

NEW TIME AND ABSENCE SYSTEM TL/ABS APPROVER TOUCHPOINT

September 23, 2021



TODAY'S AGENDA

- Cancel an Absence Request in Employee Self Service
- Approving Canceled Absence Requests
- Cancel an Absence Request on Behalf of an Employee
- Partial Day Absence Request
- FMLA Documentation
- Indicating Comp Time on Timesheets
- Timesheet Icons
- Managing Exceptions
- Entering Time to the Minute on the Timesheet
- What to do on a Timesheet for a Paid UofSC Holiday
- Understanding Timesheet Status
- Get Employees Sort Options
- Tips and Reminders
- Fixes on the Way

CANCEL AN ABSENCE IN EMPLOYEE SELF SERVICE

Time **Cancel Absences**

Job Record Administrative Coordinator I

View Requests 3 rows

Annual Leave Approved	08/31/2021 7.5 Hours	>
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Sick Leave Submitted

Sick Leave Approved

Select the appropriate request and click the **Cancel Absence** button.

Note: If the absence request has been approved, the manager will need to approve the canceled request before another absence can be requested and it is no longer visible on the timesheet.

Cancel Absences **Cancel Absence**

[Return to Cancel Absences](#)

Absence Details

Job Record Administrative Coordinator I

Absence Name Annual Leave

Reason Personal

Start Date 08/31/2021

End Date 08/31/2021

Duration 7.50 Hours

Status Approved

Comments

Attachments

You have not added any Attachments.

[Add Attachment](#)

Cancel Details

Comments

Request History >

APPROVING CANCELED ABSENCE REQUESTS

All approved absence requests that are canceled, must be approved by the manager. To approve the canceled request, scroll to the right on the **Multiple Absence Requests** page and click the **Cancel Absence Requests** link. This will take you to the Cancel Absence Request page.

Manager Self Service Multiple Absence Requests

Scope: My Scope

My Work

Exceptions: Allowable Exception, Fix Exception

Approvals: Reported Time (1)

Links: Approve Time and Absence, Approve Reported Time, **Approve Multiple Absence Requests**, TL ABS Administrator Monitor Approvals

