

University of South Carolina
Time and Labor – TL/ABS Approver
Request Holiday Comp Payout on a Punch Timesheet on Behalf of an Employee

How to request holiday comp payout on a punch timesheet:

This job aid outlines how a TL/ABS Approver can request holiday comp payout on behalf of an employee instead of adding the hours to their holiday comp balance. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

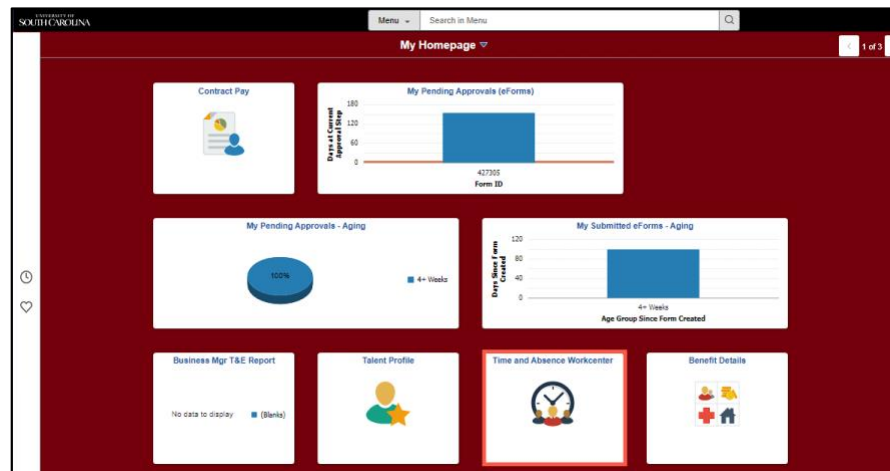
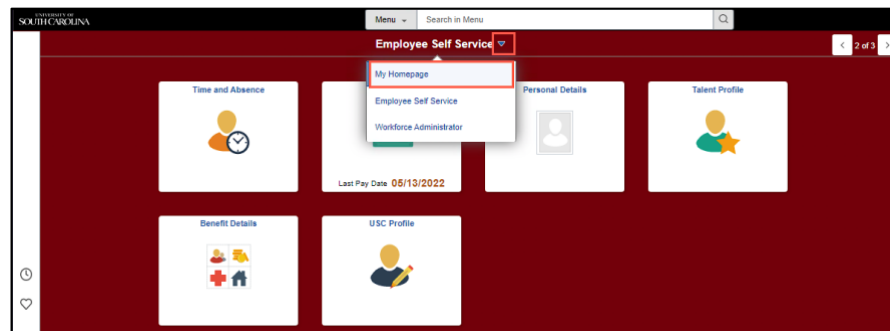
Navigation: Employee Self Service > My Workplace/My Homepage > Time and Absence Workcenter

Processing Steps

Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **My Workplace/My Homepage** from the list.

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

Screenshots

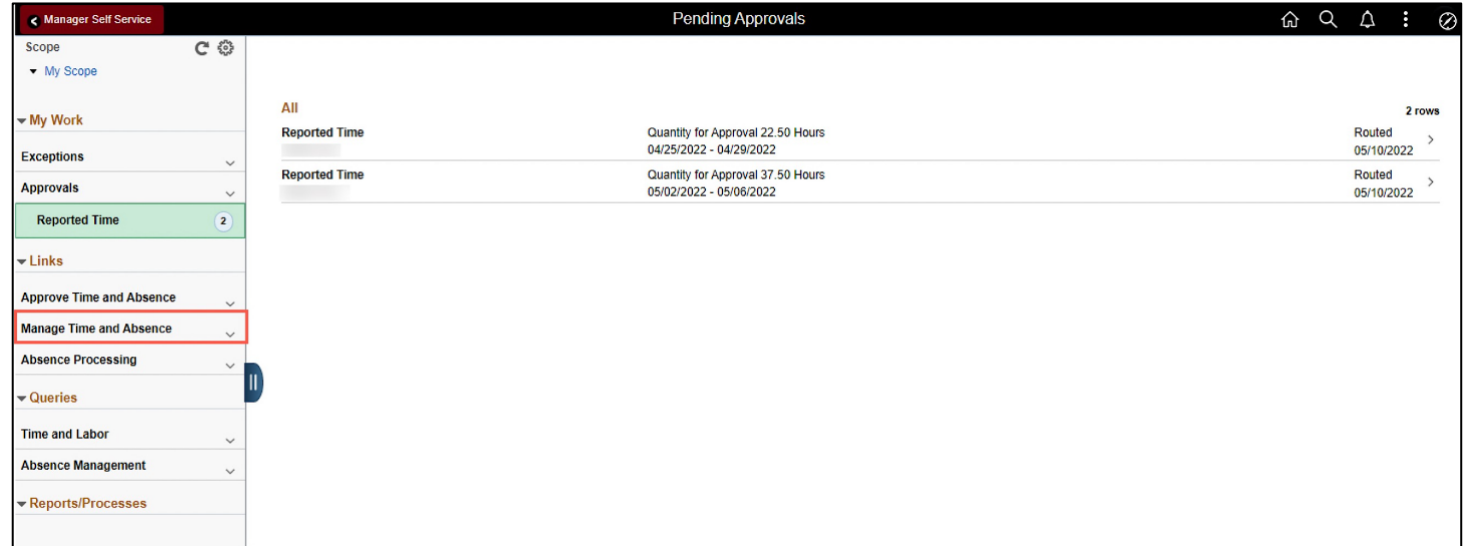


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Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers to access various pages and keep multiple windows open while doing their daily work.

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.

