

**University of South Carolina  
Time and Labor – MSS  
Use Comp Time on a Timesheet on Behalf of  
Salary Non-Exempt Employee**

**How to use comp time on a timesheet on behalf of a salary non-exempt employee:**

This job aid outlines how a manager can use comp time on a timesheet on behalf of a salary non-exempt employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

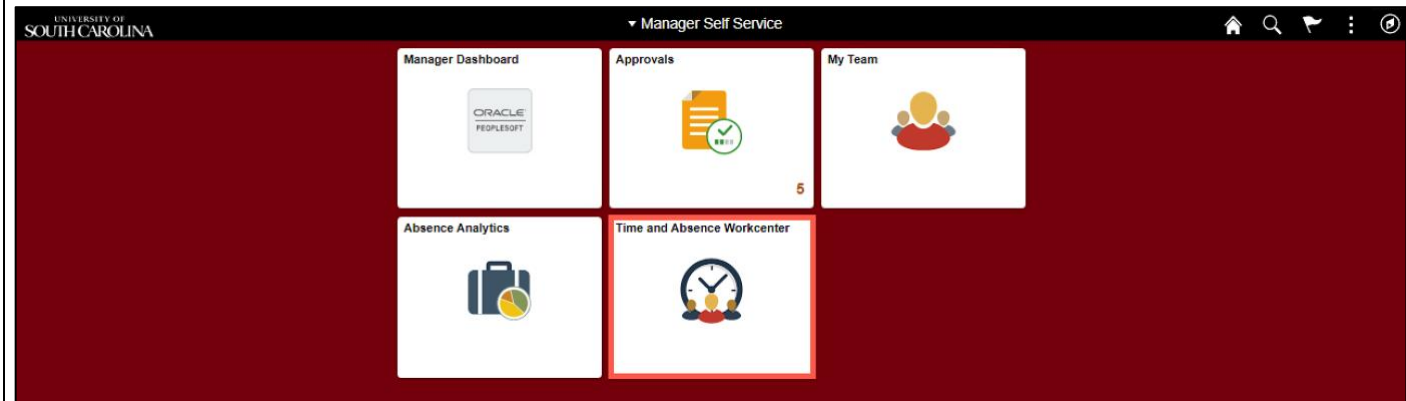
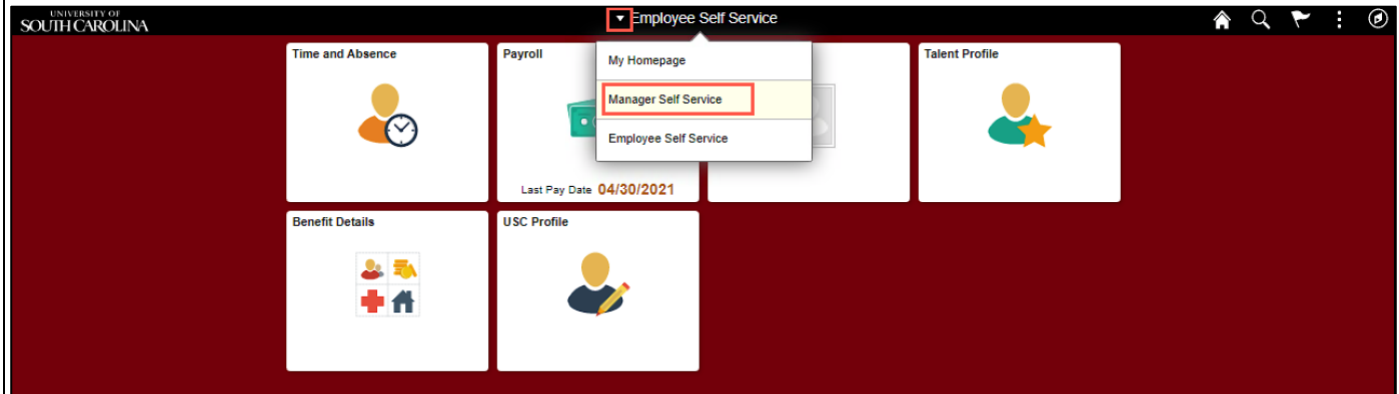
**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