Manage Time and Absence

Leave Donations

Queries

Reports/Processes

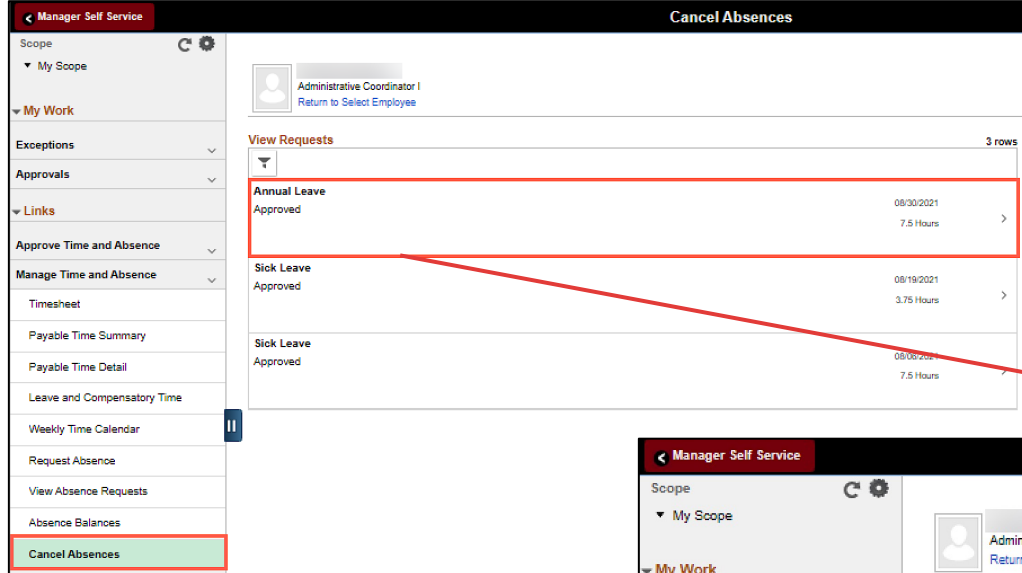
Cancel Absence Requests

1-5 of 11 | View

	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Entry Source	Status
it	09/09/2021	09/10/2021	Annual Leave	Personal	15 Hours	View	353.75 Hours	Employee Absence Request	Submitted
it	09/22/2021	09/23/2021	Annual Leave	Personal	15 Hours	View	353.75 Hours	Employee Absence Request	Submitted
it	08/13/2021	08/13/2021	Sick Leave	Personal	7.5 Hours	View	1133.34 Hours	Employee Absence Request	Submitted
I	09/10/2021	09/10/2021	Annual Leave	Personal	7.5 Hours	View	191.40 Hours	Employee Absence Request	Submitted
I	08/06/2021	08/06/2021	Annual Leave	Personal	7.5 Hours	View	191.40 Hours	Employee Absence Request	Submitted

