

**University of South Carolina  
Time and Labor – MSS  
Earn Holiday Comp Time on a Timesheet on Behalf of  
Salary Non-Exempt Employee**

**How to earn holiday comp time on a timesheet on behalf of a salary non-exempt employee:**

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

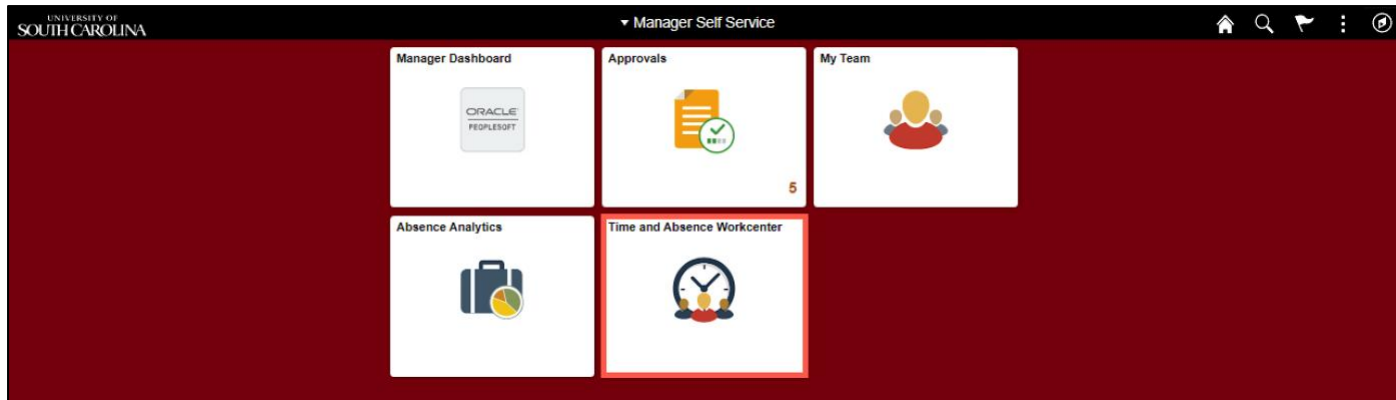
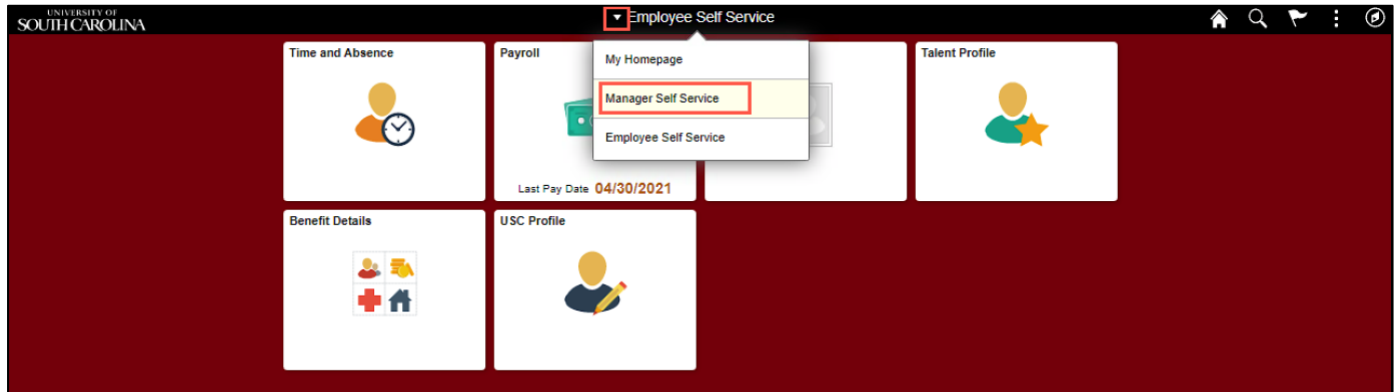
**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

