

**University of South Carolina**  
**Time and Labor - MSS**  
**Use Earned Holiday Comp Time on Behalf of**  
**Exempt Employee**

**How to use earned holiday comp time on behalf of an exempt employee:**

This job aid outlines how a manager can use earned holiday comp time on behalf of an 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.

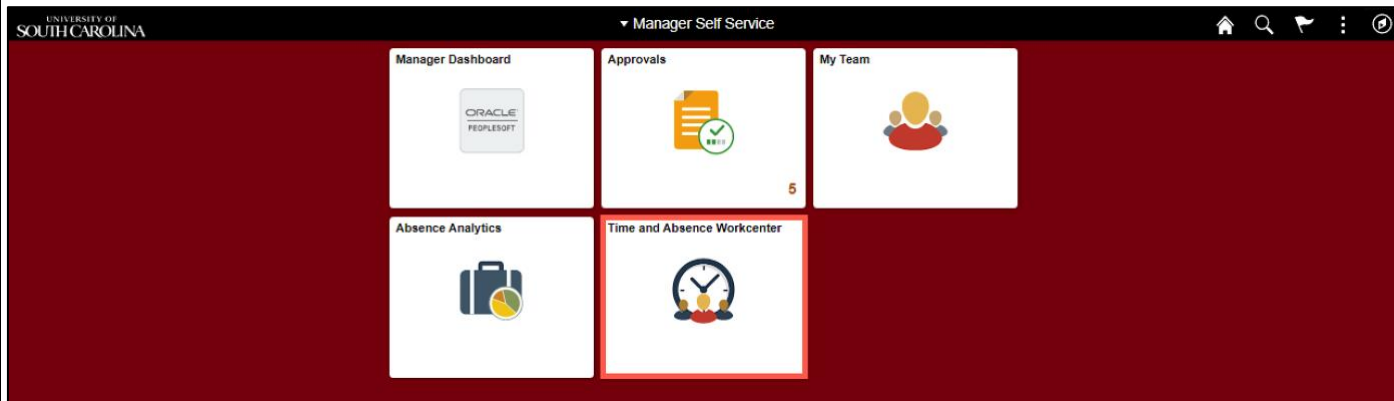
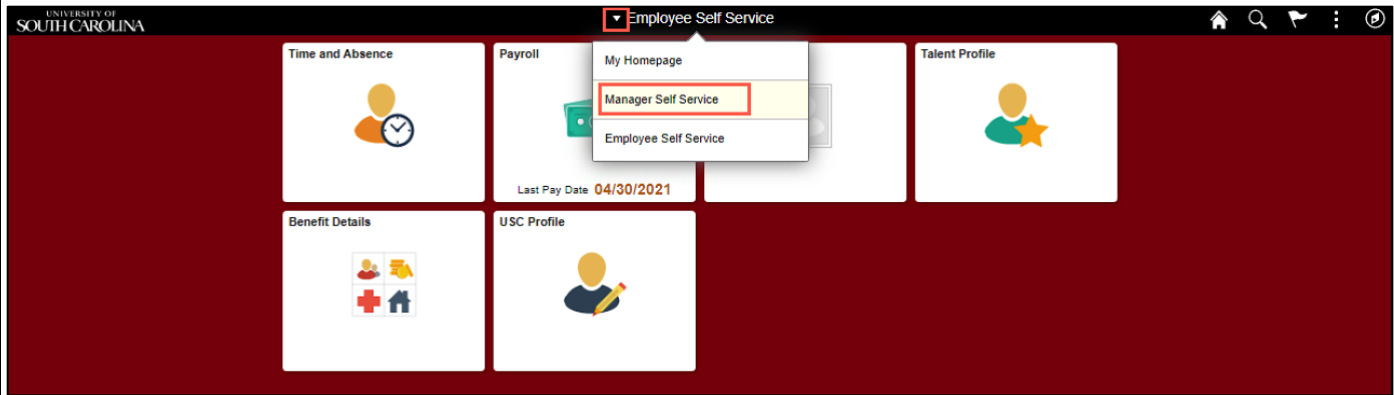
**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

