

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

How to earn holiday comp time a punch timesheet:

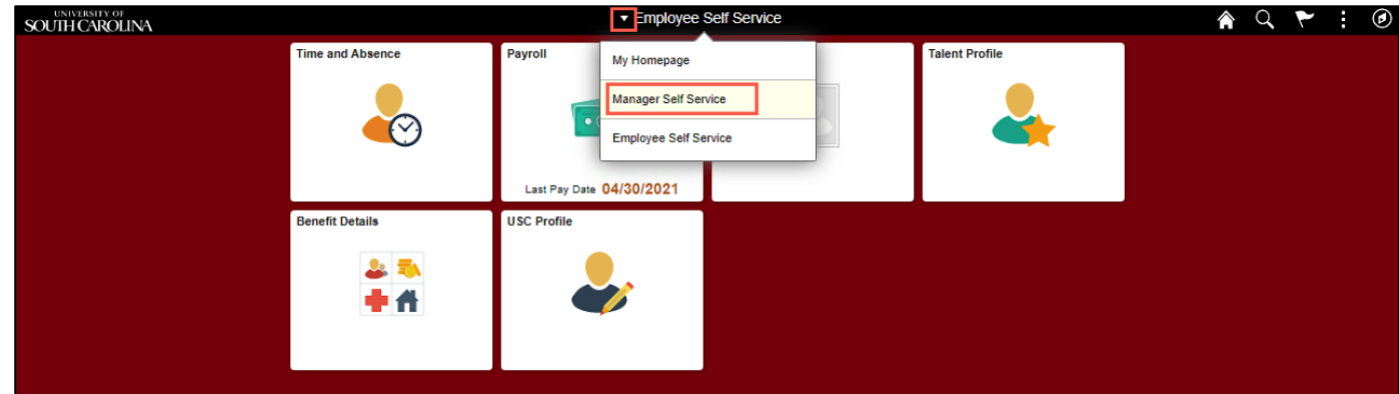
This job aid outlines how a manager can earn holiday comp time on a punch timesheet on behalf of an employee. A manager can search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

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

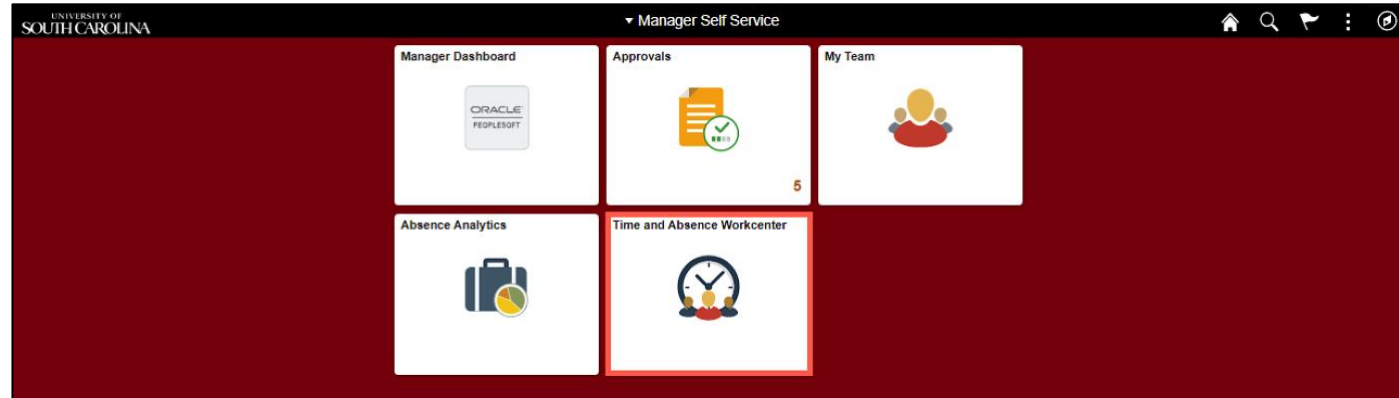
Processing Steps

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.



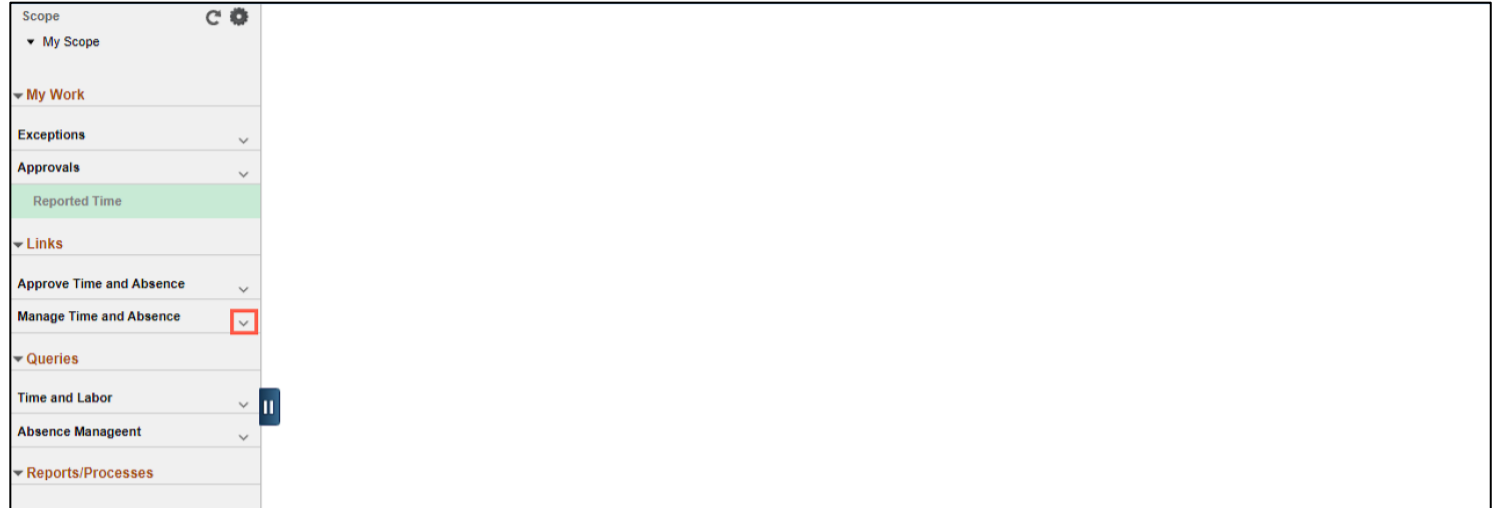
Step 2: Click the **Time and Absence Workcenter** tile.



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.

