University of South Carolina
Time and Labor – TL/ABS Approver
Earn Overtime and Request Holiday Comp Payout on a Timesheet
on Behalf of a 28 Day Police Upstate Employee

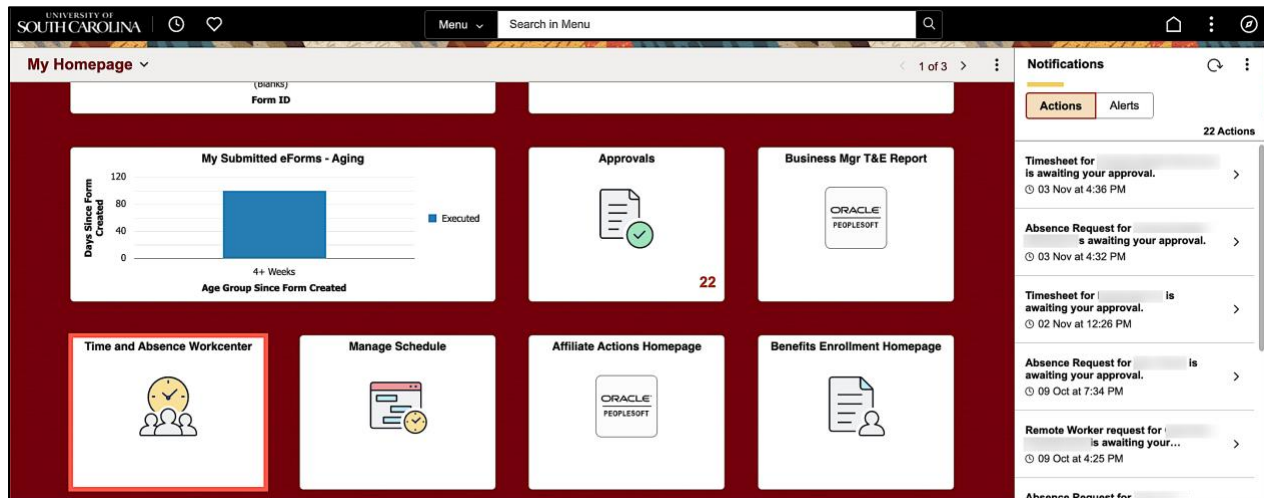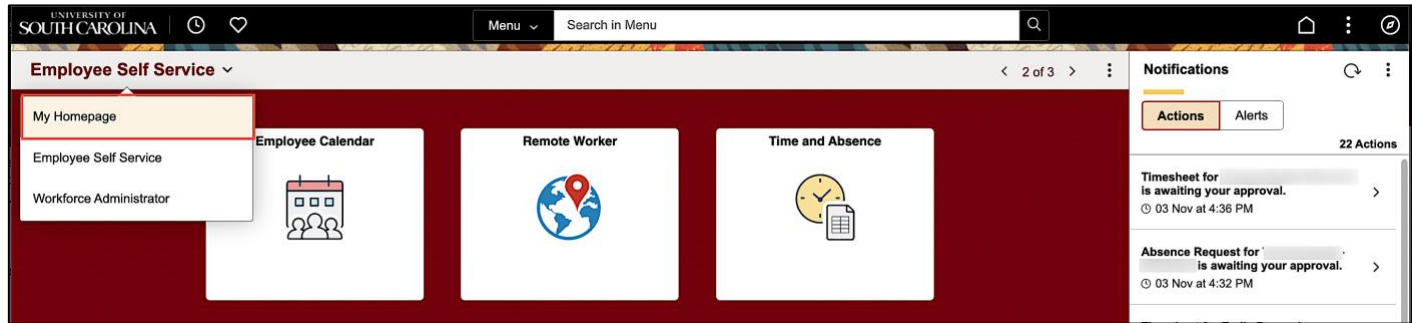| **How to earn overtime and request holiday comp payout on a timesheet for a 28 day police Upstate employee:** |
|---|
| This job aid outlines how a TL/ABS Approver can earn overtime and request holiday comp payout on behalf of a 28 day police Upstate employee. A TL/ABS approver has the ability to search 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 Homepage/My Workplace > Time and Absence Workcenter |

