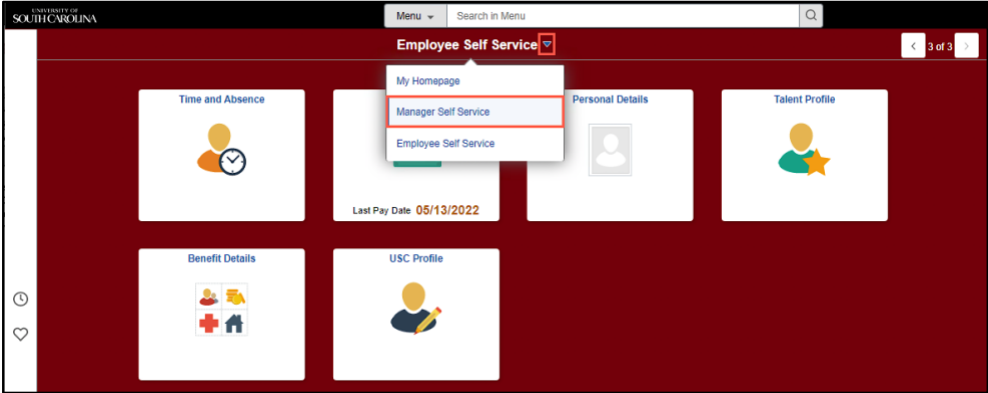
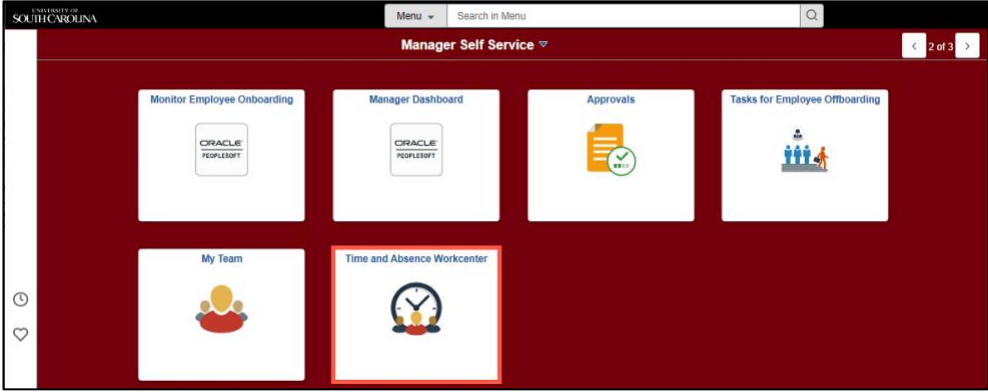


**University of South Carolina**  
**Time and Labor - MSS**  
**Earn Comp Time and Request Holiday Comp Payout on a Timesheet**  
**on Behalf of a 28 Day Police Employee**

**How to earn comp time and request holiday comp payout on a timesheet for a 28 day police employee:**  
 This job aid outlines how a manager can earn comp time and request holiday comp payout on behalf of a 28 day police 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	Screen Shots
<p><b>Step 1:</b> On the Employee Self Service landing page, click the <b>Choose Other Homepages</b> drop-down arrow and select <b>Manager Self Service</b> from the list.</p>	
<p><b>Step 2:</b> Click the <b>Time and Absence Workcenter</b> tile.</p>	

## University of South Carolina

### Time and Labor - MSS

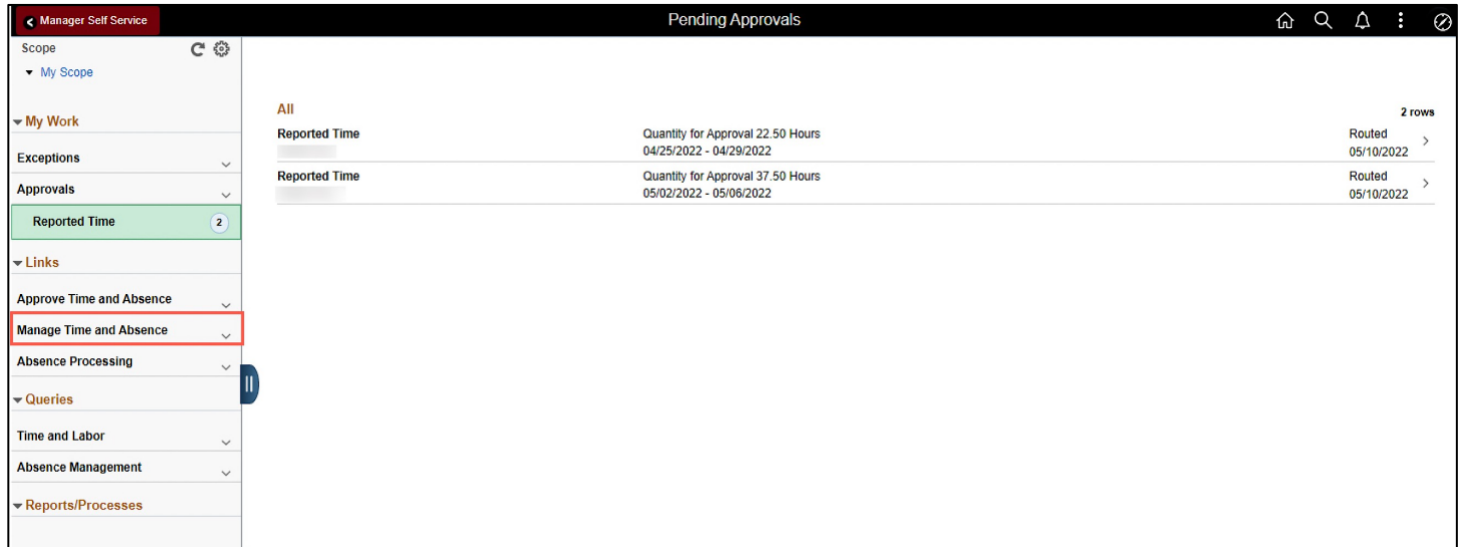
#### Earn Comp Time and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Employee

#### 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.



Manager Self Service				Pending Approvals	
Scope					
▼ My Scope					
▼ My Work					
Exceptions					
Approvals					
Reported Time	2				
▼ Links					
Approve Time and Absence					
Manage Time and Absence					
Absence Processing					
▼ Queries					
Time and Labor					
Absence Management					
▼ Reports/Processes					