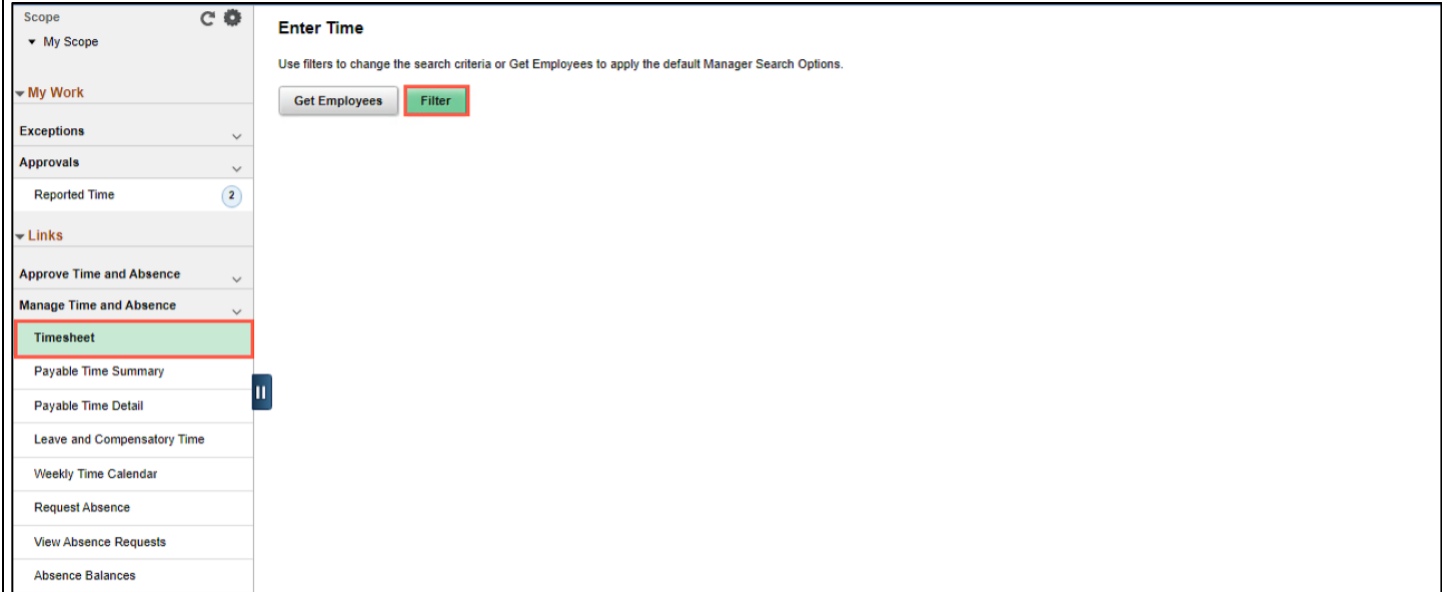
Step 3: Click the **Manage Time and Absence** drop-down arrow.



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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.

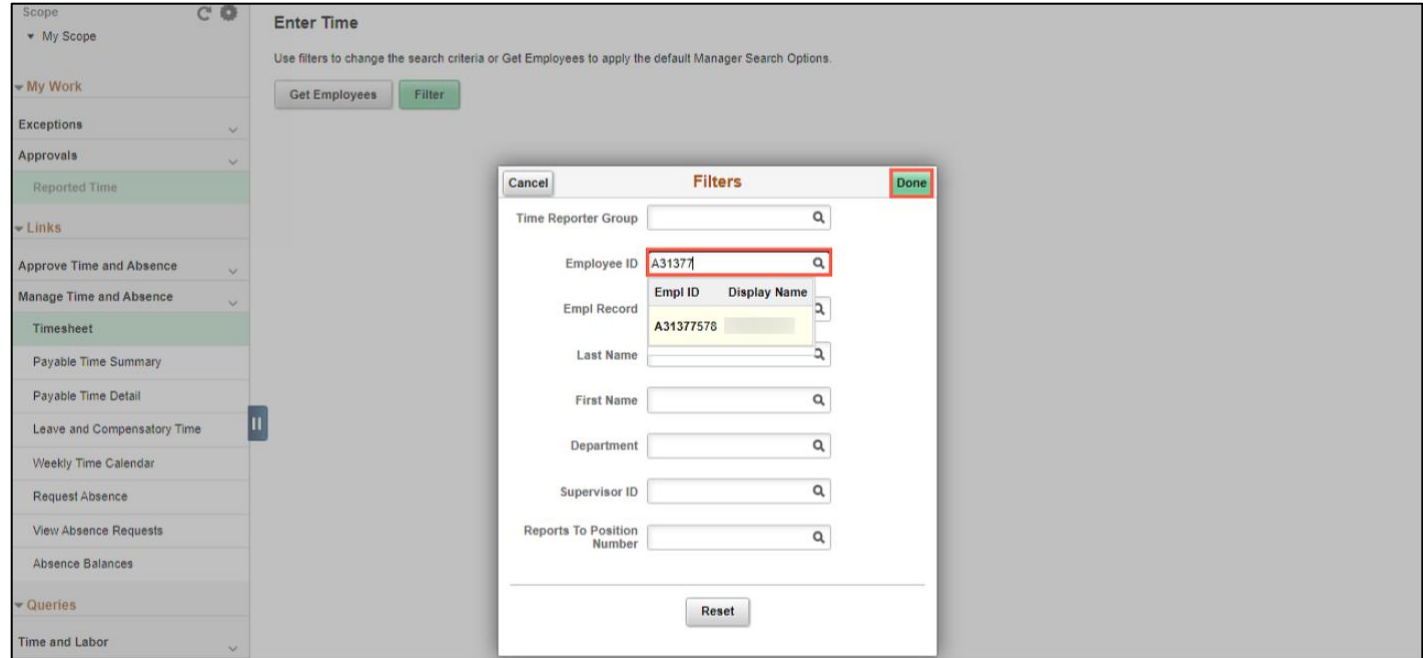


The screenshot displays the 'Enter Time' interface. On the left, a sidebar menu lists various options: Scope, My Scope, My Work, Exceptions, Approvals, Reported Time (with a '2' notification), Links, Approve Time and Absence, Manage Time and Absence, Timesheet (highlighted in green), Payable Time Summary, 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 includes a sub-header: 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this, there are two buttons: 'Get Employees' and 'Filter' (highlighted in red).

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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.

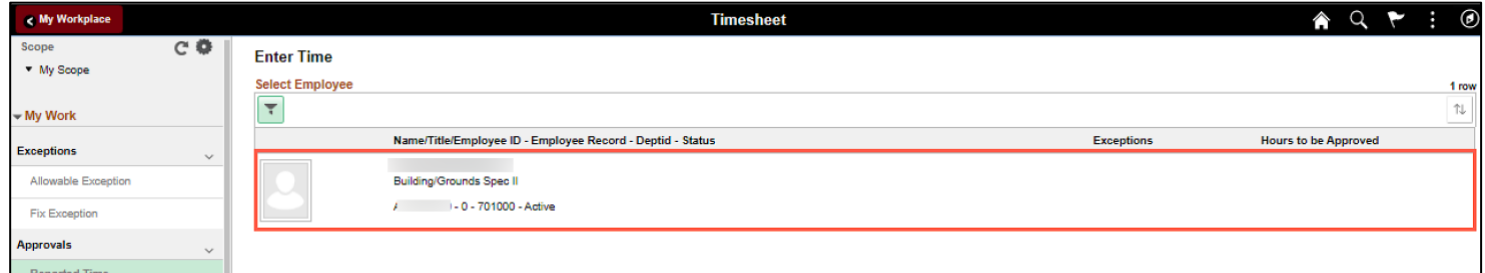


The screenshot shows the 'Enter Time' interface. On the left is a navigation menu with categories like 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Reported Time', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Timesheet', 'Payable Time Summary', 'Payable Time Detail', 'Leave and Compensatory Time', 'Weekly Time Calendar', 'Request Absence', 'View Absence Requests', 'Absence Balances', 'Queries', and 'Time and Labor'. The 'Timesheet' option is highlighted. The main 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 are 'Get Employees' and 'Filter' buttons. A 'Filters' modal is open, showing search criteria: 'Time Reporter Group', 'Employee ID' (with 'A31377' entered and highlighted in red), 'Empl Record' (with a table showing 'A31377576'), 'Last Name', 'First Name', 'Department', 'Supervisor ID', and 'Reports To Position Number'. A 'Reset' button is at the bottom of the modal.