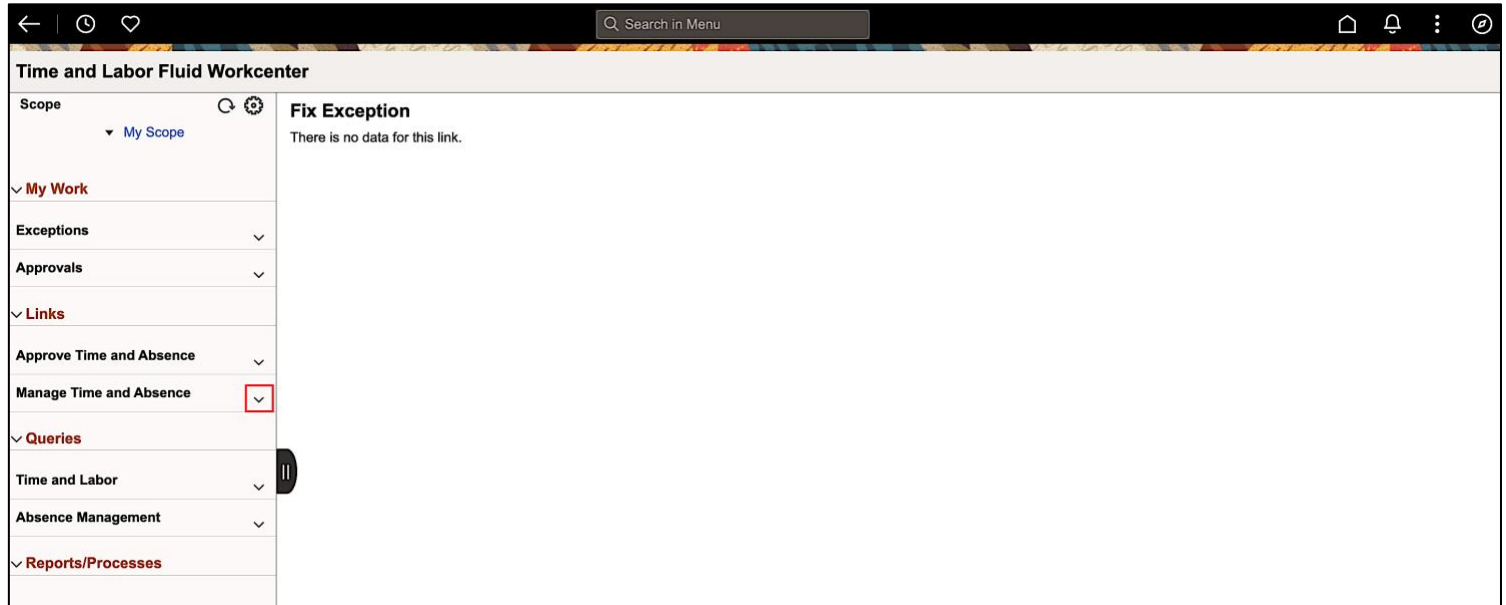| Processing Steps	Screen Shots
Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop down arrow and select **My Homepage/My Workplace** from the list.	
Step 2: Click the **Time and Absence Workcenter** tile.	

University of South Carolina
Time and Labor – TL/ABS Approver
Earn Overtime and Request Holiday Comp Payout on a Timesheet
on Behalf of a 28 Day Police Upstate Employee

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.