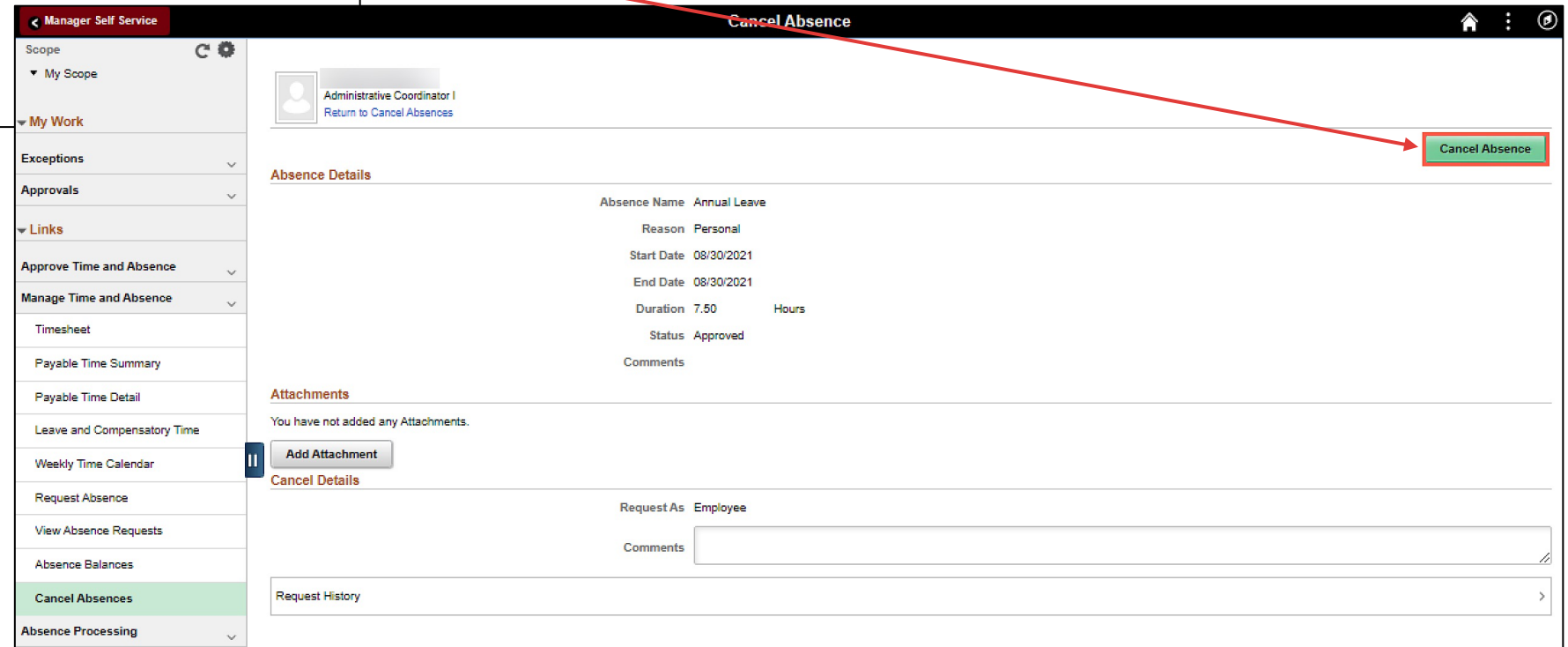
Push Back Forecast

CANCEL AN ABSENCE ON BEHALF OF AN EMPLOYEE



Managers and TL/ABS approvers can now cancel absences on behalf of an employee in the Time and Absence Workcenter. **The canceled request will auto-approve at submission** and email notifications will be sent to the employee informing them a cancelation request was submitted and approved on their behalf.

It is important to communicate the canceled absence with the employee to ensure there is no misunderstanding.



When a manager or TL/ABS approver submits the cancellation, the action is no longer visible in **view absence requests** as it auto-approves which means there is no workflow to show a pending status.

PARTIAL DAY ABSENCE REQUEST



University of South Carolina
Absence Management
Partial Day Absence Requests

How to use the partial day menu for absence requests:

This job aid outlines how to denote a partial day in an absence request.

Navigation: Employee Self Service > Time and Absence > Request Absence

Information and Examples

Initiating an Absence Request: In order to initiate an absence request including a partial day (leave time for less than a full scheduled work day) take the following steps:

1. Click the **Absence Name** drop-down arrow to select the appropriate option.
2. Click the **Reason** drop-down arrow to select the appropriate option.
3. Click the Calendar Icon or type in the field to indicate both a **Start Date** and **End Date** as applicable.
4. Click on the **Partial Days** menu row, which will open the partial day selection menu shown in the next steps.

Screenshots

The screenshot shows the 'Request Absence' form with the following fields and values:

- Job Record: Service Team Manager
- *Absence Name: Annual Leave
- *Reason: Personal
- *Start Date: 09/10/2021
- End Date: (empty)
- Duration: 7.50 Hours
- Partial Days: None

A 'Check Eligibility' button is located at the bottom of the form.

We know there is a lot of confusion around the partial day absence process, so we created an updated [job aid](#) to include how to use/when to use the partial day menu.

Please be sure to share with employees and managers in your area.

FMLA DOCUMENTATION

USC Extended Absence Request

Next

1 General Information Visited

2 Absence Details Not Started

3 Attachments & Notes Not Started

4 Review and Submit Not Started

Important Information Regarding Family and Medical Leave Act (FMLA)

Department of Labor Notice: [Employee Rights and Responsibilities Under the FMLA](#).

HR Policy: [HR FMLA Policy 1.07](#)

Employee Procedure according to FMLA Request:

- If the leave request is for your own serious health condition, including birth of a child, and is for a period of disability greater than 3 days, submit Form [Employee Health Certification Form](#).
- If the leave request is for adoption or foster care of child, submit Certificate of Adoption or Placement of Adoption in lieu of the Employee Health Certification Form.
- If the leave request is to care for a family member, submit Form [Family Health Certification Form](#).
- If the leave request is for military leave requests for foreign deployment of your spouse, child, or parent, submit [Military Qualifying Exigency](#).
- If the leave request is to care for a family member who is an active military member with a serious injury or illness, submit [Military Caregiver Leave of a Current Service Member](#).
- If the leave request is to care for a family member who is a covered veteran with serious injury or illness, submit [Military Caregiver Leave of a Veteran](#).

FMLA Medical Documentation is **required** when requesting extended leave using the **Extended Leave Request** tile in ESS. This sensitive information can only be seen by the Departmental Leave Administrator.

Please do not to include sensitive medical information on any individual leave request for any leave type (i.e. sick, annual, or LOA) with FMLA reasons as this will expose medically sensitive information to managers and TL/ABS Approvers.