Empl ID	Display Name
A31377576	

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



The screenshot shows a web application interface for 'Enter Time' within a 'Timesheet' context. On the left is a navigation sidebar with sections for 'Scope', 'My Work', 'Exceptions', and 'Approvals'. The main content area is titled 'Enter Time' and includes a 'Select Employee' dropdown. Below this is a table with the following structure:

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

The table indicates there is '1 row' and includes a sort icon. The selected row is highlighted with a red border.

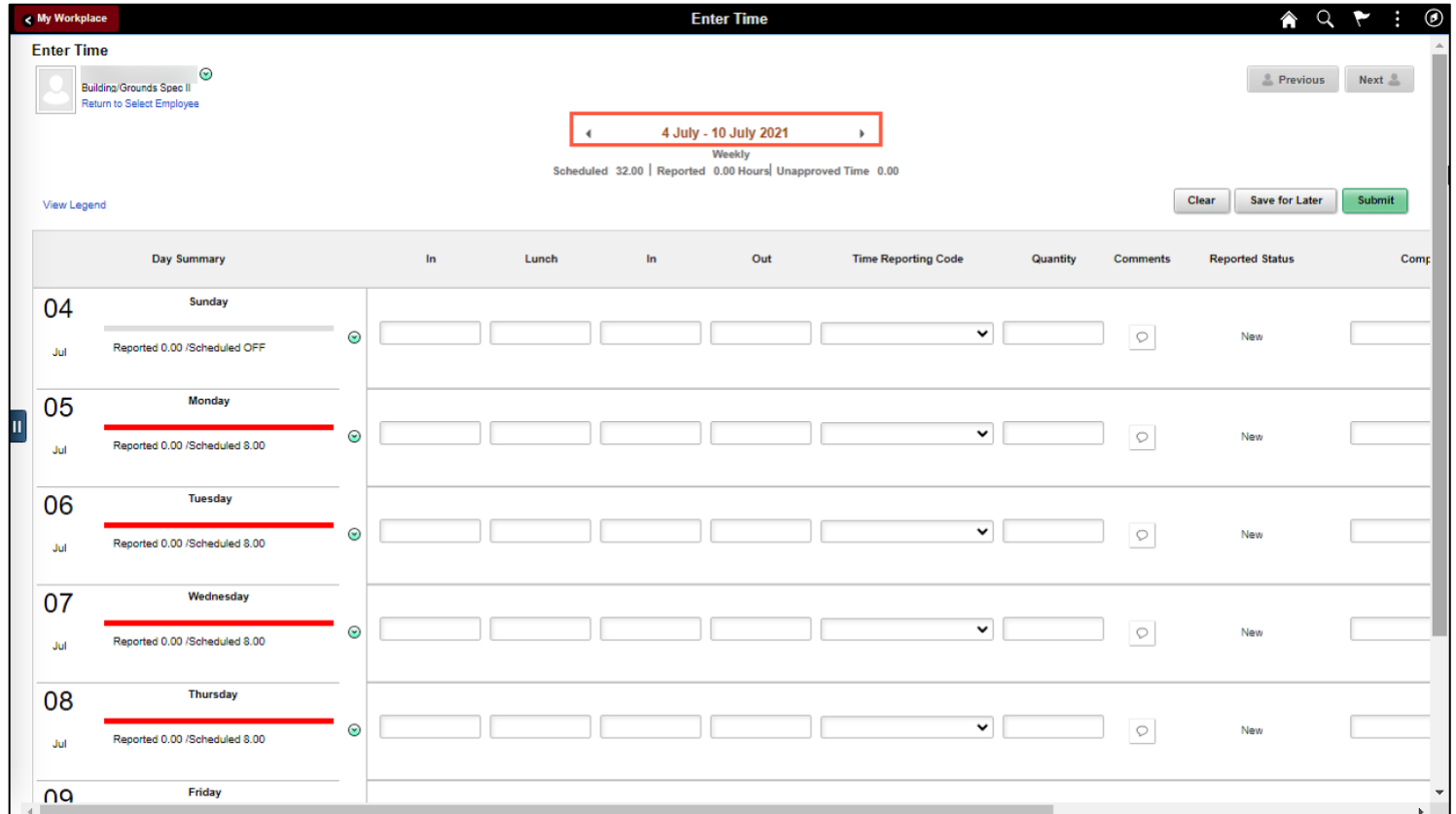
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A **Punch Timesheet** is used to create shifts that define specific work times. Punch shifts are defined by an In punch and the first subsequent instance of an Out punch. There can be other punches, such as lunch, between the In and Out punches.

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.



Enter Time

Building/Grounds Spec II
Return to Select Employee

4 July - 10 July 2021
Weekly
Scheduled 32.00 | Reported 0.00 Hours | Unapproved Time 0.00

View Legend

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp
04 Sunday Jul Reported 0.00 / Scheduled OFF								New	
05 Monday Jul Reported 0.00 / Scheduled 8.00								New	
06 Tuesday Jul Reported 0.00 / Scheduled 8.00								New	
07 Wednesday Jul Reported 0.00 / Scheduled 8.00								New	
08 Thursday Jul Reported 0.00 / Scheduled 8.00								New	
09 Friday									

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For this example, the employee worked regularly scheduled hours Monday, July 5, the Independence Day holiday for UofSC but forgot to enter their time worked and the week has now passed. As the manager, you can enter time on behalf of your direct reports.

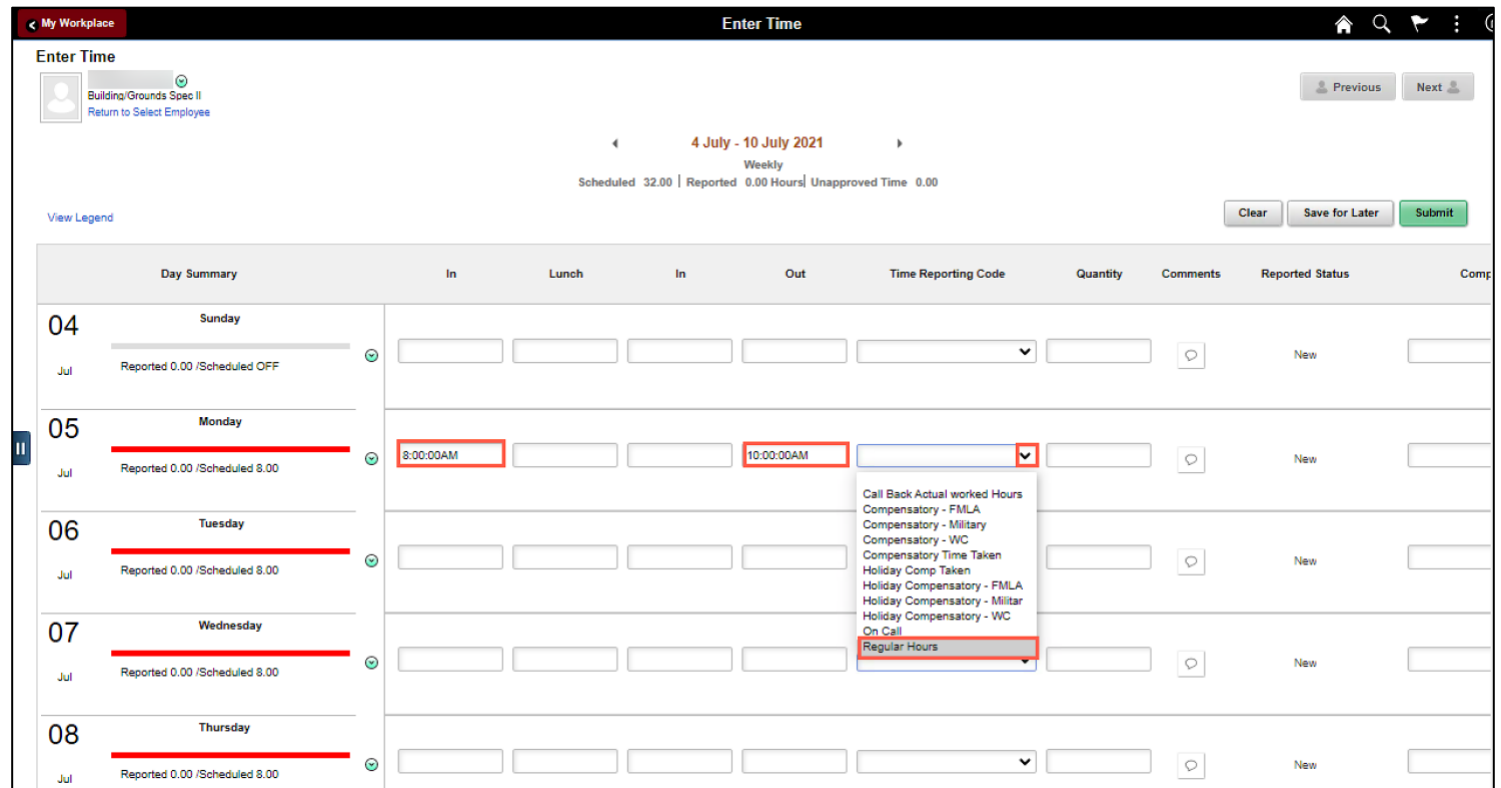
To add hours worked for multiple work orders, begin by adding the in and out times for the first line. In this example, an employee is working three work orders on Monday.