Time and Labor Fluid Workcenter	
Scope	**Fix Exception**
▾ My Scope	There is no data for this link.
∨ **My Work**	
Exceptions ∨	
Approvals ∨	
∨ **Links**	
Approve Time and Absence ∨	
Manage Time and Absence ∨	
∨ **Queries**	
Time and Labor ∨	
Absence Management ∨	
∨ **Reports/Processes**	

University of South Carolina
Time and Labor – TL/ABS Approver
Earn Overtime and Request Holiday Comp Payout on a Timesheet
on Behalf of a 28 Day Police Upstate Employee

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

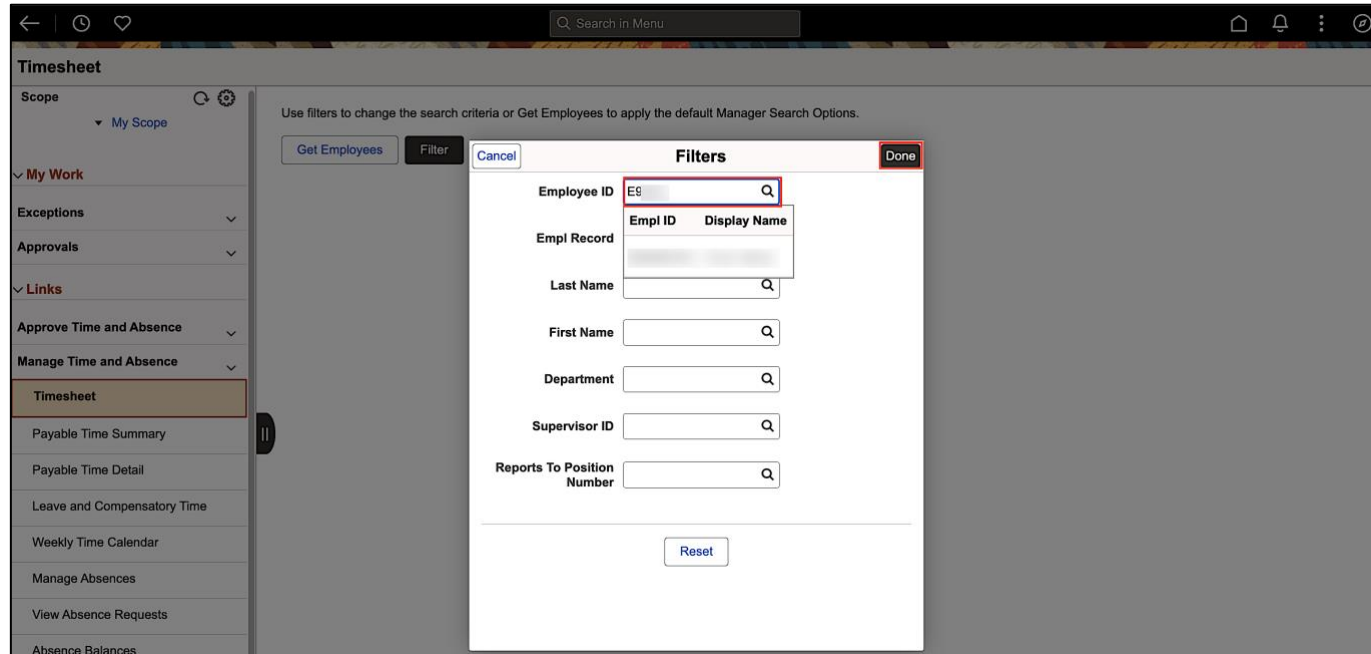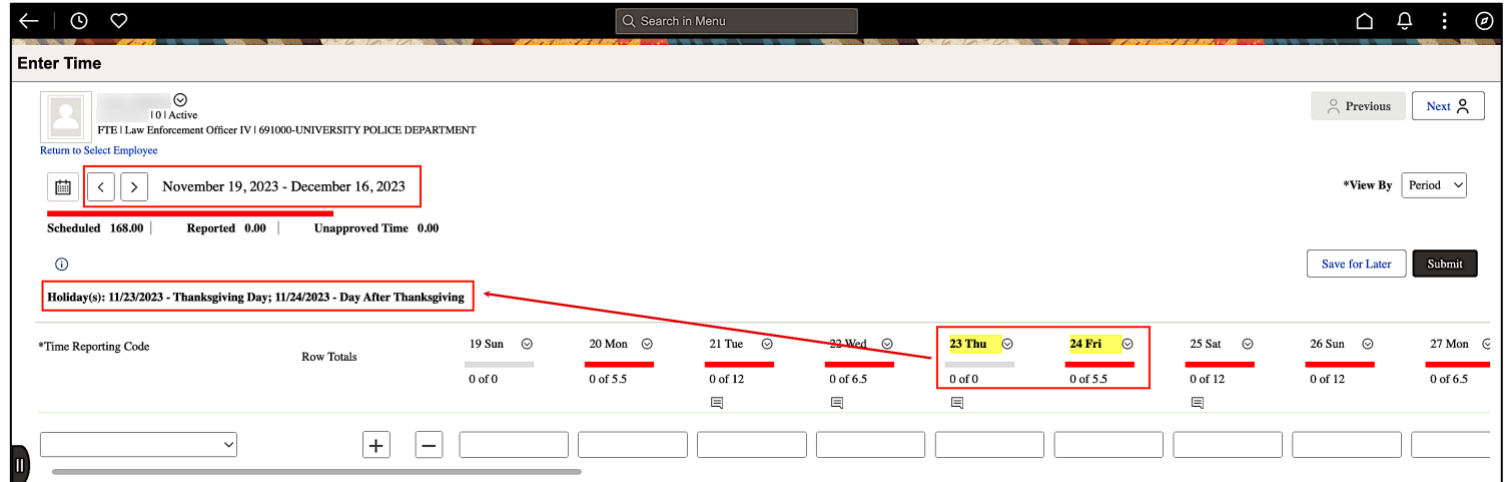**Step 5:** To enter time for a specific employee, begin by clicking the **Filter** button.
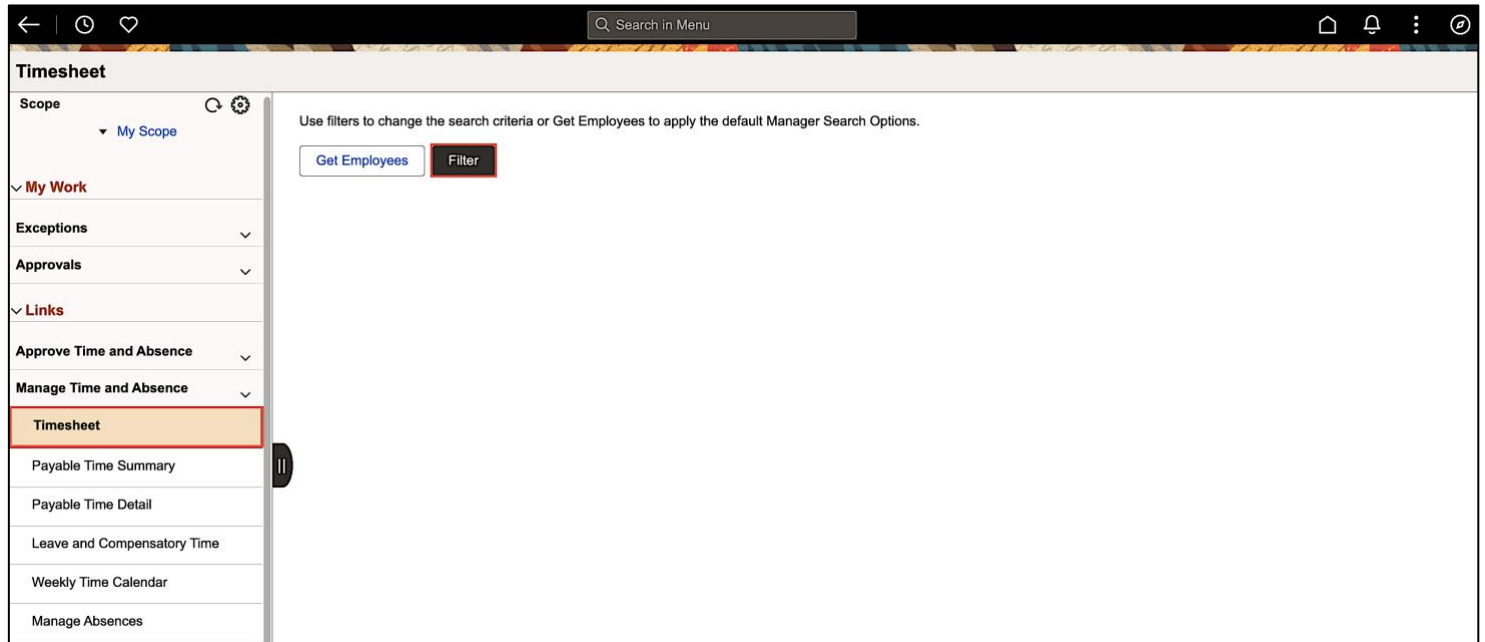
University of South Carolina
Time and Labor – TL/ABS Approver
Earn Overtime and Request Holiday Comp Payout on a Timesheet
on Behalf of a 28 Day Police Upstate Employee