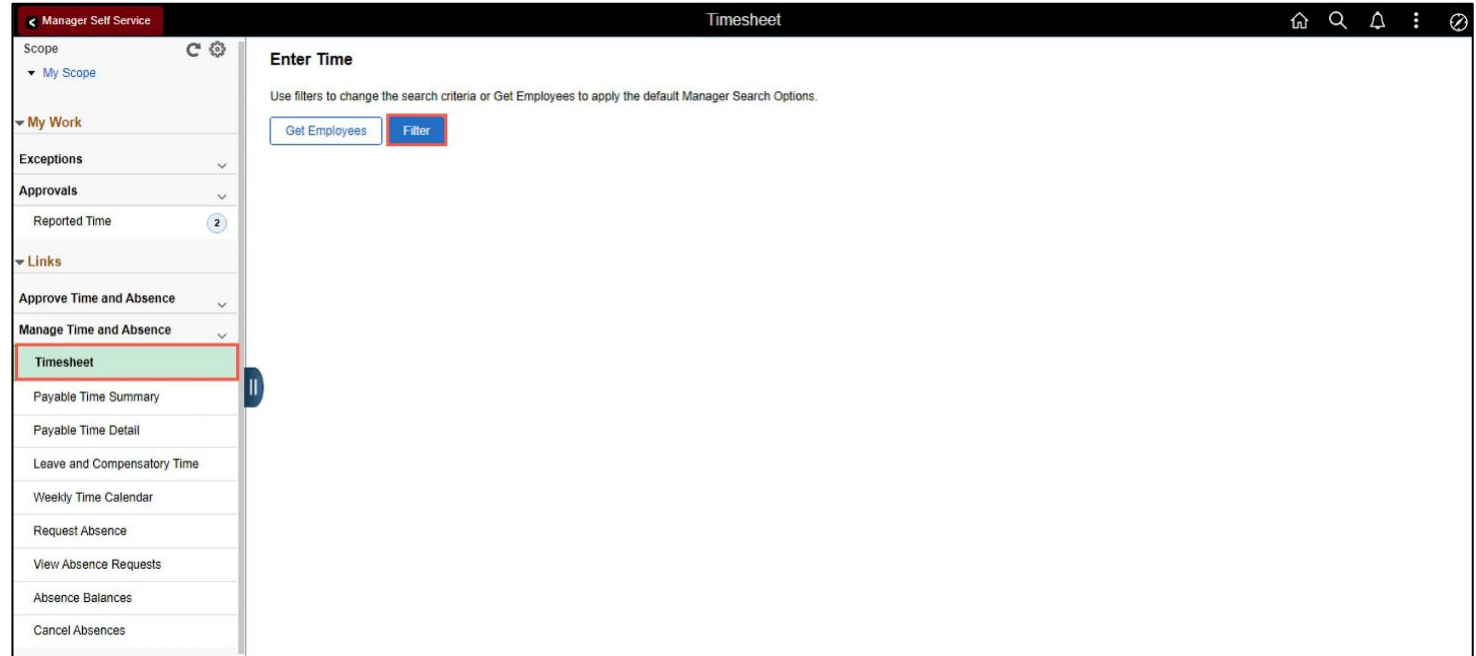


Pending Approvals			
2 rows			
Reported Time	Quantity for Approval 22.50 Hours	04/25/2022 - 04/29/2022	Routed 05/10/2022 >
Reported Time	Quantity for Approval 37.50 Hours	05/02/2022 - 05/06/2022	Routed 05/10/2022 >

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

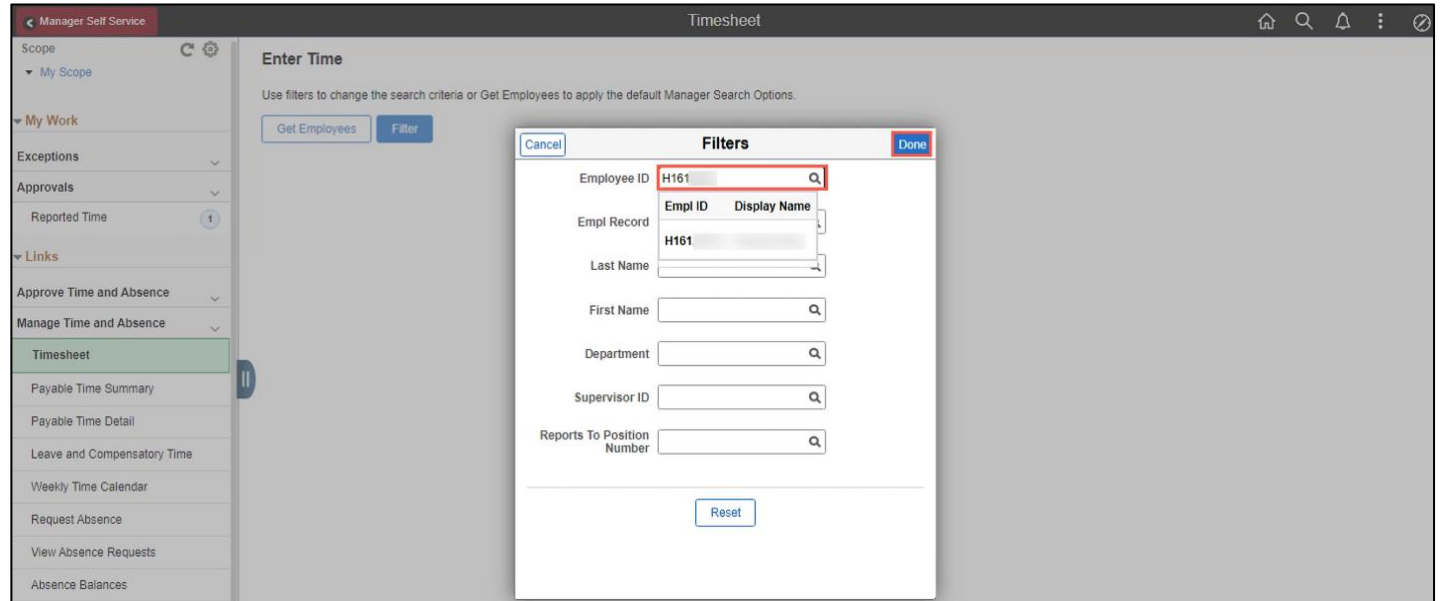
Step 5: To enter time for a specific employee, begin by clicking the **Filter** button.