**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 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.

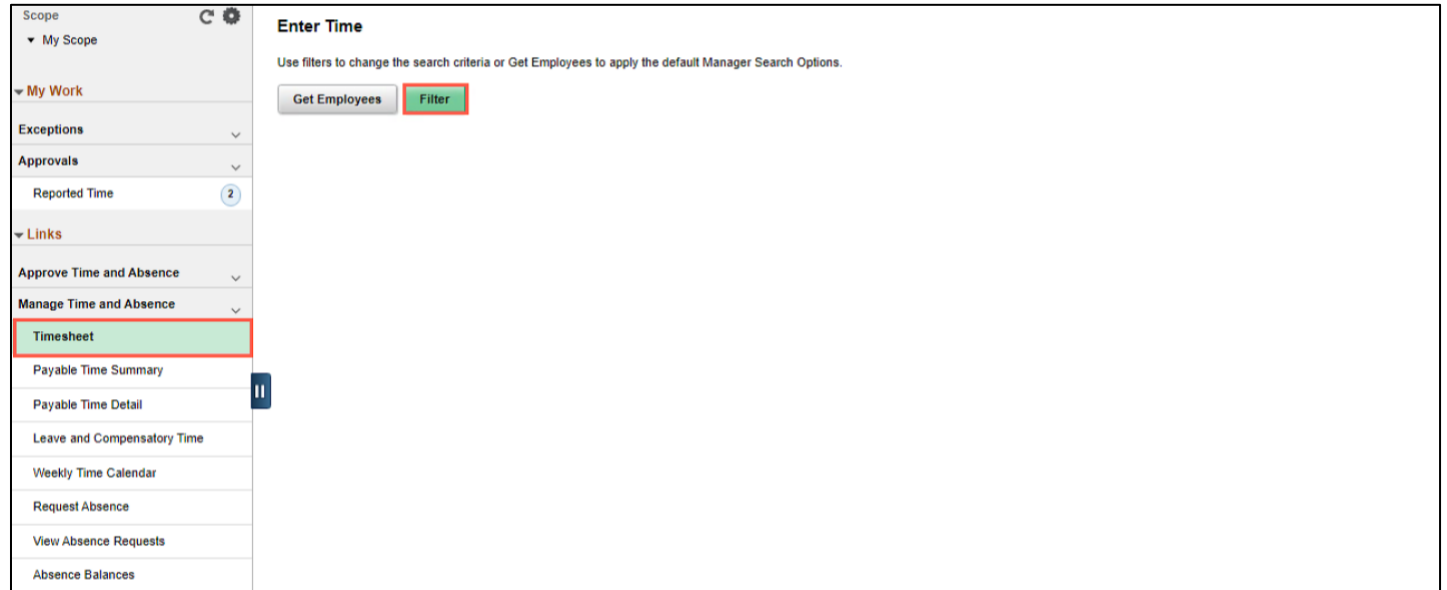
**Step 3:** Click the **Manage Time and Absence** drop-down arrow.



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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.

