

**University of South Carolina
Time and Labor - MSS
Use Comp Time on a Punch Timesheet for Multiple Work Orders
On Behalf of Employee**

How to use comp time on a punch timesheet:
This job aid outlines how a manager can use comp time on a punch timesheet for multiple work orders on behalf of an employee. A manager can search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

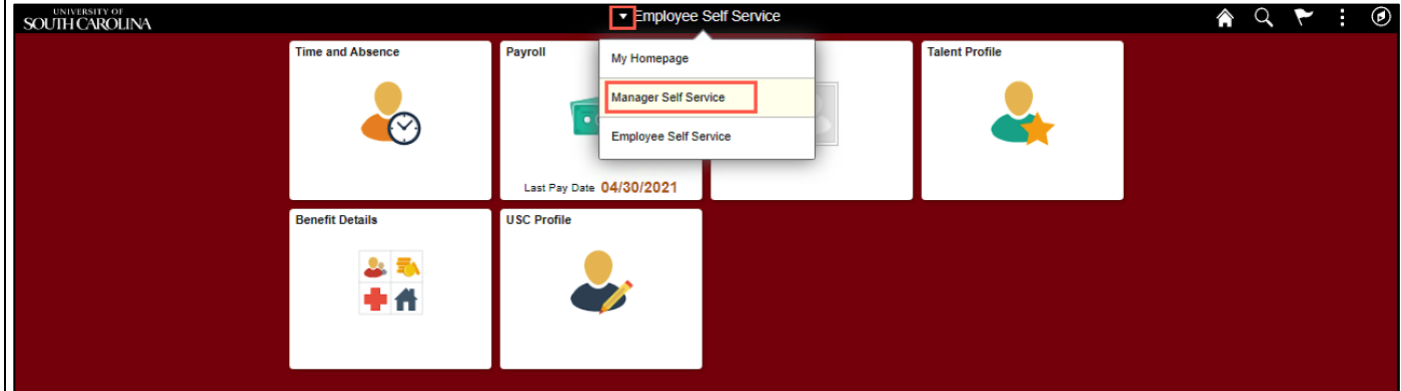
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

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 Workcenter 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 Workcenter include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

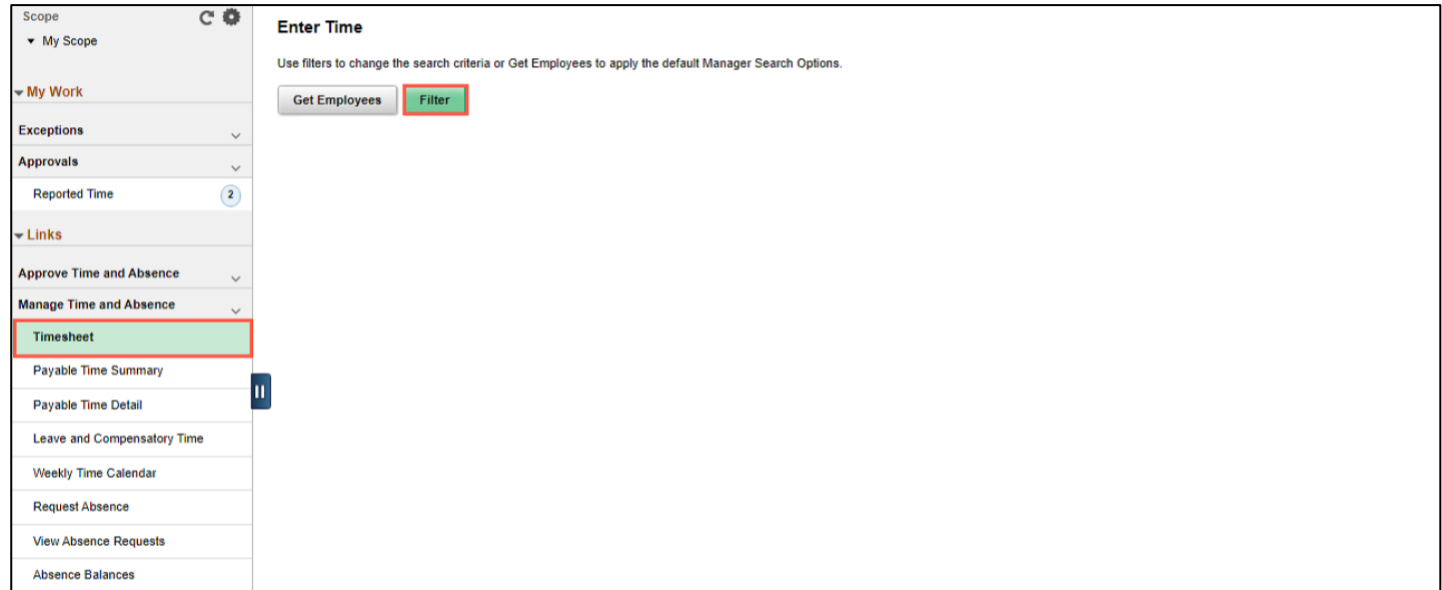
Step 3: Click the **Manage Time and Absence** drop-down arrow.