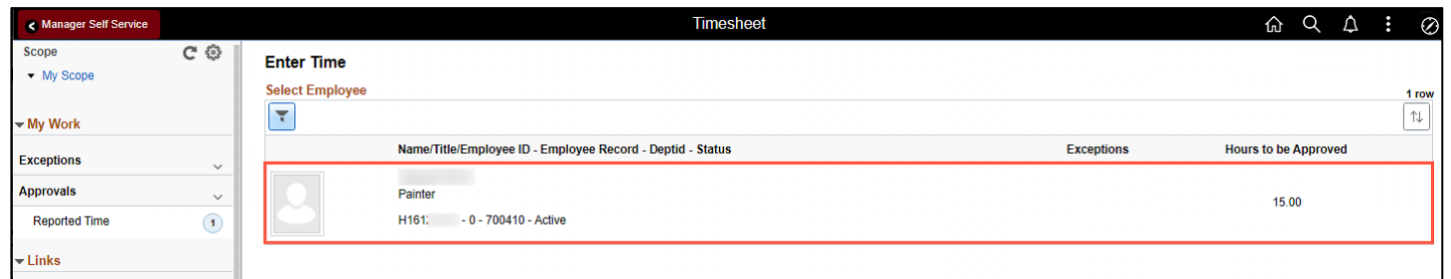
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Step 6: To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

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



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



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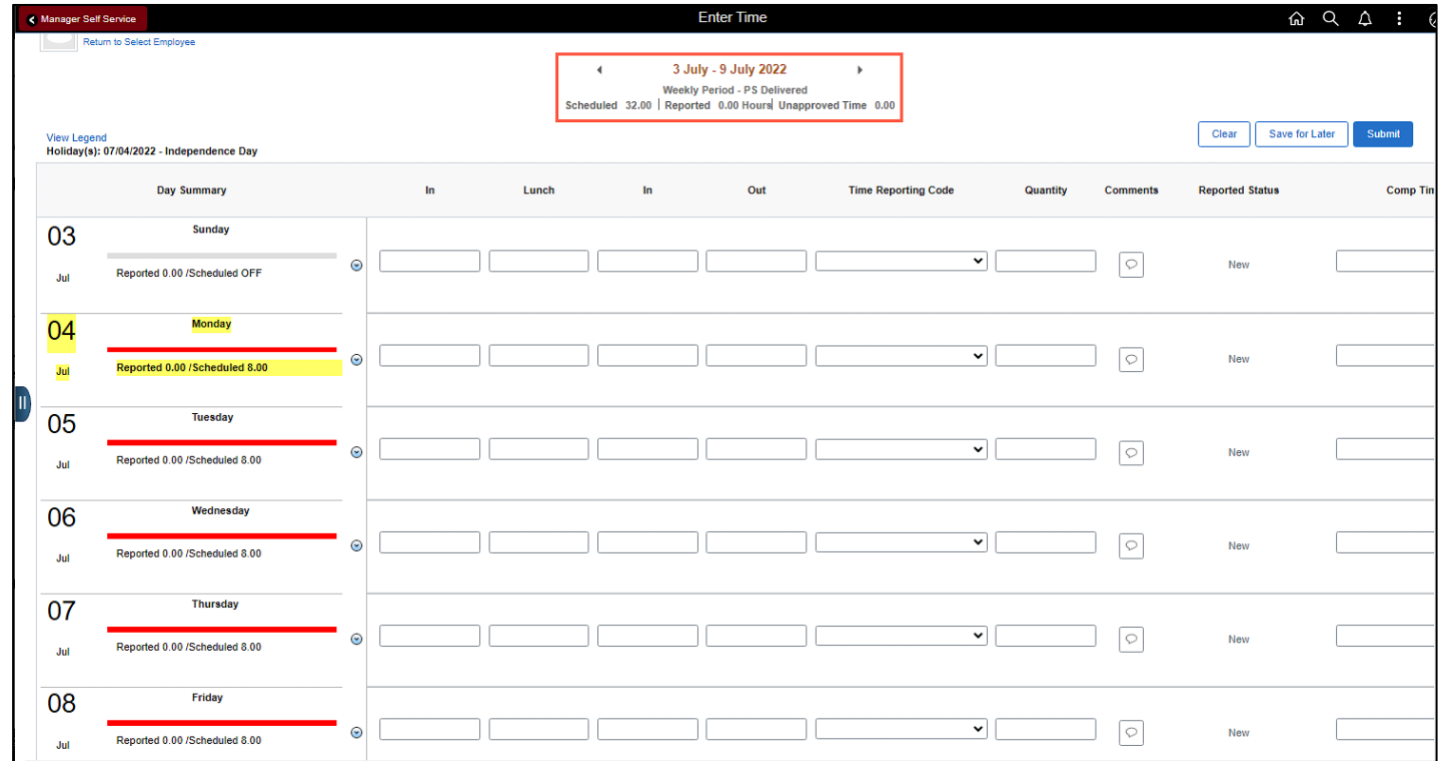
A **Punch Timesheet** is used to create shifts that define specific work times. Punch shifts are defined by an In punch and the first subsequent instance of an Out punch. There can be other punches, such as lunch, between the In and Out punches.

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.

In this example, the employee worked the holiday and requested to receive a payout. As the TL/ABS Approver, you can enter time on behalf of employees in your area.