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**.

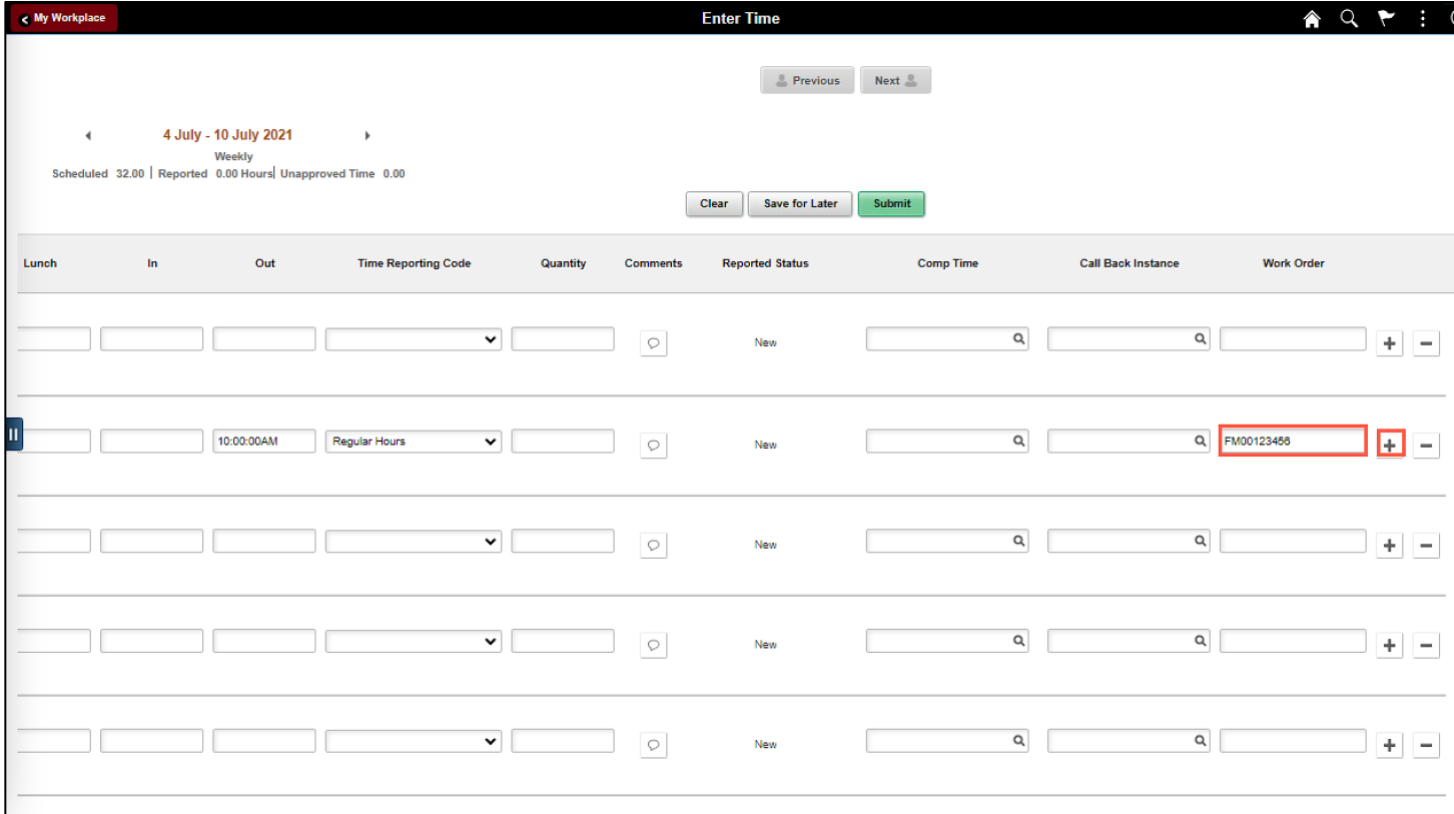


Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp
04 Sunday Jul Reported 0.00 /Scheduled OFF								New	
05 Monday Jul Reported 0.00 /Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			New	
06 Tuesday Jul Reported 0.00 /Scheduled 8.00								New	
07 Wednesday Jul Reported 0.00 /Scheduled 8.00								New	
08 Thursday 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.



Enter Time

Previous Next

4 July - 10 July 2021
Weekly
Scheduled 32.00 | Reported 0.00 Hours | Unapproved Time 0.00

Clear Save for Later Submit

Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time	Call Back Instance	Work Order
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/> + -
<input type="text"/>	<input type="text"/>	10:00:00AM	Regular Hours	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	FM00123456 + -
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/> + -
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/> + -
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/> + -