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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.

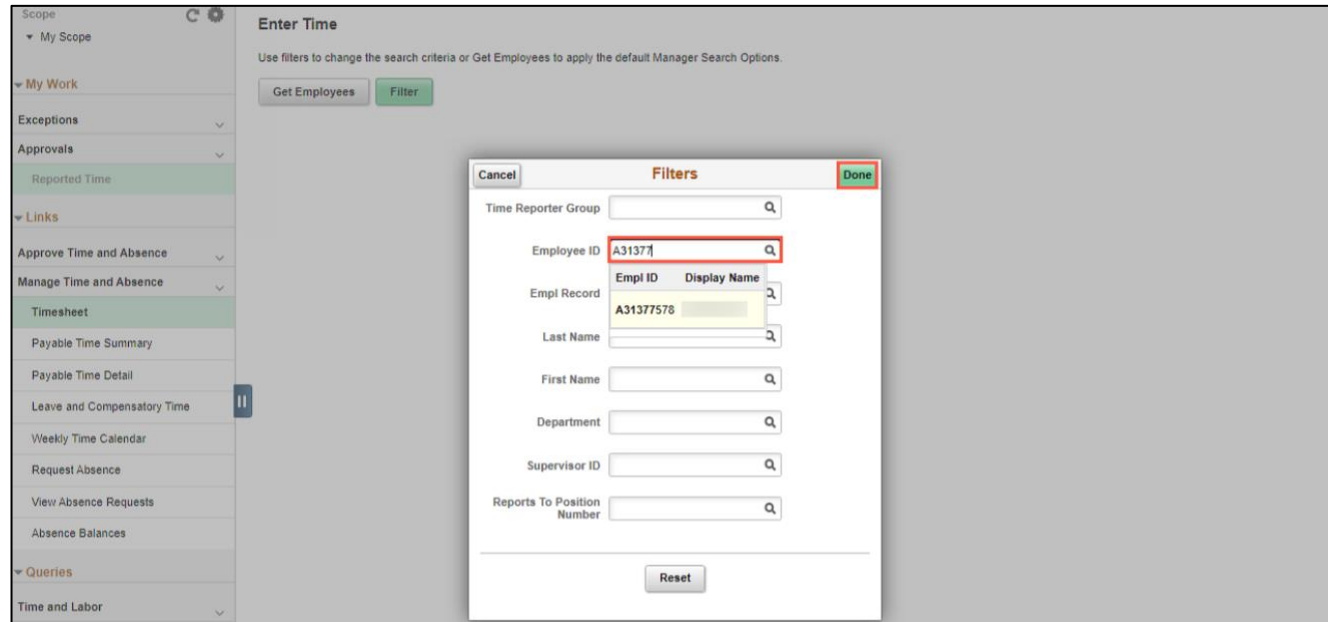


The screenshot displays the 'Enter Time' interface. On the left, a sidebar menu lists various options: 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Reported Time', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Timesheet' (highlighted in green), 'Payable Time Summary', 'Payable 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. On the left is a navigation menu with categories: Scope, My Work, Links, and Queries. The 'My Work' section is expanded, showing options like Exceptions, Approvals, Reported Time, and Timesheet. The 'Timesheet' option is highlighted. The main area is titled 'Enter Time' and contains a search filter dialog box. The dialog box has a 'Cancel' button on the left and a 'Done' button on the right. It contains several search fields: 'Time Reporter Group', 'Employee ID' (with 'A3137' entered and a red box around it), 'Empl Record' (with a table showing 'A31377578'), 'Last Name', 'First Name', 'Department', 'Supervisor ID', and 'Reports To Position Number'. A 'Reset' button is at the bottom of the dialog.

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

Scope

- ▼ My Scope
- ▼ My Work
- Exceptions ▼
- Approvals ▼
- ▼ Links
- Approve Time and Absence ▼
- Manage Time and Absence ▼
- Manage Enrollment ▼

Enter Time

Select Employee

1 row

	Name/Title/Employee ID - Employee Record - Deptid - Status	Exceptions	Hours to be Approved
	<p>Trades Specialist IV</p> <p>H1 8 - 0 - 701000 - Active</p>		197.00

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Use Comp Time on a Punch Timesheet for Multiple Work Orders On Behalf of Employee

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.

