

How to earn comp time and request holiday comp payout on a timesheet for a 28 day police employee:
This job aid outlines how a 28 day police employee can earn comp time and request holiday comp payout on a timesheet.

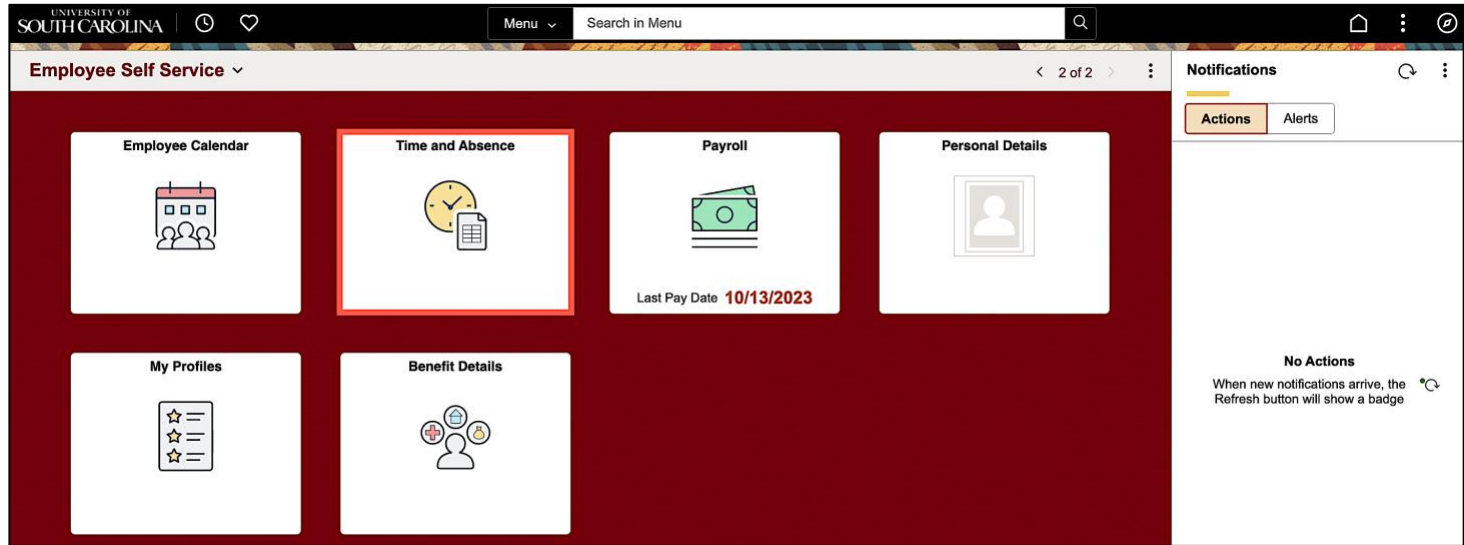
Note: Before indicating you would like to receive a payout for hours worked on a holiday, it is very important to receive approval from your manager. Although this option is available to all non-exempt employees, it is at the departments discretion whether they want to payout the hours worked or request you comp the hours for future use.

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

Processing Steps

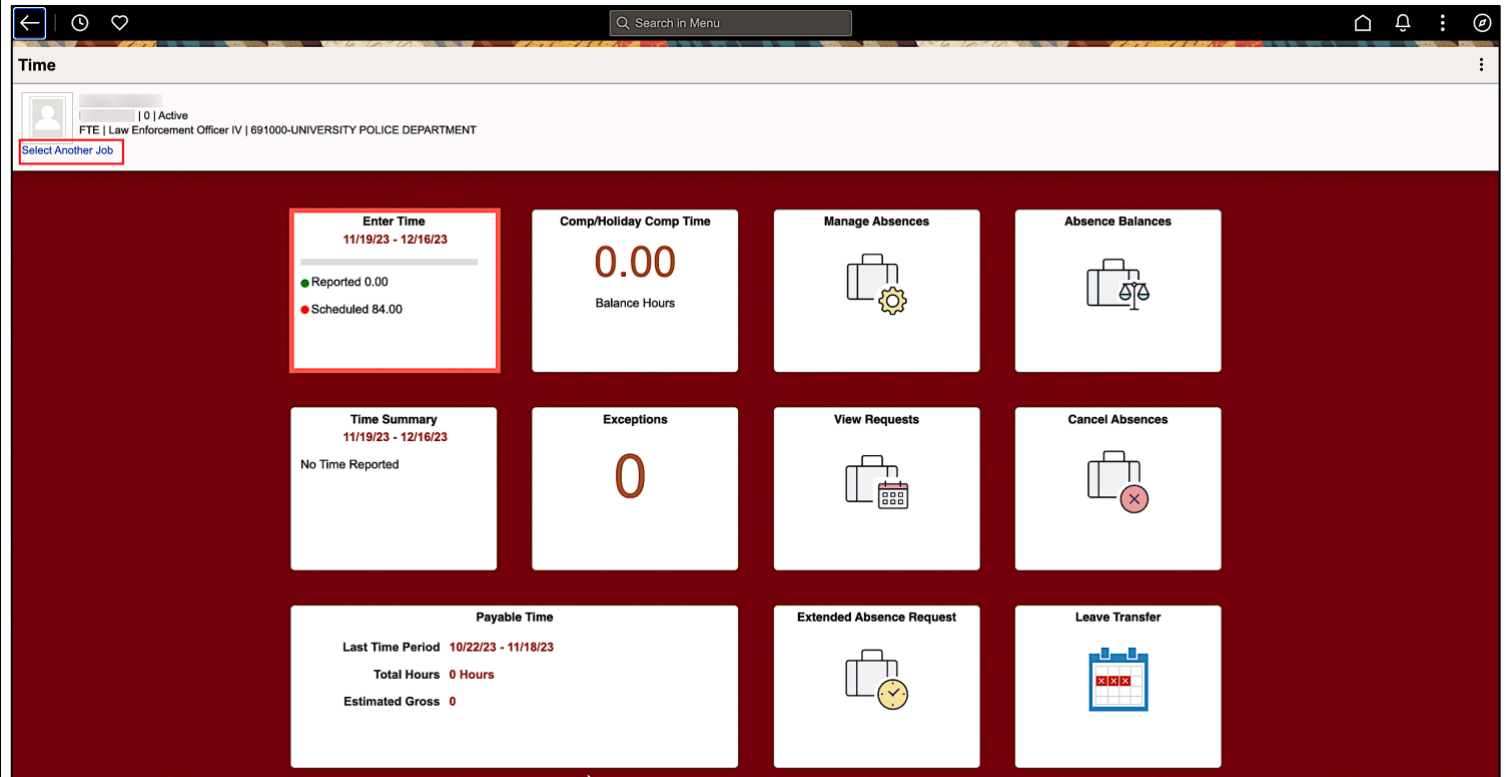
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screen Shots



Step 2: Click the **Enter Time** tile to enter time on a timesheet.