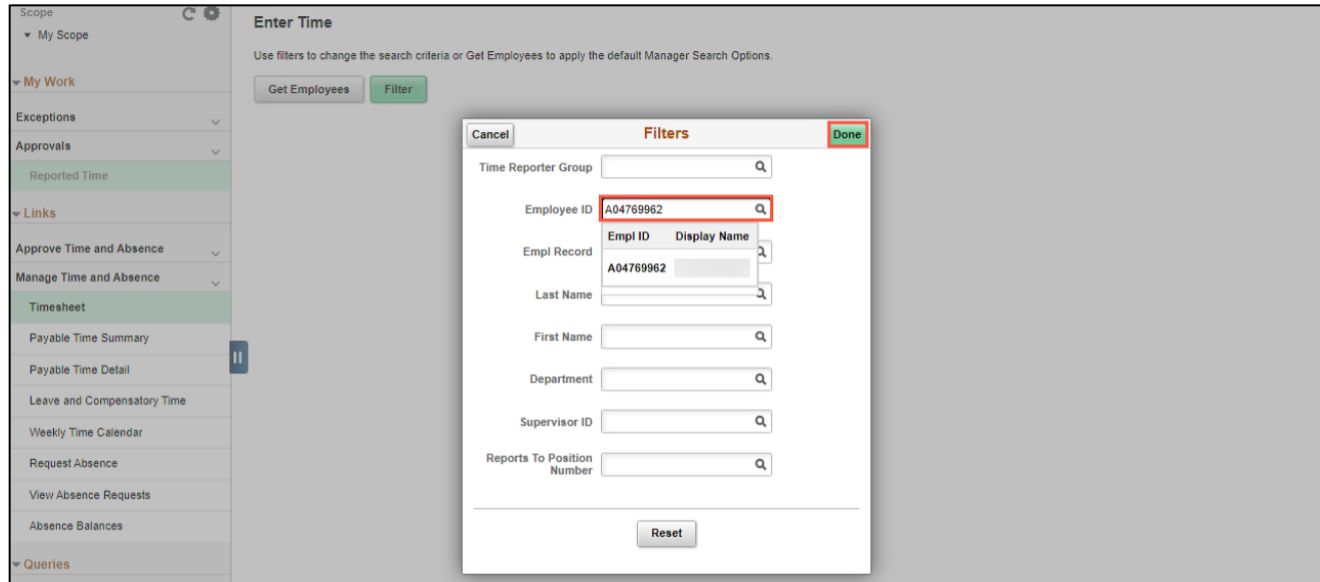


The screenshot displays the 'Enter Time' interface. On the left, a navigation menu lists various options: Scope, My Work, Exceptions, Approvals, Reported Time, Links, Approve Time and Absence, Manage Time and Absence, **Timesheet** (highlighted with a red box), Payable Time Summary, Payable Time Detail, 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 a sub-header: 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this, there are two buttons: 'Get Employees' and 'Filter' (highlighted with a red box).

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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 like 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Links', 'Manage Time and Absence', 'Timesheet', and 'Queries'. The 'Timesheet' option is selected. The main area is titled 'Enter Time' and contains a 'Get Employees' button and a 'Filter' button. A 'Filters' modal is open, showing search criteria for finding an employee. The 'Employee ID' field is highlighted with a red box and contains the value 'A04769962'. Below it, a dropdown menu shows 'Empl ID' and 'Display Name' with 'A04769962' selected. Other fields include 'Time Reporter Group', 'Last Name', 'First Name', 'Department', 'Supervisor ID', and 'Reports To Position Number'. A 'Reset' button is at the bottom of the modal.

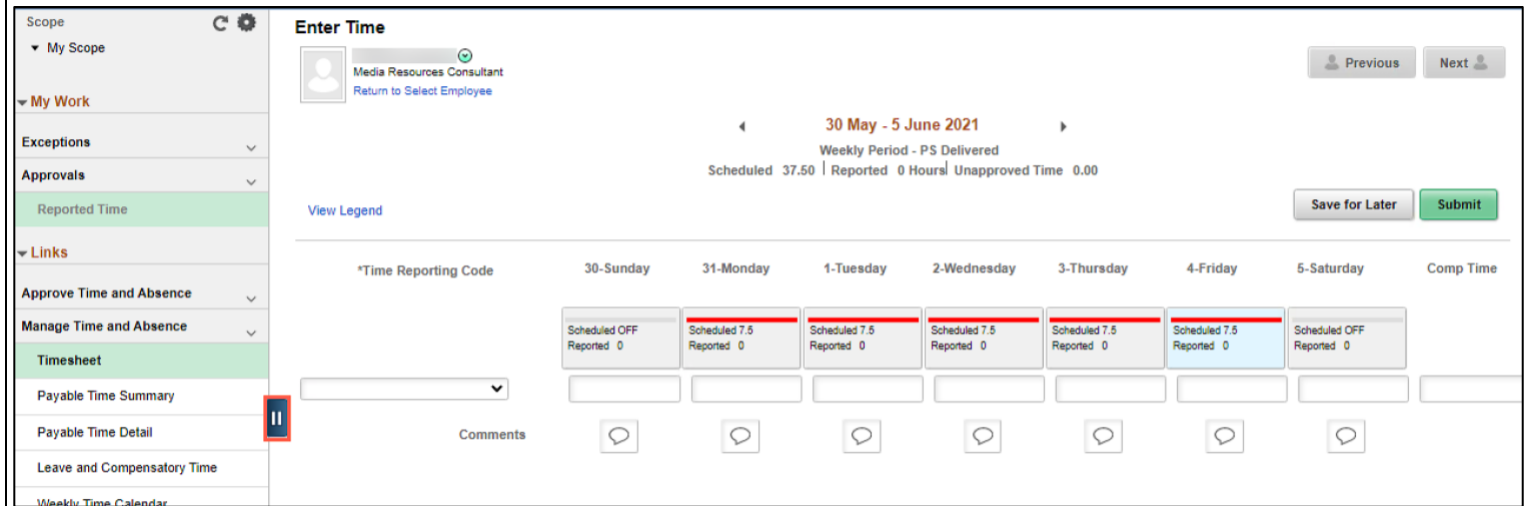
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**Step 8:** Click the **Employee Name/Tile** line to view the Enter Time page.