All				2 rows
Reported Time	Quantity for Approval 22.50 Hours		Routed	>
	04/25/2022 - 04/29/2022		05/10/2022	
Reported Time	Quantity for Approval 37.50 Hours		Routed	>
	05/02/2022 - 05/06/2022		05/10/2022	

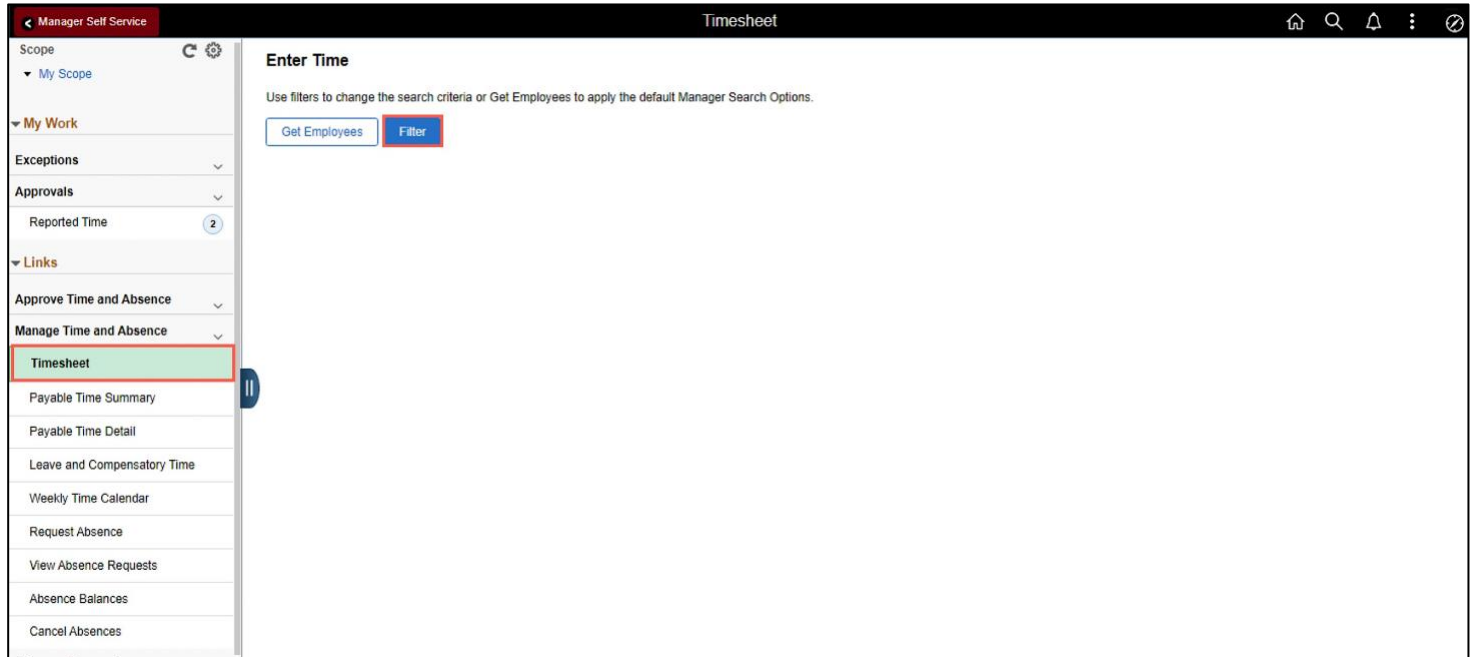
## University of South Carolina

### Time and Labor - MSS

#### Earn Comp Time and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Employee

**Step 4:** Click the **Timesheet** option from the list.

**Step 5:** To enter time for a specific employee, begin by clicking the **Filter** button.



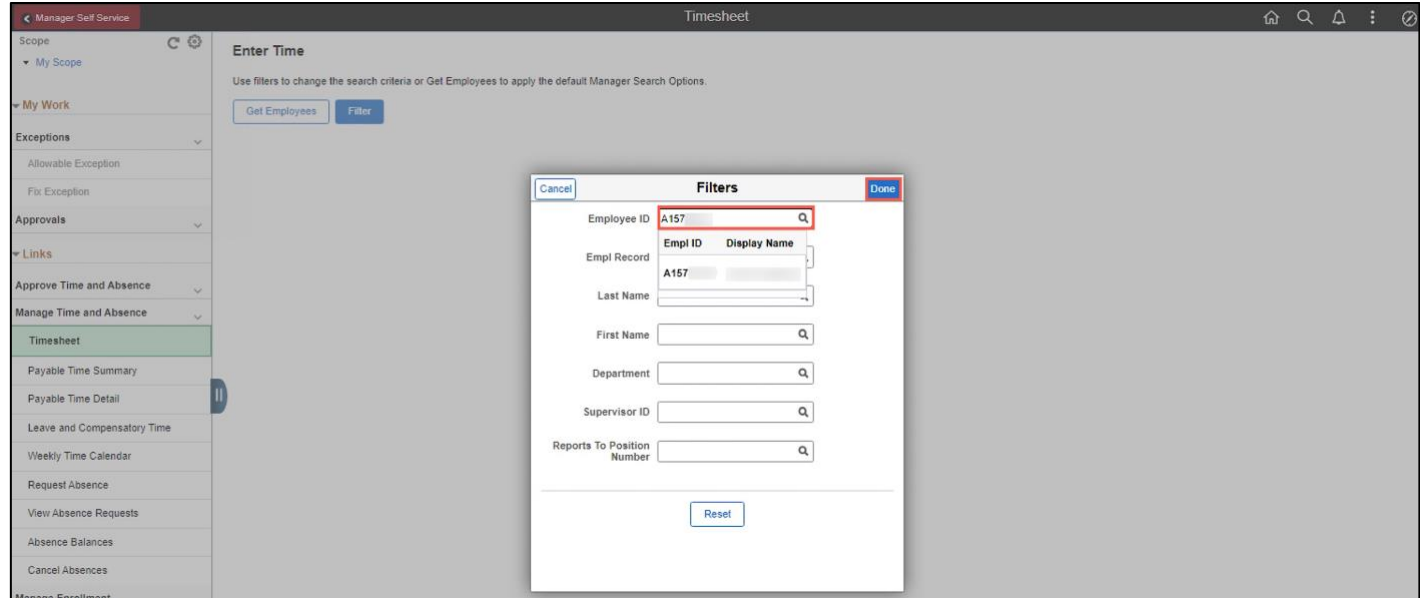
The screenshot shows the 'Manager Self Service' interface for 'Timesheet'. The left sidebar contains a menu with the following items: Scope, My Scope, My Work, Exceptions, Approvals, Reported Time (2), Links, Approve Time and Absence, Manage Time and Absence, **Timesheet** (highlighted in green), Payable Time Summary, Payable Time Detail, Leave and Compensatory Time, Weekly Time Calendar, Request Absence, View Absence Requests, Absence Balances, and Cancel 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' (highlighted with a red box).