Step 9: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

Enter Time

 **USC Punch**
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8 August - 14 August 2021

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

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

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp
<p>08 Sunday</p> <p>Aug Reported 0.00 /Scheduled OFF</p>	<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"/>
<p>09 Monday</p> <p>Aug Reported 0.00 /Scheduled 8.00</p>	<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"/>
<p>10 Tuesday</p> <p>Aug Reported 0.00 /Scheduled 8.00</p>	<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"/>
<p>11 Wednesday</p> <p>Aug Reported 0.00 /Scheduled 8.00</p>	<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"/>
<p>12 Thursday</p> <p>Aug Reported 0.00 /Scheduled 8.00</p>	<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"/>
<p>13 Friday</p>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>



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For this example, the employee was authorized to use 2 hours of comp time on Monday, 8/9/21 and regular hours for the remainder of the week. The employee forgot to enter their time worked and the week has now passed but as the manager, you can enter time on behalf of your direct reports.

To add hours worked for multiple work orders, begin by adding the in and out times for the first line.

Step 10/Work Order Line #1: For the first work order, the employee worked from 8am to 10am. To enter this on the punch timesheet, enter 8:00am as the IN time and 10:00am in the OUT Time Entry field.

Enter Time







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Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp
<p>08 Sunday</p> <p>Aug Reported 0.00 / Scheduled OFF </p>	<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"/>
<p>09 Monday</p> <p>Aug Reported 0.00 / Scheduled 8.00 </p>	<input type="text" value="8:00:00AM"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="10:00:00AM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>
<p>10 Tuesday</p> <p>Aug Reported 0.00 / Scheduled 8.00 </p>	<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"/>
<p>11 Wednesday</p> <p>Aug Reported 0.00 / Scheduled 8.00 </p>	<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"/>
<p>12 Thursday</p> <p>Aug Reported 0.00 / Scheduled 8.00 </p>	<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"/>
<p>13 Friday</p> <p>Aug Reported 0.00 / Scheduled 8.00 </p>	<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"/>

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The employee used comp time for the 2 hours they would have worked for this specific work order.

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

- Regular comp time expires at the end of the fiscal year in which it is earned. UofSC fiscal year runs July 1, year through June 30, year. Comp time must be used/entered on the timesheet prior to the last payroll in June.
- Holiday comp time expires one year from the day on which the comp time is earned.

Enter Time

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

Day Summary		In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp
08	Sunday								New	
Aug	Reported 0.00 / Scheduled OFF									
09	Monday								New	
Aug	Reported 0.00 / Scheduled 8.00	8:00:00AM			10:00:00AM					
10	Tuesday								New	
Aug	Reported 0.00 / Scheduled 8.00									
11	Wednesday								New	
Aug	Reported 0.00 / Scheduled 8.00									
12	Thursday								New	
Aug	Reported 0.00 / Scheduled 8.00									

View Legend

- CALBC - Call Back Actual worked Hours
- CMPFPM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMPPTT - Compensatory Time Taken
- CMPWVC - Compensatory - WC
- HCTK - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Militar
- HCTKW - Holiday Compensatory - WC
- UNCAL - UN Call
- REGHR - Regular Hours