The screenshot shows the 'Enter Time' interface. On the left is a navigation menu with options like 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Reported Time', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', and 'Timesheet'. The main area is titled 'Enter Time' and includes a 'Select Employee' dropdown. Below it is a table with columns for 'Name/Title', 'Exceptions', and 'Hours to be Approved'. A single row is visible, highlighted in yellow, for 'Media Resources Consultant'.

**Step 9:** Click the **Expand Page** icon to see a full view of the Enter Time page. This will reduce the amount of scrolling you will have to do to complete the task.



The screenshot shows the expanded 'Enter Time' page. The top section displays the employee's name 'Media Resources Consultant' and navigation buttons for 'Previous' and 'Next'. The main area shows a weekly calendar for '30 May - 5 June 2021' with a 'Weekly Period - PS Delivered' status. It includes a 'View Legend' link and a 'Save for Later' button. Below the calendar is a table with columns for days of the week and a 'Comp Time' column. Each day has a box showing 'Scheduled' and 'Reported' hours. For example, Sunday shows 'Scheduled OFF Reported 0', while Monday through Friday show 'Scheduled 7.5 Reported 0'. The Friday box is highlighted in blue. At the bottom, there are input fields for 'Payable Time Summary', 'Payable Time Detail', and 'Leave and Compensatory Time', along with a 'Comments' section for each day.

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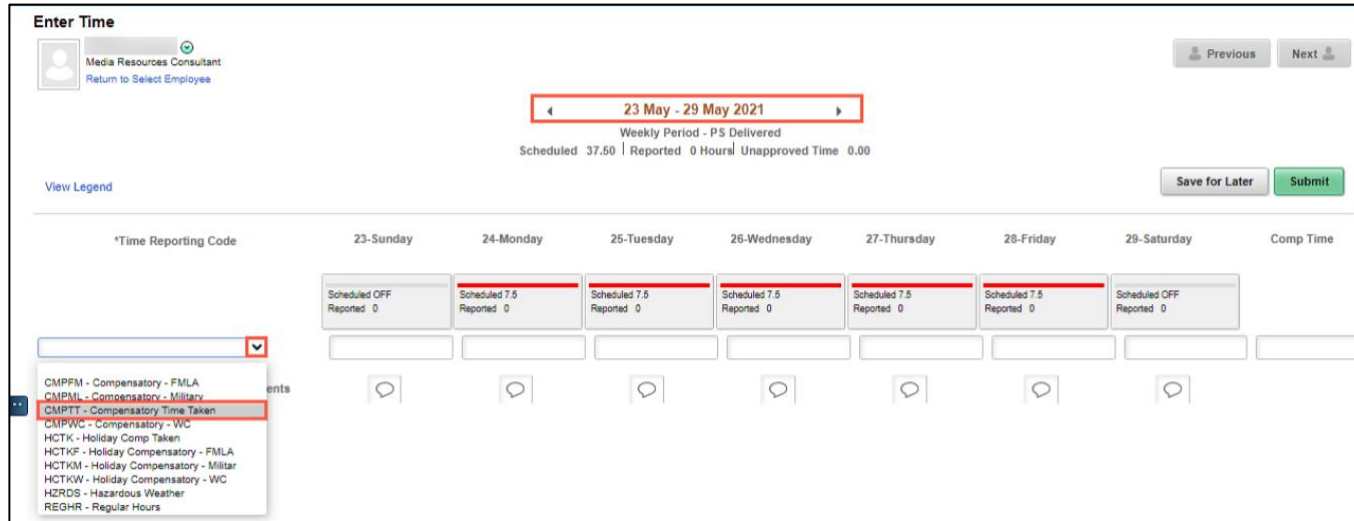
You can go back to enter and adjust timesheets 60 days prior to the current day on behalf of an employee.

**Step 10:** Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

In this scenario the employee has earned comp time and has received verbal approval to utilize 3 hours on 5/25/2021. As the manager, you can enter time on behalf of employees in your area.