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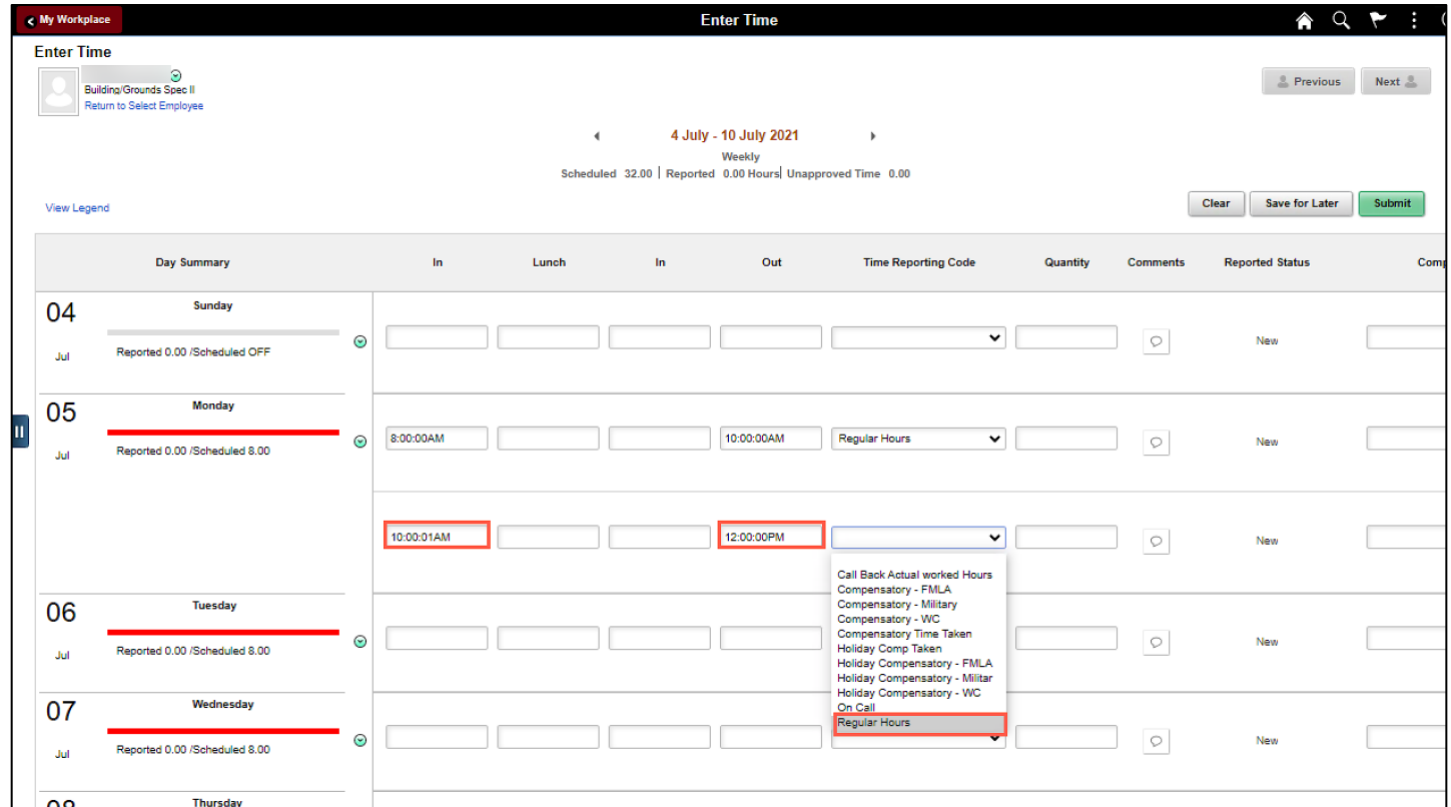
Step 15/Work Order Line #2: For the second work order, the employee started work at 10:00:01am and ended at their scheduled lunch time of 12:00pm. To enter this on the punch timesheet, enter **10:00:01am** in the **IN Time Entry** field and enter **12:00pm** in the **OUT Time Entry** field.

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

You can only have one TRC per line.

Step 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

4 July - 10 July 2021
Weekly
Scheduled 32.00 | Reported 0.00 Hours | Unapproved Time 0.00

View Legend

Clear Save for Later Submit

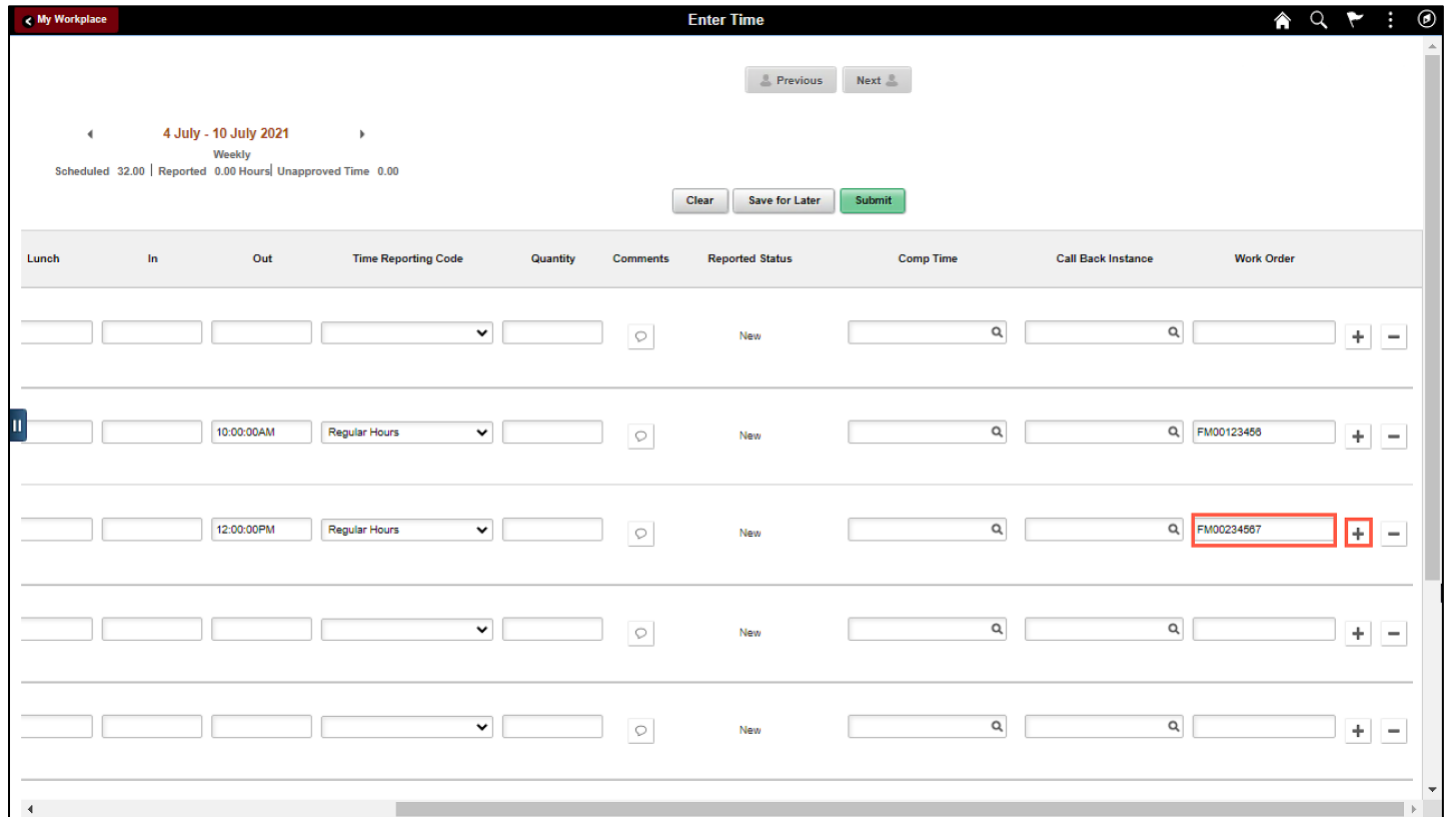
Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
04 Sunday Jul Reported 0.00 / Scheduled OFF								New
05 Monday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			New
06 Tuesday Jul Reported 0.00 / Scheduled 8.00	10:00:01AM			12:00:00PM				New
07 Wednesday Jul Reported 0.00 / Scheduled 8.00								New
08 Thursday								

- 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.