## University of South Carolina Time and Labor - MSS

### Earn Comp Time and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Employee

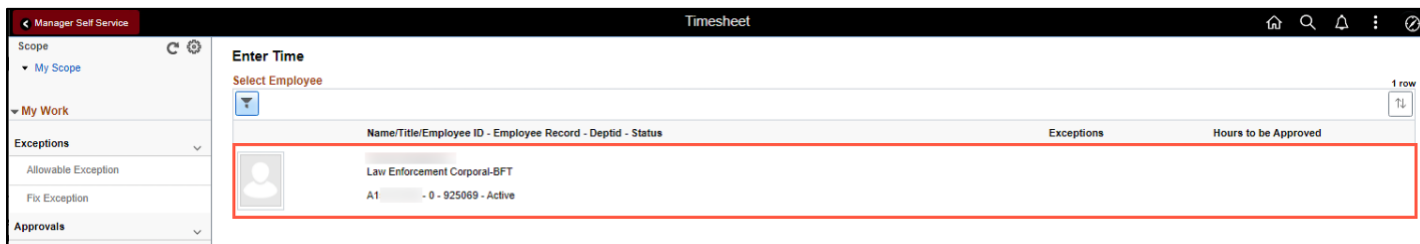
**Step 6:** To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

**Step 7:** Click **Done** to move on to the Enter Time page.




The screenshot shows the 'Enter Time' page in the 'Timesheet' application. A 'Filters' modal is open, allowing the user to search for an employee. The 'Employee ID' field is populated with 'A157'. Below this, there are fields for 'Empl Record', 'Last Name', 'First Name', 'Department', 'Supervisor ID', and 'Reports To Position Number'. A 'Reset' button is at the bottom of the modal. The background shows the 'Enter Time' page with a 'Get Employees' button and a 'Filter' button.

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



The screenshot shows the 'Enter Time' page after selecting an employee. The 'Select Employee' dropdown is open, showing a list of employees. The selected employee is 'Law Enforcement Corporal-BFT' with 'Empl ID' 'A1' and 'Status' 'Active'. The background shows the 'Enter Time' page with a 'Get Employees' button and a 'Filter' button.

Name/Title/Employee ID - Employee Record - DeptId - Status	Exceptions	Hours to be Approved
 Law Enforcement Corporal-BFT A1 - 0 - 925069 - Active		

## University of South Carolina Time and Labor - MSS

### Earn Comp Time and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Employee

In this example, the employee worked the holiday and requested to receive a payout for the hours worked. 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:** 28 day police submit their timesheets on a 28 day basis, rather than weekly like other employees. Generally, hours worked are entered each week and **Saved for Later**. At the end of week 4 hours worked are entered and then the entire 28 day's timesheet is **Submitted**.

Empl Rec: 0(FTE)Active[925069]Law Enforcement Corporal-BFT

3 July - 30 July 2022  
 Law Enforcement 28 Day FLSA  
 Scheduled 168.00 | Reported 0 Hours

[View Legend](#)  
Holiday(s): 07/04/2022 - Independence Day

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

< Week 1 of 4 >  
 Scheduled 36.00 | Reported 0.00 Hours

*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
	Scheduled 12 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 0	Scheduled 12 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

## University of South Carolina Time and Labor - MSS

### Earn Comp Time and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Employee

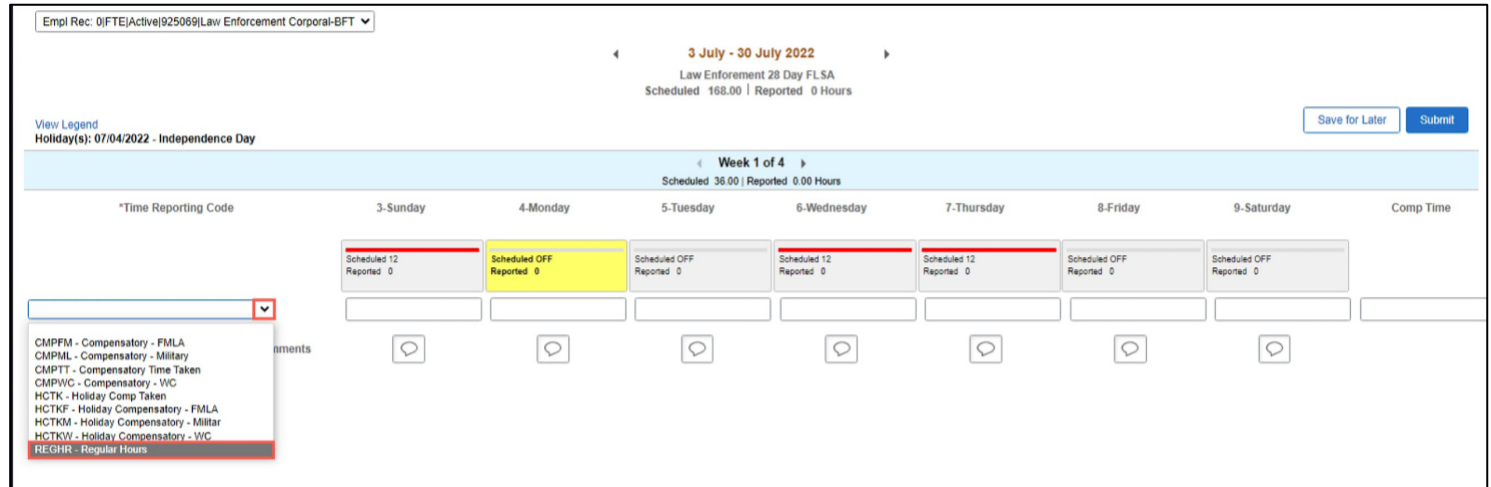
**Step 10:** Begin by selecting the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

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

**Step 12:** Select **REGHR – Regular Hours**.

**Step 13:** On this first line, click in the **Time Entry** field and enter hours worked for each day that is not a holiday. This week the employee was authorized to work overtime to assist due to an unforeseen absence of a fellow officer.