**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**

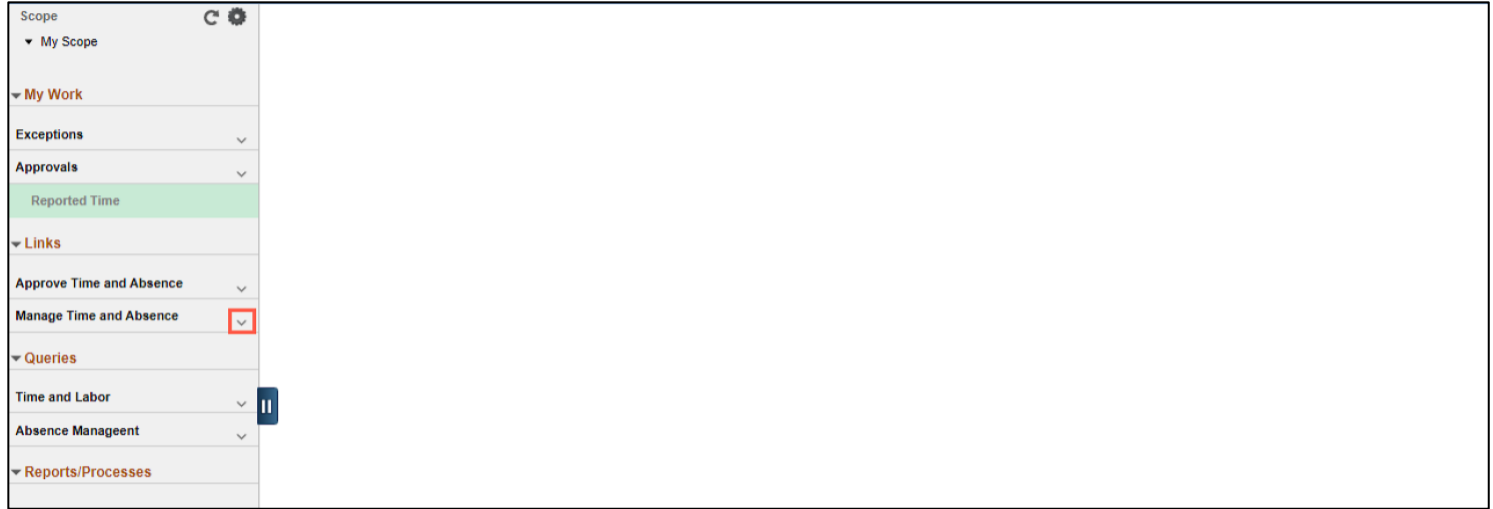


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**Time and Absence Work center** provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

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

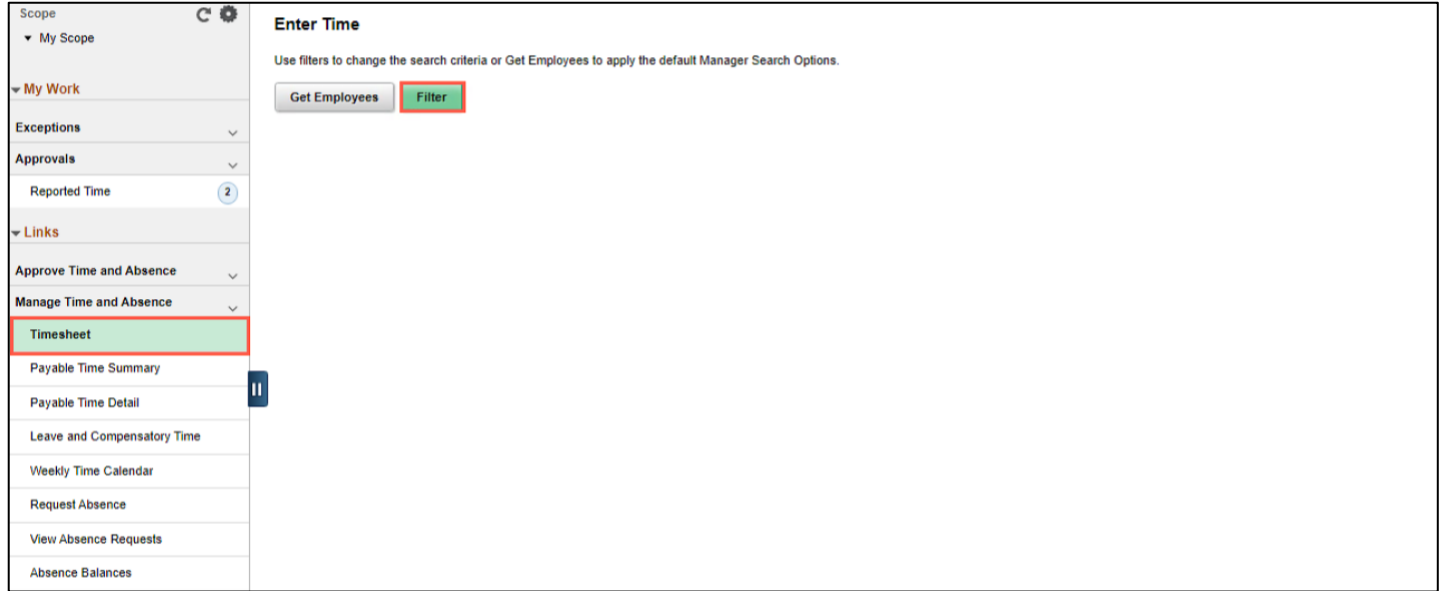
**Step 3:** Click the **Manage Time and Absence** drop-down arrow.