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.
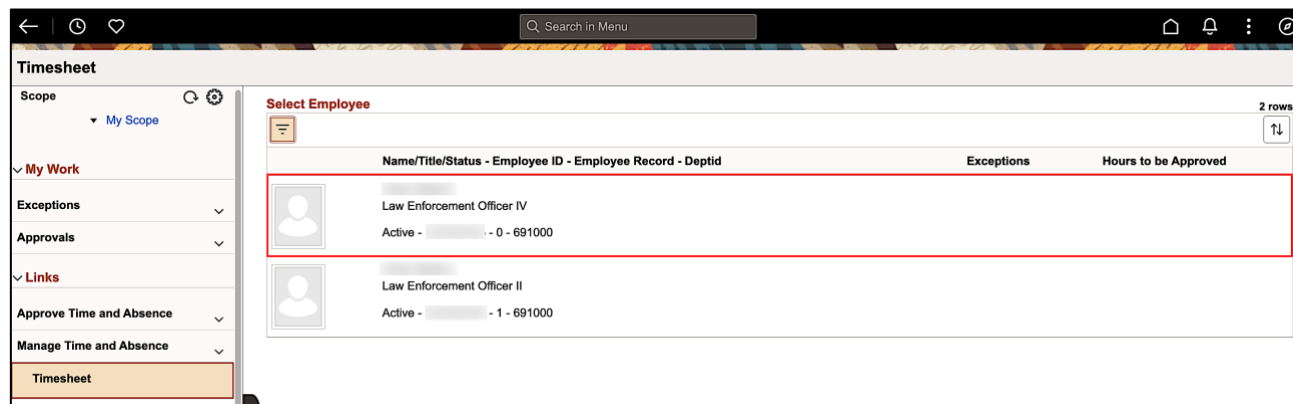
University of South Carolina
Time and Labor – TL/ABS Approver
Earn Overtime and Request Holiday Comp Payout on a Timesheet
on Behalf of a 28 Day Police Upstate Employee

In this example, the employee worked the holiday and requested to receive a payout for the hours worked. They also worked overtime. As the TL/ABS Approver you can enter time on behalf of employees.

Step 9: Be sure to select the correct timeframe for the 28 day schedule. Use the **Arrows** to navigate to the appropriate timesheet.

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

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.

University of South Carolina
Time and Labor – TL/ABS Approver
Earn Overtime and Request Holiday Comp Payout on a Timesheet
on Behalf of a 28 Day Police Upstate Employee