Note: Many police officers have an FTE along with an internal dual assignment active concurrently. If you have multiple active jobs, use the **Select Another Job** link to select the applicable job.



The screenshot displays the 'Time' management interface. At the top, the user is identified as 'FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT' with a 'Select Another Job' link. The dashboard contains the following tiles:

- Enter Time (11/19/23 - 12/16/23):** Shows a progress bar with 0.00 Reported (green dot) and 84.00 Scheduled (red dot) hours.
- Comp/Holiday Comp Time:** Shows a balance of 0.00 hours.
- Manage Absences:** Represented by a briefcase and gear icon.
- Absence Balances:** Represented by a briefcase and scale icon.
- Time Summary (11/19/23 - 12/16/23):** Shows 'No Time Reported'.
- Exceptions:** Shows a balance of 0.
- View Requests:** Represented by a briefcase and calendar icon.
- Cancel Absences:** Represented by a briefcase and 'X' icon.
- Payable Time (Last Time Period: 10/22/23 - 11/18/23):** Shows 0 Total Hours and 0 Estimated Gross.
- Extended Absence Request:** Represented by a briefcase and clock icon.
- Leave Transfer:** Represented by a calendar icon with 'X' marks.

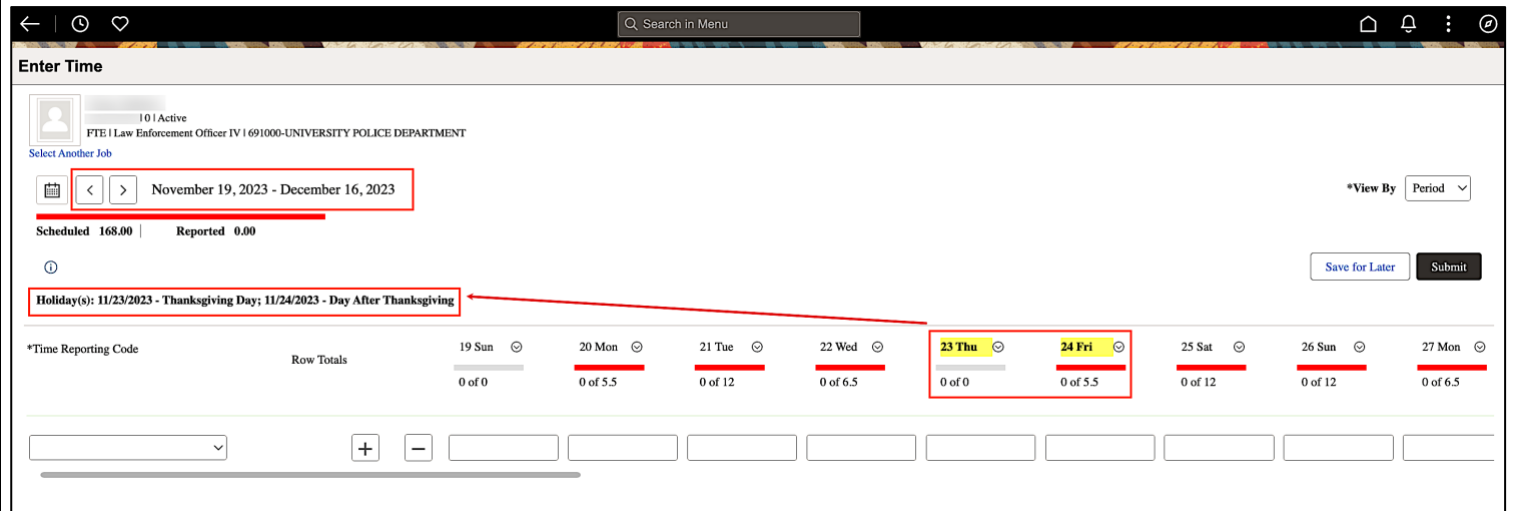
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Earn Comp Time and Request Holiday Comp Payout on a Timesheet – 28 Day Police

Step 3: Be sure to select the correct timeframe for the 28 day schedule. Use the **Arrows** to navigate to the appropriate timesheet.

Note: 28 day police submit their timesheets on a 28 day basis, rather than weekly like other employees. Reported time can be entered daily or weekly for the 28-day period, making sure to save for later along the way. At the end of the 28 day schedule, click the **Submit** button to submit the entire 28 days' timesheet.

Notice the holiday is highlight in yellow and under the View Legend icon the holiday date and name are spelled out in bold.



Enter Time

10 | Active
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

Select Another Job

November 19, 2023 - December 16, 2023

Scheduled 168.00 | Reported 0.00

Holidays(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
Row Totals	0 of 0	0 of 5.5	0 of 12	0 of 6.5	0 of 0	0 of 5.5	0 of 12	0 of 12	0 of 6.5

Buttons: Save for Later, Submit

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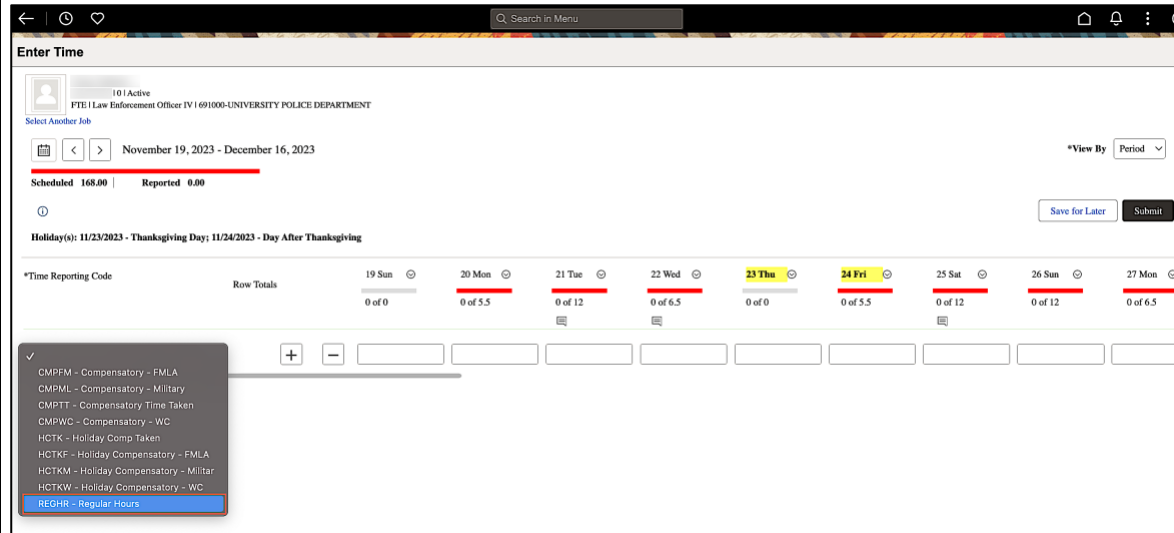
Earn Comp Time and Request Holiday Comp Payout on a Timesheet – 28 Day Police

Step 4: Begin by selecting the appropriate **Time Reporting Code (TRC)**.