Empl Rec: 0[FTE]Active[925069]Law Enforcement Corporal-BFT

3 July - 30 July 2022  
Law Enforcement 28 Day FLSA  
Scheduled 168.00 | Reported 0.00 Hours

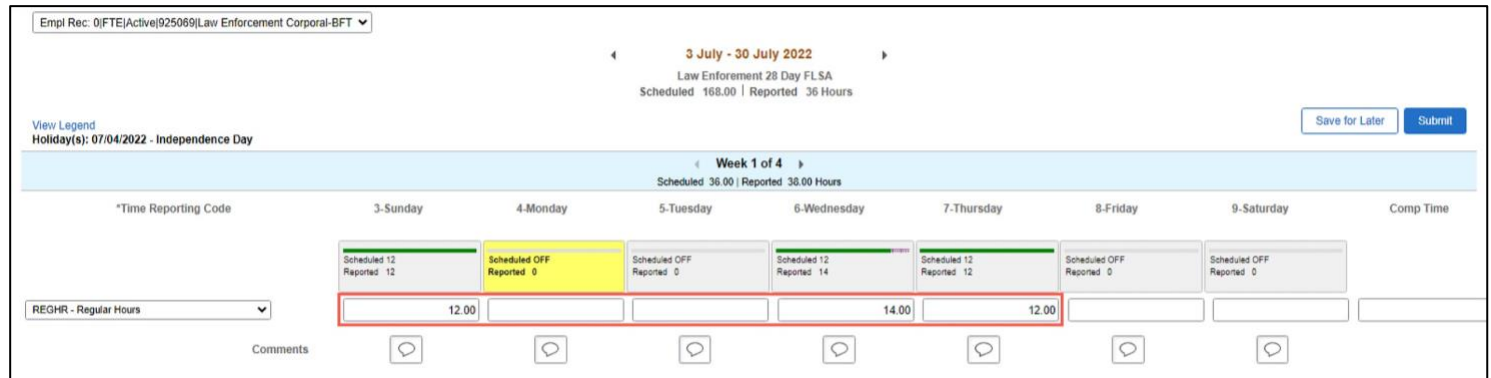
View Legend  
Holiday(s): 07/04/2022 - Independence Day

Week 1 of 4  
Scheduled 36.00 | Reported 0.00 Hours

*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled 12 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 0	Scheduled 12 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0		
Comments								

Time Reporting Codes:

- CMPFM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMPPTT - Compensatory Time Taken
- CMPWVC - Compensatory - WC
- HCTK - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Military
- HCTKW - Holiday Compensatory - WC
- REGHR - Regular Hours**



Empl Rec: 0[FTE]Active[925069]Law Enforcement Corporal-BFT

3 July - 30 July 2022  
Law Enforcement 28 Day FLSA  
Scheduled 168.00 | Reported 36.00 Hours

View Legend  
Holiday(s): 07/04/2022 - Independence Day

Week 1 of 4  
Scheduled 36.00 | Reported 36.00 Hours

*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled 12 Reported 12	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 14	Scheduled 12 Reported 12	Scheduled OFF Reported 0	Scheduled OFF Reported 0		
Comments								

REGHR - Regular Hours

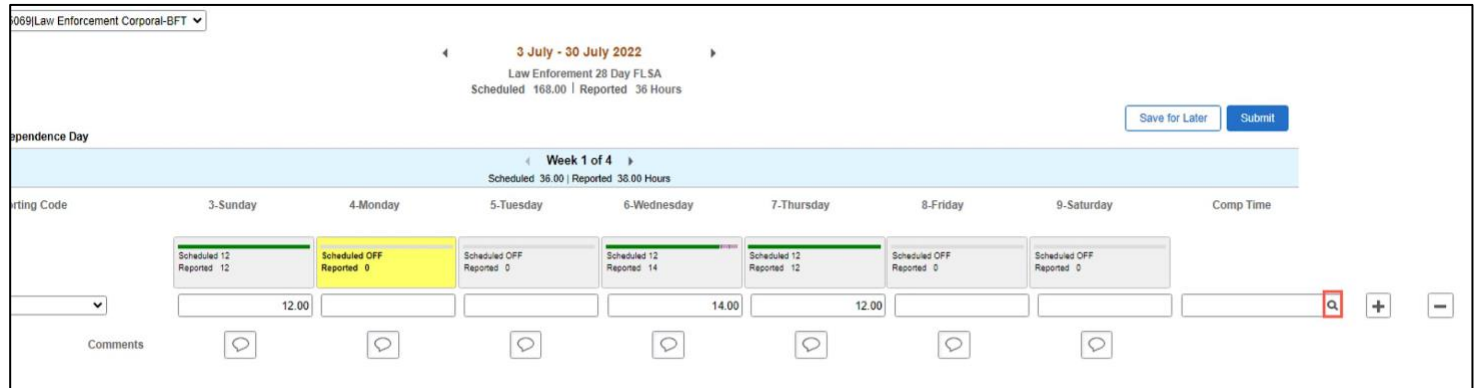
12.00

## University of South Carolina Time and Labor - MSS

### Earn Comp Time and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Employee

**Step 14:** Click in the **Lookup** icon and select the **Comp Time** option.

**Note:** If receiving Comp Time for overtime hours worked one of the four weeks, the system **requires** the Comp Time indicator be added to the remaining 3 weeks before submission.