Step 10: Begin by selecting the appropriate **Time Reporting Code** (TRC).
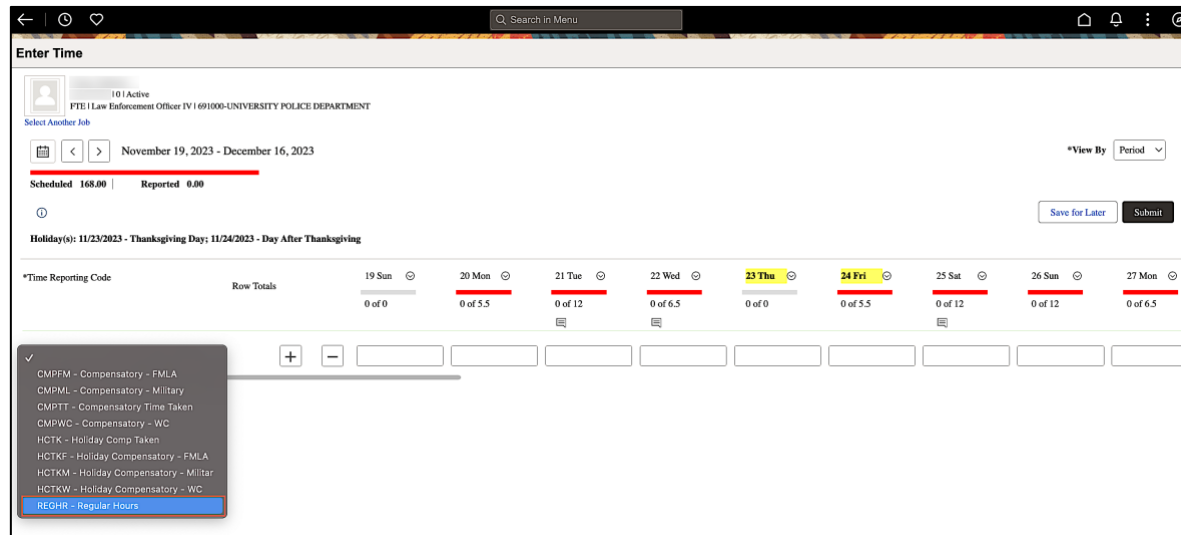
You can only have one TRC per line.

Step 11: Click the **Time Reporting Code** drop-down arrow.

Step 12: Select **REGHR – Regular Hours.**
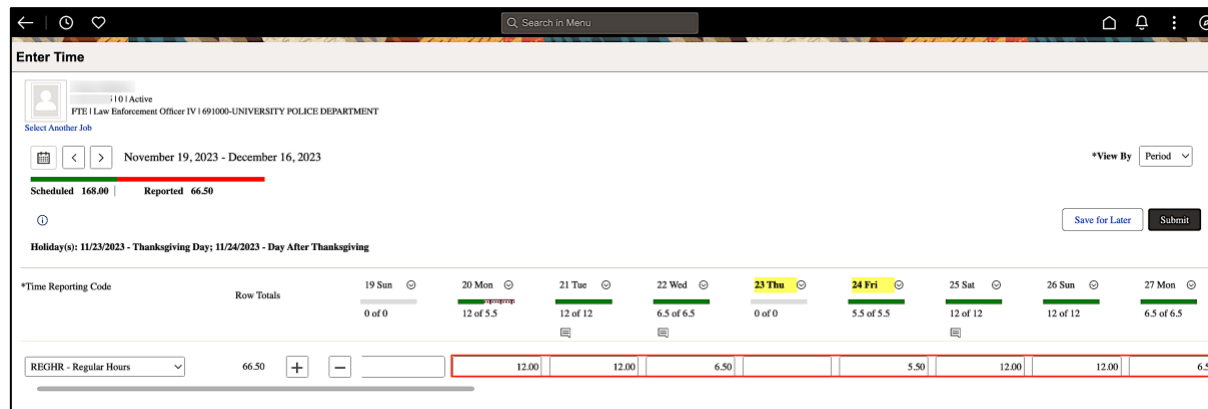
Step 13: On this first line, click in the **Time Entry** field and enter hours worked for each scheduled day. For this example, you will also enter the hours for the holiday the employee is scheduled to work. The unscheduled hours worked on a holiday will need to be entered on a separate time reporting row.

This week the employee was authorized to work overtime due to an unforeseen absence of a fellow officer.

University of South Carolina
Time and Labor – TL/ABS Approver
Earn Overtime and Request Holiday Comp Payout on a Timesheet
on Behalf of a 28 Day Police Upstate Employee

Step 14: To enter the hours worked on the holiday, click the **Add a Row** button to add a second time reporting row.

Step 15: Click the **Time Reporting Code** drop-down arrow.