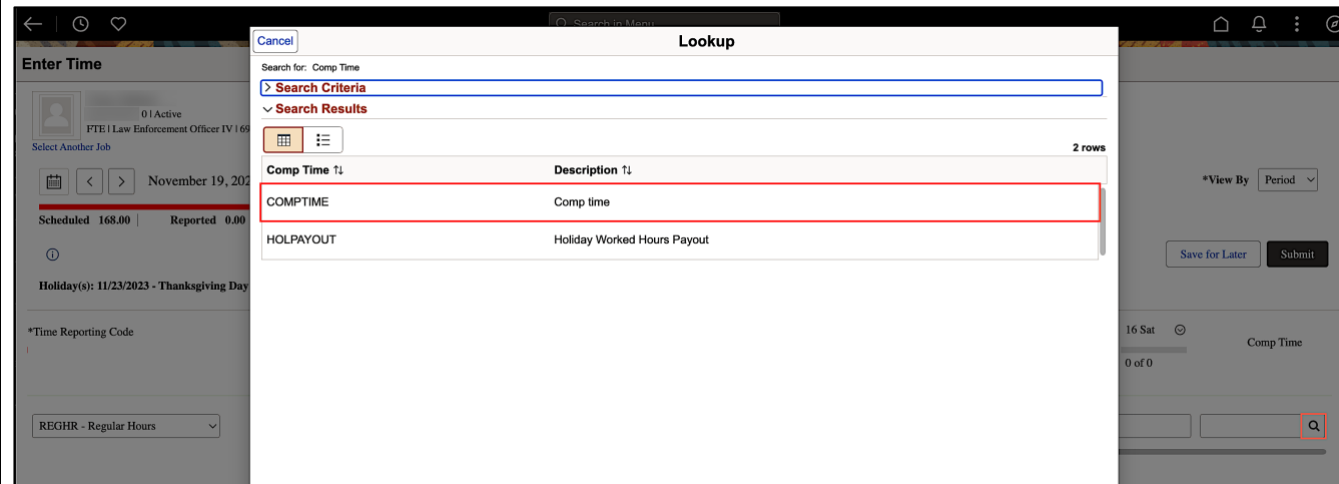
You can only have one TRC per line.

Step 5: Click the **Time Reporting Code** drop-down arrow and select **REGHR – Regular Hours**.

Step 6: Before you begin entering hours, to ensure to always capture any overtime hours as Comp Time, scroll all the way to the right to click the **Comp Time Lookup** icon and select the **Comp Time** option.



The screenshot shows the 'Enter Time' interface for a user named 'FTE I Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT'. The date range is 'November 19, 2023 - December 16, 2023'. The scheduled time is 168.00 and reported time is 0.00. A dropdown menu for '*Time Reporting Code' is open, showing a list of options with 'REGHR - Regular Hours' selected at the bottom. The list includes: CMPFM - Compensatory - FMLA, CMPML - Compensatory - Military, CMPITT - Compensatory Time Taken, CMPWC - Compensatory - WC, HCTK - Holiday Comp Taken, HCTKF - Holiday Compensatory - FMLA, HCTKM - Holiday Compensatory - Military, HCTKW - Holiday Compensatory - WC, and REGHR - Regular Hours.



The screenshot shows the 'Enter Time' interface with a 'Lookup' dialog box open. The dialog box is titled 'Lookup' and has a search criteria of 'Comp Time'. The search results show two rows: 'COMPTIME' with description 'Comp time' and 'HOLPAYOUT' with description 'Holiday Worked Hours Payout'. The 'COMPTIME' row is highlighted with a red border. The background interface shows the 'Enter Time' form with the 'Time Reporting Code' dropdown set to 'REGHR - Regular Hours'. A search icon is visible in the bottom right corner of the background interface.

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Step 7: On this first line, click in the **Time Entry** field and enter hours worked for each scheduled day. For this example, you will also enter the hours for the holiday you are scheduled to work. The unscheduled hours worked on a holiday will need to be entered on a separate time reporting row.

This week you were authorized to work overtime to assist due to an unforeseen absence of a fellow officer.

Enter Time

10 | Active
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

Select Another Job

November 19, 2023 - December 16, 2023 *View By Period

Scheduled 168.00 | Reported 66.50

Save for Later Submit

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

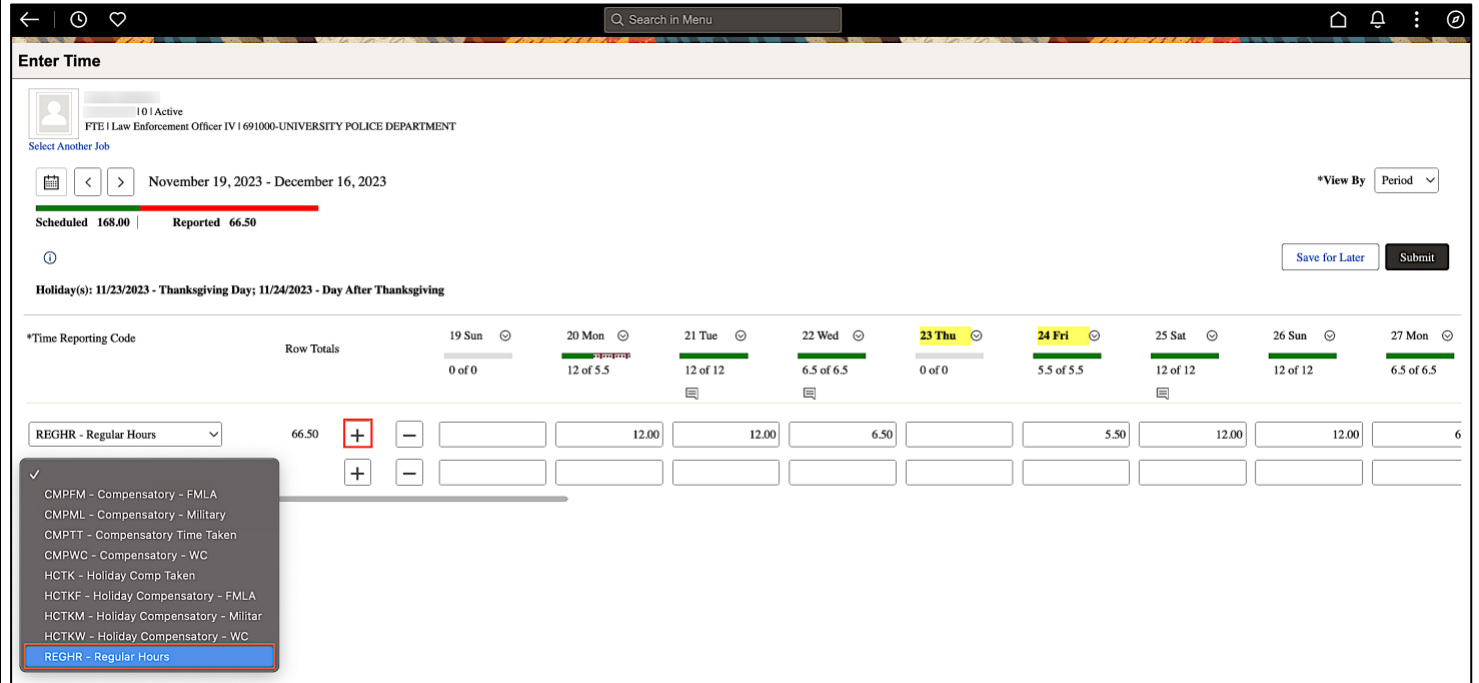
*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
REGHR - Regular Hours	66.50	0 of 0	12 of 5.5	12 of 12	6.5 of 6.5	0 of 0	5.5 of 5.5	12 of 12	12 of 12	6.5 of 6.5