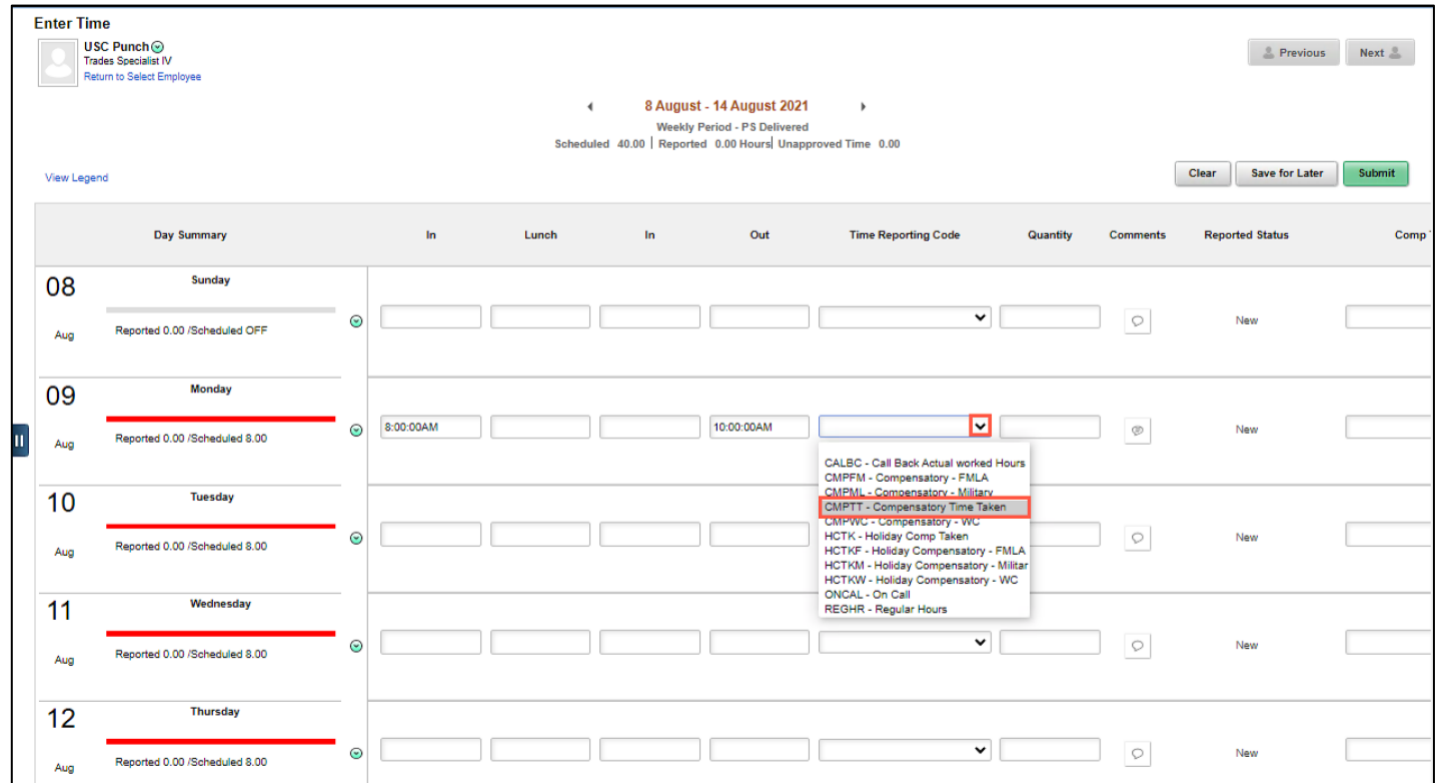
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Step 11: Click the **Time Reporting Code** drop-down arrow.

Step 12: Select **COMPENSATORY TIME TAKE**.

Comp time and holiday comp time can be used for a variety of reasons, but the TRC must align with the specific usage reason, as applicable. Comp time TRCs shown below:

- CMPFM – Compensatory-FMLA
- CMPLML – Compensatory-Military
- *CMPTT – Compensatory Time Taken (this should be the default use of comp time unless using for reason of FMLA, Military Leave, or Worker’s Comp)
- CMPWC – Compensatory Time-WC (workers comp)
- *HCTK – Holiday Comp Taken (this should be the default use of holiday comp time unless using for reason of FMLA, Military Leave, or Worker’s Comp)
- HCTKF – Holiday Compensatory-FMLA
- HCTKM – Holiday Compensatory-Military
- HCTKW – Holiday Compensatory-WC (workers comp)



Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp
08 Sunday Aug Reported 0.00 /Scheduled OFF								New	
09 Monday Aug Reported 0.00 /Scheduled 8.00	8:00:00AM			10:00:00AM				New	
10 Tuesday Aug Reported 0.00 /Scheduled 8.00								New	
11 Wednesday Aug Reported 0.00 /Scheduled 8.00								New	
12 Thursday Aug Reported 0.00 /Scheduled 8.00								New	

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Step 13: 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.

Step 14: Click the + (plus) button to add an additional line for the second work order the employee worked that same day.

