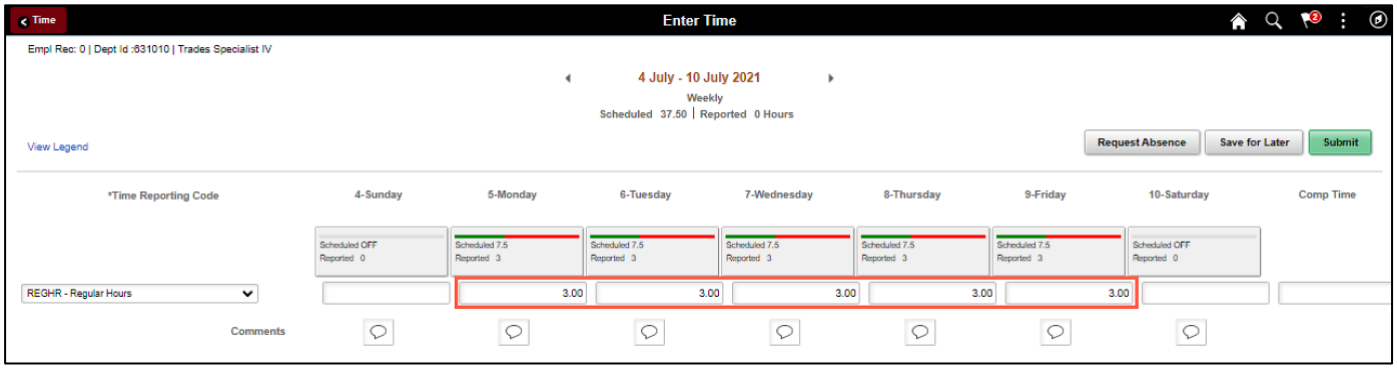
Step 11/Work Order Line#1: Click the **Time Reporting Code** drop-down arrow.

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



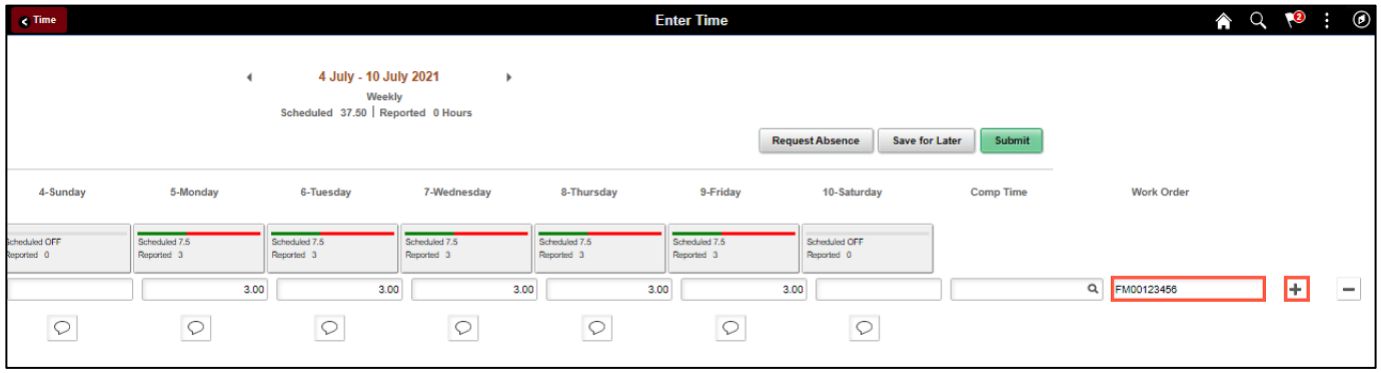
Step 13: Click in the **Time Entry** field and enter hours worked for each day. For this example, enter hours worked July 5, the Independence Day holiday for UofSC.

<u>Note</u>: 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.