**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 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.

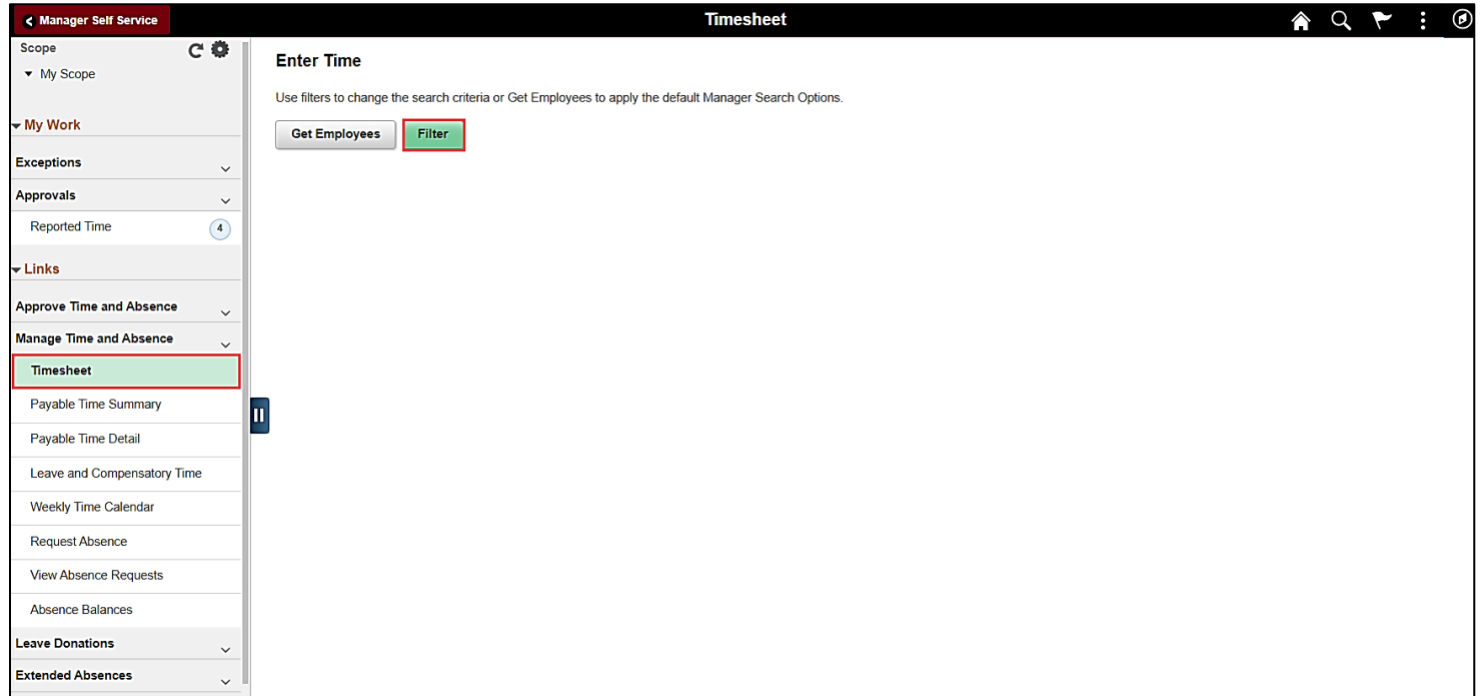
**Step 3:** Click the **Manage Time and Absence** drop-down arrow.



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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.