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Clear Save for Later Submit

Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time	Call Back Instance	Work Order
<input type="checkbox"/>	<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"/>
<input type="checkbox"/>	<input type="text"/>	10:00:00AM	CMPPT - Compensatory Tim	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	FM00123456
<input type="checkbox"/>	<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"/>
<input type="checkbox"/>	<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"/>
<input type="checkbox"/>	<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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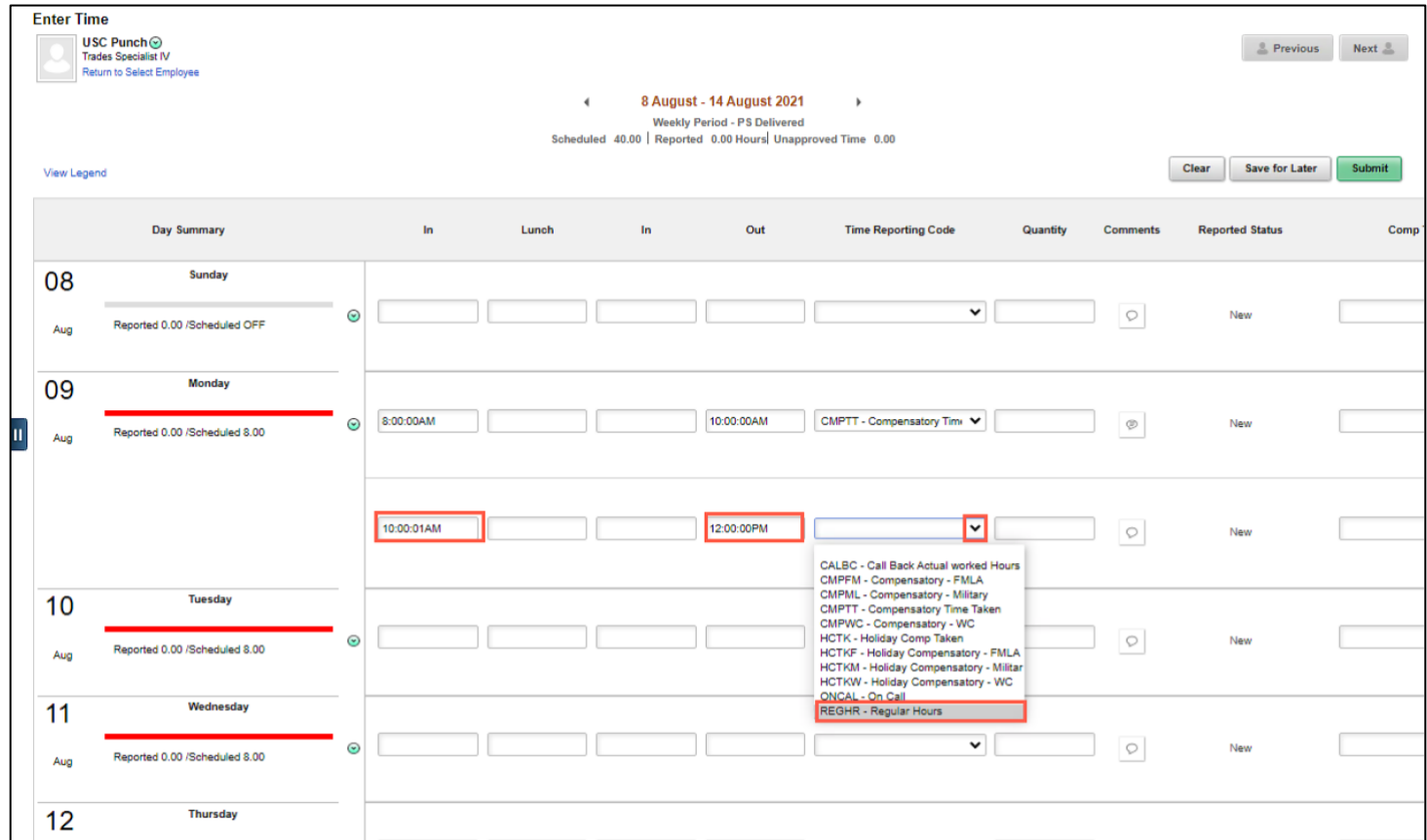
Step 15/Work Order Line #2: For the second work order, the employee started work at 10:00:01am and ended at their scheduled lunch time of 12:00pm. To enter this on the punch timesheet, enter **10:00:01am** in the **IN Time Entry** field and enter **12:00pm** in the **OUT Time Entry** field.

Now select the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

Step 16: Click the **Time Reporting Code** drop-down arrow.

Step 17: Select **REGHR – Regular Hours**.