Manager Self Service | **Enter Time**

Return to Select Employee

3 July - 9 July 2022
Weekly Period - PS Delivered
Scheduled 32.00 | Reported 0.00 Hours | Unapproved Time 0.00

View Legend
Holiday(s): 07/04/2022 - Independence Day

Clear Save for Later Submit

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

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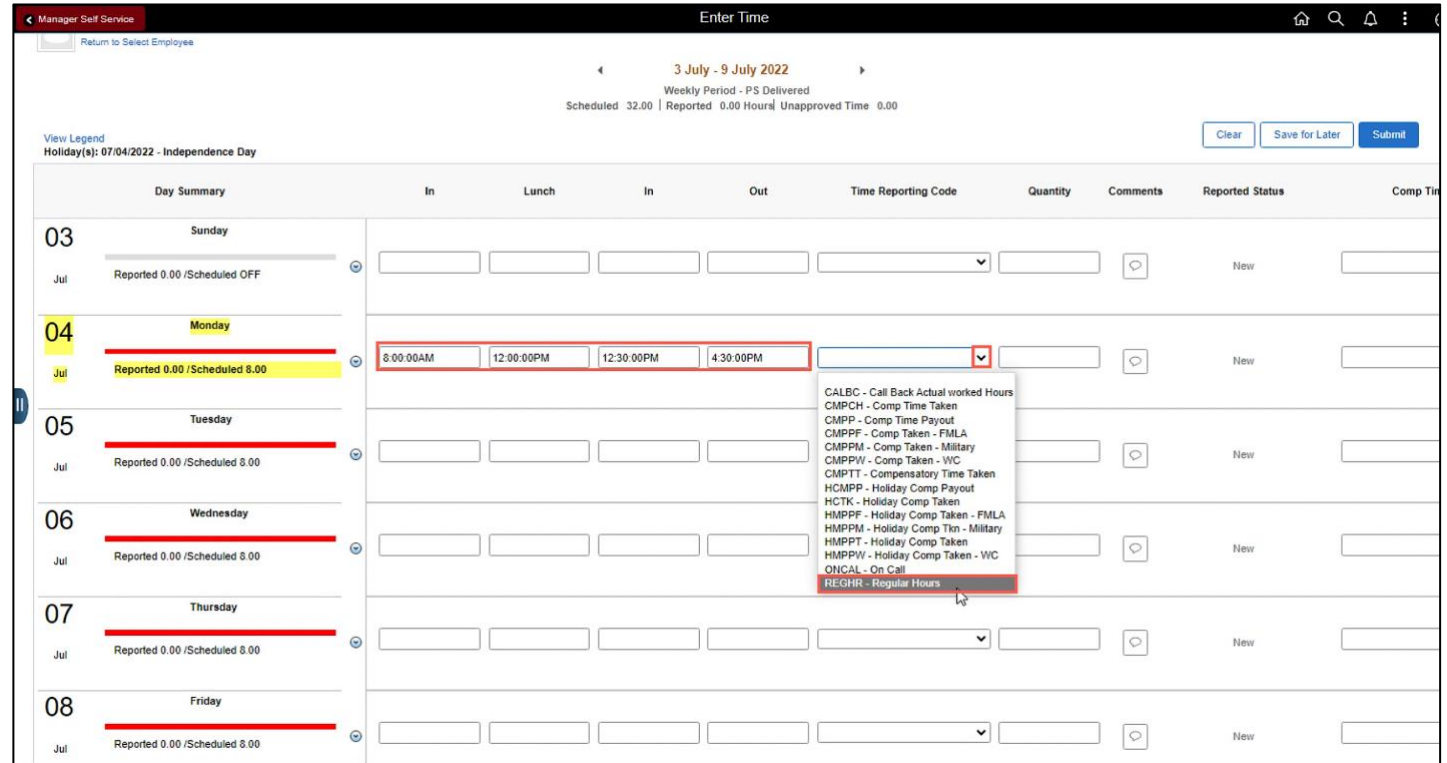
Notice Monday is highlighted in yellow indicating it is a UofSC holiday and therefore is not a scheduled workday.

Note: If an Absence has been requested, it will appear on the timesheet as a view only row and is not editable on the timesheet. To add another Time Reporting Code row, scroll to the right and click the plus + button.

Step 10: To enter the hours worked begin by entering 8:00am in the **IN** field, 12:00pm in the **LUNCH** field, 12:30pm in the second **IN** field, and 4:30pm in the **OUT** field.

Step 11: Click the **Time Reporting Code** drop-down arrow and select **REGHR – Regular Hours**.

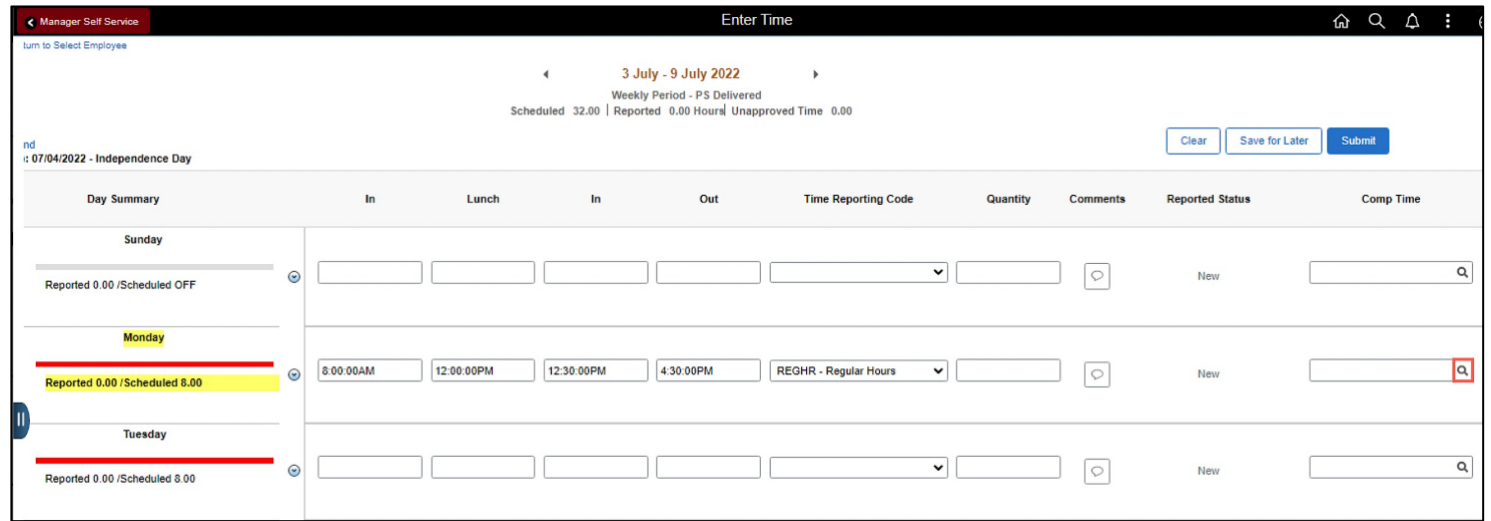
You can only have one TRC per line.



Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Tkn
03 Sunday Jul Reported 0.00 / Scheduled OFF								New	
04 Monday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	
05 Tuesday Jul Reported 0.00 / Scheduled 8.00								New	
06 Wednesday Jul Reported 0.00 / Scheduled 8.00								New	
07 Thursday Jul Reported 0.00 / Scheduled 8.00								New	
08 Friday Jul Reported 0.00 / Scheduled 8.00								New	

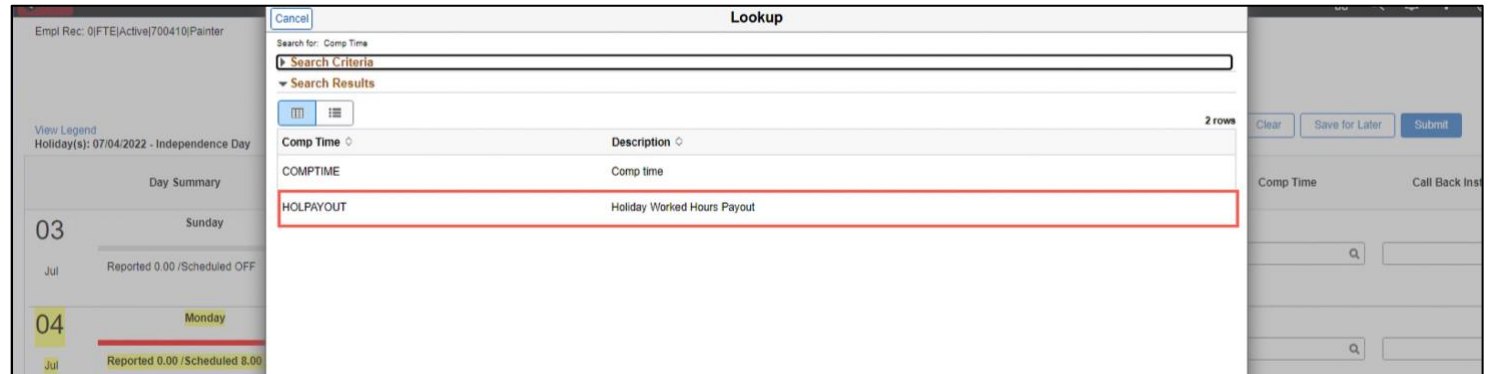
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Step 12: To request a payout for the hours worked on the holiday, click the **Look up Comp** button.



Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time
Sunday Reported 0.00 / Scheduled OFF								New	
Monday Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	
Tuesday Reported 0.00 / Scheduled 8.00								New	

Step 13: Click to select the **Holiday Worked Hours Payout (HOLPAYOUT)** option from the list.



Lookup

Search for: Comp Time

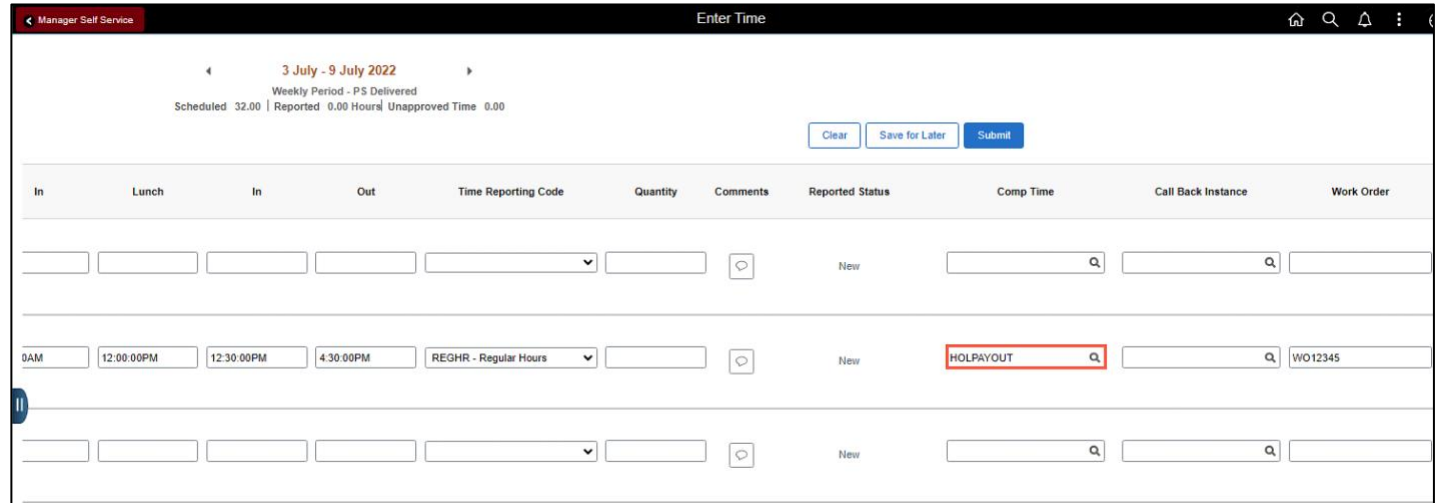
Search Criteria

Search Results

Comp Time	Description
COMPTIME	Comp time
HOLPAYOUT	Holiday Worked Hours Payout

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Notice that **HOLPAYOUT** is now populated in the Comp Time field. This prompts the system to payout the time worked on the holiday.



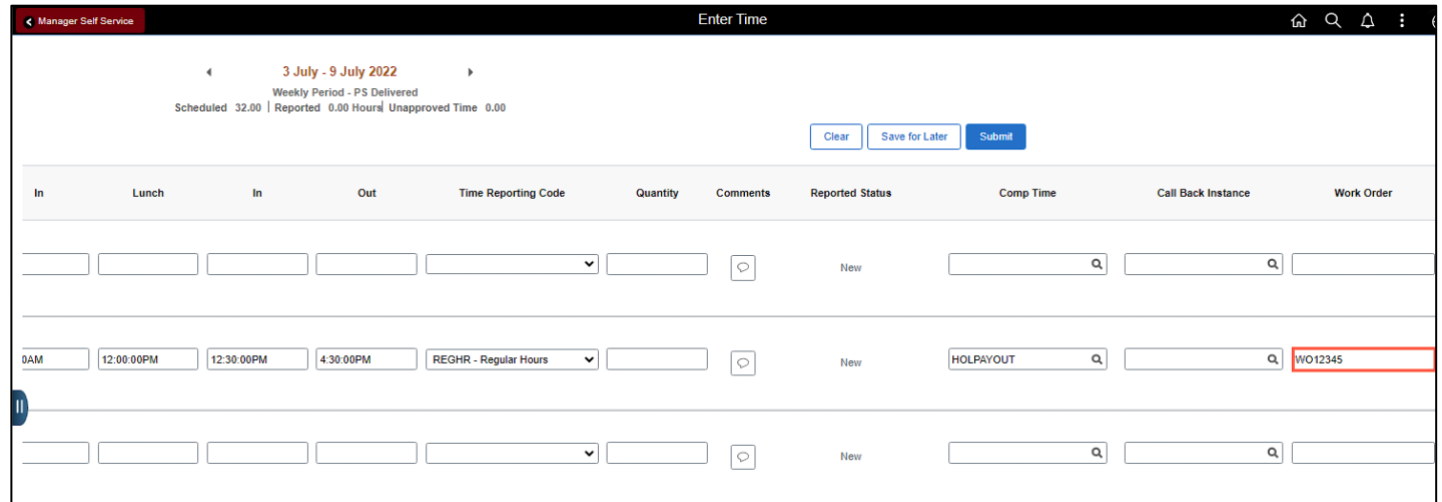
Manager Self Service | Enter Time

3 July - 9 July 2022
Weekly Period - PS Delivered
Scheduled 32.00 | Reported 0.00 Hours | Unapproved Time 0.00

Clear Save for Later Submit

In	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"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/>
0AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours	<input type="text"/>	<input type="text"/>	New	HOLPAYOUT	<input type="text"/>	WO12345
<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"/>

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.