Step 16: Select **REGHR – Regular Hours.**

University of South Carolina
Time and Labor – TL/ABS Approver
Earn Overtime and Request Holiday Comp Payout on a Timesheet
on Behalf of a 28 Day Police Upstate Employee

Step 17: Click in the **Time Entry** field and only enter hours worked for the holiday the employee was not scheduled to work.
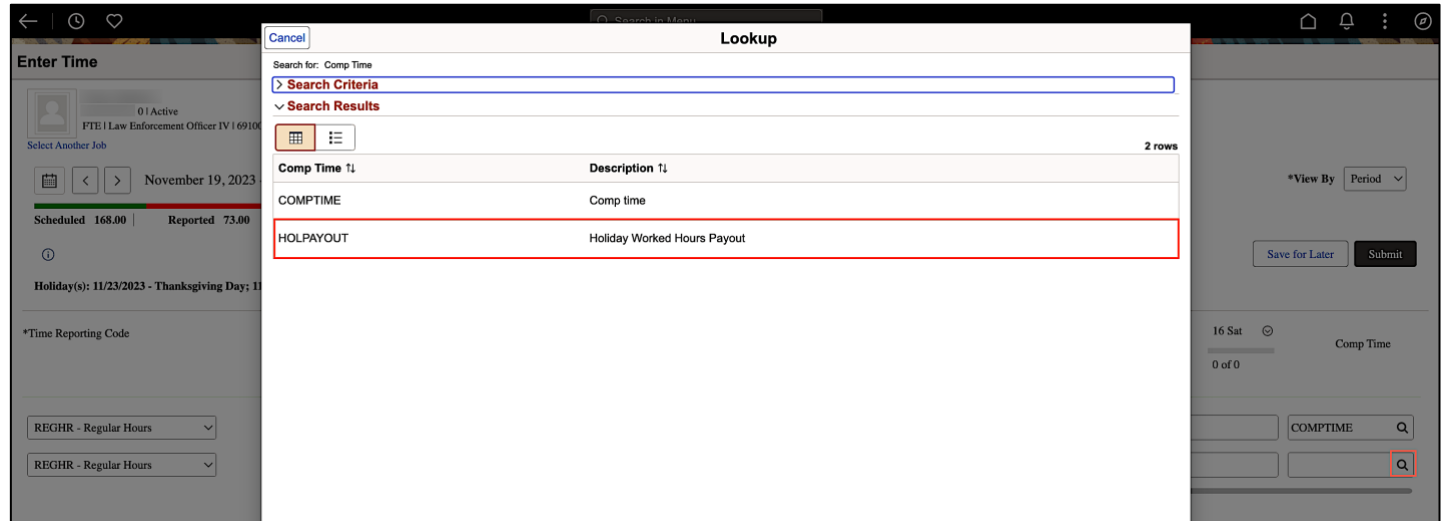
Step 18: To request a payout for the hours worked on the holiday, click the **Look up Comp** button and select the **Holiday Worked Hours Payout (HOLPAYOUT)** option from the list.

University of South Carolina
Time and Labor – TL/ABS Approver
Earn Overtime and Request Holiday Comp Payout on a Timesheet
on Behalf of a 28 Day Police Upstate Employee

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

University of South Carolina
Time and Labor – TL/ABS Approver
Earn Overtime and Request Holiday Comp Payout on a Timesheet
on Behalf of a 28 Day Police Upstate Employee

Step 19: 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 20: 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.

University of South Carolina
Time and Labor – TL/ABS Approver
Earn Overtime and Request Holiday Comp Payout on a Timesheet
on Behalf of a 28 Day Police Upstate Employee

Step 21: 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 the reported time. This message will appear multiple times if time has been entered for multiple holidays.

University of South Carolina
Time and Labor – TL/ABS Approver
Earn Overtime and Request Holiday Comp Payout on a Timesheet
on Behalf of a 28 Day Police Upstate Employee

Step 22: 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.