Enter Time

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View Legend

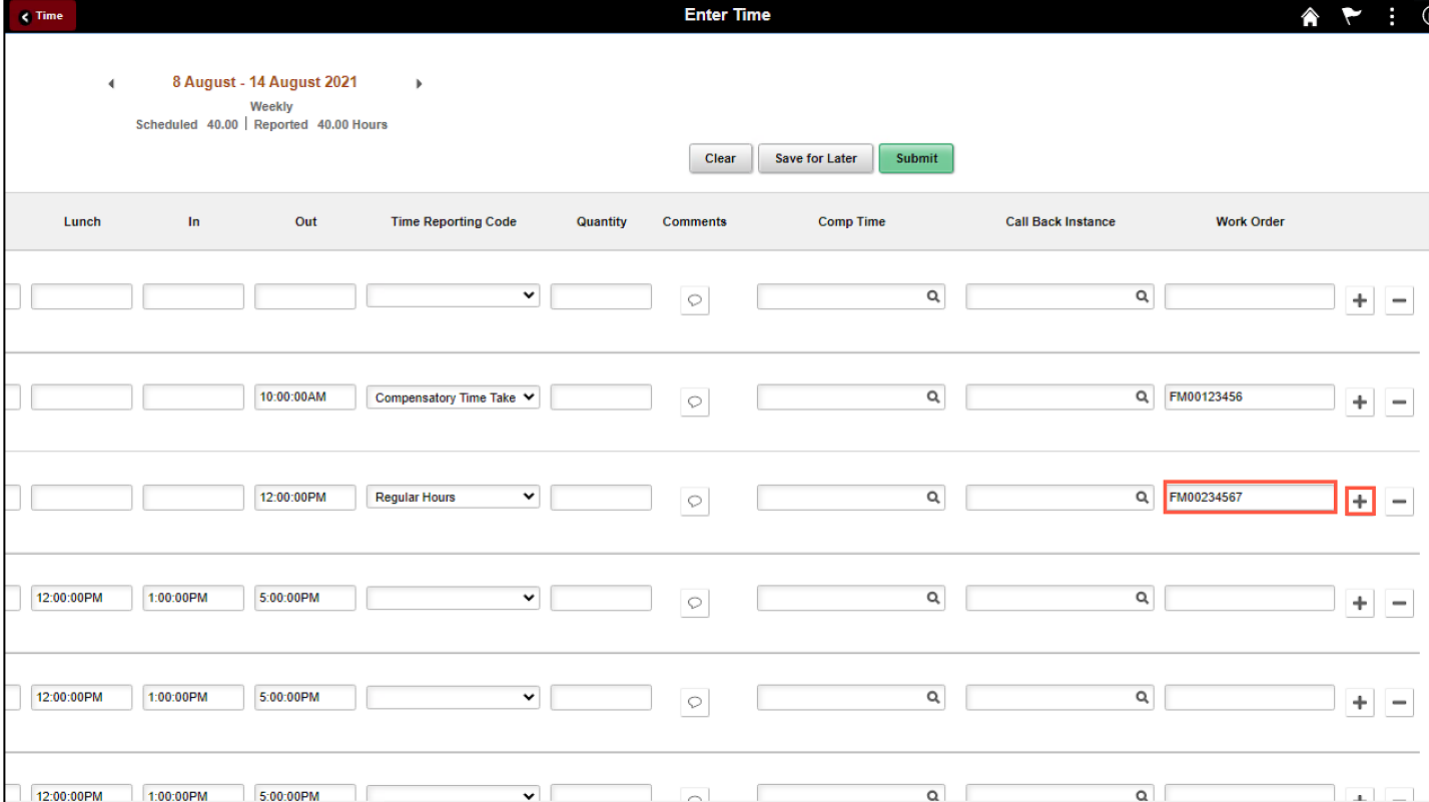
Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp
08 Sunday Aug Reported 0.00 / Scheduled OFF								New	
09 Monday Aug Reported 0.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	CMPTT - Compensatory Time			New	
10 Tuesday Aug Reported 0.00 / Scheduled 8.00	10:00:01AM			12:00:00PM	REGHR - Regular Hours			New	
11 Wednesday Aug Reported 0.00 / Scheduled 8.00								New	
12 Thursday								New	

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Step 18: 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.

Step 19: Click the + (plus) button to add an additional line for the second work order the employee that same day.




Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Instance	Work Order
		10:00:00AM	Compensatory Time Take					FM00123456
		12:00:00PM	Regular Hours					FM00234567
	12:00:00PM	1:00:00PM	5:00:00PM					
	12:00:00PM	1:00:00PM	5:00:00PM					
	12:00:00PM	1:00:00PM	5:00:00PM					

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Step 20/Work Order Line #3: For the third work order, the employee came back from lunch 1:00pm and ended their workday at 5:00pm. To enter this on the punch timesheet, enter **1:00pm** in the **IN Time Entry** field and enter **5:00pm** in the **OUT Time Entry** field.

Step 21: Click the **Time Reporting Code** drop-down arrow.



USC Punch ✔

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Clear Save for Later Submit

[View Legend](#)

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp
<p>08 Sunday</p> <p>Aug Reported 0.00 / Scheduled OFF</p>								New	
<p>09 Monday</p> <p>Aug Reported 0.00 / Scheduled 8.00</p>	8:00:00AM			10:00:00AM	CMPTT - Compensatory Time			New	
	10:00:01AM			12:00:00PM	REGHR - Regular Hours			New	
	1:00:00PM			5:00:00PM	REGHR - Regular Hours			New	
<p>10 Tuesday</p> <p>Aug Reported 0.00 / Scheduled 8.00</p>								New	
<p>11 Wednesday</p>									

- CALBC - Call Back Actual worked Hours
- CMPFM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMPTT - Compensatory Time Taken
- CMPWC - Compensatory - WC
- HCTKF - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Militar
- HCTKW - Holiday Compensatory - WC
- ONCAL - On Call
- REGHR - Regular Hours

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Step 22: Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the second line.

Use steps 15 through 19, if need to add additional IN and OUT times because the employee worked with additional work orders that day.

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Clear Save for Later Submit

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" value="REGHR - Regular Hours"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="10:00:00AM"/>	<input type="text" value="CMPTT - Compensatory Tim"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text" value="FM00123456"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="12:00:00PM"/>	<input type="text" value="REGHR - Regular Hours"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text" value="FM00234567"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="5:00:00PM"/>	<input type="text" value="REGHR - Regular Hours"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input style="border: 2px solid red;" type="text" value="FM00345678"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="REGHR - Regular Hours"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Step 23: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.