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Step 8: To enter the hours worked on the holiday, click the **Add a Row** button to add a second time reporting row.

Step 9: Click the **Time Reporting Code** drop-down arrow.

Step 10: Select **REGHR – Regular Hours**.



Enter Time

10 | Active
FTE:1 Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

Select Another Job

November 19, 2023 - December 16, 2023 *View By Period

Scheduled 168.00 | Reported 66.50

Save for Later Submit

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
REGHR - Regular Hours	66.50	0 of 0	12 of 5.5	12 of 12	6.5 of 6.5	0 of 0	5.5 of 5.5	12 of 12	12 of 12	6.5 of 6.5

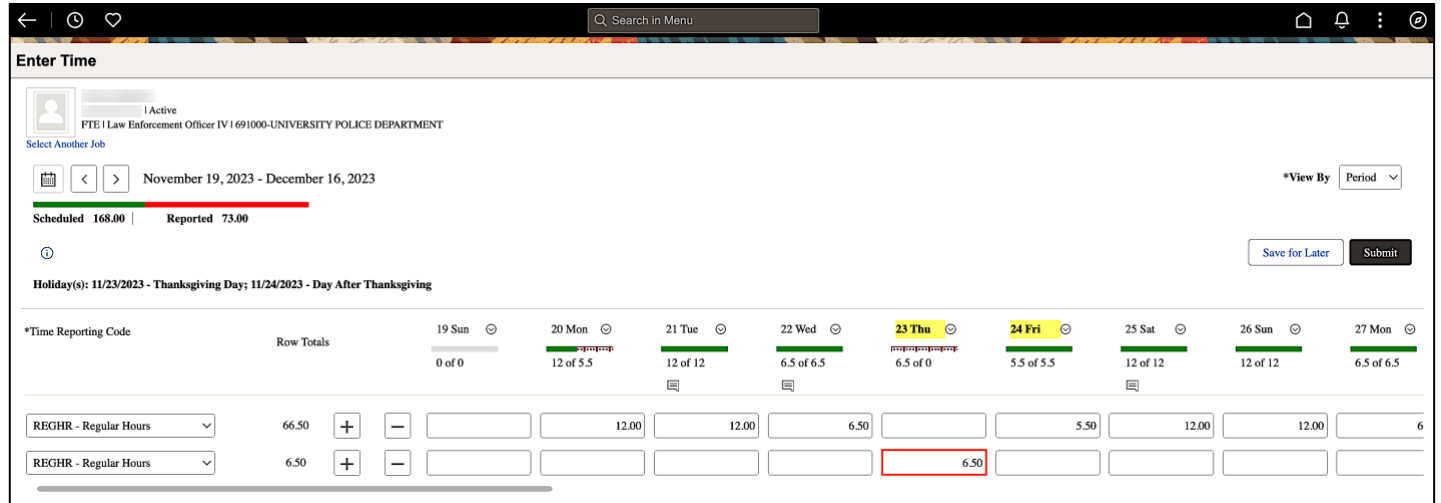
REGHR - Regular Hours

- ✓ CMPFM - 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
- REGHR - Regular Hours**

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Step 11: Click in the **Time Entry** field and only enter hours for the holiday you were not scheduled to work.