Request Absence

Submit

Job Record Administrative Assistant

*Absence Name Sick Leave

*Reason Select Absence Reason

*Start Date

End Date

Duration

Partial Days

Adoption Leave
Adoption Leave/FMLA
FMLA
FMLA Family
Family Sick Leave
Military Leave
Personal
Select Absence Reason
Worker's Comp
Worker's Comp/FMLA

Check Eligibility

INDICATING COMP TIME ON A TIMESHEET








- The system will automatically pay the overtime rate for all hours worked over 40 in an FLSA workweek (Sunday to Saturday), no action needed other than timesheet approval by manager or TL/ABS approver.
- If your area has internal procedures for compensatory time, the employee must add the comp time indicator to their timesheet (the manager or TL/ABS approver can add during the approval process).

The screenshot shows the 'Enter Time' interface for an Administrative Assistant. The weekly period is 19 September - 25 September 2021. The interface includes a table for entering hours with columns for days of the week and a 'Comp Time' column. The 'Comp Time' column is highlighted with a red box, and the text 'COMPTIME' is entered in the field next to Saturday's hours.

*Time Reporting Code	19-Sunday	20-Monday	21-Tuesday	22-Wednesday	23-Thursday	24-Friday	25-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 10	Scheduled 7.5 Reported 10	Scheduled OFF Reported 0	COMPTIME
GHR - Regular Hours		7.50	7.50	7.50	10.00	10.00		
Comments								

Note: You must scroll to the far right of the timesheet to add the comp time indicator in the field next to Saturday's hours as shown below.

TIMESHEET ICONS

Timesheet Icon and Name	Brief Description
 Saved	The saved icon appears when you enter time on the timesheet, and you click the Save for Later button. Days with this icon have not been submitted for approval.
 Approved	The approved icon appears when days on your timecard have been successfully submitted and fully approved.
 Pending Approvals	The pending approvals icon appears when you enter time for one or more days and click the Submit button. Days with this icon have been successfully submitted for approval.
 Denied	The denied icon appears when you entered time and submitted a timesheet, but one or more of the days have been denied by either your manager or an authorized Time and Labor/Absence Management departmental approver.
 Pushed Back	The pushed back icon appears when you have entered time and submitted a timesheet, but one or more of the days needs to be adjusted as determined by either your manager or an authorized Time and Labor/Absence Management departmental approver.
 Exception	The exception icon appears when you enter time that the system identifies as an exception and flagged as a potential issue. The most common exceptions are you entered more than 24 hours' time worked for one day, you claimed holiday work hours on a non-holiday, or you worked over 40 hours in the workweek and did not select the comp time indicator.
 Absence	The absence icon appears when you submitted an absence request for one or more days in that timesheet. Days with this icon are not editable on the timesheet.

- We continue to receive a high volume of questions from employees, managers, and HR Contacts asking how to check if a timesheet has been approved – please refer to the timesheet icon reference for a detailed description of all statuses.
- Days on timesheets that are marked with a green circle with a white check mark are fully approved.

Note: If an employee has an absence request in process/approved it will reflect as view only on the timesheet denoted by the suitcase icon on the day(s), **please note the icon does not indicate approval status**. Approval status for absences can be seen by the employee, manager, and TL/ABS Approver by visiting 'view absence requests' either through self-service or the WorkCenter.

MANAGING EXCEPTIONS

The exception icon appears when you enter time that the system identifies as an exception and flagged as a potential issue. The most common exceptions are:

- **Invalid Employee Status** – employee is entering hours worked on the timesheet for the terminated job. Please be sure to enter hours worked on the active job.
- **Quantity cannot be zero** – 0 zero hours cannot be entered in the timesheet. If there are no hours worked for a specific day, please leave the entry field blank.
- **More than 24 Hours Reported** – cannot enter more than 24 hours worked for a single day
- **Work Order Number is Missing** – applicable for Facilities and Housing only
- **Partial Sick Absence** (LOAS – scheduled work week) – Select LOAS if they are sick for a **full** scheduled work week, applicable to Salaried Exempt Temps only
- **Personal Leave Validation** (LOAP – full scheduled day) – Select LOAP if they are requesting personal leave for a **full** scheduled day, applicable to Salaried Exempt Temps only
- **HOLEX only on holiday** – selecting the time reporting code HOLEX-Worked a Holiday and entering hours worked on a day that is not an approved UofSC holiday