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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.

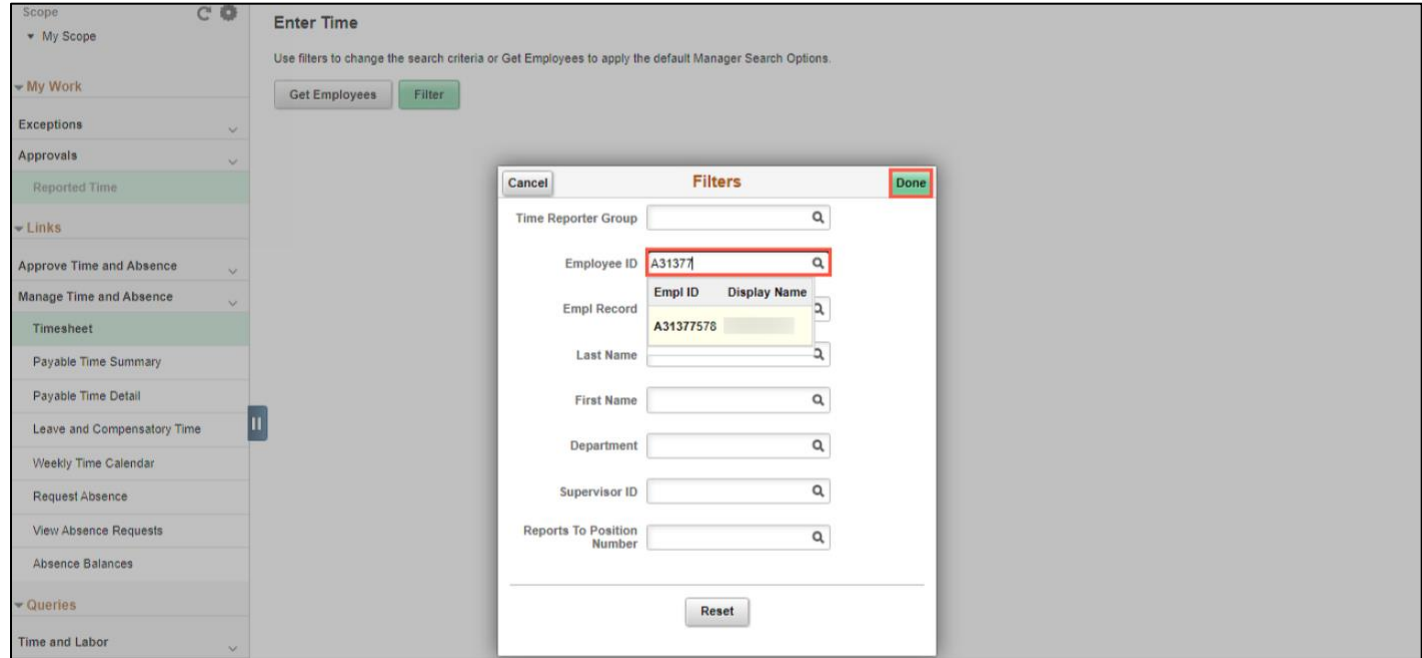


The screenshot displays the 'Enter Time' interface. On the left, a navigation sidebar lists various options: 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Reported Time', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Timesheet' (highlighted in green), 'Payable Time Summary', 'Payable 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 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 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 with a search filter modal open. The modal is titled 'Filters' and contains the following fields:

- Time Reporter Group:
- Employee ID:  (highlighted with a red box)
- Empl Record: 

Empl ID	Display Name
A31377578	
- Last Name:
- First Name:
- Department:
- Supervisor ID:
- Reports To Position Number:

Buttons: Cancel, Done, Filter, Get Employees, Reset.