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.

Enter Time

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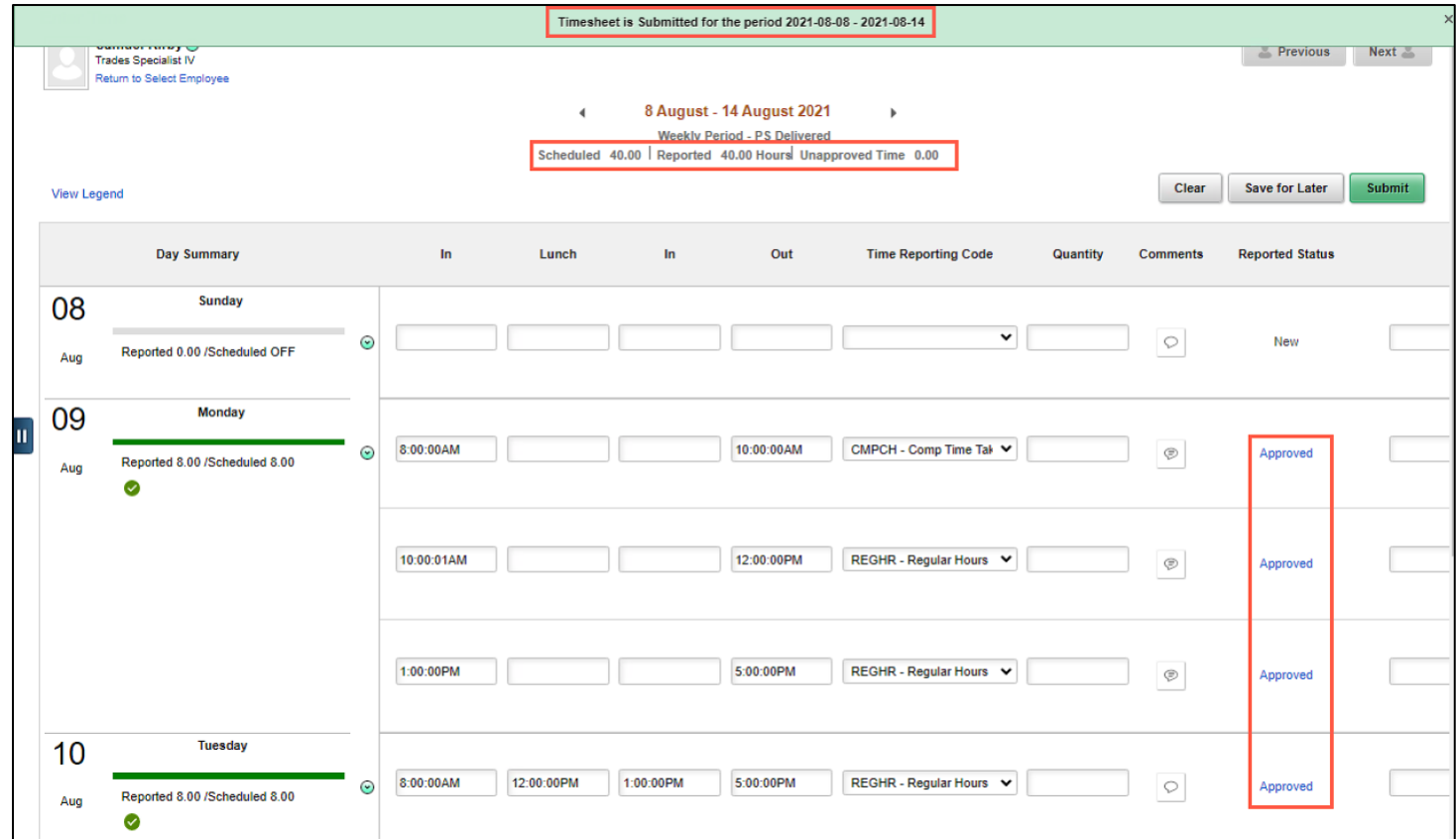
Day Summary		In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp
08	Sunday									
Aug	Reported 0.00 / Scheduled OFF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>
09	Monday									
Aug	Reported 0.00 / Scheduled 8.00	8:00:00AM	<input type="text"/>	<input type="text"/>	10:00:00AM	CMPPTT - Compensatory Time	<input type="text"/>	<input type="text"/>	New	<input type="text"/>
		10:00:01AM	<input type="text"/>	<input type="text"/>	12:00:00PM	REGHR - Regular Hours	<input type="text"/>	<input type="text"/>	New	<input type="text"/>
		1:00:00PM	<input type="text"/>	<input type="text"/>	5:00:00PM	REGHR - Regular Hours	<input type="text"/>	<input type="text"/>	New	<input type="text"/>
10	Tuesday									
Aug	Reported 0.00 / Scheduled 8.00	<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"/>

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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.