Enter Time

Active
FTE: Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

Select Another Job

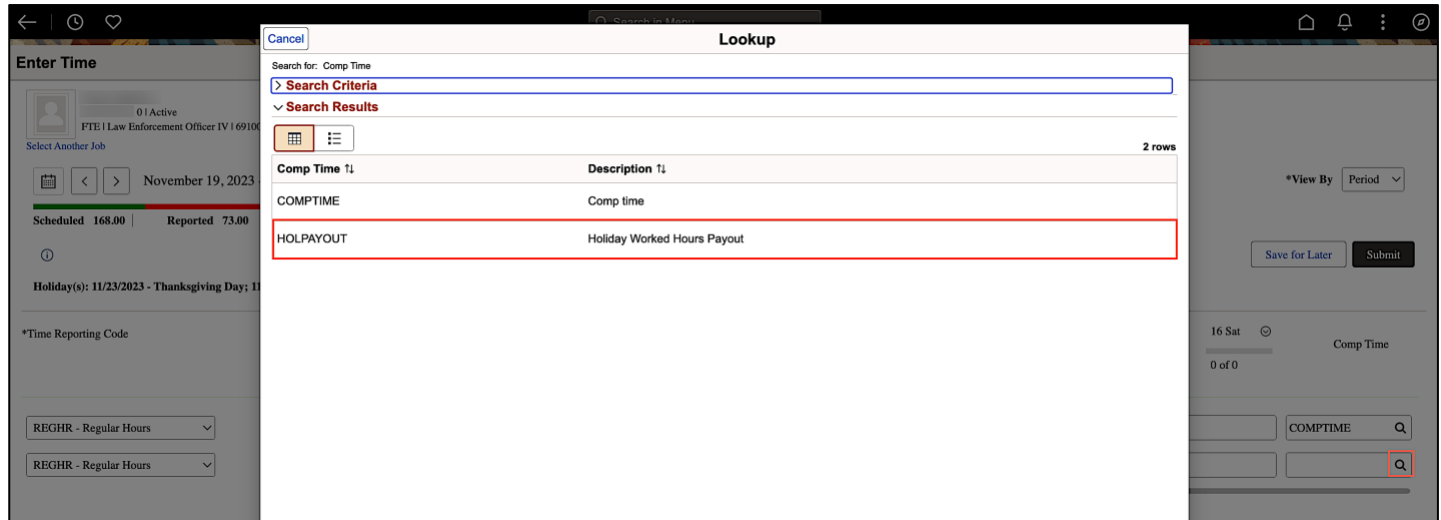
November 19, 2023 - December 16, 2023

Scheduled 168.00 | Reported 73.00

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
REGHR - Regular Hours	66.50	0 of 0	12 of 5.5	12 of 12	6.5 of 6.5	6.5 of 0	5.5 of 5.5	12 of 12	12 of 12	6.5 of 6.5
REGHR - Regular Hours	6.50					6.50				

Step 12: To request a payout for the hours worked on the holiday, scroll all the way to the right, click the **Look up Comp** button and select the **Holiday Worked Hours Payout (HOLPAYOUT)** option from the list.



Enter Time

Active
FTE: Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

Select Another Job

November 19, 2023

Scheduled 168.00 | Reported 73.00

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code

REGHR - Regular Hours

REGHR - Regular Hours

Lookup

Search for: Comp Time

Search Criteria

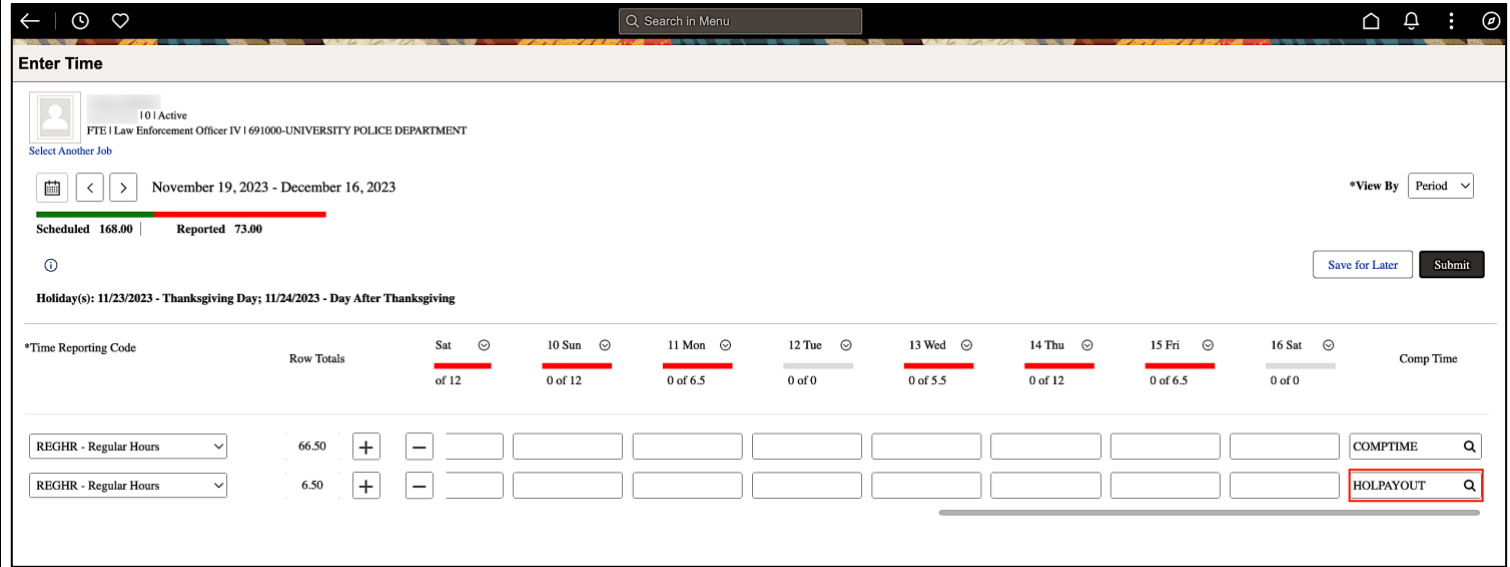
Search Results

2 rows

Comp Time	Description
COMPTIME	Comp time
HOLPAYOUT	Holiday Worked Hours Payout

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



Enter Time

10 | Active
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT
[Select Another Job](#)

November 19, 2023 - December 16, 2023 *View By

Scheduled 168.00 | Reported 73.00

[Save for Later](#) [Submit](#)

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	Sat	10 Sun	11 Mon	12 Tue	13 Wed	14 Thu	15 Fri	16 Sat	Comp Time
		of 12	0 of 12	0 of 6.5	0 of 0	0 of 5.5	0 of 12	0 of 6.5	0 of 0	
REGHR - Regular Hours	66.50	+	-							COMPTIME
REGHR - Regular Hours	6.50	+	-							HOLPAYOUT

You can enter comments about the time entries if you feel additional information is needed.

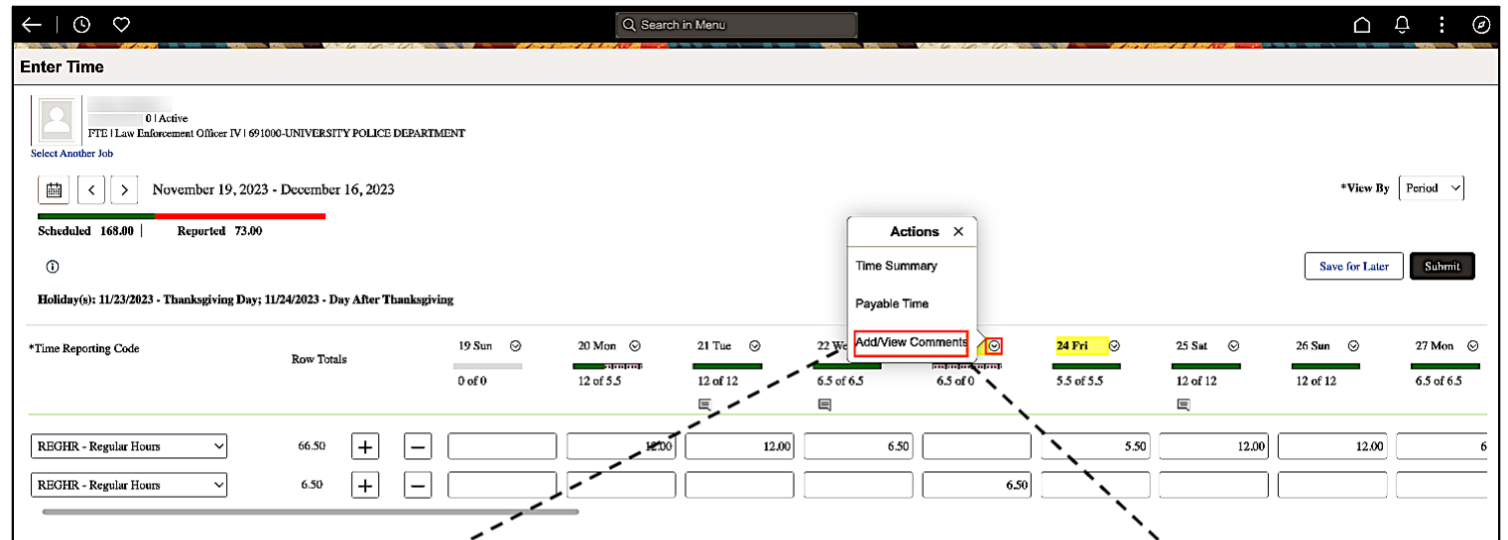
Step 13: Click the **Related Actions** drop-down arrow and select **Add/View Comments** from the list.