4 July - 10 July 2021
Weekly
Scheduled 32.00 | Reported 0.00 Hours | Unapproved Time 0.00

Lunch	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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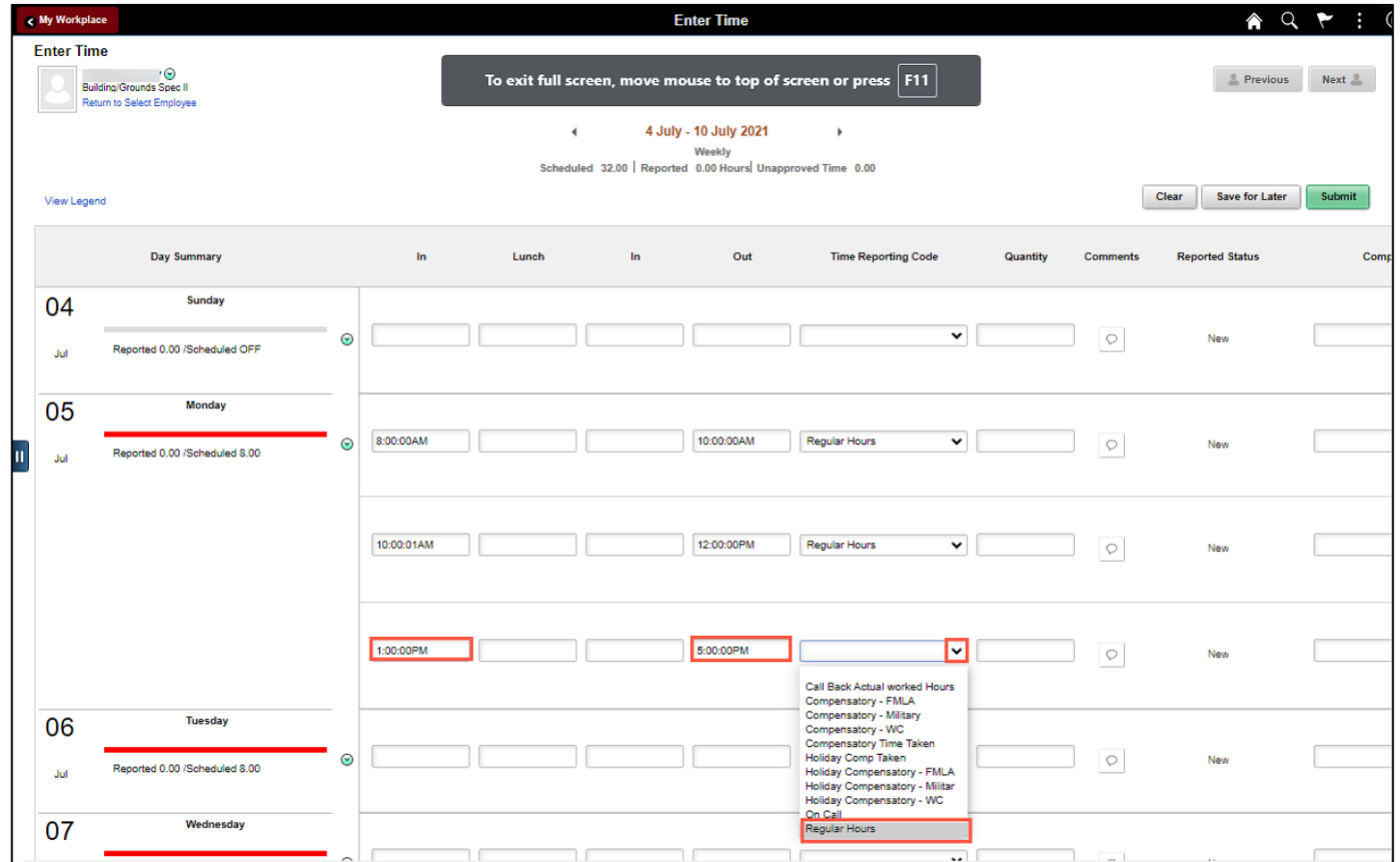
Step 20/Work Order Line #3: For the third work order, the employee came back from lunch 1:00pm and ended their workday at 5:00pm. To enter this on the punch timesheet, enter **1:00pm in the IN Time Entry field** and enter **5:00pm in the OUT Time Entry field**.

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**.



Enter Time

To exit full screen, move mouse to top of screen or press **F11**

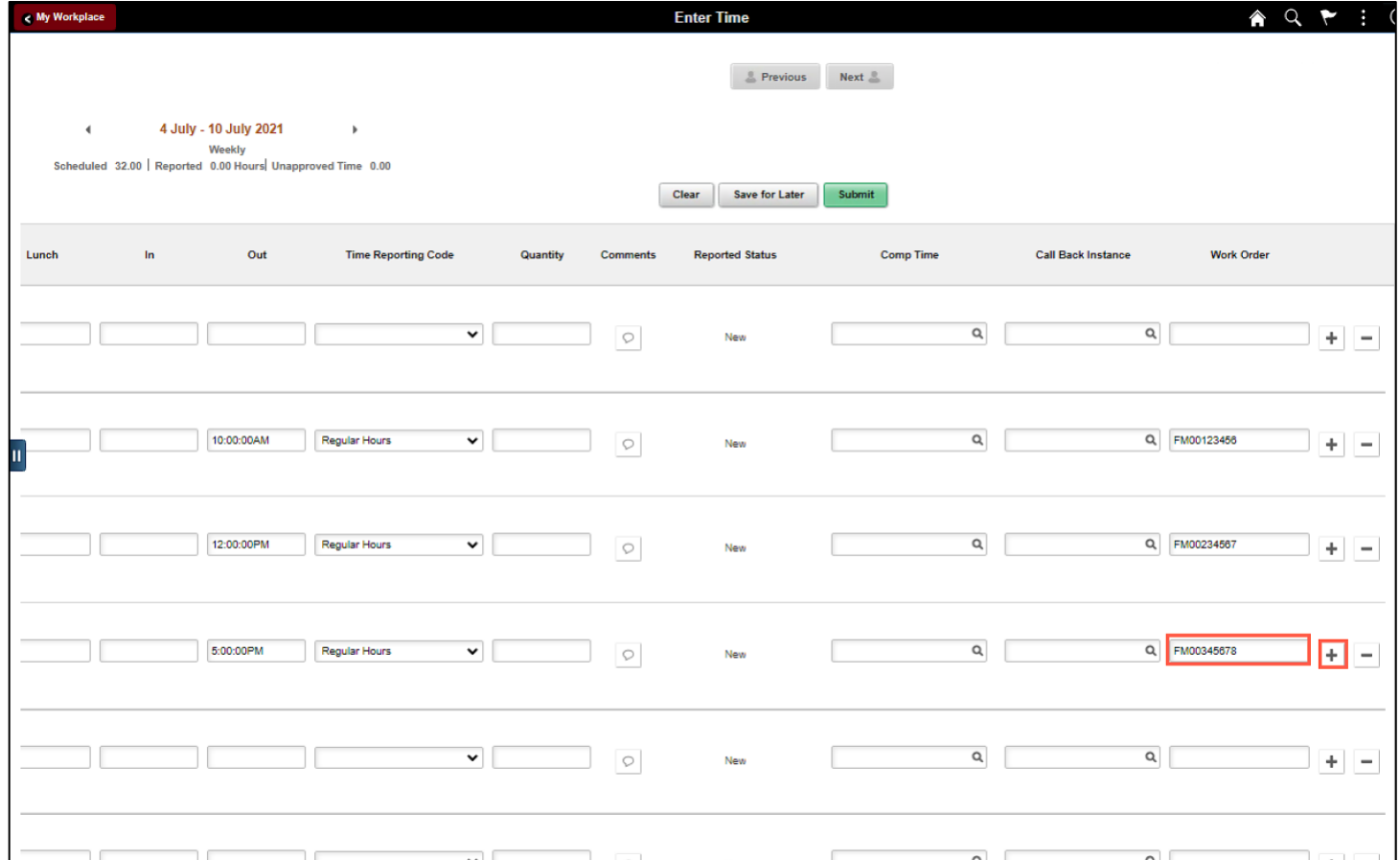
4 July - 10 July 2021
Weekly
Scheduled 32.00 | Reported 0.00 Hours | Unapproved Time 0.00