Please pay close attention to Fix Exceptions in the workcenter and make the applicable changes. Managing exceptions job aids are available on the [Time/Labor and Absence Management Implementation](#) webpage.

If you have questions, please reach out to Judy Timmons.

ENTERING TIME TO THE MINUTE ON THE TIMESHEET

- The decimal place is not the number of minutes worked but it is a calculation of minutes worked over 60.
- 3 hours and 34 minutes would be entered on the timesheet as 3.57 (34 minutes/60 minutes= 0.57).
- This is the same concept of how it was done in ITAMS we just only allowed quarter hours increments.

15 minutes = 0.25

(15 minute/60 minutes =0.25)

30 minutes = 0.50

(30 minutes/60 minutes =0.50)

45 minutes = 0.75

(45 minutes/60 minutes = 0.75)

Note: Departments can continue to enter time in quarter hour increments or enter to the minute.

WHAT TO DO ON A TIMESHEET FOR A PAID UOFSC HOLIDAY

If the holiday eligible employee did not work and observed the UofSC Holiday:

- Time entry field on timesheet should remain blank on that day
- The Holiday will not show on the timesheet as previously did in ITAMS
- Holiday will be seen in the payable time summary once the time administration process runs on the holiday, independent of timesheet approval (shown below)

If the holiday eligible employee worked on the UofSC Holiday:

- **Salary non-exempt**
 - Enter hours worked on the timesheet using the REGHR-Regular time reporting code
 - Will receive holiday compensatory time at an hour for hour rate for all hours worked on the holiday
 - Regular Holiday Pay will be shown in payable time summary
 - Holiday hours will not show on the timesheet as previously did in ITAMS
- **Salary exempt**
 - Enter hours worked on the timesheet using the HOLEX-Worked a Holiday time reporting code
 - Will receive holiday compensatory time at an hour for hour rate for all hours worked up to average workday
 - Holiday will be seen in the payable time summary once processed
 - Holiday hours will not show on the timesheet as previously did in ITAMS

Note: If an hourly temp or student works the holiday, they enter hours worked on the timesheet using the REGHR-Regular Hours time reporting code and will receive payment at their normal hourly rate for hours worked.

GET EMPLOYEES SORT OPTIONS

Defaults to alphabetical order by last name

The screenshot displays the 'Enter Time' section of a 'Timesheet' application. On the left is a navigation menu with categories like 'Scope', 'My Work', 'Links', and 'Timesheet'. The main area shows a table of employees with the following data:

Name/Title/Employee ID - Employee Record - Deptid - Status	Exceptions	Hours to be Approved
Rabab Abdelfattah Graduate Research Assistant Q71011000 - 0 - 155301 - Terminated		
Rabab Abdelfattah Graduate Research Assistant Q71011000 - 1 - 155301 - Active		
Madushan Abeysinghe Graduate Research Assistant N23552933 - 0 - 155901 - Active		
Brendan Abiskaroon Undergrad asst G51115961 - 0 - 155401 - Terminated		
Lukacs Ablonczy Undergraduate Research Asst G34207672 - 0 - 155901 - Terminated		
Horie Adabi Firouzjaie Graduate Research Assistant T39265720 - 0 - 155101 - Terminated		
Horie Adabi Firouzjaie Graduate Research Assistant T39265720 - 1 - 155101 - Active		
Sulaimon Adegunju Graduate Research Assistant		