Use the **Comments** page to enter comments for the reported time. This would be a great place to indicate that approval was received to request holiday comp payout.

Step 14: Click in the **Comment** field and enter a comment applicable to the time entered.

Step 15: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

Step 16: Click the **X** to close the Time Reporting Comments page.



The screenshot shows the 'Enter Time' interface for a user named 'FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT'. The interface displays a calendar for the period from November 19, 2023, to December 16, 2023. The '22 Wed' entry is highlighted, and an 'Actions' dropdown menu is open, with 'Add/View Comments' selected and highlighted in a red box. Below the calendar, there is a table for time reporting codes. The table has columns for days of the week and rows for different reporting codes. The '22 Wed' column shows '6.5 of 6.5' and '6.5 of 0'. The '24 Fri' column shows '5.5 of 5.5'. Below the table, there are two rows for 'REGHR - Regular Hours' with input fields for hours and minutes.

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
		0 of 0	12 of 5.5	12 of 12	6.5 of 6.5	6.5 of 0	5.5 of 5.5	12 of 12	12 of 12	6.5 of 6.5
REGHR - Regular Hours	66.50			12.00	12.00	6.50	5.50	12.00	12.00	6
REGHR - Regular Hours	6.50					6.50				

Time Reporting Comments ✕

Comments related to Time entered for 11/22/2023

Comment once entered cannot be altered or removed.

Add a new Comment

Entered on 11/30/2023 12:34 PM by [Redacted]

Add important information here.

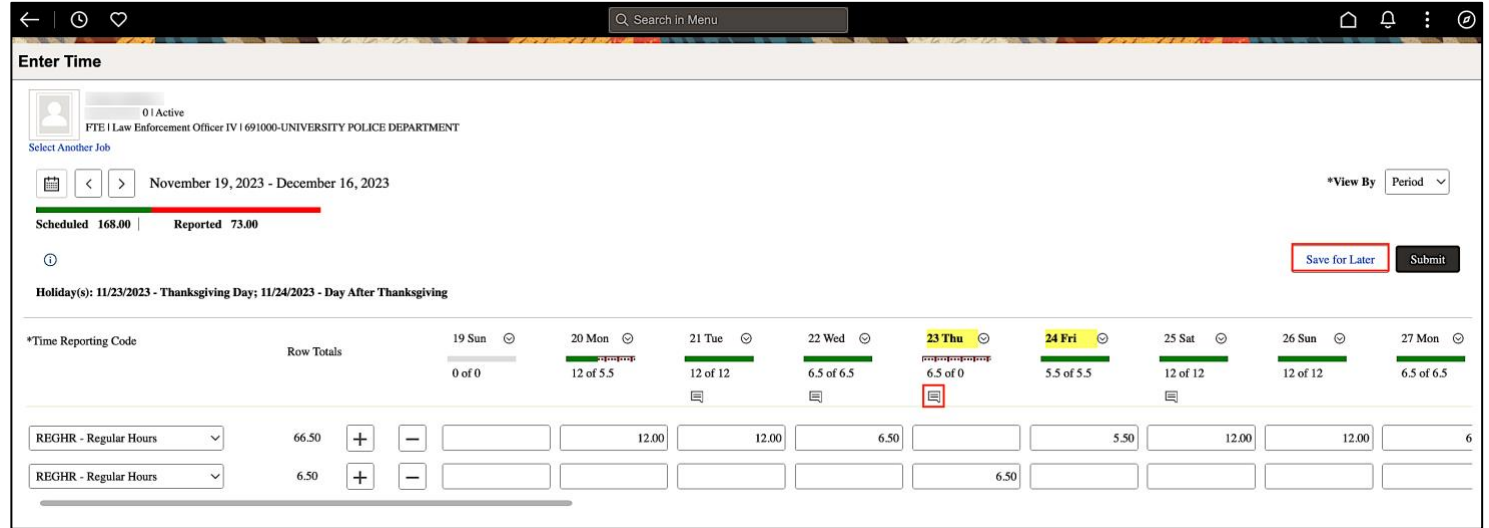
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Notice when a comment has been added, a little comment sheet is populated.

Step 17: You are done entering time, but you are not ready to submit. Click the **Save for Later** button to save the entered time on this timesheet.

Step 18: Click the **Yes** button to indicate you would like to validate the time. This will populate the Reported hours at the top of the timesheet.



