

OFFICE OF THE CONTROLLER

Time and Labor

Top 10 Q and A

February 2026





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Top 10 Time and Labor Q and A



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#1 Time and Labor Q and A

What happens if an employee forgets to enter time?

- ✓ Hourly employees **will not be paid** unless time is entered, approved, and processed.
- ✓ Managers are responsible for ensuring **salary non-exempt employees** complete timesheets.
- ✓ If an employee cannot enter time, Managers or Time & Labor (T&L) approvers may enter or adjust time.
- ✓ Time correction limits:
 - Employees: up to **30 days** from current date
 - Managers/T&L approvers: up to **60 days** from current date
 - Changes over 60 days must be sent to
TLAPPRVR@MAILBOX.COM



#2 Time and Labor Q and A

What are the deadline submission dates for approved hours to be paid?

- ✓ Hourly employees must **submit and receive approval** for hours worked by payroll deadlines.
- ✓ Late submissions are paid in the **next available pay cycle**.
- ✓ Payroll deadlines:
 - Posted on the [Payroll Pay Dates](#) webpage
 - Email reminder sent **one day before** the deadline to the department approvers



#3 Time and Labor Q and A

What does a red triangle on a timesheet indicate?



A red triangle signals a **time entry error or exception**.

✓ Common exceptions include:

- Invalid employee or time reporter status
- Entering time after a job termination date
- Insufficient comp time balance
- Reporting more than **24 hours** in one day
- Using **HOLEX** on a non-holiday

✓ Employees and managers should review the error message carefully and correct the issue.



#4 Time and Labor Q and A

How should employees report days when no hours were worked?

- ✓ Leave the timesheet field **blank**.
- ✓ Do not enter zero (0) hours.
- ✓ Applies to:
 - Hourly non-exempt temporary employees (including students)
 - Non-exempt FTE, RGP, and TL employees
- ✓ This includes holidays.
- ✓ Entering zero hours may cause **processing issues**.



#5 Time and Labor Q and A

Why don't some employees appear in the Time and Absence Workcenter?

- ✓ TL/ABS approvers are assigned based on **Job Data department**.
- ✓ Access is determined by the employee's **assigned department**.
- ✓ If employees do not appear:
 - Verify the employee's department assignment
 - Verify the employee is hired in PeopleSoft
 - Confirm you are listed as a department approver (on their hiring paperwork and is the same as their funding department)
- ✓ When the TL/ABS Approver terminates or leaves the role, the approver form will need to be updated. The [Access to HCM link](#) will assist with adding/deleting approvers.



#6 Time and Labor Q and A

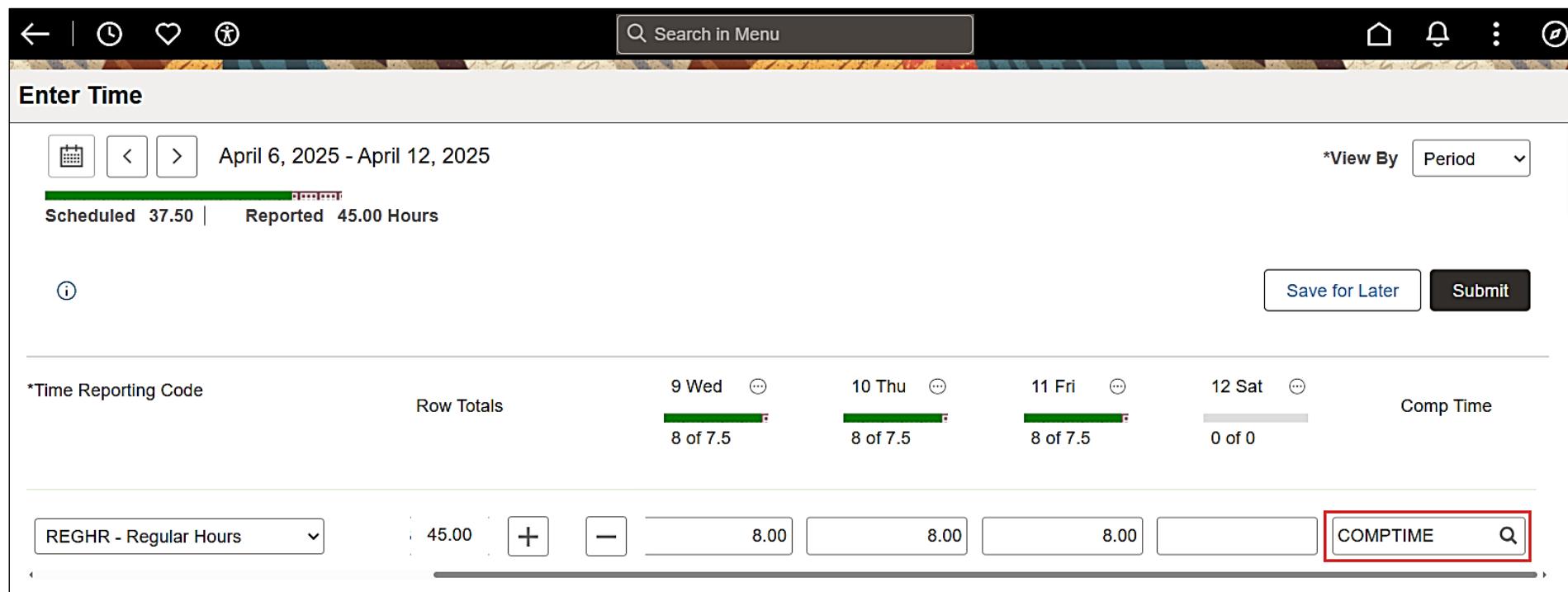
How do I earn overtime hours on my timesheet?