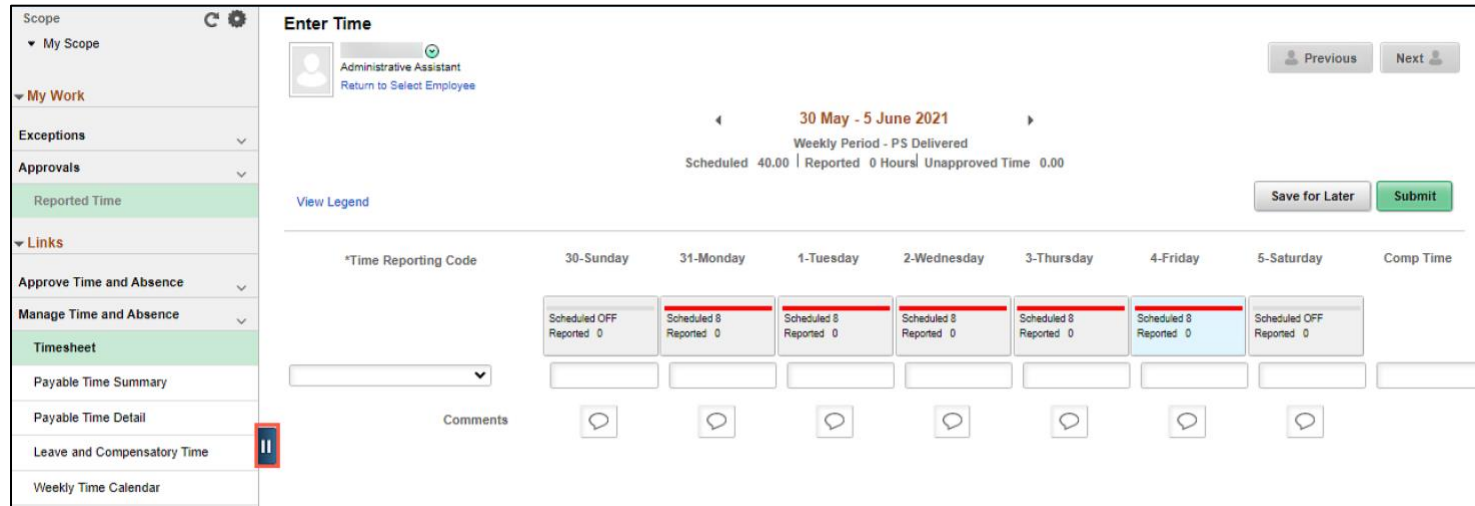
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**Step 8:** Click the **Employee Name/Tile** line to view the Enter Time page.



The screenshot shows the 'Enter Time' interface. On the left is a navigation menu with options like 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Reported Time', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', and 'Timesheet'. The main area is titled 'Enter Time' and includes a 'Select Employee' dropdown. Below it is a table with columns 'Name/Title', 'Exceptions', and 'Hours to be Approved'. A single row is visible, highlighted in yellow, with a profile icon and the text 'Administrative Assistant'.

**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 the 'Administrative Assistant'. It features a weekly calendar for the period '30 May - 5 June 2021'. The calendar shows 'Scheduled' hours for each day (30.00 for Sunday, 8.00 for Monday-Friday, and 0.00 for Saturday) and 'Reported' hours (all 0.00). A 'Comp Time' column is also present. The interface includes a 'View Legend' link, 'Save for Later' and 'Submit' buttons, and a 'Comments' section with input fields and icons for each day. A red box highlights the 'Expand Page' icon in the bottom right corner of the left navigation menu.

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In this scenario the salary non-exempt employee worked regularly scheduled hours on the university holiday 5/31/2021 for Memorial 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.