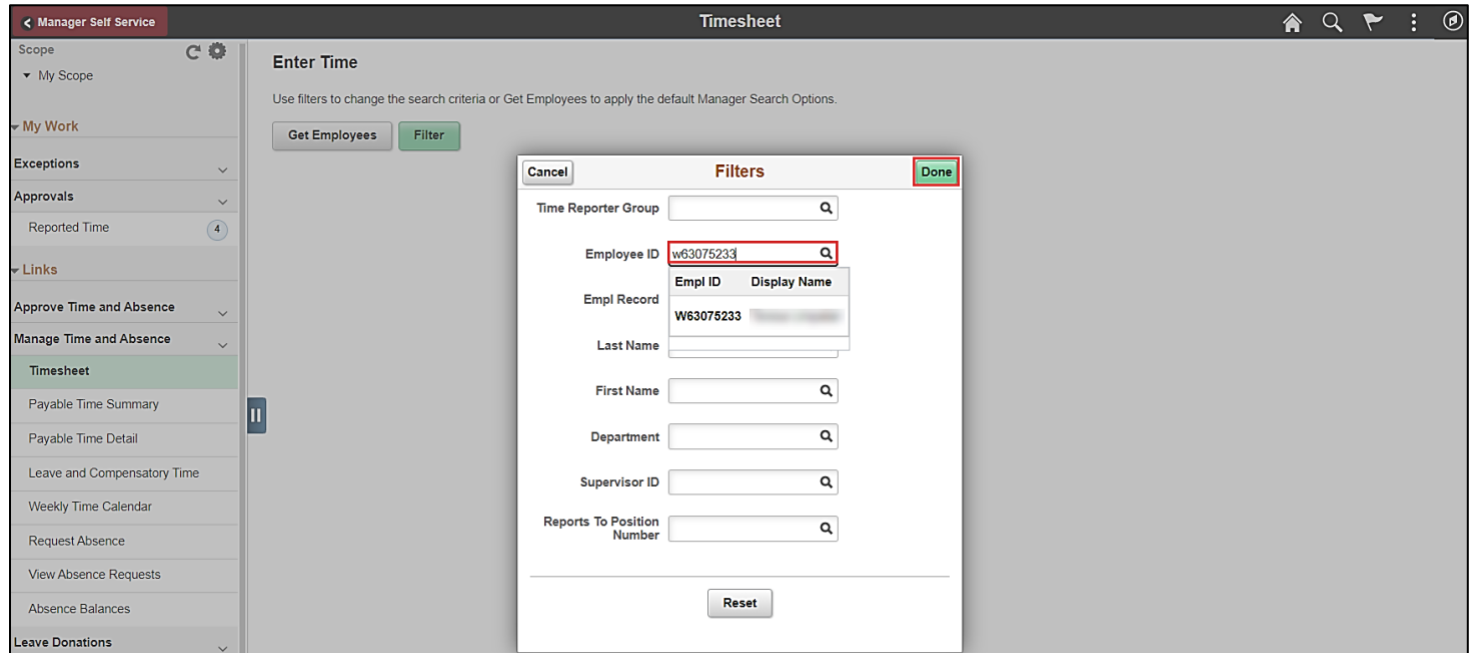
The screenshot shows the 'Manager Self Service' interface for 'Timesheet'. On the left, a navigation menu includes sections like 'Scope', 'My Work', 'Exceptions', 'Approvals', 'Reported Time', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', and 'Timesheet' (which is highlighted with a red box). Below 'Manage Time and Absence' are options like 'Payable Time Summary', 'Payable Time Detail', 'Leave and Compensatory Time', 'Weekly Time Calendar', 'Request Absence', 'View Absence Requests', 'Absence Balances', 'Leave Donations', and 'Extended Absences'. The main area is titled 'Enter Time' and contains the text 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this text are two buttons: 'Get Employees' and 'Filter' (which is 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.