- ✓ Overtime is **automatically calculated** for hours worked over 40 in an FLSA workweek.
- ✓ No additional action is required beyond:
 - Accurate time entry
 - Manager or TL/ABS approver approval
- ✓ To earn Comp Time:
 - The **Comp Time Indicator** must be added to the timesheet
 - This can be added by the employee or approver



Comp Time Indicator

To earn Comp Time, The **Comp Time Indicator** must be added to the timesheet. The Comp Time Indicator is located by scrolling to the **far right** of the timesheet.



The screenshot shows a web-based timesheet application. At the top, there is a navigation bar with icons for back, forward, search, and other functions. Below the navigation is a search bar labeled "Search in Menu". The main content area is titled "Enter Time". It displays a date range "April 6, 2025 - April 12, 2025" with buttons to change the date. To the right, there is a dropdown menu for "View By" with "Period" selected. Below the date range, it shows "Scheduled 37.50" and "Reported 45.00 Hours". On the far right, there are "Save for Later" and "Submit" buttons. The main data area shows a grid of days from Wednesday to Saturday. Each day has a "Row Totals" section and a "Comp Time" section. The "Row Totals" for Wednesday, Thursday, and Friday each show "8 of 7.5". The "Comp Time" for Saturday shows "0 of 0". At the bottom, there is a row of buttons for entering hours: "REGHR - Regular Hours" (selected), "45.00", a plus sign, a minus sign, "8.00", "8.00", "8.00", and an empty box. To the right of these buttons is a search bar with the text "COMPTIME" and a magnifying glass icon, which is highlighted with a red box.



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#7 Time and Labor Q and A

What should an employee do if they cannot see their timesheet?

- ✓ If the position appears **grayed out**:
 - Use the calendar at the top of the page
 - Select the employee's **hire date**
- ✓ This will display the correct timesheet for entry.
- ✓ A “Terminated” label may appear. This is expected when the position started on a day other than Sunday.



#8 Time and Labor Q and A

When is Holiday Comp and Overtime Comp paid out?

- ✓ Earned when eligible employees work on a **university-recognized holiday**.
- ✓ Holiday Comp Time:
 - **Salary non-exempt employees:** Holiday Comp must be used within one year of the date earned. Any unused Holiday Comp is automatically paid out one year after it is earned.
 - **Exempt Employees:** Holiday Comp may be tracked for reporting purposes and is not eligible for payout.
- ✓ Overtime Comp Time:
 - Earned when eligible employees accrue compensatory time in lieu of overtime pay.
 - All unused Overtime Comp is automatically paid out at the end of the fiscal year (June 30th).



#9 Time and Labor Q and A

How do I enter Holiday Comp hours to be paid out or banked?

- ✓ HCM PeopleSoft provides two options for non-exempt, comp-eligible employees.
- ✓ To receive the hours on a holiday **as banked comp time hours** to be used later:
 1. Enter the hours worked on the holiday using the regular hours (**REGHR**) time reporting code.
 2. When the timesheet is submitted, the system will automatically know to record the hours worked as holiday comp time and add it to your holiday comp time balance.



#9 Time and Labor Q and A, Cont'

How do I enter Holiday Comp hours to be paid out or banked?

- ✓ To receive a **payout** for the hours worked on a holiday:
 1. Add a second line and enter the hours worked on the holiday using the regular hours (**REGHR**) time reporting code.
 2. To indicate you would like to receive a payout, click the Comp Time Look up button and select **HOLAYOUT** from the list. When the timesheet is submitted, the system will know to pay the employee instead of banking the hours for future use.



HOLPAYOUT Indicator

Click the Comp Time Look up button and select HOLPAYOUT from the list.