GET EMPLOYEES SORT OPTIONS

Sort by Exceptions

The screenshot shows a web application interface for a 'Timesheet'. On the left is a navigation sidebar with options like 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Timesheet' (highlighted), 'Payable Time Summary', 'Payable Time Detail', 'Leave and Compensatory Time', 'Weekly Time Calendar', 'Request Absence', 'View Absence Requests', 'Absence Balances', and 'Cancel Absences'. The main content area is titled 'Enter Time' and includes a 'Select Employee' dropdown. Below this is a table with columns for 'Name/Title/Employee ID - Employee Record - Deptid - Status' and 'Exceptions'. A 'Sort' dropdown menu is open, showing options: 'Name', 'Description', 'Long Description', 'Exceptions' (highlighted with a red box), and 'Hours to be Approved'. The table lists several employees with their respective exception counts.

Name/Title/Employee ID - Employee Record - Deptid - Status	Exceptions	
Daniel Gleaves Student Assistant E47746745 - 1 - 155901 - Active	5	
Jie Lin Post-Doctoral Fellow (Jie Lin) N84337593 - 1 - 155401 - Active	2	
Kaleb Frazier Research Assistant J53946809 - 0 - 155401 - Active	2	
Jing Wang GRA A58050744 - 0 - 155201 - Active	1	10.00
Rabab Abdelfattah Graduate Research Assistant Q71011000 - 1 - 155301 - Active		
Horie Adabi Firouzjaie Graduate Research Assistant		

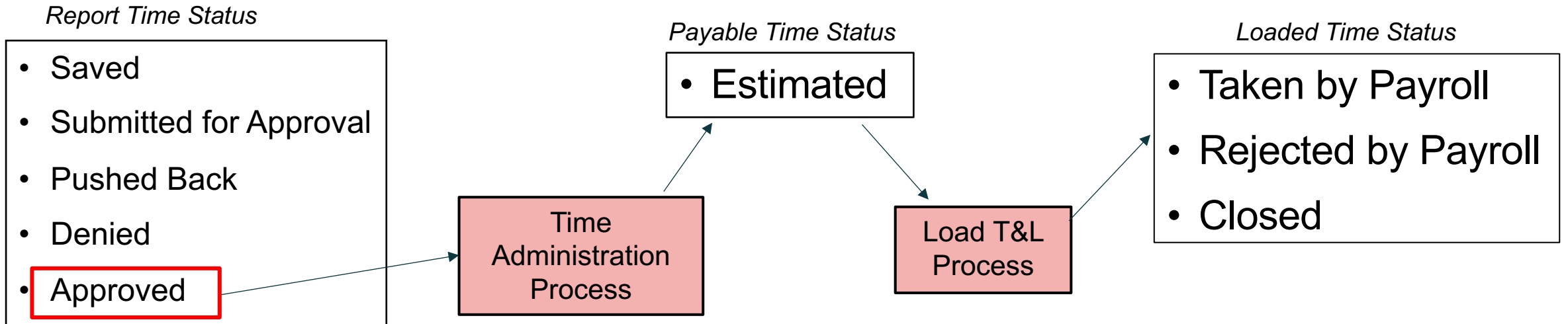
GET EMPLOYEES SORT OPTIONS

Sort by Hours to be Approved

The screenshot shows a web application interface for a Timesheet. On the left is a navigation sidebar with categories like 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Links', 'Approve Time and Absence', and 'Manage Time and Absence'. The 'Timesheet' option is highlighted. The main content area is titled 'Enter Time' and includes a 'Select Employee' dropdown. Below this is a table with columns for 'Name/Title/Employee ID - Employee Record - Deptid - Status' and 'Exceptions'. A 'Sort' dropdown menu is open over the table, listing options: Name, Description, Long Description, Exceptions, and 'Hours to be Approved', which is highlighted with a red box. The table data is as follows:

Name/Title/Employee ID - Employee Record - Deptid - Status	Exceptions
Likun Wang Post Doctoral Fellow P87549861 - 0 - 155401 - Active	40.00
Jason Schoonover Facilities Assistant F34751672 - 0 - 155020 - Active	40.00
Brittany Smith Administrative Assistant W40629176 - 0 - 155020 - Active	37.50
Sandeep Chaudhuri Post-Doctoral Research Fellow U01193376 - 1 - 155301 - Active	37.50
Molly Sagona Grants Coordinator II E10161829 - 0 - 155020 - Active	37.50
Misty O'Donnell Admin Coordinator I W56259498 - 0 - 155401 - Active	33.75

Understanding Timesheet Status



Approved: Reported time that is approved but not processed by Time Administration

Estimated: Approved reported time that has been processed by Time Administration and available to load to Payroll following the payroll calendar for that job

Taken by Payroll: Estimated payable time that has been loaded to Payroll for payment

Rejected by Payroll: Estimated payable time that was rejected during the load to Payroll. Some TRCs are supposed to reject as part of the process

Closed: Estimated payable time that was manually closed by Payroll. Some TRCs are supposed to be manually closed as part of the design.

Payable Time in Employee Self Service

Payable Time

09/12/2021 - 09/18/2021

Payable Time Details

Summary Detail

Date	Time Reporting Code	Quantity (Hours)	Payable Status	Estimated Gross
09/13/2021	Regular Hours	7.50	Estimated	USD
09/14/2021	Regular Hours	7.50	Estimated	USD
09/15/2021	Regular Hours	7.50	Estimated	USD
09/16/2021	Regular Hours	7.50	Estimated	USD
09/17/2021	Regular Hours	7.50	Estimated	USD
	Total	37.50		USD

Understanding Timesheet Status

Payable Time Summary in the Time and Absence Workcenter

Manager Self Service

Payable Time Detail

Employee ID X72903593

Administrative Coordinator I

Employment Record 0

Start Date 09/12/2021

End Date 09/18/2021

Payable Status Filter

Payable Time

Overview Time Reporting Elements Task Reporting Elements Cost and Approval

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Estimated Gross
09/13/2021	Estimated		REGHR	7.50	Hours	
09/14/2021	Estimated		REGHR	7.50	Hours	
09/15/2021	Estimated		REGHR	7.50	Hours	
09/16/2021	Estimated		REGHR	7.50	Hours	
09/17/2021	Estimated		REGHR	7.50	Hours	

TIPS AND REMINDERS

- The Notifications Flag is not functioning the way we thought it would. The project team is looking into this but in the meantime **please ignore these notifications** until we know more.



The screenshot displays a web application interface. The main content area is titled 'Pending Approvals' and shows a table of items. The table has columns for 'Reported Time' and 'Quantity for Approval'. The 'Reported Time' column lists names and dates, such as 'April Ramos 08/16/2021 - 08/21/2021'. The 'Quantity for Approval' column shows '0.00 Hours' for all entries. On the right side, there is a sidebar with a notification list. The sidebar has a header with 'Actions (23)' and 'Alerts (17)', both highlighted with red boxes. Below the header, the notification list contains several items, each starting with a blue dot and followed by text like 'Absence Request for Georgiann Gillespie is awaiting your approval.' The sidebar also has a 'View All' link and a refresh icon.

Reported Time	Quantity for Approval
April Ramos 08/16/2021 - 08/21/2021	0.00 Hours
Crystal Rivers 08/16/2021 - 08/20/2021	0.00 Hours
Deborah Richardson 08/15/2021 - 08/21/2021	0.00 Hours
Deborah Richardson 08/23/2021 - 08/27/2021	0.00 Hours
Rena Jarvis 08/31/2021 - 09/03/2021	0.00 Hours
Deborah Richardson 08/30/2021 - 09/03/2021	0.00 Hours

- New **Managing Paid Holidays** reference guide available on the Time/Labor and Absence Management Implementation webpage.
- For employees who are separating, please ensure that all absence requests are submitted and approved in the pay period prior to separation, if possible, but certainly by the date of separation if absences are unforeseen. Once an employee is inactive, managers and TL/ABS approvers cannot do this on behalf of employees and the Central Benefits Office has to step in.