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



**Filters**

Time Reporter Group

Employee ID

Empl ID	Display Name
W63075233	[Redacted]

Last Name

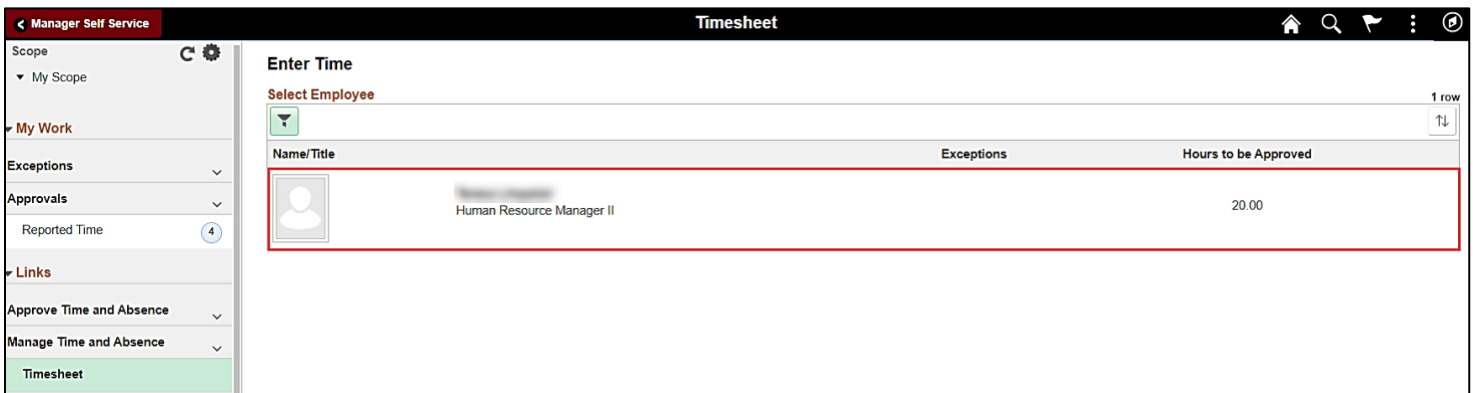
First Name

Department

Supervisor ID


Reports To Position Number

**Reset**



**Enter Time**

Select Employee

Name/Title	Exceptions	Hours to be Approved
 Human Resource Manager II		20.00

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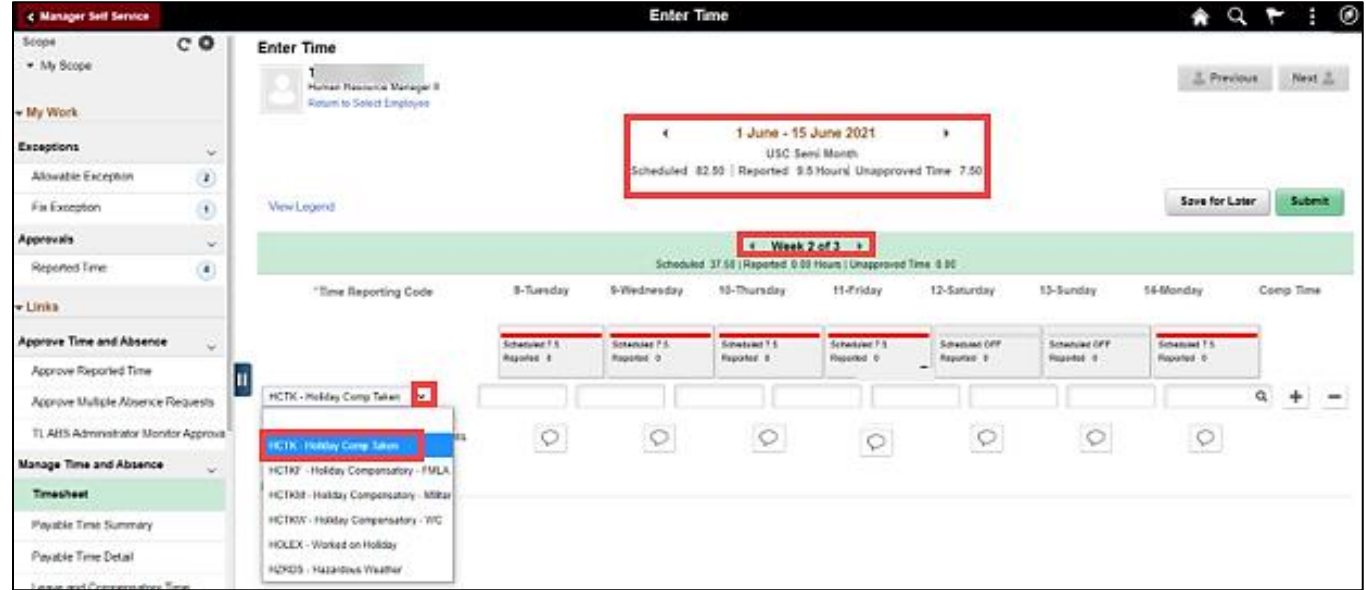
In this scenario the employee has earned holiday comp time and has received verbal approval to utilize 7.5 hours on 6/8/2021. The employee forgot to account for this usage on their timesheet. As the manager, you can enter time on behalf of your direct reports.