Manager Self Service | Enter Time

3 July - 9 July 2022
Weekly Period - PS Delivered
Scheduled 32.00 | Reported 0.00 Hours | Unapproved Time 0.00

Clear Save for Later Submit

In	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"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/>
0AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours	<input type="text"/>	<input type="text"/>	New	HOLPAYOUT	<input type="text"/>	WO12345
<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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For this example, the employee worked the same daily schedule.

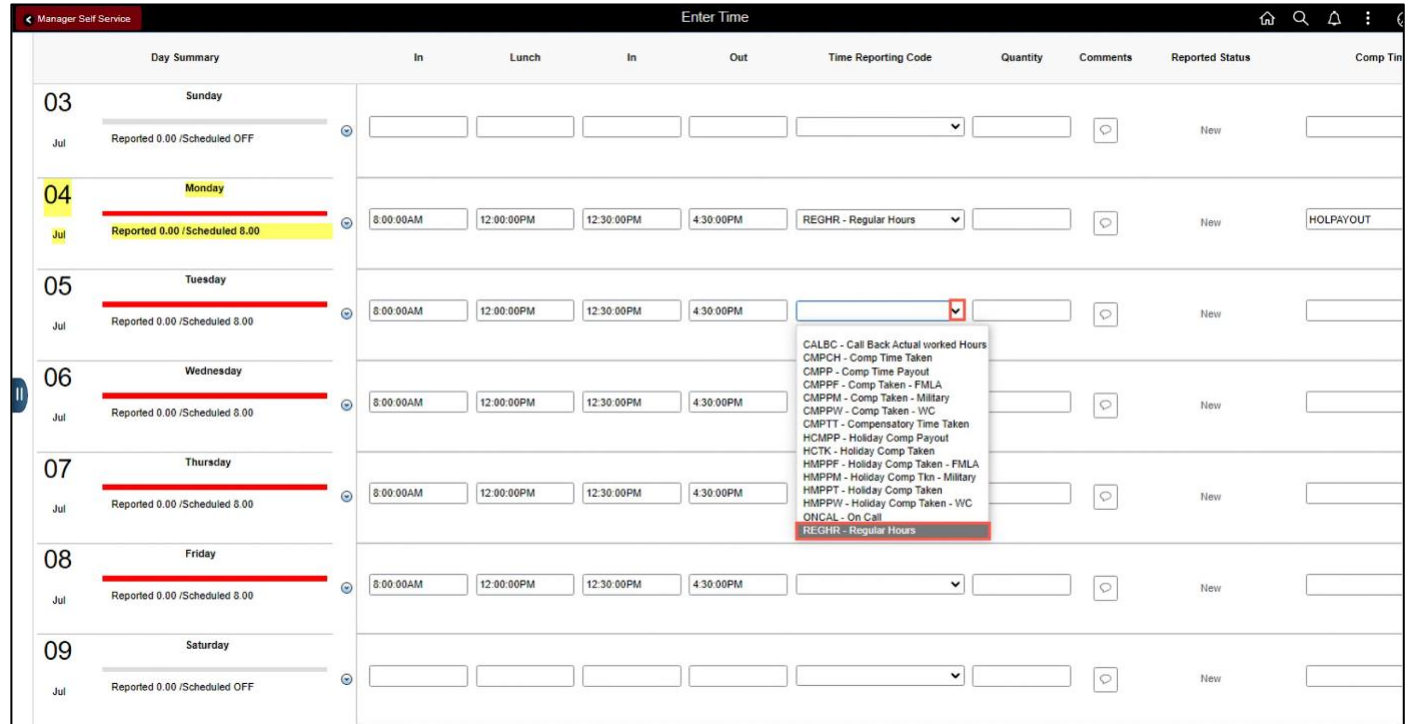
Step 15: To enter the hours worked for the remaining workdays enter 8:00am in the **In** field, 12:00pm in the **LUNCH** field, 12:30pm in the second **IN** field, and 4:30pm in the **OUT** field for each day.

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Tim
03 Sunday Jul Reported 0.00 /Scheduled OFF								New	
04 Monday Jul Reported 0.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	HOLPAYOUT
05 Tuesday Jul Reported 0.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM				New	
06 Wednesday Jul Reported 0.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM				New	
07 Thursday Jul Reported 0.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM				New	
08 Friday Jul Reported 0.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM				New	
09 Saturday Jul Reported 0.00 /Scheduled OFF								New	

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Step 16: Add the Time Reporting Codes for the remaining days. Click the **Time Reporting Code** drop-down arrow and select **REGHR – Regular Hours**.

You can only have one TRC per line.



Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Tin
03 Sunday Jul Reported 0.00 / Scheduled OFF								New	
04 Monday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	HOLPAYOUT
05 Tuesday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	
06 Wednesday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM				New	
07 Thursday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM				New	
08 Friday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM				New	
09 Saturday Jul Reported 0.00 / Scheduled OFF								New	

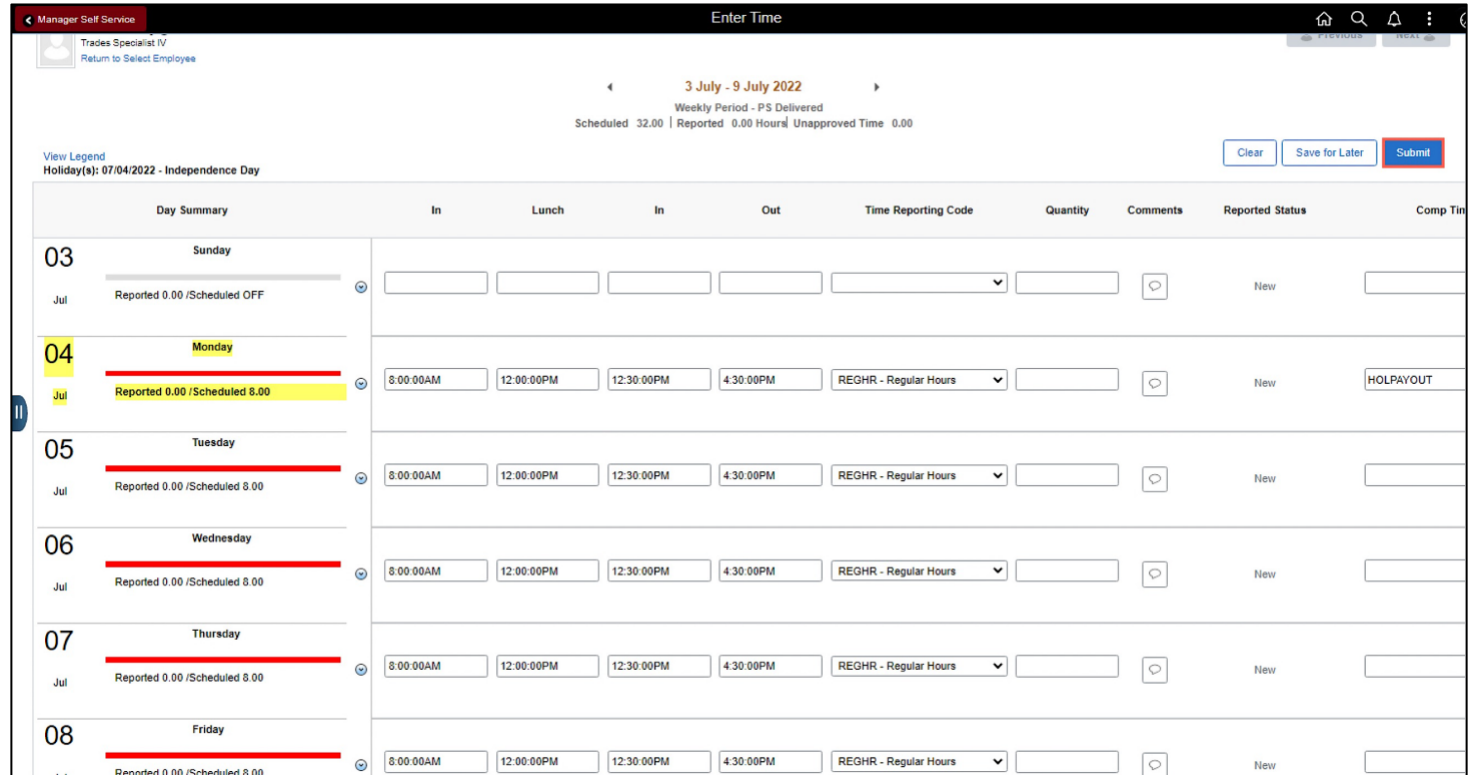
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Step 17: Scroll over to the right, click in the **Work Order** field and enter the order number that corresponds with the hours worked each day. For this example, the employee only worked with one work order for the entire week.

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"/>
12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours	<input type="text"/>	<input type="text"/>	New	HOLPAYOUT	<input type="text"/>	WO12345
12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	WO12345
12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	WO12345
12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	WO12345
12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	WO12345
<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 18: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.