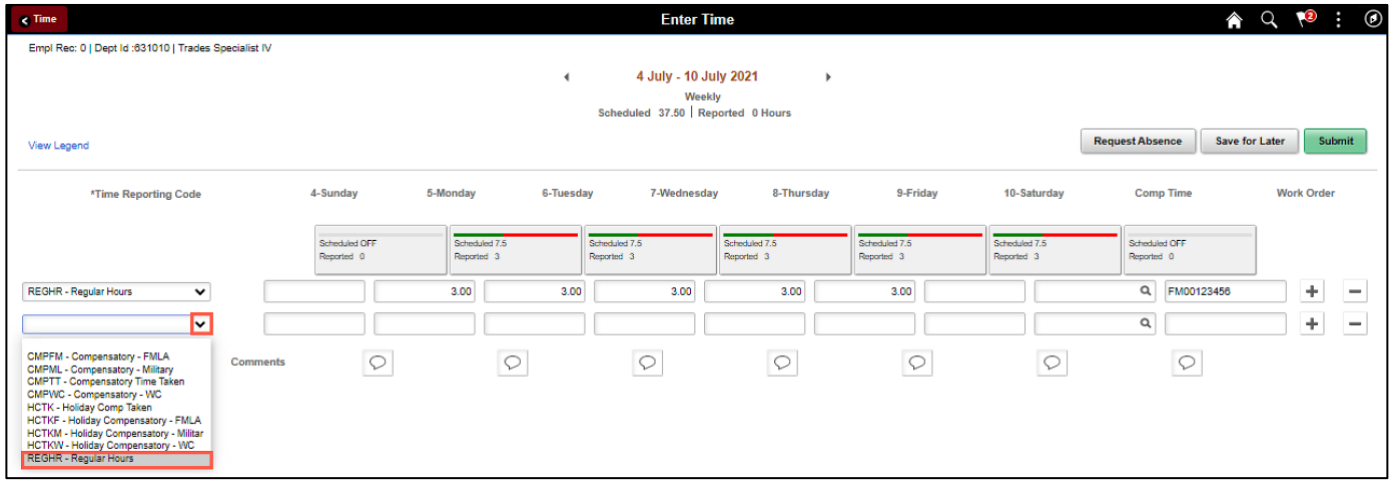
Step 14: Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the first line.

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

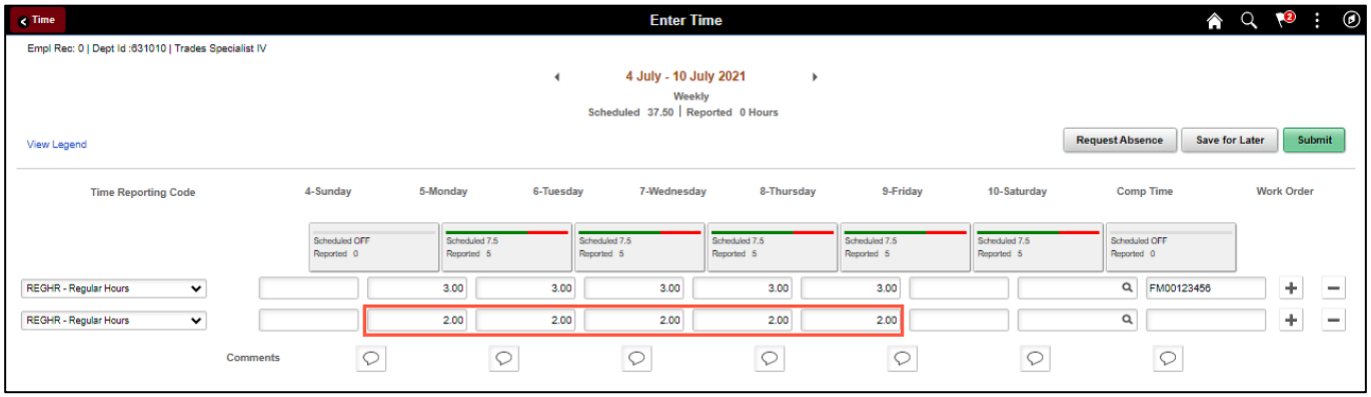


Step 16/Work Order Line #2: Scroll back to the left to enter time worked for the second work order. Click the **Time Reporting Code** drop-down arrow.