009Law Enforcement Corporal-BFT

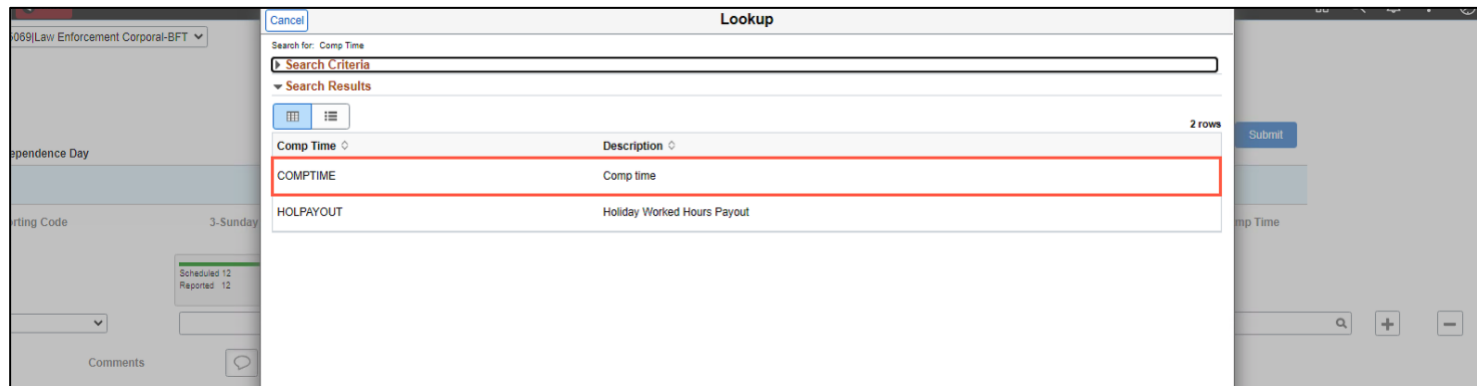
3 July - 30 July 2022  
Law Enforcement 28 Day FLSA  
Scheduled 168.00 | Reported 36 Hours

Save for Later Submit

Dependence Day

Week 1 of 4  
Scheduled 36.00 | Reported 36.00 Hours

Working Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled 12 Reported 12	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 14	Scheduled 12 Reported 12	Scheduled OFF Reported 0	Scheduled OFF Reported 0		
12.00			14.00	12.00				
Comments								



Cancel Lookup

Search for: Comp Time

Search Criteria

Search Results

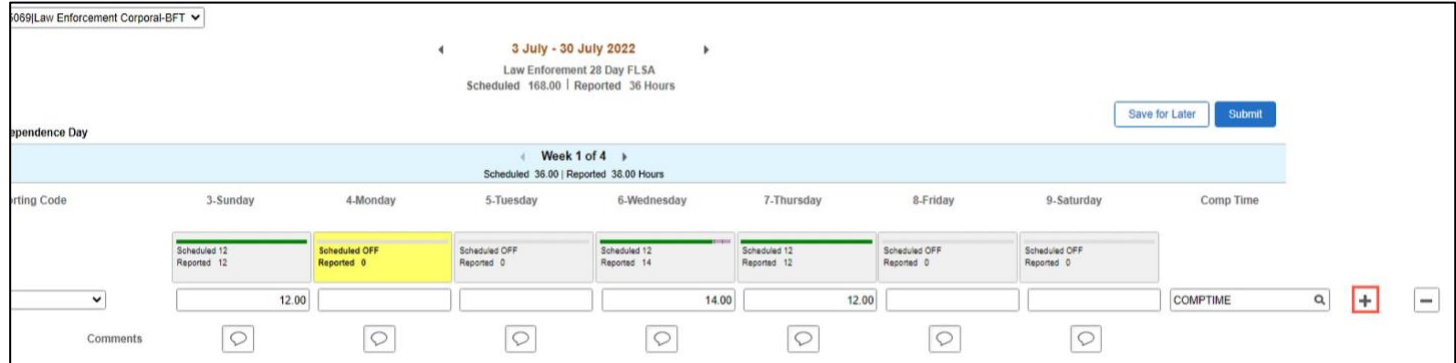
Comp Time	Description
COMPTIME	Comp time
HOLPAYOUT	Holiday Worked Hours Payout

2 rows

## University of South Carolina Time and Labor - MSS

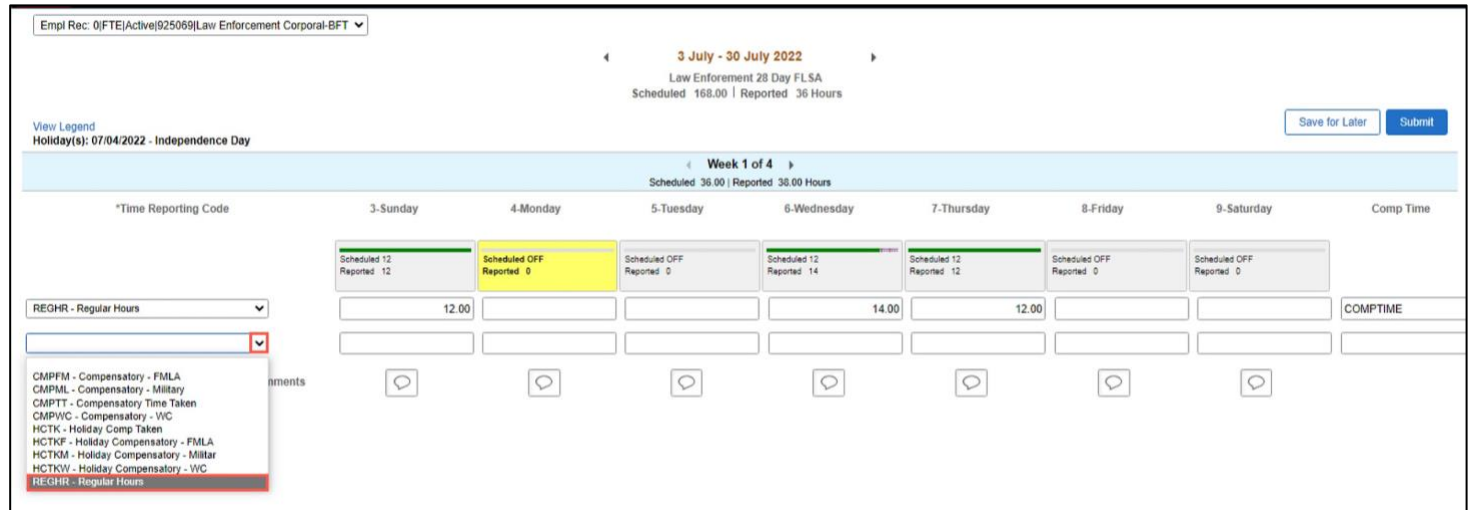
### Earn Comp Time and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Employee

**Step 15:** To enter the hours worked on the holiday, click the **Plus (+)** button to add a second line.



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

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





**University of South Carolina**  
**Time and Labor - MSS**  
**Earn Comp Time and Request Holiday Comp Payout on a Timesheet**  
**on Behalf of a 28 Day Police Employee**