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**

Media Resources Consultant  
Return to Select Employee

23 May - 29 May 2021  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hour | Unapproved Time 0.00

View Legend

Save for Later Submit

*Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	

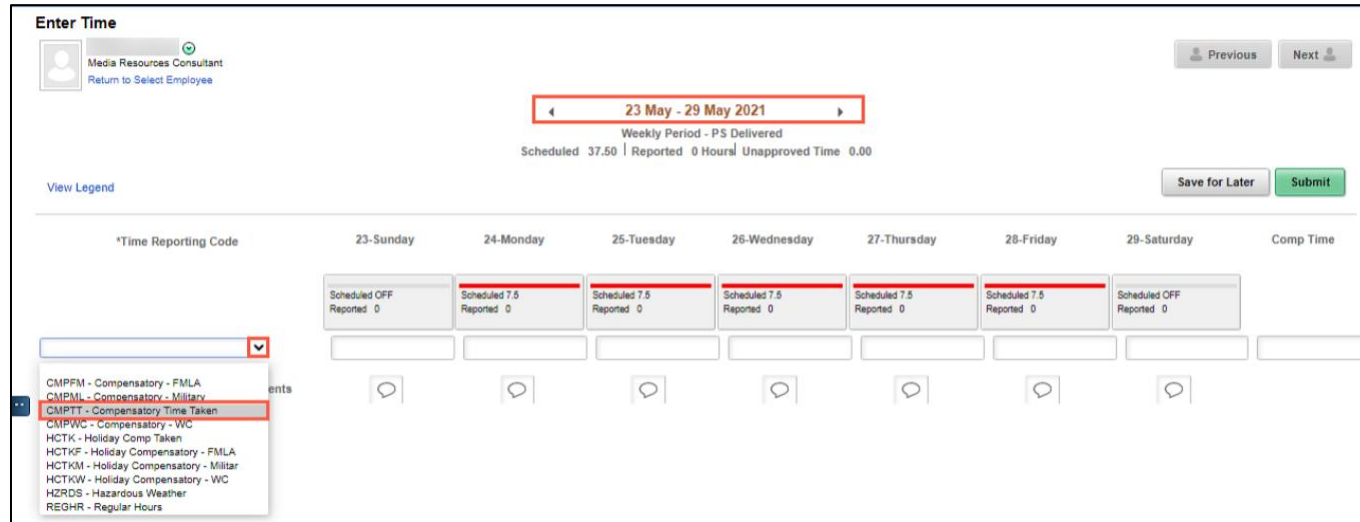
CMPFM - Compensatory - FMLA  
 CMPML - Compensatory - Military  
**CMPTT - Compensatory Time Taken**  
 CMPWC - Compensatory - WC  
 HCTK - Holiday Comp Taken  
 HCTKF - Holiday Compensatory - FMLA  
 HCTKM - Holiday Compensatory - Militar  
 HCTKW - Holiday Compensatory - WC  
 HZRDS - Hazardous Weather  
 REGHR - Regular Hours

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**Step 11:** To use comp time, click the **Time Reporting Code** drop-down arrow and select **CMPTT – Compensatory Time Taken**. Be sure to select the appropriate comp time option from the drop-down list.

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
- HCTKF – Holiday Compensatory-WC (workers comp)



**Enter Time**

Media Resources Consultant  
Return to Select Employee

23 May - 29 May 2021  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours | Unapproved Time 0.00

View Legend

Save for Later Submit

*Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
<input type="text"/> CMPTT - Compensatory Time Taken CMPWC - Compensatory - WC HCTK - Holiday Comp Taken HCTKF - Holiday Compensatory - FMLA HCTKM - Holiday Compensatory - Militar HCTKW - Holiday Compensatory - WC HZRDS - Hazardous Weather REGHR - Regular Hours								

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**Step 12:** Click in the **Time Entry** field and enter the number of comp time hours you would like to use.

**Enter Time**

Media Resources Consultant  
[Return to Select Employee](#)

Previous Next

23 May - 29 May 2021  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hourly Unapproved Time 0.00

[View Legend](#)

Save for Later Submit

*Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
CMPPTT - Compensatory Time Taken			3.00					
Comments								