Manager Self Service Enter Time

Trades Specialist IV
Return to Select Employee

3 July - 9 July 2022
Weekly Period - PS Delivered
Scheduled 32.00 | Reported 0.00 Hours | Unapproved Time 0.00

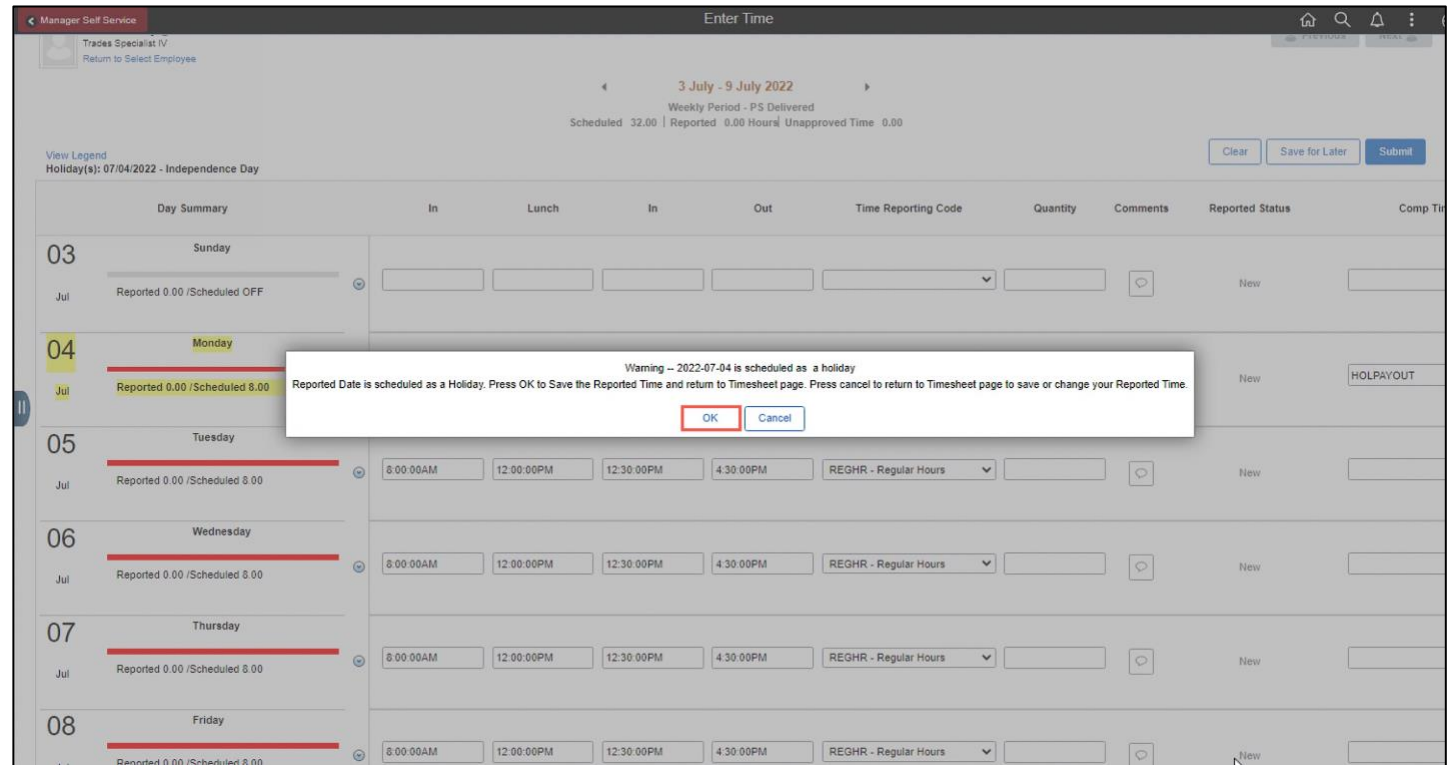
Clear Save for Later **Submit**

View Legend
Holiday(s): 07/04/2022 - Independence Day

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Tin
03 Sunday Jul Reported 0.00 / Scheduled OFF								New	
04 Monday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	HOLPAYOUT
05 Tuesday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	
06 Wednesday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	
07 Thursday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	
08 Friday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	

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Step 19: 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 screenshot shows the 'Enter Time' interface for a 'Trades Specialist IV' employee. The weekly period is '3 July - 9 July 2022'. A warning dialog box is displayed over the Monday, July 4th entry, stating: 'Warning -- 2022-07-04 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 dialog has 'OK' and 'Cancel' buttons. The background table shows the following data:

Day	Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time
03	Sunday								New	
Jul	Reported 0.00 / Scheduled OFF									
04	Monday								New	HOLYPAYOUT
Jul	Reported 0.00 / Scheduled 8.00									
05	Tuesday	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	
Jul	Reported 0.00 / Scheduled 8.00									
06	Wednesday	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	
Jul	Reported 0.00 / Scheduled 8.00									
07	Thursday	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	
Jul	Reported 0.00 / Scheduled 8.00									
08	Friday	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	
Jul	Reported 0.00 / Scheduled 8.00									

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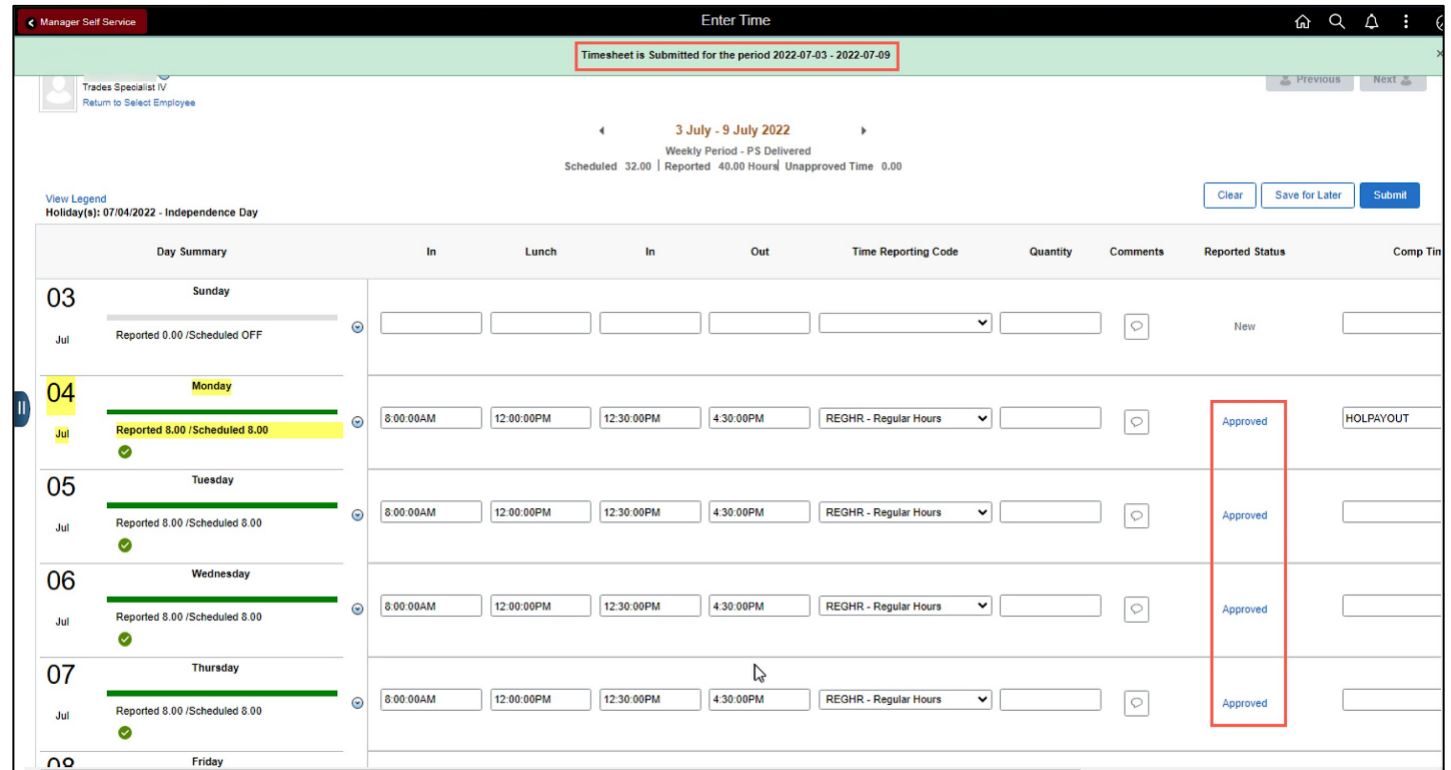
The timesheet will not submit when:

- 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.

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 20: Notice the time for each day is automatically approved at submission. When time is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required.







Day	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Tin
03 Sunday								New	
04 Monday	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			Approved	HOLPAYOUT
05 Tuesday	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			Approved	
06 Wednesday	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			Approved	
07 Thursday	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			Approved	
Friday									

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Step 21: 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 request holiday comp payout on a punch timesheet on behalf of an employee.