University of South Carolina
Time and Labor – TL/ABS Approver
Earn Overtime and Request Holiday Comp Payout on a Timesheet
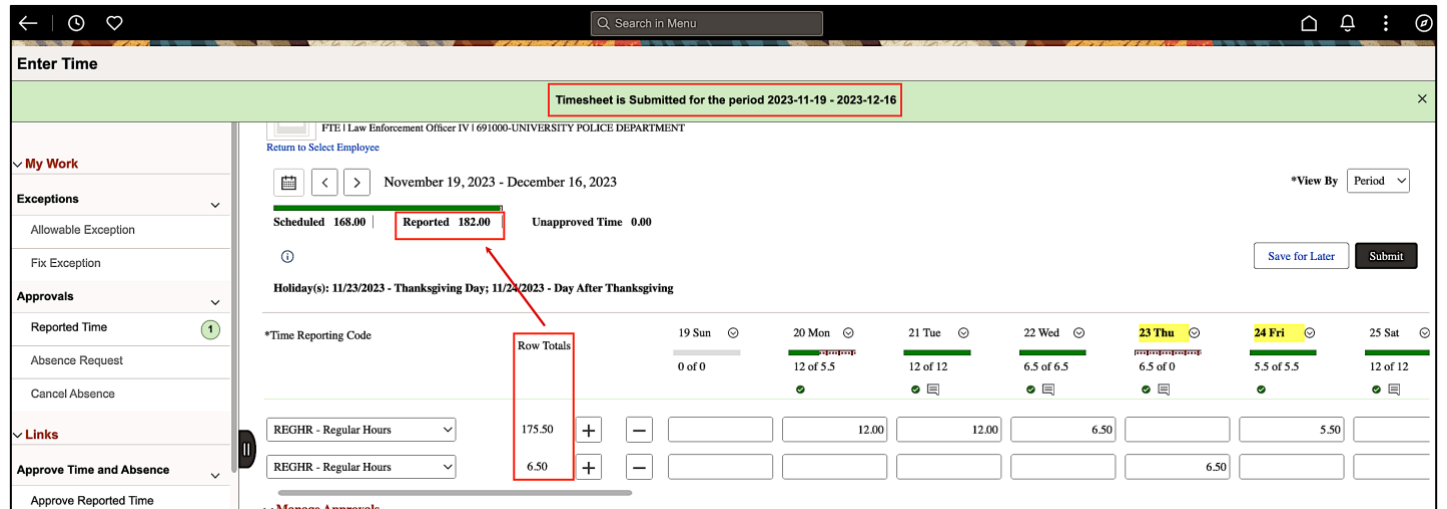### on Behalf of a 28 Day Police Upstate Employee

Step 23: You are ready to submit the employee's timesheet for the full 28 day cycle from Nov 19 – Dec 16, 2023. Upon clicking the **Submit** button a warning message appears to advise that you reported regular working hours on 11/23/23 and 11/24/23 which is a university holiday. 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 the employee's email.

When a timesheet is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required as indicated by the white check in the green circle.

University of South Carolina
Time and Labor – TL/ABS Approver
Earn Overtime and Request Holiday Comp Payout on a Timesheet
on Behalf of a 28 Day Police Upstate Employee

Step 24: Notice the time that appears in the **Manager Approvals** section of the page shows as **Approved**. When time is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required.

	Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
☐	11/20/2023	Approved	12.00	REGHR	Regular Hours	5.50
☐	11/21/2023	Approved	12.00	REGHR	Regular Hours	12.00
☐	11/22/2023	Approved	6.50	REGHR	Regular Hours	6.50
☐	11/23/2023	Approved	6.50	REGHR	Regular Hours	0.00
☐	11/24/2023	Approved	5.50	REGHR	Regular Hours	5.50

University of South Carolina
Time and Labor – TL/ABS Approver
Earn Overtime and Request Holiday Comp Payout on a Timesheet
on Behalf of a 28 Day Police Upstate Employee

Step 25: When submitted, the **Approved** icon appears for the days' time is entered indicating the timesheet is approved. 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 on behalf of a 28 day police Upstate employee.

Legend

🖾	Time Details
📄	Saved
✔	Approved
🧑	Pending Approvals
⊘	Denied
↩	Pushed Back
▲	Exception
🏛	Absence
🟩	Reported
🟥	Reported Under Schedule
▦	Reported Over Schedule
⬜	OFF Day
🟨	Holiday