Enter Time

01 Active
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

Select Another Job

November 19, 2023 - December 16, 2023

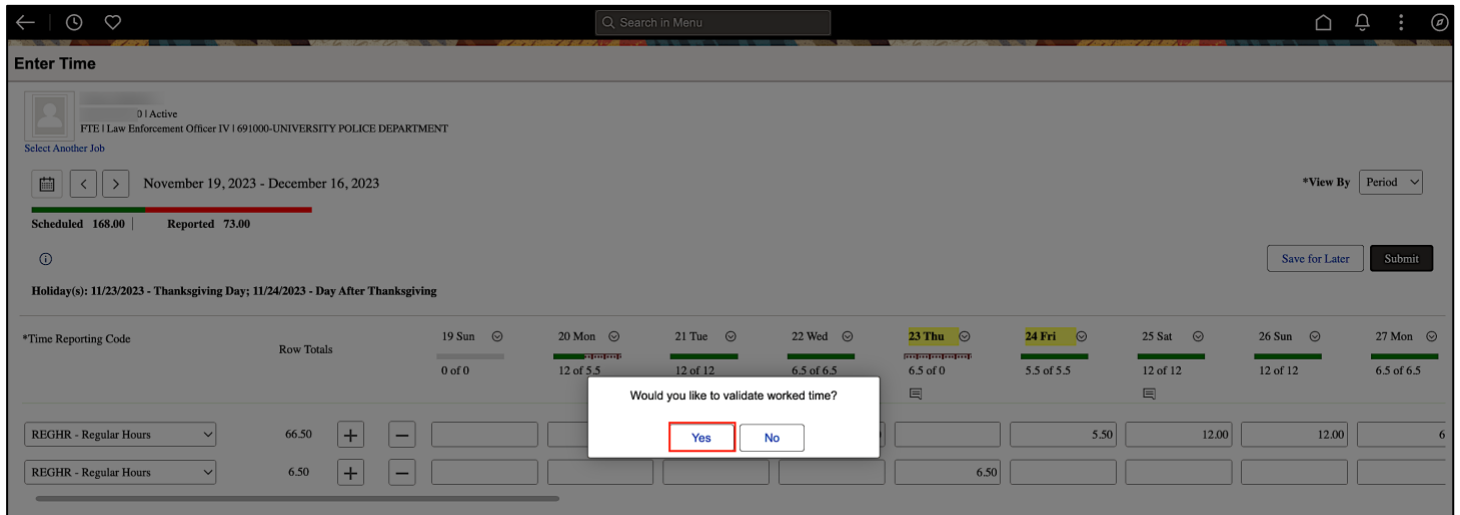
Scheduled 168.00 | Reported 73.00

*View By Period

Save for Later Submit

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
		0 of 0	12 of 5.5	12 of 12	6.5 of 6.5	6.5 of 0	5.5 of 5.5	12 of 12	12 of 12	6.5 of 6.5
REGHR - Regular Hours	66.50		12.00	12.00	6.50		5.50	12.00	12.00	6
REGHR - Regular Hours	6.50					6.50				



Enter Time

01 Active
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

Select Another Job

November 19, 2023 - December 16, 2023

Scheduled 168.00 | Reported 73.00

*View By Period

Save for Later Submit

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
		0 of 0	12 of 5.5	12 of 12	6.5 of 6.5	6.5 of 0	5.5 of 5.5	12 of 12	12 of 12	6.5 of 6.5
REGHR - Regular Hours	66.50						5.50	12.00	12.00	6
REGHR - Regular Hours	6.50					6.50				

Would you like to validate worked time?

Yes No

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Step 19: A warning message appears to advise that you reported regular working hours (including comp time hours) on 11/23/23 and 11/24/23 which are university holidays. Click the **OK** button to save your reported time. This message will appear multiple times if time has been entered for multiple holidays.





The screenshot shows the 'Enter Time' interface for a user named '10 | Active' (PTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT). The date range is set to 'November 19, 2023 - December 16, 2023'. The interface displays 'Scheduled 168.00' and 'Reported 73.00' hours. A warning message is displayed in the center: 'Warning -- 2023-11-23 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. The interface also shows a table for 'Time Reporting Code' with columns for days of the week (Sun through Mon) and a 'Row Totals' column. The '23 Thu' and '24 Fri' columns are highlighted in yellow, indicating they are holidays. The '23 Thu' column shows '12 of 12' and the '24 Fri' column shows '6.5 of 6.5'. The '26 Sun' column shows '12.00' and the '27 Mon' column shows '6'.


Step 20: When Saved for Later, the **Saved** icon appears for the days' time is entered indicating the timesheet has been updated but not yet submitted for approval. Click the **View Legend** icon 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.

Legend ✕

-  Time Details
-  Saved
-  Approved
-  Pending Approvals
-  Denied
-  Pushed Back
-  Exception
-  Absence
-  Reported
-  Reported Under Schedule
-  Reported Over Schedule
-  OFF Day
-  Holiday

Enter Time

Timesheet is Saved for the period 2023-11-19 - 2023-12-16

Select Annual Job: Law Enforcement Officer IV 191000-UNIVERSITY POLICE DEPARTMENT

November 19, 2023 - December 16, 2023 *View By: Period

Scheduled 168.00 | Reported 73.00 Save for Later Submit

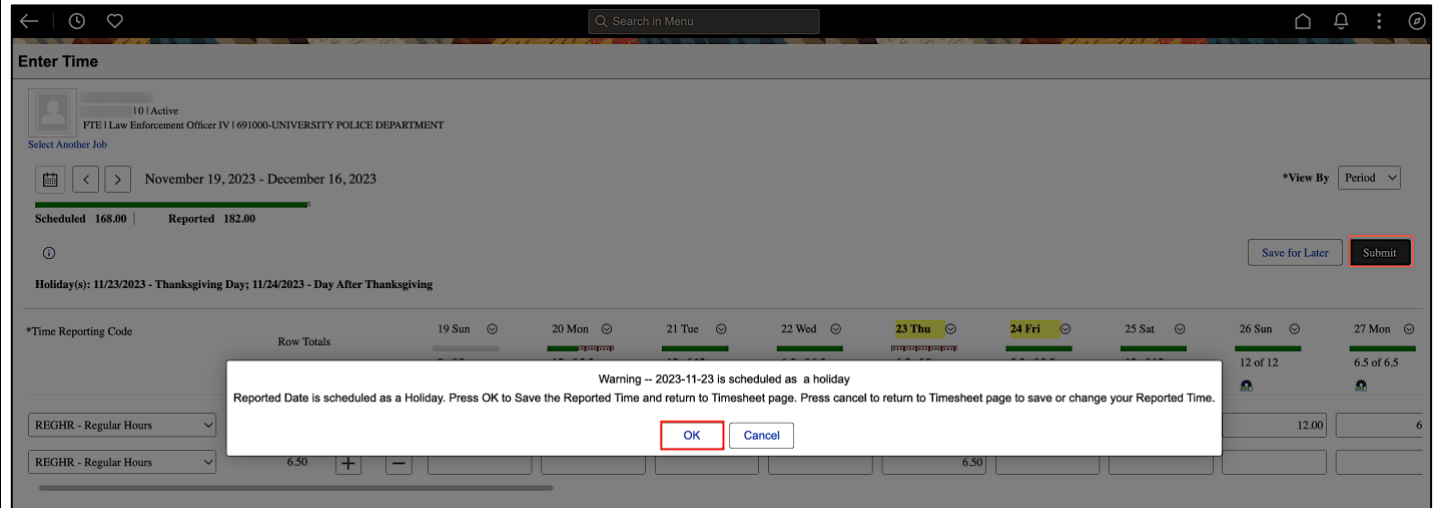
Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
REGHR - Regular Hours	66.50	12.00	12.00	6.50	6.50	5.5 of 5.5	12.00	12.00	6.5 of 6.5	6
REGHR - Regular Hours	6.50				6.50					

