### How to earn comp time and request holiday comp payout on a timesheet for a salary non-exempt employee:

This job aid outlines how a manager can earn comp time and request holiday comp payout on behalf of an 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

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <strong>Choose Other Homepages</strong> drop-down arrow and select <strong>Manager Self Service</strong> from the list.</td>
<td>![Screenshot of Employee Self Service]</td>
</tr>
<tr>
<td><strong>Step 2:</strong> Click the <strong>Time and Absence Workcenter</strong> tile.</td>
<td>![Screenshot of Time and Absence Workcenter]</td>
</tr>
</tbody>
</table>
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.
**Step 4:** Click the **Timesheet** option from the list.

**Step 5:** To enter time for a specific employee, begin by clicking the **Filter** button.
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/Title line to view the Enter Time page.
In this example, the employee worked overtime hours and requested to receive a payout for the hours worked on the holiday. As the manager, you can enter time on behalf of your direct reports.

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

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

**Note:** If an Absence has been requested, it will appear on the timesheet as a view only row and is not editable on the timesheet. To add another Time Reporting Code row, scroll to the right and click the plus + button.

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

**Step 11:** Select REGHR – Regular Hours.
Step 12: On this first line, click in the Time Entry field and enter hours worked for each day that is not a holiday.

Step 13: To earn comp time for the extra hours worked, click the Comp Time Lookup button.
Step 14: Select Comp Time from the list.

Step 15: Notice COMPTIME is now populated in the Comp Time field. This prompts the system to add the extra hours worked to your comp time balance.
Step 16: To enter the hours worked on the holiday, click the **Plus (+)** button to add a second line.

Step 17: Click the **Time Reporting Code** drop-down arrow.

Step 18: Select **REGHR – Regular Hours**.
**Step 19:** On the second line, click in the Time Entry field and only enter hours worked for the holiday.

**Step 20:** To request a payout for the hours worked on the holiday, click the Look up Comp button.
Step 21: Click to select the **Holiday Worked Hours Payout (HOLPAYOUT)** option from the list.

Notice that **HOLPAYOUT** is now populated in the Comp Time field. This prompts the system to payout the time worked on the holiday.
Step 22: The timesheet is complete. Click the Submit button to submit the timesheet for approval.

Step 23: When you enter time on a holiday, a warning message will appear informing you that the reported date is a holiday. Click the OK button to save the reported time and return to the timesheet.
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 you and your supervisor's inbox.

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

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: 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.

้ว The entered time has been approved.

You successfully learned how to earn comp time and request holiday comp payout on behalf of a salary non-exempt employee.