- Holiday comp time expires one year from the day on which the comp time is earned. In this example the employee worked on Memorial Day 2021, so they have until May 31, 2022, to use the holiday comp time.

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

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

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



The screenshot displays the 'Enter Time' interface. At the top, it shows the user 'Markus Rasmussen Manager II' and the date range '1 June - 15 June 2021'. A summary bar indicates 'Scheduled: 82.50 | Reported: 9.5 Hours | Unapproved Time: 7.50'. Below this, a calendar view shows the week of June 1-15, 2021. A dropdown menu is open, showing 'HCTK - Holiday Comp Taken' selected. The interface also shows a table of scheduled and reported hours for each day of the week.

Time Reporting Code	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	13-Sunday	14-Monday	Comp Time
Scheduled	7.5	7.5	7.5	7.5	OFF	OFF	7.5	
Reported	0	0	0	0	0	0	0	

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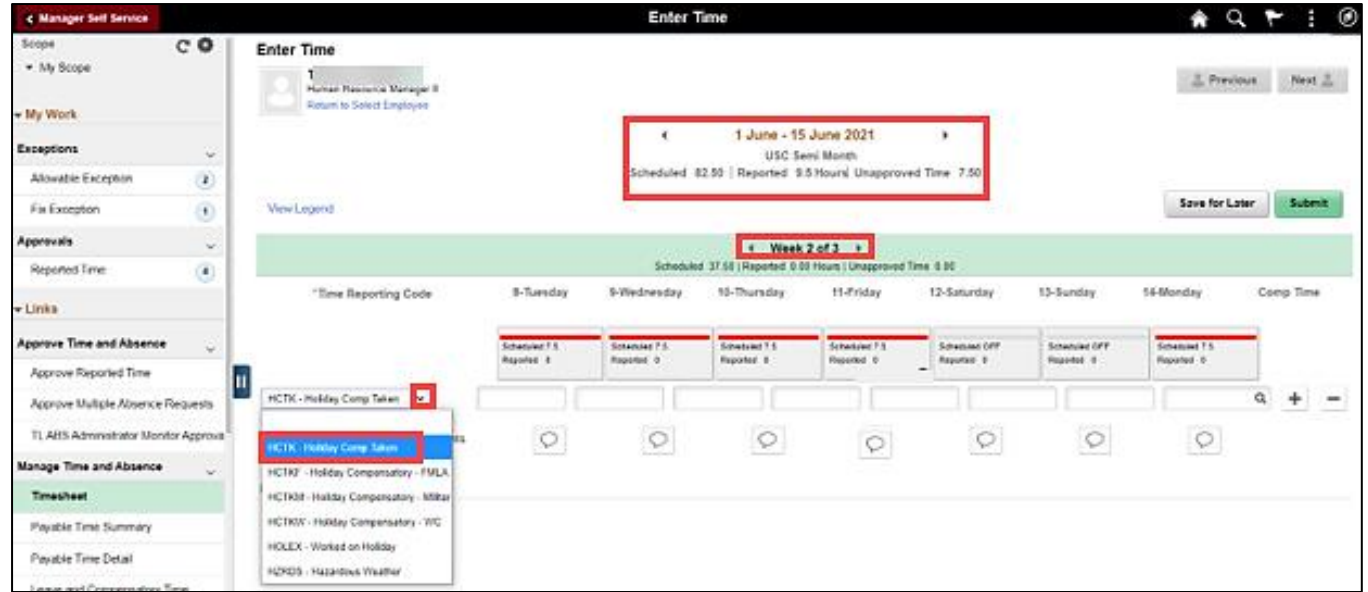
You can only have one TRC per line.