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

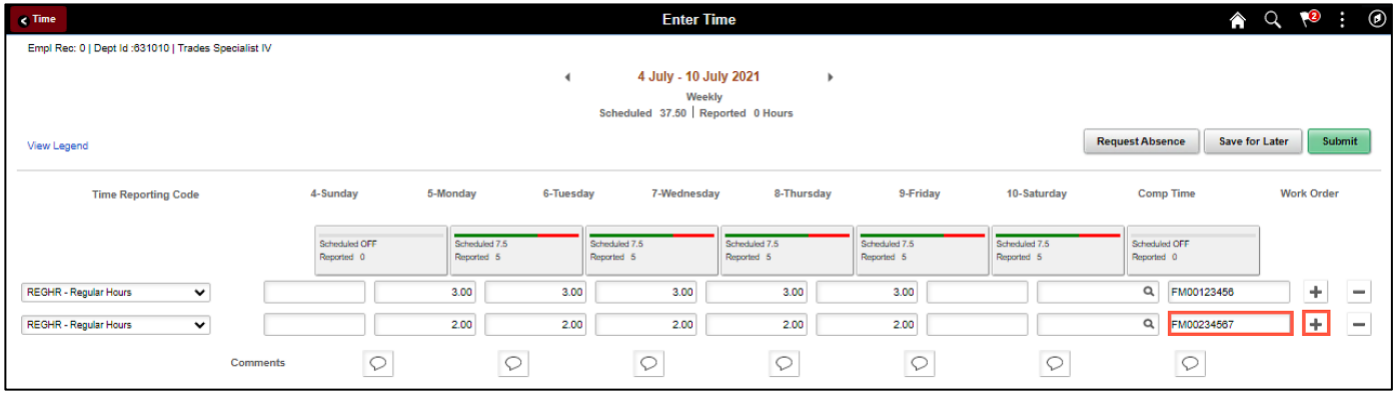


Step 18: Click in the **Time Entry** field and enter hours worked for each day.



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.

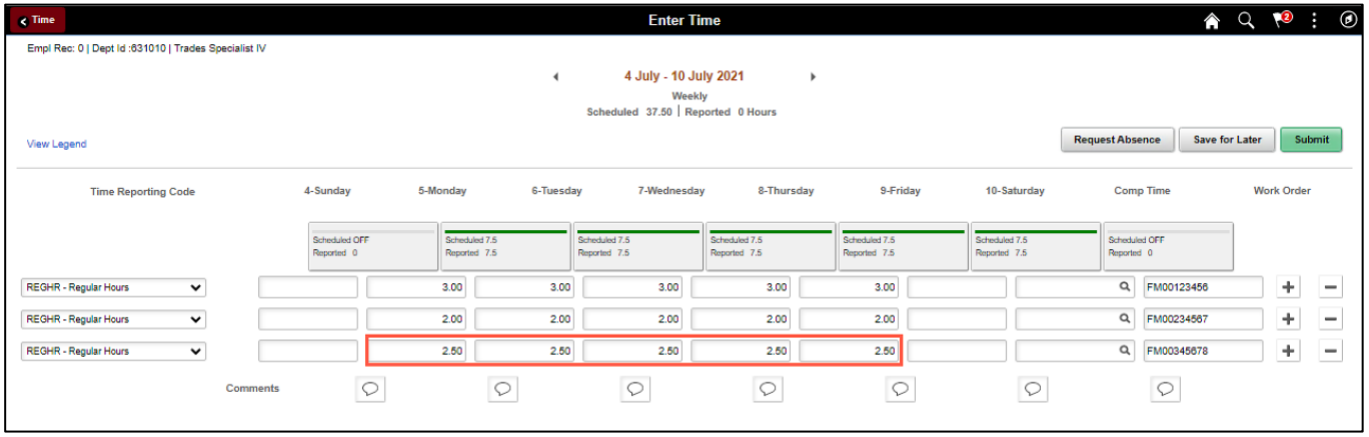
Step 20: Click the **+ (plus)** button to add an additional line for the third work order you worked that week.



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.

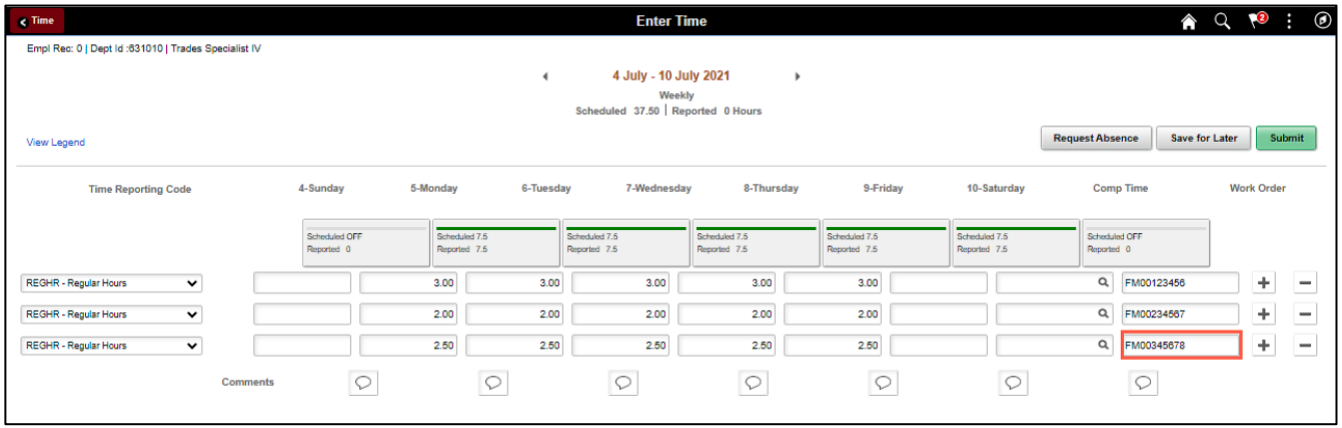
Step 22: Select **REGHR – Regular Hours.**