FIXES ON THE WAY

- If an employee enters hours on an inactive job, the system will give an error and will not allow them to submit the timesheet.
- If an employee enters 0.00 hours on a timesheet, the system will give an error and will not allow them to submit the timesheet.
- Payroll status (Active or Terminated) and Employee Class (FTE, RGP, STU, DLI, etc.) has been added to the job description on the timesheet in ESS which should help the employee (specifically someone with a dual position) identify the correct timesheet.

Enter Time

Empl Rec: 1|STU|Terminated|100800|Undergraduate Research Asst
Empl Rec: 0|STU|Active|100800|Undergraduate Research Asst
Empl Rec: 1|STU|Terminated|100800|Undergraduate Research Asst
Empl Rec: 2|STU|Active|440000|Supplemental Instruction Leade

19 September - 25 September 2021
Weekly Period - PS Delivered
Scheduled 0.00 | Reported 0 Hours

Save for Later Submit

*Time Reporting Code	19-Sunday	20-Monday	21-Tuesday	22-Wednesday	23-Thursday	24-Friday	25-Saturday	Comp Time
Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	
Comments								

- Adding Family Sick Leave to the Absence Balances Leave Statement to assist employees in tracking the calendar year usage (10 days maximum limit).

Payroll Department

Payroll Department

My Payroll

Pay Dates

Direct Deposit

International Payroll

Payroll Toolbox

Forms

Payroll Schedules

HCM PeopleSoft Resources

Time/Labor and Absence Management Implementation

Office Contacts

Time/Labor and Absence Management Implementation

Beginning August 1, 2021, UofSC employees will use a new time reporting and leave request system. Replacing ITAMS and implementing additional modules in HCM PeopleSoft brings pay, time and absence management together into one system.

[Login to the HCM PeopleSoft System](#)

To log in, use your Network Username and password. This requires two-factor authentication (DUO). The HCM PeopleSoft system replaces ITAMS.

Managing UofSC Paid Holidays in the Time and Absence System

Unsure what to do on your timesheet when a UofSC paid holiday rolls around. The [Manage Paid Holidays](#) reference guide provides a quick summary of how holidays are managed in the Time and Absence System. It outlines actions needed by the employee, if any, and what the system will do for employees who did not work the holiday and what to do for employees who actually worked on the holiday.

Notice to Managers: Receiving Timesheets/Absence Requests for Employees that are not your Direct Reports

If you receive an email requesting your approval of a timesheet or absence request for an employee that is not in your reporting structure or you are notified of this issue by a manager, please contact your HR Contact for assistance. A supervisor update will be needed to correct data so that the employee's correct supervisor will receive the emails.

An updated [HR Contact](#) listing for the Columbia campus is available if you are unsure who to reach out to within your college/department.

Expand all

Student Job Aids



Employee Job Aids



Manager Job Aids



TL/ABS Approver Job Aids



Find Your Departmental Facilitator



If you have any questions, please contact CMTEAM@sc.edu.

TIME/LABOR AND ABSENCE MANAGEMENT IMPLEMENTATION WEBPAGE

Job Aids and Reference Guides are available for:

- Employees
- Managers
- TL/ABS Approvers

Listing of Departmental Facilitators, front line support for employees.

Webpage URL:

https://sc.edu/about/offices_and_divisions/payroll/payroll_toolbox/time_labor_and_absence_management/index.php

Link to the Time and Absence System:

hcm.ps.sc.edu

CONTACT INFORMATION

For questions regarding **Timesheets** and **Exceptions**, please email Judy Timmons: timmons5@mailbox.sc.edu.

For question regarding **Leave Requests** and **Balances**, please contact Central Benefit's: hrleave@mailbox.sc.edu.

For general questions regarding the **Time and Absence System**, please email CMTEAM@mailbox.sc.edu.

THANK YOU!