**Step 10:** To use holiday comp time, click the **Time Reporting Code** dropdown arrow.

**Step 11:** Select **HCTK – Holiday Comp Taken**.

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

- \*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)



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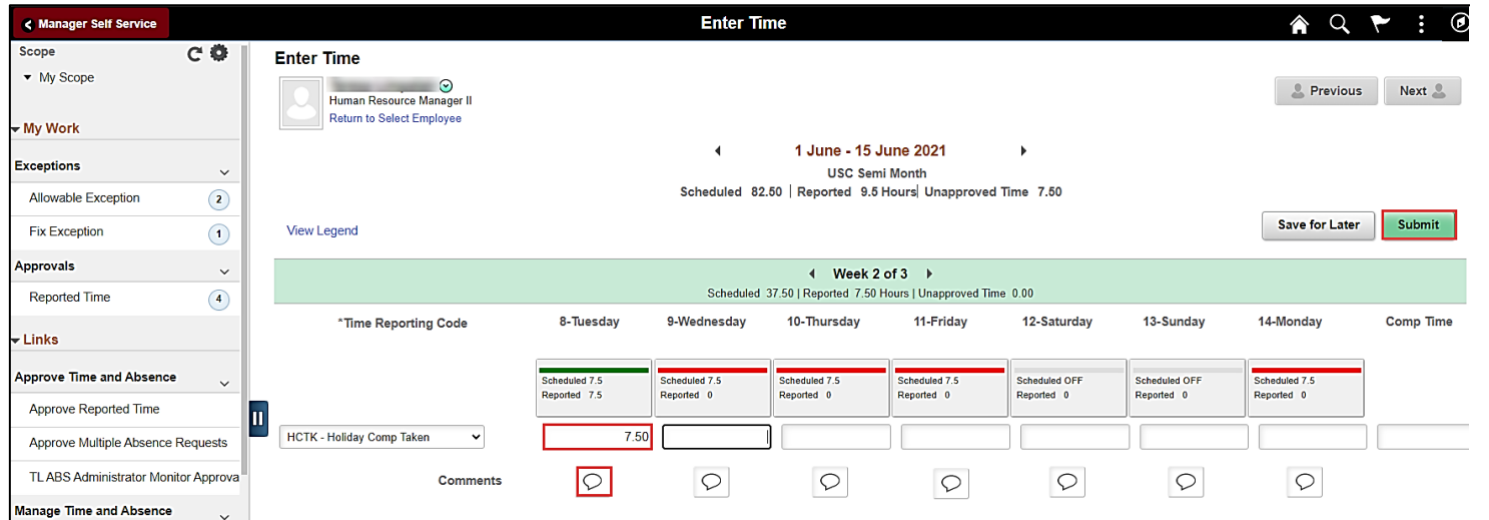
**Step 12:** Click in the **Time Entry** field for 6/8/2021 and enter the holiday comp time hours used.

**Step 13/Optional:** Click the **Comment** icon to add additional information.

**Step 14:** Click the **Submit** button to submit the timesheet.

**Step 15:** 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.

**Step 16:** Notice the time for 6/8/2021 is automatically approved at submission. When time is entered by a manager on behalf of an employee, additional approval is not required.