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

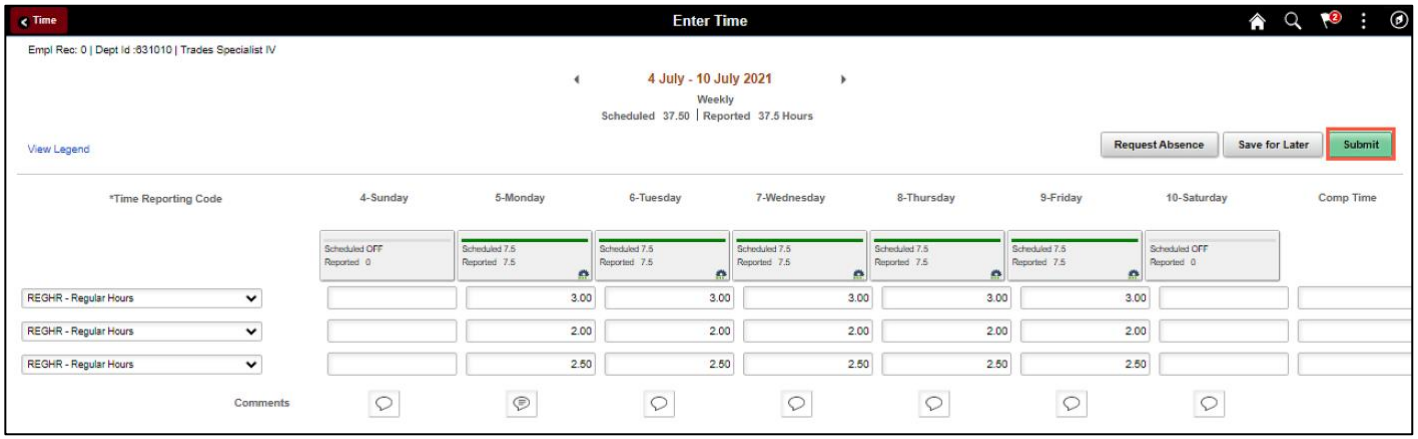


Step 24: Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the third line.

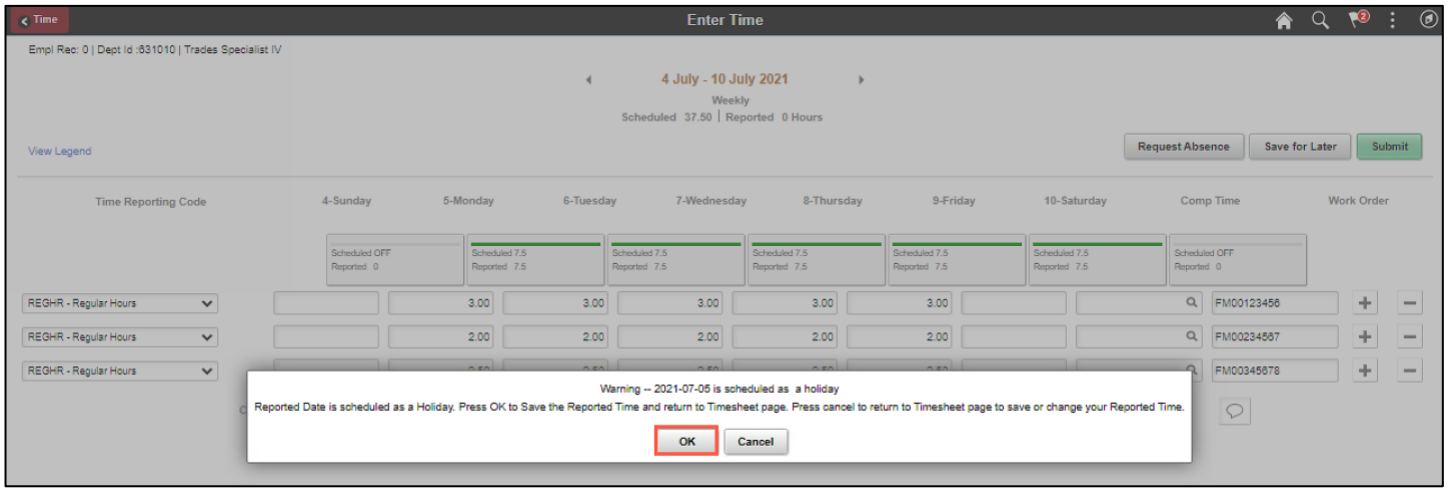
Note: If you need to enter hours for additional work orders, follow steps 20 through 24.