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp
04 Sunday Jul Reported 0.00 /Scheduled OFF								New	
05 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	
	1:00:00PM			5:00:00PM	Regular Hours			New	
06 Tuesday Jul Reported 0.00 /Scheduled 8.00								New	
07 Wednesday									

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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.

Use steps 15 through 19, if you need to add additional IN and OUT times because the employee worked with additional work orders that day.

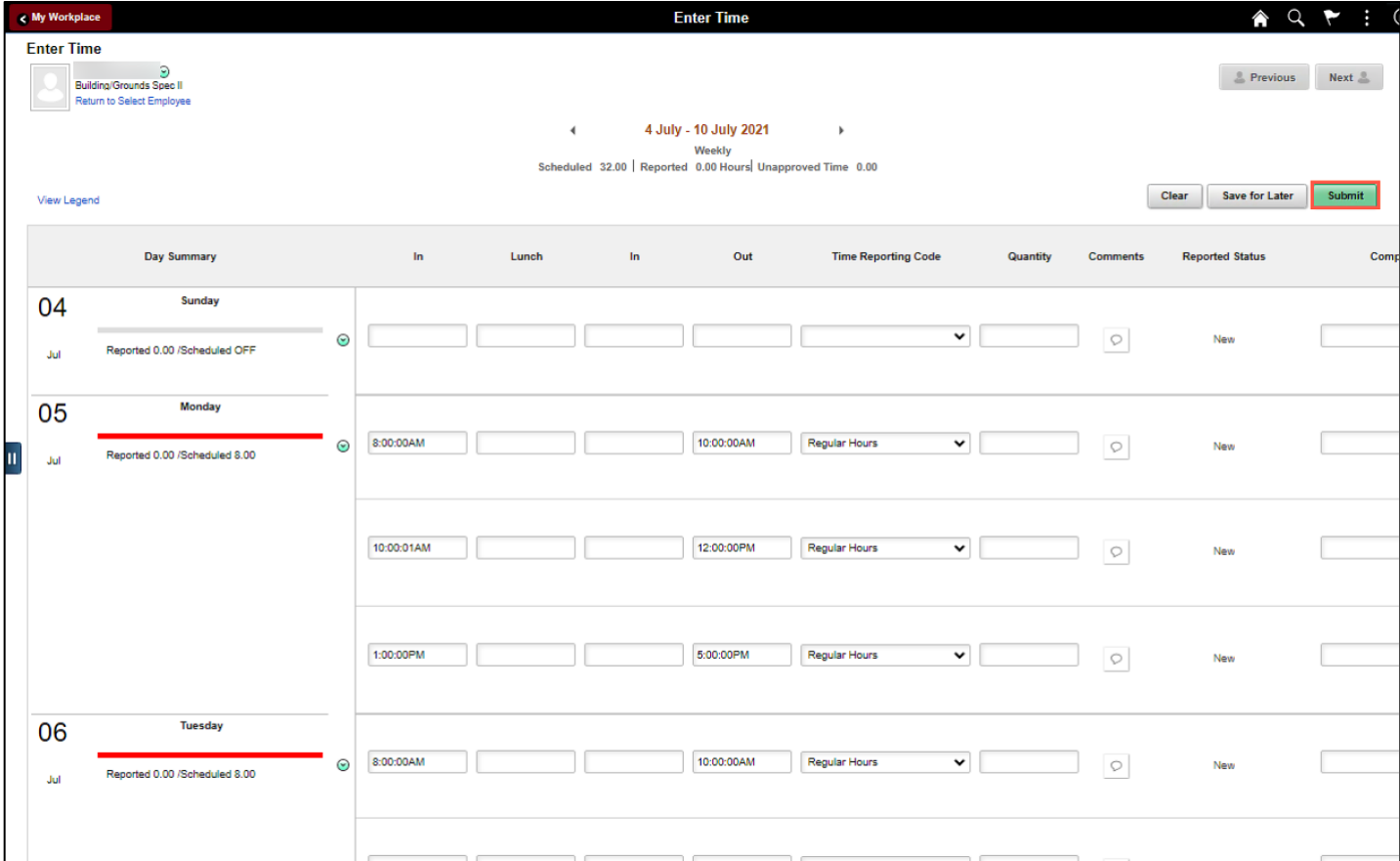


Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time	Call Back Instance	Work Order
						New			
		10:00:00AM	Regular Hours			New			FM00123456
		12:00:00PM	Regular Hours			New			FM00234567
		5:00:00PM	Regular Hours			New			FM00345678
						New			

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

Step 24: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.



Enter Time

Building/Grounds Spec II
Return to Select Employee

4 July - 10 July 2021
Weekly
Scheduled 32.00 | 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	Comp
04 Sunday Jul Reported 0.00 /Scheduled OFF								New	
05 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	
	1:00:00PM			5:00:00PM	Regular Hours			New	
06 Tuesday Jul Reported 0.00 /Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			New	