**Manager Self Service** | Enter Time

Scope: My Scope

My Work

Exceptions: Allowable Exception (2), Fix Exception (1)

Approvals: Reported Time (4)

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

Manage Time and Absence: HCTK - Holiday Comp Taken

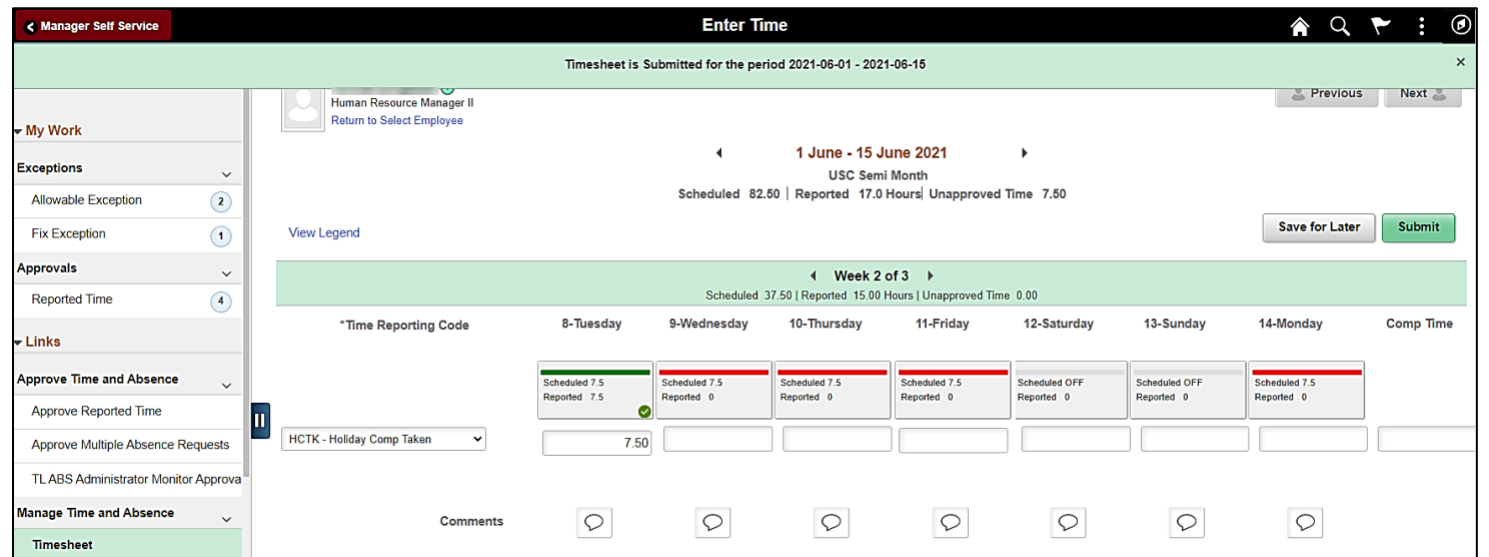
Enter Time: Human Resource Manager II, Return to Select Employee

1 June - 15 June 2021  
USC Semi Month  
Scheduled 82.50 | Reported 9.5 Hours | Unapproved Time 7.50

Save for Later | **Submit**

Week 2 of 3  
Scheduled 37.50 | Reported 7.50 Hours | Unapproved Time 0.00

*Time Reporting Code	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	13-Sunday	14-Monday	Comp Time
	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	
	7.50							
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



**Manager Self Service** | Enter Time

Timesheet is Submitted for the period 2021-06-01 - 2021-06-15

Scope: My Scope

My Work

Exceptions: Allowable Exception (2), Fix Exception (1)

Approvals: Reported Time (4)

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

Manage Time and Absence: HCTK - Holiday Comp Taken

Enter Time: Human Resource Manager II, Return to Select Employee

1 June - 15 June 2021  
USC Semi Month  
Scheduled 82.50 | Reported 17.0 Hours | Unapproved Time 7.50

Save for Later | **Submit**


Week 2 of 3  
Scheduled 37.50 | Reported 15.00 Hours | Unapproved Time 0.00


*Time Reporting Code	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	13-Sunday	14-Monday	Comp Time
	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	
	7.50							
Comments	<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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**Step 17:** 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 earned holiday comp time on a timesheet on behalf of an exempt employee.