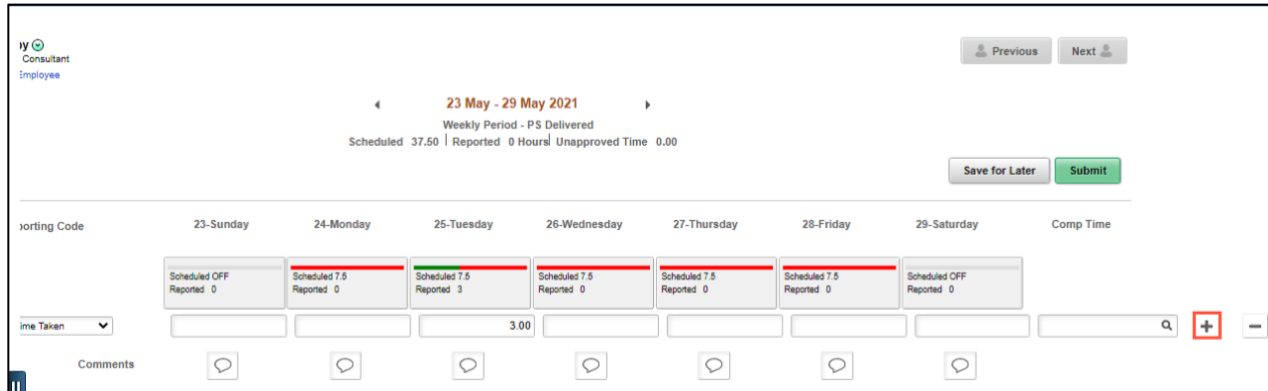


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**Step 13:** To complete the timesheet for the work week, scroll to the right and click the + (plus) button to add an additional line.

**Step 14:** Click the **Time Reporting Code** drop-down arrow.

**Step 15:** Select **REGHR – Regular Hours**.

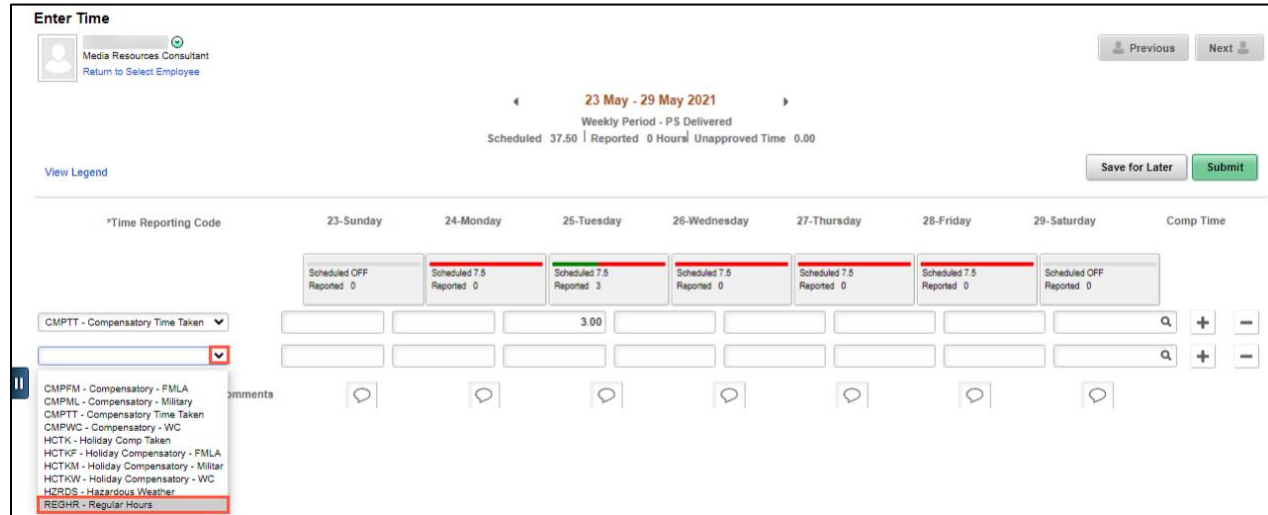


Consultant Employee

23 May - 29 May 2021  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours | Unapproved Time 0.00

Save for Later Submit

Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
Time Taken			3.00					
Comments								



Media Resources Consultant  
Return to Select Employee

23 May - 29 May 2021  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours | Unapproved Time 0.00

View Legend

Save for Later Submit

*Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
CMPPTT - Compensatory Time Taken			3.00					
Comments								

- CMPFM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMPPTT - Compensatory Time Taken
- CMPWC - Compensatory - WC
- HCTK - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Militar
- HCTKW - Holiday Compensatory - WC
- HZDWS - Hazardous Weather
- REGHR - Regular Hours**