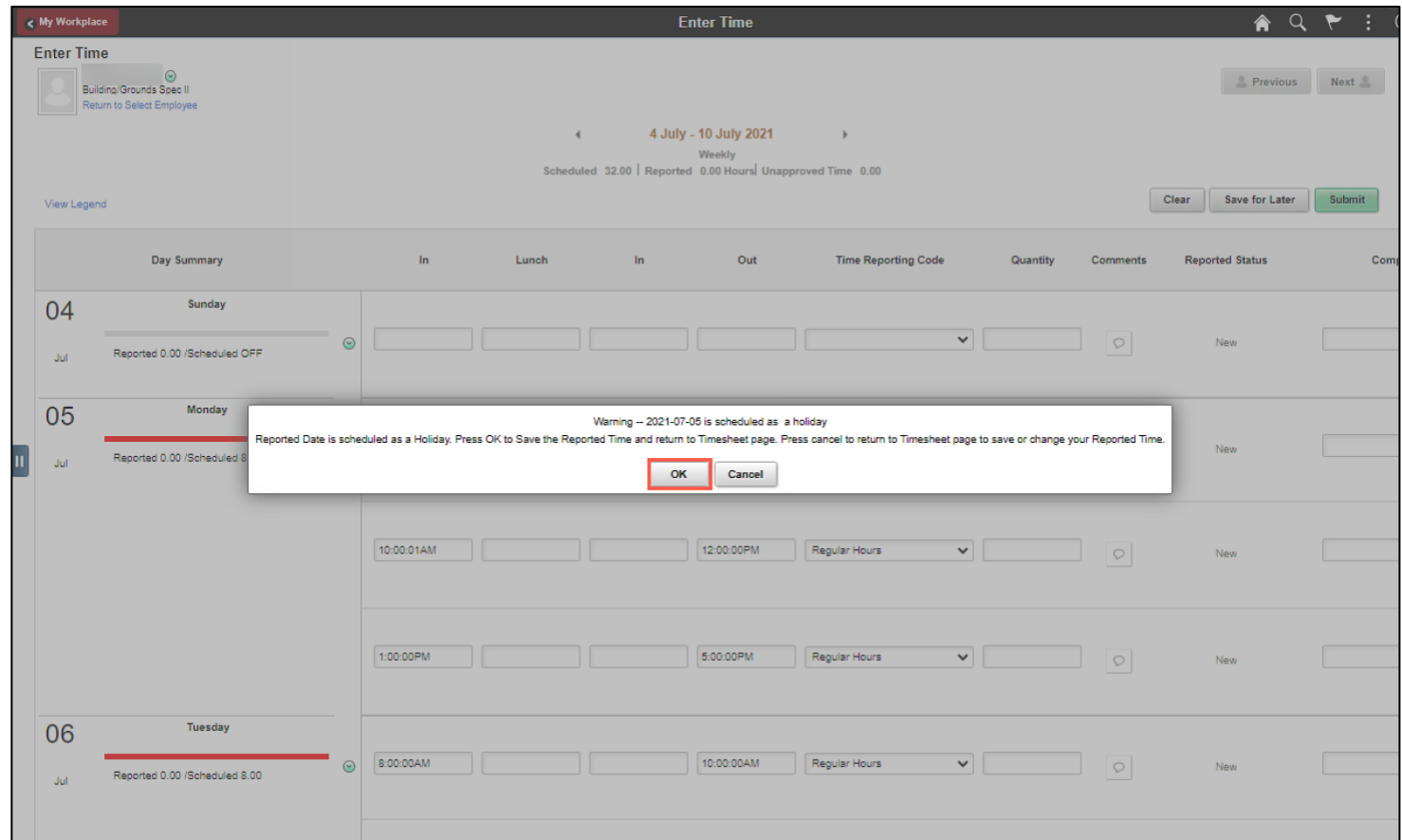
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Step 25: When you enter time on a holiday, a warning message will appear informing you that the reported date is a holiday. Click the **OK** button to save the reported time and return to the timesheet.

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.



The screenshot shows the 'Enter Time' interface for the week of July 4-10, 2021. A warning dialog box is displayed over the interface, stating: "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." The 'OK' button is highlighted with a red box.

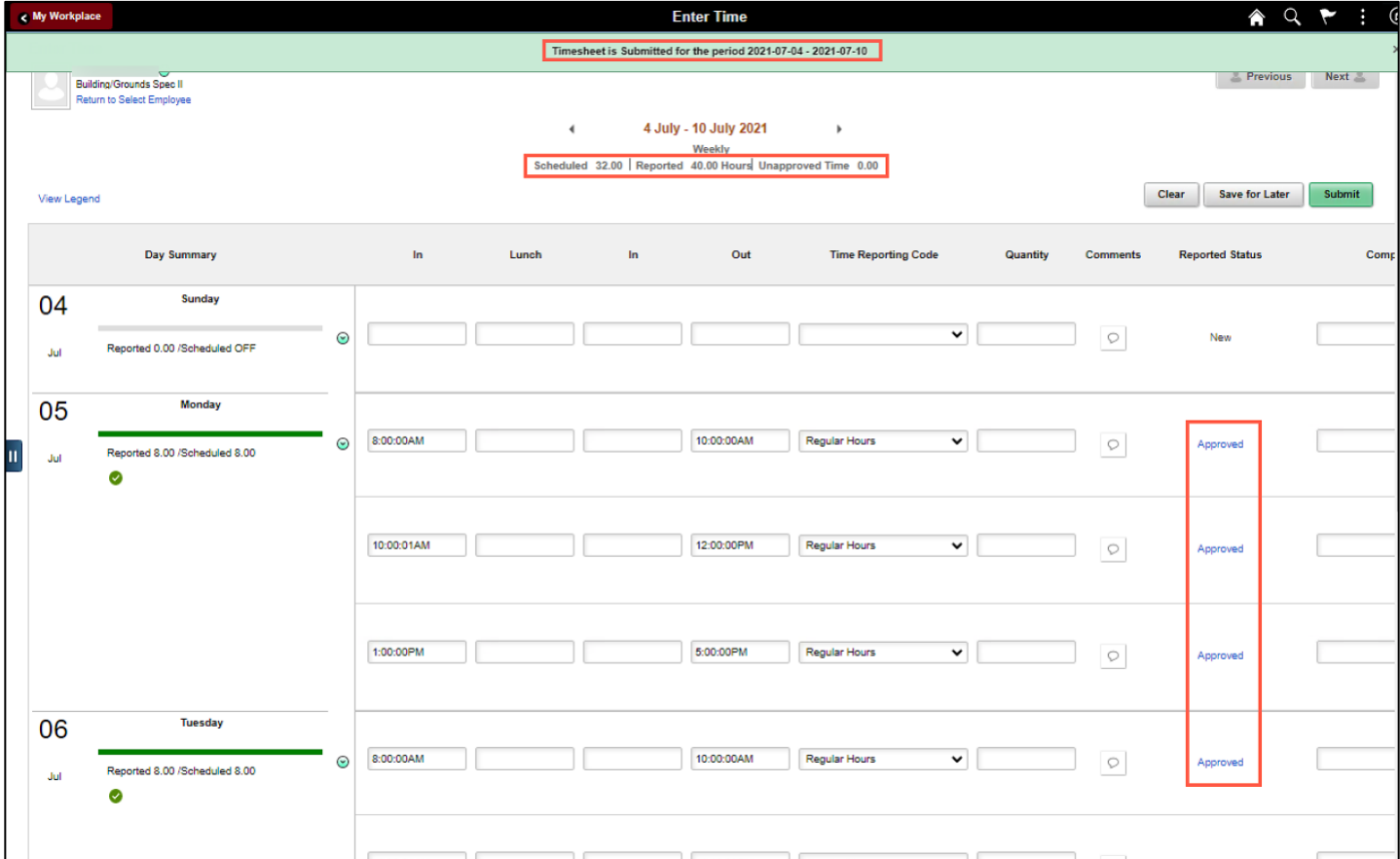
Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
04 Sunday								New
Jul Reported 0.00 / Scheduled OFF								
05 Monday								New
Jul Reported 0.00 / Scheduled 8.00								
	10:00:01AM			12:00:00PM	Regular Hours			New
	1:00:00PM			5:00:00PM	Regular Hours			New
06 Tuesday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

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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.

The Scheduled Hours show 32hrs, 40 hour work minus the holiday and the Reported hours show what the employee actually worked that worked to include the holiday.

Step 26: 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 2021-07-04 - 2021-07-10

4 July - 10 July 2021

Weekly
Scheduled 32.00 | Reported 40.00 Hours | Unapproved Time 0.00





View Legend

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

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Step 27: 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 holiday comp time on a timesheet on behalf of an employee.

Legend ✕

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

Enter Time

4 July - 10 July 2021
Weekly
Scheduled: 32.00 | Reported: 40.00 Hour | Unapproved Time: 0.00

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp
04 Sunday Jul Reported 0.00 (Scheduled OFF)								New	
05 Monday Jul Reported 0.00 (Scheduled 8.00)	8:00:00AM 10:00:01AM 1:00:00PM			10:00:00AM 12:00:00PM 5:00:00PM	Regular Hours Regular Hours Regular Hours	[] [] []		Approved Approved Approved	