When submitted, the summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view.

Step 24: 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.



Timesheet is Submitted for the period 2021-08-08 - 2021-08-14


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Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
08 Sunday Aug Reported 0.00 / Scheduled OFF								New
09 Monday Aug Reported 8.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	CMPCH - Comp Time Tak			Approved
	10:00:01AM			12:00:00PM	REGHR - Regular Hours			Approved
	1:00:00PM			5:00:00PM	REGHR - Regular Hours			Approved
10 Tuesday Aug Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	REGHR - Regular Hours			Approved


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Step 25: When submitted, the **Pending Approvals** icon appears for the days' time is entered indicating the timesheet is waiting for approval. 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:

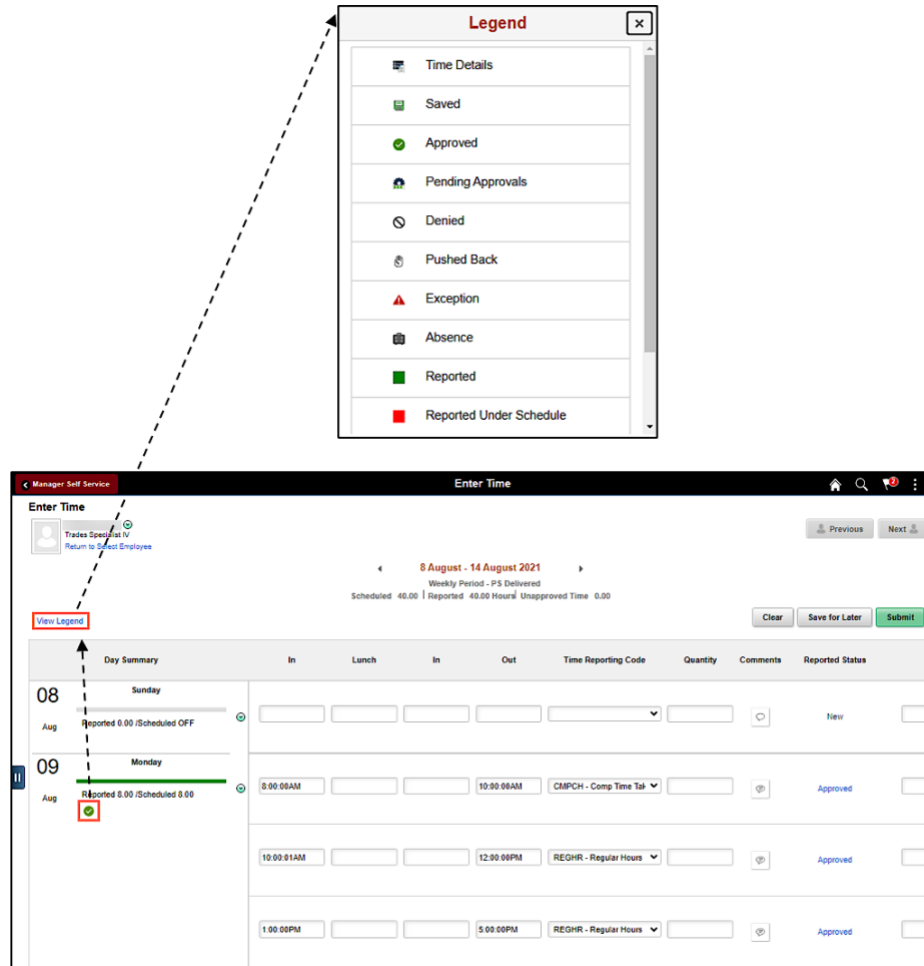
 The user has an exception that needs to be fixed before submitting the timesheet.

 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 use comp time on a punch timesheet for multiple work orders on behalf of an employee.



The screenshot shows the 'Enter Time' interface for the period of 8 August - 14 August 2021. A 'View Legend' link is highlighted in the top left. A dashed arrow points from this link to a 'Legend' pop-up window. The legend lists various status icons: Time Details, Saved, Approved, Pending Approvals, Denied, Pushed Back, Exception, Absence, Reported, and Reported Under Schedule. Below the legend, the timesheet entry for August 9th (Monday) is shown. The first entry is for 'Aug' with a status of 'Reported 0.00 / Scheduled 0.00' and a 'View Legend' icon. The second entry is for 'Aug' with a status of 'Approved' and a 'View Legend' icon. The third entry is for 'Aug' with a status of 'Approved' and a 'View Legend' icon. The fourth entry is for 'Aug' with a status of 'Approved' and a 'View Legend' icon.