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



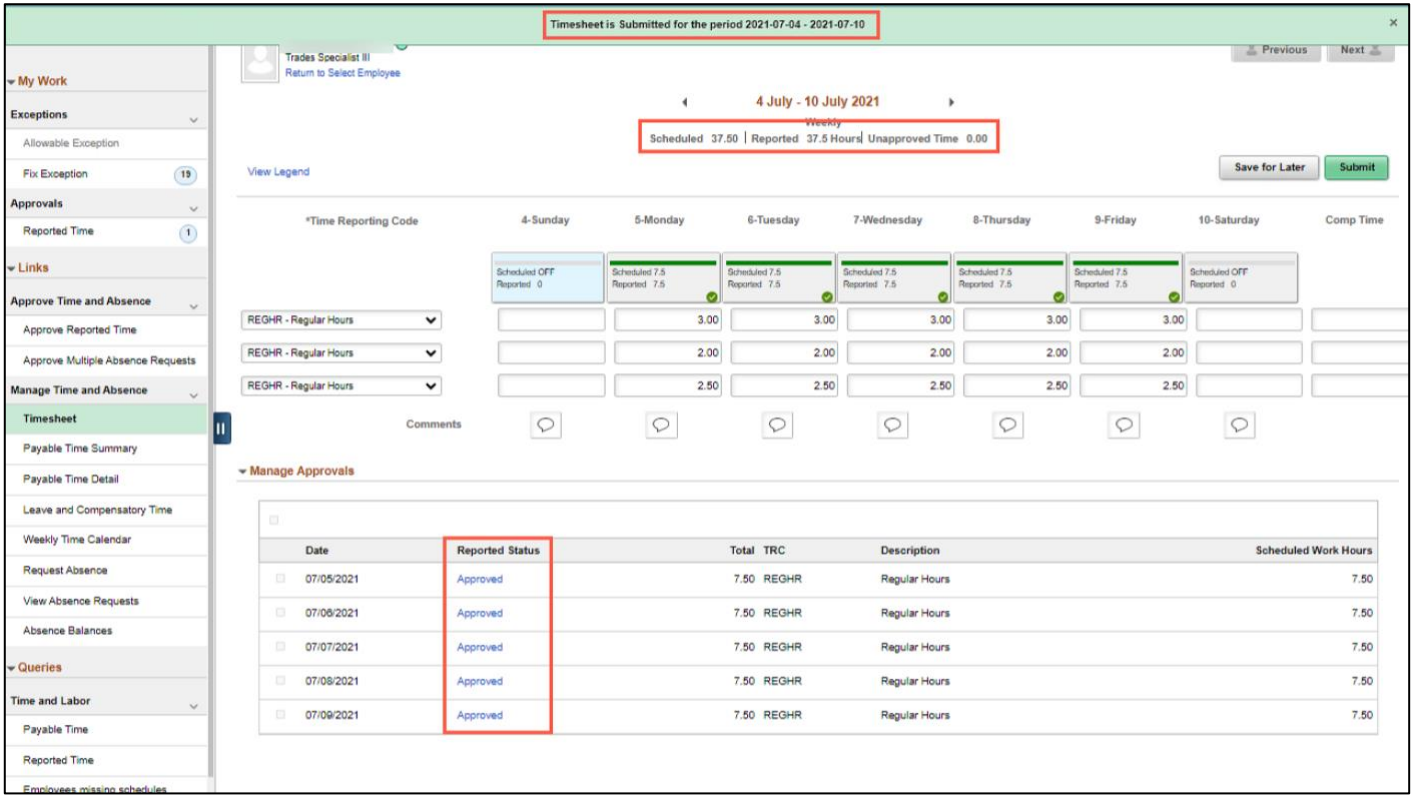
Step 23: When you enter time on a holiday, a warning message will appear informing you that the reported date is a holiday. Click the **OK** button to save the reported time and return to the timesheet.