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

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



**Enter Time**

Administrative Assistant  
Return to Select Employee

30 May - 5 June 2021  
Weekly Period - PS Delivered  
Scheduled 40.00 | Reported 0 Hours | Unapproved Time 0.00

View Legend

Save for Later Submit

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	
CMPPM - Compensatory - FMLA CMPML - Compensatory - Military CMPPT - Compensatory Time Taken CMPWC - Compensatory - WC HCTK - Holiday Comp Taken HCTKF - Holiday Compensatory - FMLA HCTKM - Holiday Compensatory - Militar HCTKW - Holiday Compensatory - WC HZRDS - Hazardous Weather <b>REGHR - Regular Hours</b>								

## University of South Carolina Time and Labor – MSS Earn Holiday Comp Time on a Timesheet on Behalf of Salary Non-Exempt Employee

**Step 13:** Click in the **Time Entry** field and enter hours worked for each day. For this example, enter hours worked on May 31, the Memorial Day holiday for UofSC.

**Enter Time**

Administrative Assistant  
[Return to Select Employee](#)

Previous Next

30 May - 5 June 2021  
Weekly Period - PS Delivered  
Scheduled 40.00 | Reported 0 Hours | Unapproved Time 0.00

[View Legend](#) Save for Later Submit

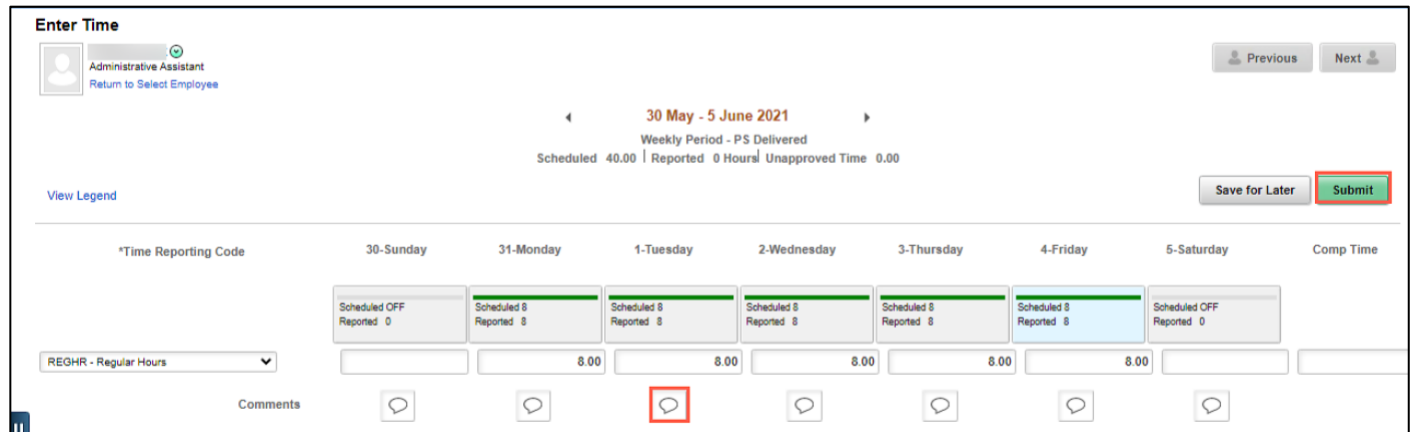
*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 0	
REGHR - Regular Hours		8.00	8.00	8.00	8.00	8.00		
Comments								

## University of South Carolina Time and Labor – MSS Earn Holiday Comp Time on a Timesheet on Behalf of Salary Non-Exempt Employee