**Step 18:** Click in the **Time Entry** field and only enter hours worked for the holiday.

Empl Rec: 0(FTE)Active(925069)Law Enforcement Corporal-BFT
3 July - 30 July 2022
Law Enforcement 28 Day FLSA
Scheduled 168.00 | Reported 36 Hours

View Legend
Holiday(s): 07/04/2022 - Independence Day

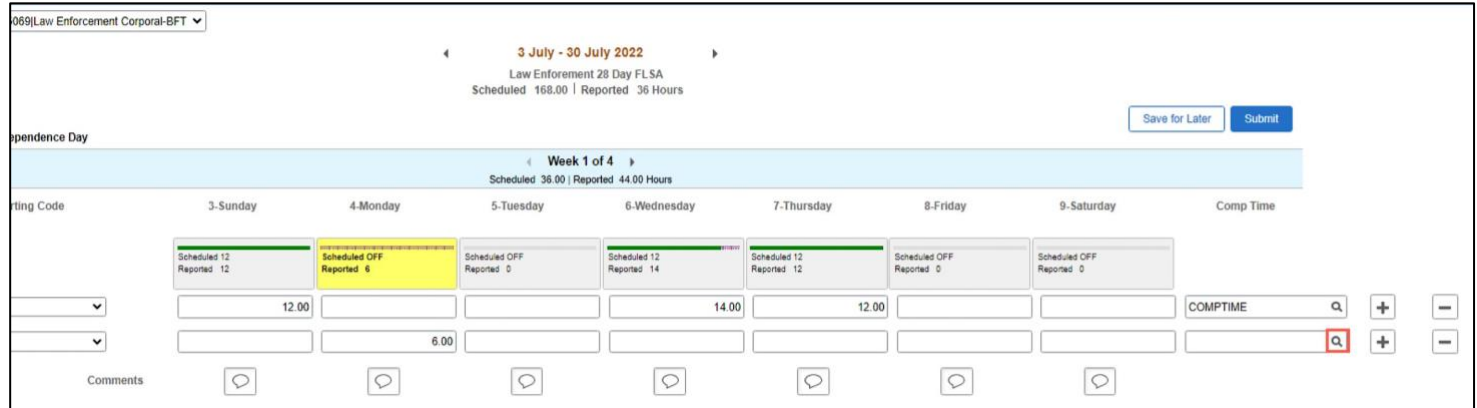
Week 1 of 4
Scheduled 36.00 | Reported 44.00 Hours

Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
	<div>Scheduled 12</div> <div>Reported 12</div>	<div>Scheduled OFF</div> <div>Reported 6</div>	<div>Scheduled OFF</div> <div>Reported 0</div>	<div>Scheduled 12</div> <div>Reported 14</div>	<div>Scheduled 12</div> <div>Reported 12</div>	<div>Scheduled OFF</div> <div>Reported 0</div>	<div>Scheduled OFF</div> <div>Reported 0</div>	
REGHR - Regular Hours	12.00			14.00	12.00			COMPTIME
REGHR - Regular Hours		6.00						
Comments								

## University of South Carolina Time and Labor - MSS

### Earn Comp Time and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Employee

**Step 19:** To request a payout for the hours worked on the holiday, click the **Look up Comp** button and select the **Holiday Worked Hours Payout (HOLPAYOUT)** option from the list.



069(Law Enforcement Corporal-BFT)

3 July - 30 July 2022  
Law Enforcement 28 Day FLSA  
Scheduled 36.00 | Reported 44.00 Hours

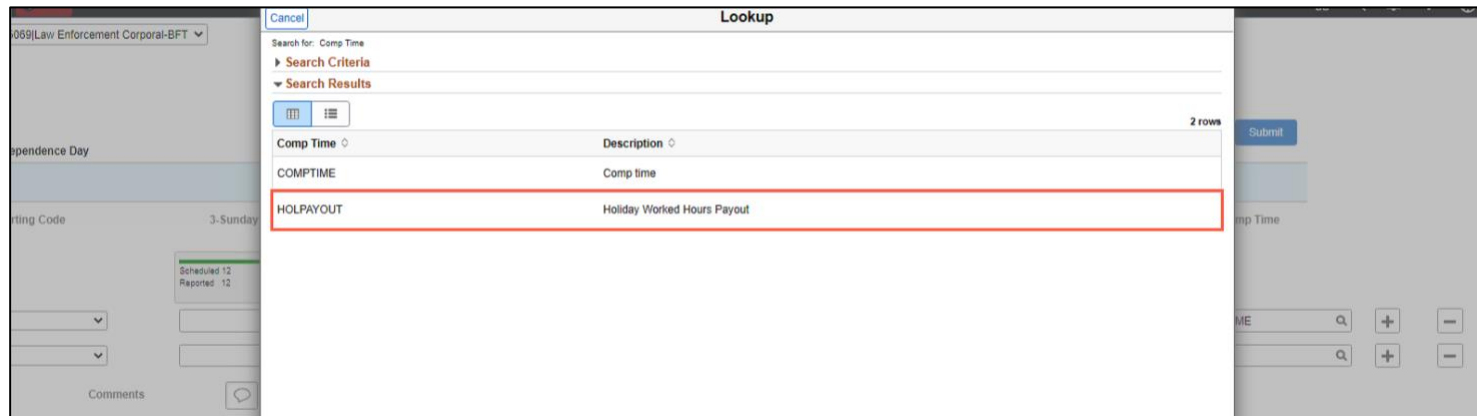
Save for Later Submit

Dependence Day

Week 1 of 4  
Scheduled 36.00 | Reported 44.00 Hours

Working Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled 12 Reported 12	Scheduled OFF Reported 6	Scheduled OFF Reported 0	Scheduled 12 Reported 14	Scheduled 12 Reported 12	Scheduled OFF Reported 0	Scheduled OFF Reported 0		
	12.00			14.00	12.00			
		6.00						
Comments								

COMPTIME



Cancel Lookup

Search for: Comp Time

Search Criteria

Search Results

Comp Time	Description
COMPTIME	Comp time
HOLPAYOUT	Holiday Worked Hours Payout

2 rows

## University of South Carolina

### Time and Labor - MSS

#### Earn Comp Time and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Employee

Notice **HOLPAYOUT** is now populated in the Comp Time field. This prompts the system to payout the time worked on the holiday.