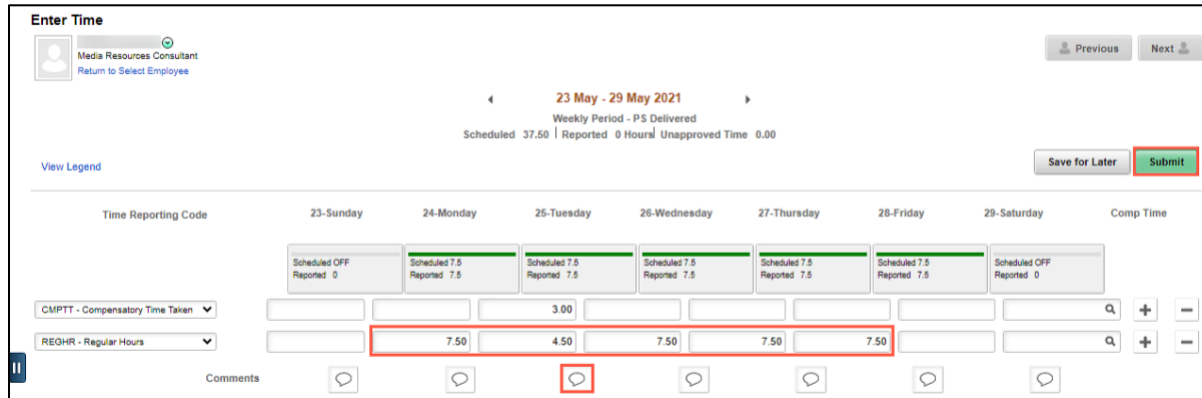
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**Step 16:** Click in the **Time Entry** field and enter hours worked for each day.

**Step 17/Optional:** Click the **Comment** icon to provide additional information.

**Step 18:** Click the **Submit** button to submit the timesheet for approval.

**Step 19:** 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.



**Enter Time**

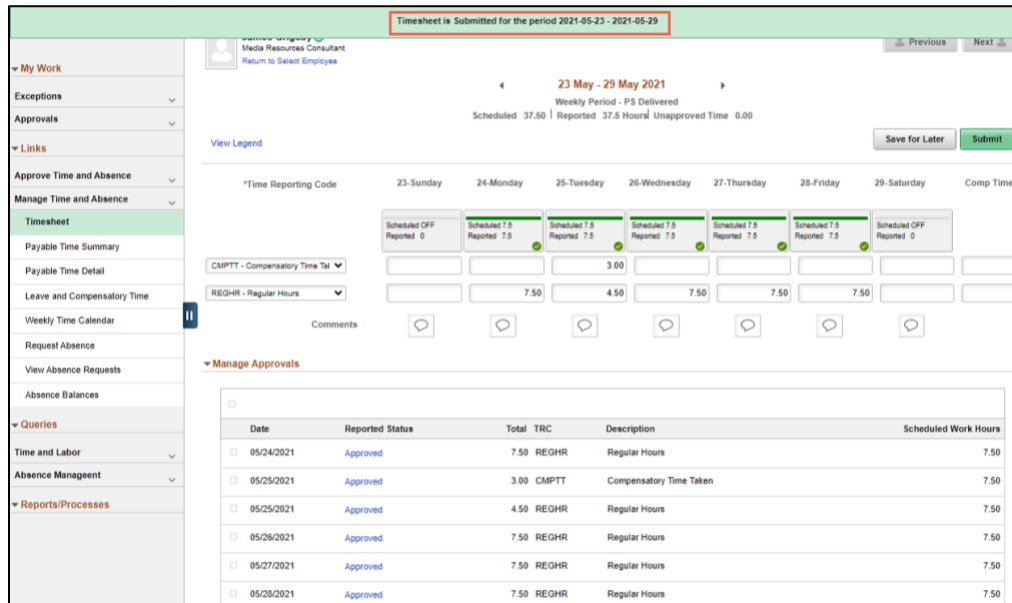
Media Resources Consultant  
Return to Select Employee

23 May - 29 May 2021  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hour(s) Unapproved Time 0.00

Save for Later **Submit**

Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-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 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
CMPPT - Compensatory Time Taken			3.00					
REGHR - Regular Hours	7.50	4.50	7.50	7.50	7.50			