← | ⏲ | ❤️ | ⏲

Search in Menu

Enter Time

April 13, 2025 - April 19, 2025

Scheduled 37.50 | Reported 47.50 Hours

*View By Period

Save for Later | Submit

Holiday(s): 04/18/2025 - Good Friday

*Time Reporting Code

Row Totals	16 Wed	17 Thu	18 Fri	19 Sat	Comp Time
	10 of 7.5	10 of 7.5	7.5 of 7.5	0 of 0	

REGHR - Regular Hours 40.00 + - 10.00 10.00 COMPTIME

REGHR - Regular Hours 7.50 + - 7.50 HOLPAYOUT



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#10 Time and Labor Q and A

Are there queries that will assist with pulling various employee data?

- ✓ Queries available in HCM include:
 - Saved but Not Submitted (run at least twice monthly)
 - Reported Time Approval Status
 - Pending Approvals – Reported Time
 - Payable Time by Date Range
 - Overtime Hours by Date Range
 - Schedules Not Met – Salary Non-Exempt
 - Current Comp Balances
 - Comp Hours by Date Range
- ✓ Use this [Job Aid](#) to access the queries above in PeopleSoft HCM.



Questions



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Resources & Contacts



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Payroll Department

My Payroll

Pay Dates

Direct Deposit

International Payroll

Payroll Toolbox

Forms

Payroll Schedules

HCM PeopleSoft Resources

Time/Labor and Absence Management

Employment Verification

Office Contacts

Time/Labor and Absence Management in HCM PeopleSoft

Our Time/Labor and Absence Management modules in HCM PeopleSoft bring pay, time, and absence management together into one system.

We recently made some changes to the Business Manager role in PeopleSoft HCM. Those with this role will now be able to access HR queries, and we've also added new payroll queries. Please refer to the below document for a list of available queries.

- [Useful Queries for Business Managers in PeopleSoft HCM \[pdf\]](#)

The HCM All Access form has been updated to reflect this change to the Business Manager role. When submitting HCM access requests, please ensure you are using the current version of the form, so you see all roles/options currently available in the system. The current version of the access form is always housed in the [ServiceNow system](#), available by searching 'HCM' in the search field and selecting the first option that appears.

[Login to the HCM PeopleSoft System](#)

To log in, use your Network Username and password. This requires two-factor authentication (DUO).

The HCM PeopleSoft system replaces ITAMS.

It is important to note that you will receive an error message (STR_PCMINVPORTAL: Invalid portal name) when logged into both the HCM PeopleSoft and Finance PeopleSoft systems in the same browser. It is recommended that you use different browsers for each system (Edge, Chrome, Safari, etc.). If that doesn't work, clear your browser cache using the [How to clear your web browser's cache](#) instructions.

Student Job Aids

Expand all
+

Employee Job Aids

+

Manager Job Aids

+

HR Leave Administrator Job Aids

+

TL/ABS Approver Job Aids

+

TL/ABS Approver Touchpoint Resources

+

Where to Find the Resources

For more resources, visit the [Time/Labor and Absence Management](#) page on our website.



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Controller's Office Contact List

General Accounting (JEs, JVs, Apex, GL issues/Questions)	Email Address
General Email Address	genacctg@mailbox.sc.edu
Cash Advance Settlement	cashadvc@mailbox.sc.edu
Payroll Retro Journal Entries	retroje@mailbox.sc.edu
Chartfield Maintenance	cfmaint@mailbox.sc.edu
Moving & Relocation Mailbox	moving@mailbox.sc.edu
PeopleSoft Finance Security Requests	pssecure@mailbox.sc.edu
Accounts Payable	Email Address
General Email Address	ap@mailbox.sc.edu
AP Uploads	apupload@mailbox.sc.edu
Supplier Maintenance	apsupplr@mailbox.sc.edu
Travel Office	Email Address
General Email Address	teoffice@mailbox.sc.edu
Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers	tesubmit@mailbox.sc.edu

Controller's Office Contact List

Capital Assets	Email Address
Physical Inventory	physinv@mailbox.sc.edu
Capital Leases	lease@sc.edu
Cash Management and Treasury	Email Address
General Treasury Email Address	treasury@mailbox.sc.edu
Program Expense Card	cards@mailbox.sc.edu
Team Card	teamcard@mailbox.sc.edu
Travel Card	travelcard@sc.edu
Compliance and Tax	Email Address
General Compliance Email Address	controllercompliance@sc.edu
General Tax Email Address	tax@mailbox.sc.edu
Research/Development Sales/Use Tax Exemptions	rdequip@mailbox.sc.edu
Time and Effort Reporting	timeandeffort@sc.edu

Controller's Office Contact List

Grants and Funds Management	Email Address
Sponsored Award Specific Questions	Contact your Post Award Accountant (PAA)
Payroll	Email Address
General Email Account	<u>payroll@mailbox.sc.edu</u>



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THANK YOU!

Office of the Controller



Alone, we can do so little; together,
we can do so much.

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