0699Law Enforcement Corporal-BFT

3 July - 30 July 2022

Law Enforcement 28 Day FLSA

Scheduled 168.00 | Reported 36 Hours

Save for Later
Submit

Dependence Day

Week 1 of 4

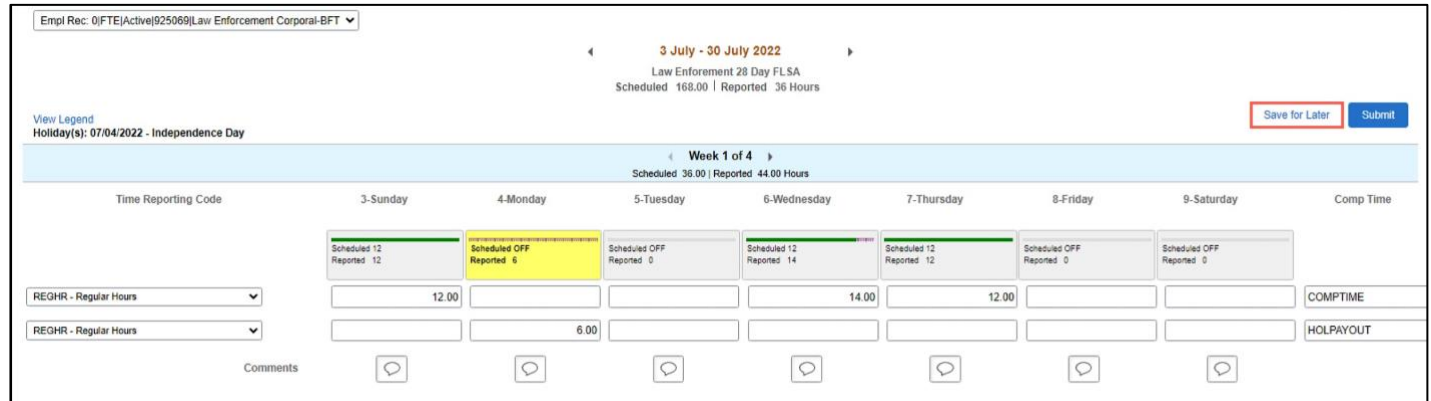
Scheduled 36.00 | Reported 44.00 Hours

Working Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
	Scheduled 12 Reported 12	Scheduled OFF Reported 6	Scheduled OFF Reported 0	Scheduled 12 Reported 14	Scheduled 12 Reported 12	Scheduled OFF Reported 0	Scheduled OFF Reported 0	
	12.00			14.00	12.00			COMPTIME
		6.00						HOLPAYOUT
Comments								

## University of South Carolina Time and Labor - MSS

### Earn Comp Time and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Employee

**Step 20:** You are done entering time, but you are not ready to submit. Click the **Save for Later** button to save the entered time on this timesheet.



Empl Rec: 0(FTE)Active(925069)Law Enforcement Corporal-BFT

3 July - 30 July 2022  
Law Enforcement 28 Day FLSA  
Scheduled 168.00 | Reported 36 Hours

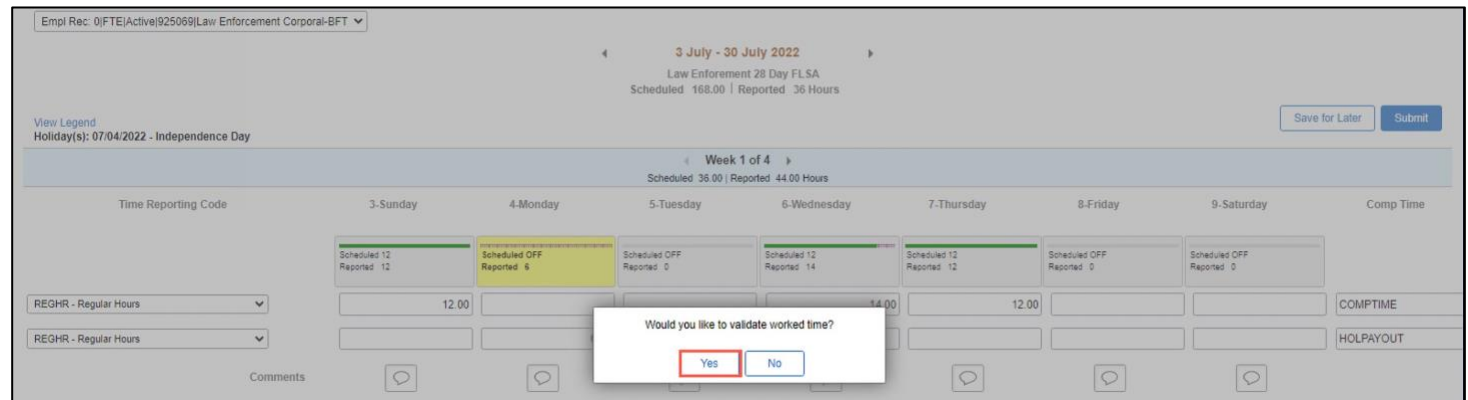
View Legend  
Holiday(s): 07/04/2022 - Independence Day

Week 1 of 4  
Scheduled 36.00 | Reported 44.00 Hours

Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled 12 Reported 12	Scheduled OFF Reported 6	Scheduled OFF Reported 0	Scheduled 12 Reported 14	Scheduled 12 Reported 12	Scheduled OFF Reported 0	Scheduled OFF Reported 0		
REGHR - Regular Hours	12.00			14.00	12.00			COMPTIME
REGHR - Regular Hours		6.00						HOLPAYOUT
Comments								

Save for Later Submit

**Step 21:** Click the **Yes** button to indicate you would like to validate the time. This will populate the Reported hours at the top of the timesheet.