**Step 14/Optional:** Click the **Comment** icon to add additional information.

**Step 15:** Click the **Submit** button to submit the timesheet for approval.

**Step 16:** 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.



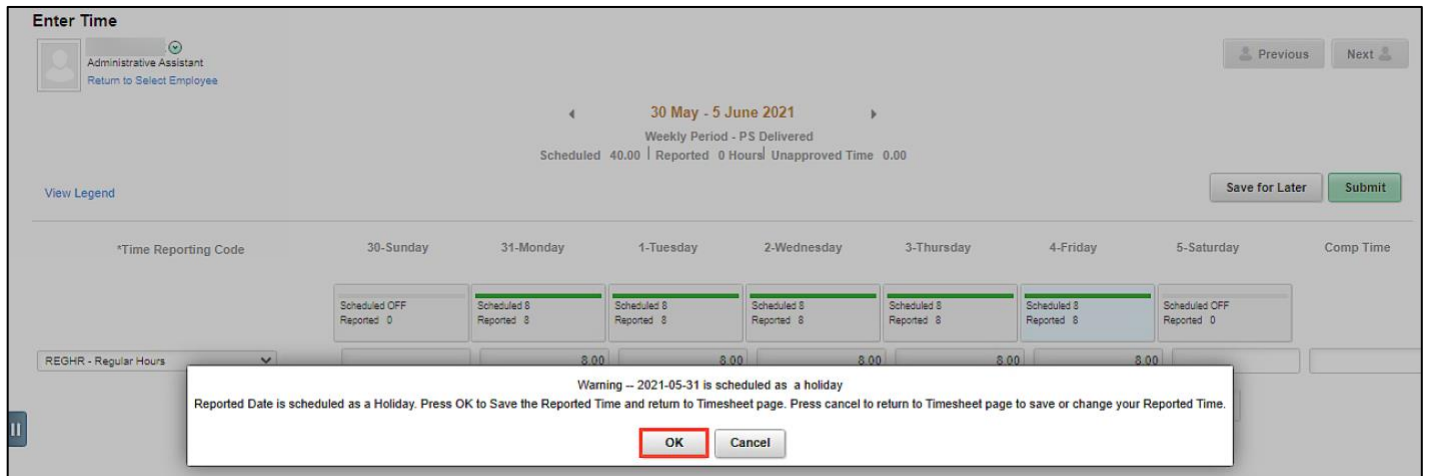
**Enter Time**

Administrative Assistant  
Return to Select Employee

30 May - 5 June 2021  
Weekly Period - PS Delivered  
Scheduled 40.00 | Reported 0 Hours | Unapproved Time 0.00

Save for Later **Submit**

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
REGHR - Regular Hours	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 0	
		8.00	8.00	8.00	8.00	8.00		
Comments								



**Enter Time**

Administrative Assistant  
Return to Select Employee

30 May - 5 June 2021  
Weekly Period - PS Delivered  
Scheduled 40.00 | Reported 0 Hours | Unapproved Time 0.00

Save for Later **Submit**

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
REGHR - Regular Hours	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 0	
		8.00	8.00	8.00	8.00	8.00		

Warning -- 2021-05-31 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



## University of South Carolina Time and Labor – MSS Earn Holiday Comp Time on a Timesheet on Behalf of Salary Non-Exempt Employee

**Step 17:** 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.

Timesheet is Submitted for the period 2021-05-30 - 2021-06-05



Administrative Assistant  
[Return to Select Employee](#)

Previous Next

**30 May - 5 June 2021**

Weekly Period - PS Delivered  
Scheduled 40.00 | Reported 40 Hours | Unapproved Time 0.00

Save for Later Submit

**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**
- Time and Labor
- Absence Management
- Reports/Processes**

[View Legend](#)

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 0	
REGHR - Regular Hours		8.00	8.00	8.00	8.00	8.00		
Comments								

**Manage Approvals**

Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
05/31/2021	Approved	8.00	REGHR	Regular Hours	8.00
06/01/2021	Approved	8.00	REGHR	Regular Hours	8.00
06/02/2021	Approved	8.00	REGHR	Regular Hours	8.00
06/03/2021	Approved	8.00	REGHR	Regular Hours	8.00
06/04/2021	Approved	8.00	REGHR	Regular Hours	8.00


## University of South Carolina Time and Labor – MSS Earn Holiday Comp Time on a Timesheet on Behalf of Salary Non-Exempt Employee

**Step 18:** 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.

Scope

- ▼ 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
- Time and Labor
- Absence Management
- ▼ Reports/Processes

### Enter Time

  
 Administrative Assistant  
[Return to Select Employee](#)

Previous Next

◀ **30 May - 5 June 2021** ▶  
 Weekly Period - PS Delivered  
 Scheduled 40.00 | Reported 40 Hour | Unapproved Time 0.00

Save for Later Submit

[View Legend](#)

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
REGHR - Regular Hours	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 0	
		8.00	8.00	8.00	8.00	8.00		
Comments								





▼ Manage Approvals

Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
05/31/2021	Approved	8.00	REGHR	Regular Hours	0.00
06/01/2021	Approved	8.00	REGHR	Regular Hours	8.00
06/02/2021	Approved	8.00	REGHR	Regular Hours	8.00
06/03/2021	Approved	8.00	REGHR	Regular Hours	8.00
06/04/2021	Approved	8.00	REGHR	Regular Hours	8.00