Comments



Timesheet is Submitted for the period 2021-05-23 - 2021-05-29

Media Resources Consultant  
Return to Select Employee

23 May - 29 May 2021  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 37.5 Hour(s) Unapproved Time 0.00

Save for Later **Submit**

*Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-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 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
CMPPT - Compensatory Time Taken			3.00					
REGHR - Regular Hours	7.50	4.50	7.50	7.50	7.50			

Comments

**Manage Approvals**

Date	Reported Status	Total TRC	Description	Scheduled Work Hours
05/24/2021	Approved	7.50	REGHR Regular Hours	7.50
05/25/2021	Approved	3.00	CMPPT Compensatory Time Taken	7.50
05/25/2021	Approved	4.50	REGHR Regular Hours	7.50
05/26/2021	Approved	7.50	REGHR Regular Hours	7.50
05/27/2021	Approved	7.50	REGHR Regular Hours	7.50
05/28/2021	Approved	7.50	REGHR Regular Hours	7.50

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**Step 20:** 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.

Scope

- ▼ My Scope
- ▼ My Work
- Exceptions
- Approvals
- ▼ Links
- Approve Time and Absence
- Manage Time and Absence
- Timesheet
- Payable Time Summary
- Payable Time Detail
- Leave and Compensatory Time
- Weekly Time Calendar
- Request Absence
- View Absence Requests
- Absence Balances
- ▼ Queries
- Time and Labor
- Absence Management
- ▼ Reports/Processes

### Enter Time

Media Resources Consultant  
Return to Select Employee

Previous Next

23 May - 29 May 2021  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 37.5 Hour | Unapproved Time 0.00

Save for Later Submit

View Legend

*Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-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 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
CMPPTT - Compensatory Time Tai			3.00					
REGHR - Regular Hours		7.50	4.50	7.50	7.50	7.50		
Comments								





▼ Manage Approvals

Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
05/24/2021	Approved	7.50	REGHR	Regular Hours	7.50
05/25/2021	Approved	3.00	CMPPTT	Compensatory Time Taken	7.50
05/25/2021	Approved	4.50	REGHR	Regular Hours	7.50
05/26/2021	Approved	7.50	REGHR	Regular Hours	7.50
05/27/2021	Approved	7.50	REGHR	Regular Hours	7.50
05/28/2021	Approved	7.50	REGHR	Regular Hours	7.50

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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.

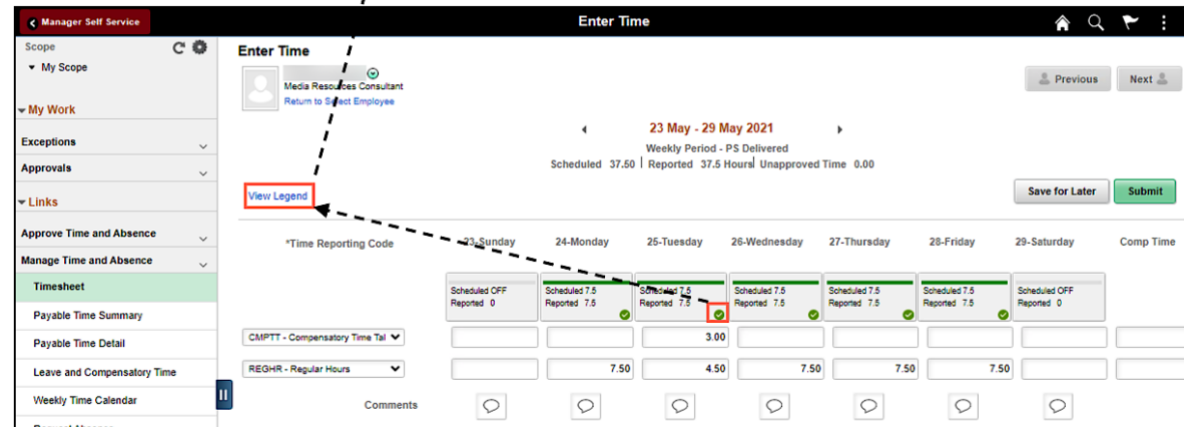
The most common icons that may appear in the **Daily Status** box are:

-  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 use comp time on a timesheet on behalf of a salary non-exempt employee.

**Legend** ✕

-  Time Details
-  Saved
-  Approved
-  Pending Approvals
-  Denied
-  Pushed Back
-  Exception
-  Absence
-  Reported
-  Reported Under Schedule



*Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-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 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
CMPTT - Compensatory Time Tal			3.00					
REGHR - Regular Hours		7.50	4.50	7.50	7.50	7.50		