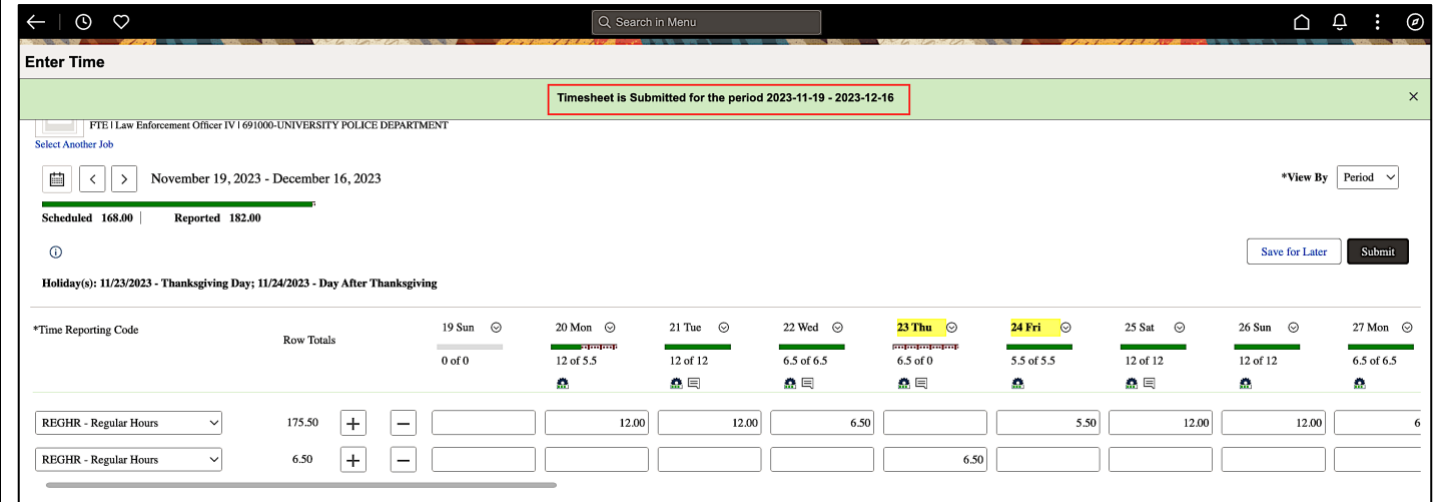
Step 21: You are ready to submit your timesheet for the full 28 day cycle from Nov 19 – Dec 16, 2023. Upon clicking the **Submit** button a warning message appears to advise you reported regular working hours on 11/23/23 and 11/24/23 which are university holidays. Click the **Yes** button to complete submission.

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 you and your supervisor's inbox.

Note: 28 day police must submit reported time for the full 28 day schedule. Scroll through the days to verify reported time and submit. The **Scheduled** and **Reported** hours should indicate if you have forgotten to submit one or more days.




The screenshot shows the 'Enter Time' interface for a user named 'FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT'. The period is set to 'November 19, 2023 - December 16, 2023'. The 'Scheduled' hours are 168.00 and 'Reported' hours are 182.00. A warning dialog box is displayed in the center, indicating that the reported date (11/23/23) is a holiday. The 'OK' button is highlighted with a red box.





The screenshot shows the 'Enter Time' interface after successful submission. A green banner at the top reads: 'Timesheet is Submitted for the period 2023-11-19 - 2023-12-16'. The 'Submit' button is highlighted with a red box. The interface shows the same user and period as the previous screenshot, but now with a 'Reported' total of 175.50 hours. The 'Scheduled' hours remain 168.00. The 'Reported' hours are broken down by day: 12.00 on Mon, 12.00 on Tue, 6.50 on Wed, 6.50 on Thu, 5.50 on Fri, 12.00 on Sat, 12.00 on Sun, and 6.50 on Mon.


Step 22: When submitted, the **Pending Approvals** icon appear for the days' time entered indicating the timesheet is waiting for approval. Click the **View Legend** icon 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.

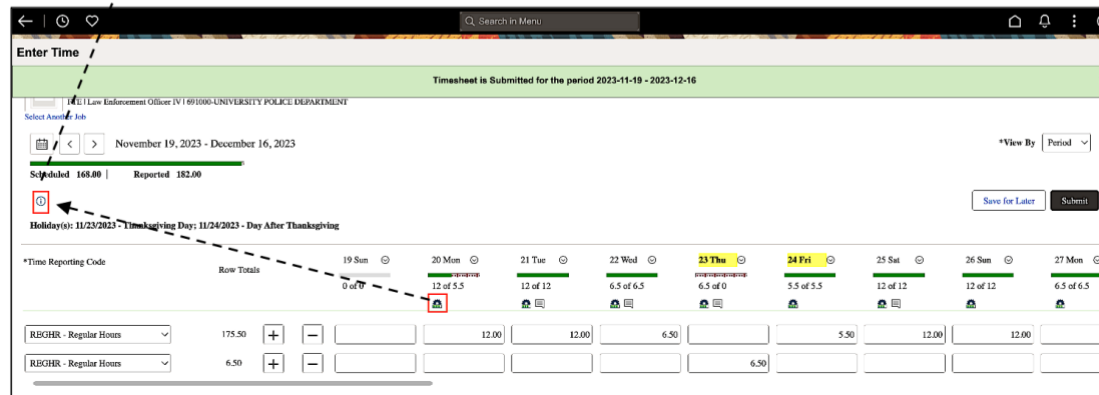
 The time entered has been submitted and is pending approval.

 The entered time has been approved.

You successfully learned how to earn comp time and request holiday comp payout on a timesheet as a 28 day police employee.

Legend ✕

-  Time Details
-  Saved
-  Approved
-  Pending Approvals
-  Denied
-  Pushed Back
-  Exception
-  Absence
-  Reported
-  Reported Under Schedule
-  Reported Over Schedule
-  OFF Day
-  Holiday



The screenshot shows the 'Enter Time' interface for a Law Enforcement Officer IV. A notification at the top states 'Timesheet is Submitted for the period 2023-11-19 - 2023-12-16'. The interface displays a calendar view for the period November 19, 2023, to December 16, 2023. A legend callout is open, pointing to a red 'X' icon in the 'Daily Status' box for the cell corresponding to Monday, December 18, 2023. The timesheet grid shows scheduled and reported hours for each day, with a total of 168.00 scheduled and 182.00 reported hours. The grid includes columns for days of the week and rows for reporting codes like 'REGHR - Regular Hours'.