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.



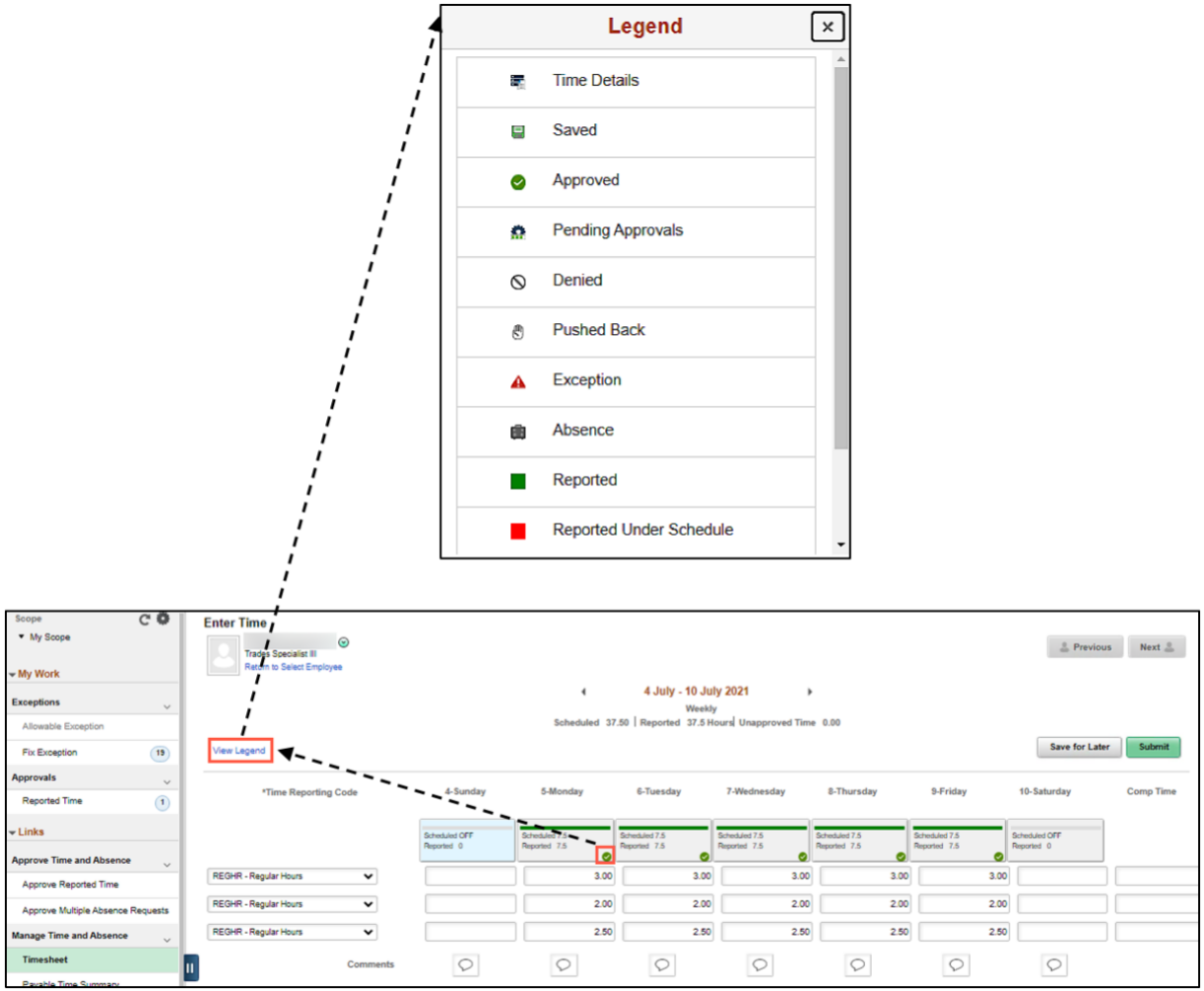
Step 25: When submitted, the **Pending Approvals** icon appears for the days' time is entered indicating the timesheet is waiting for approval. Click the **View Legend** link to view the legends used and a short description of each one.

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.