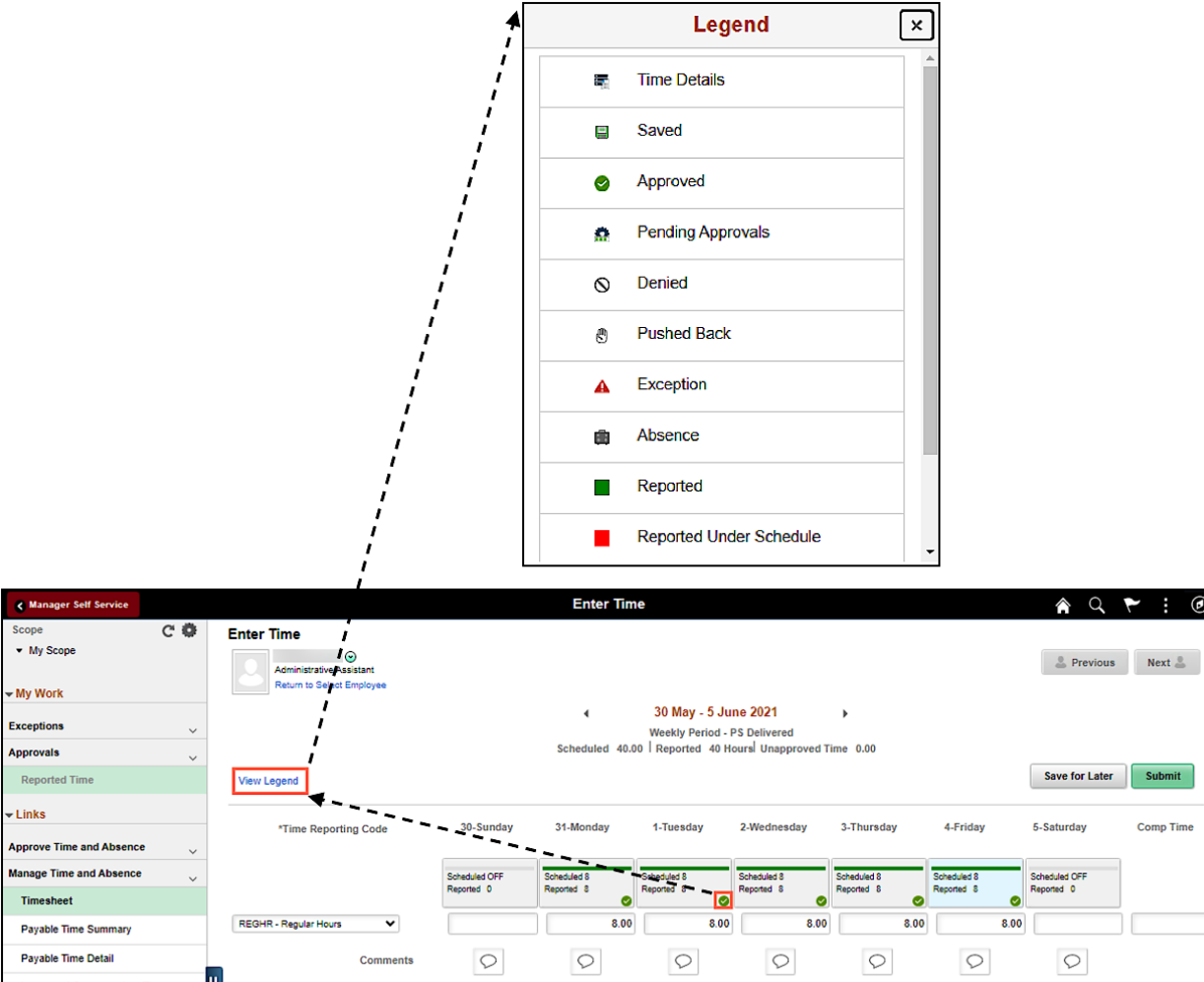
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**Step 19:** When submitted, the **Approved** icon appears for the days' time is entered indicating the timesheet is approved. Click the **View Legend** link to view the legends used and a short description of each one.











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 a salary non-exempt employee.



Legend

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

Enter Time

30 May - 5 June 2021

Weekly Period - PS Delivered  
Scheduled 40.00 | Reported 40 Hour Unapproved Time 0.00

Save for Later Submit

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 0	
REGHR - Regular Hours		8.00	8.00	8.00	8.00	8.00		
Comments								