Empl Rec: 0(FTE)Active(925069)Law Enforcement Corporal-BFT

3 July - 30 July 2022  
Law Enforcement 28 Day FLSA  
Scheduled 168.00 | Reported 36 Hours

View Legend  
Holiday(s): 07/04/2022 - Independence Day

Week 1 of 4  
Scheduled 36.00 | Reported 44.00 Hours

Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled 12 Reported 12	Scheduled OFF Reported 6	Scheduled OFF Reported 0	Scheduled 12 Reported 14	Scheduled 12 Reported 12	Scheduled OFF Reported 0	Scheduled OFF Reported 0		
REGHR - Regular Hours	12.00			14.00	12.00			COMPTIME
REGHR - Regular Hours								HOLPAYOUT
Comments								

Save for Later Submit

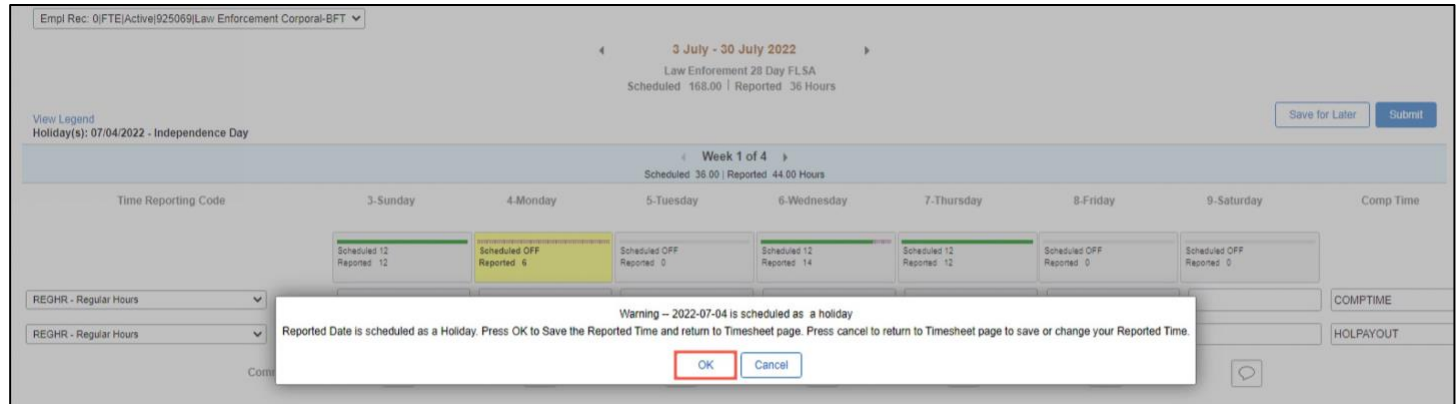
Would you like to validate worked time?  
Yes No

## University of South Carolina

### Time and Labor - MSS

#### Earn Comp Time and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Employee

**Step 22:** A warning message appears to advise that you reported regular working hours (including comp time hours) on July 4<sup>th</sup> which is a university holiday. Click the **OK** button to save your reported time.



The screenshot shows the 'Time Reporting Code' interface for a 28-day police employee. The interface displays a weekly schedule from Sunday to Saturday. On Monday, July 4th, the status is 'Scheduled OFF' with 'Reported 6' hours. A warning message is displayed: 'Warning - 2022-07-04 is scheduled as a holiday. Reported Date is scheduled as a Holiday. Press OK to Save the Reported Time and return to Timesheet page. Press cancel to return to Timesheet page to save or change your Reported Time.' The 'OK' button is highlighted with a red border.





Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
REGHR - Regular Hours	Scheduled 12 Reported 12	Scheduled OFF Reported 6	Scheduled OFF Reported 0	Scheduled 12 Reported 14	Scheduled 12 Reported 12	Scheduled OFF Reported 0	Scheduled OFF Reported 0	COMPTIME
REGHR - Regular Hours								HOLPAYOUT














## University of South Carolina Time and Labor - MSS

### Earn Comp Time and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Employee

**Step 23:** When Saved for Later, the **Saved** icon appears for the days' time is entered indicating the timesheet has been updated but not yet submitted 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.

Legend	
	Time Details
	Saved
	Approved
	Pending Approvals
	Denied
	Pushed Back
	Exception
	Absence
	Reported
	Reported Under Schedule
	Reported Over Schedule
	OFF Day
	Holiday

Time

Enter Time

Emp# REC-0FTE/Active/925009/Law Enforcement Corporal-BFT

3 July - 30 July 2022  
Law Enforcement 28 Day FLSA  
Scheduled 168.00 | Reported 44 Hours

View Legend

Holiday(s): 07/04/2022 - Independence Day

Save for Later Submit

Week 1 of 4  
Scheduled 36.00 | Reported 44.00 Hours

*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
REGHR - Regular Hours	Scheduled 12 Reported 12	Scheduled OFF Reported 6	Scheduled OFF Reported 0	Scheduled 12 Reported 14	Scheduled 12 Reported 12	Scheduled OFF Reported 0	Scheduled OFF Reported 0	COMPTIME
REGHR - Regular Hours	12.00	6.00		14.00	12.00			HOLYPAYOUT
Comments								

## University of South Carolina Time and Labor - MSS

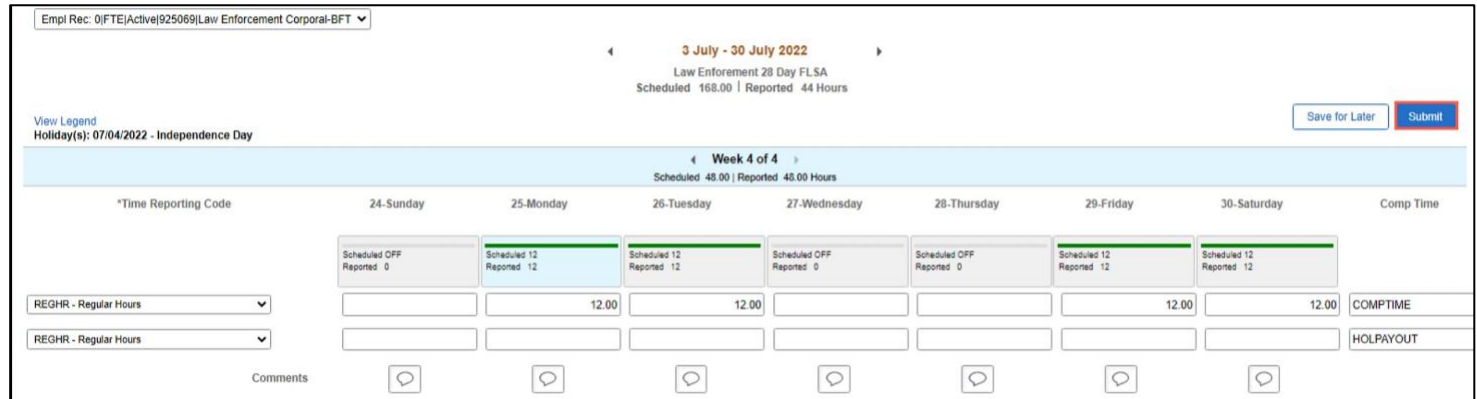
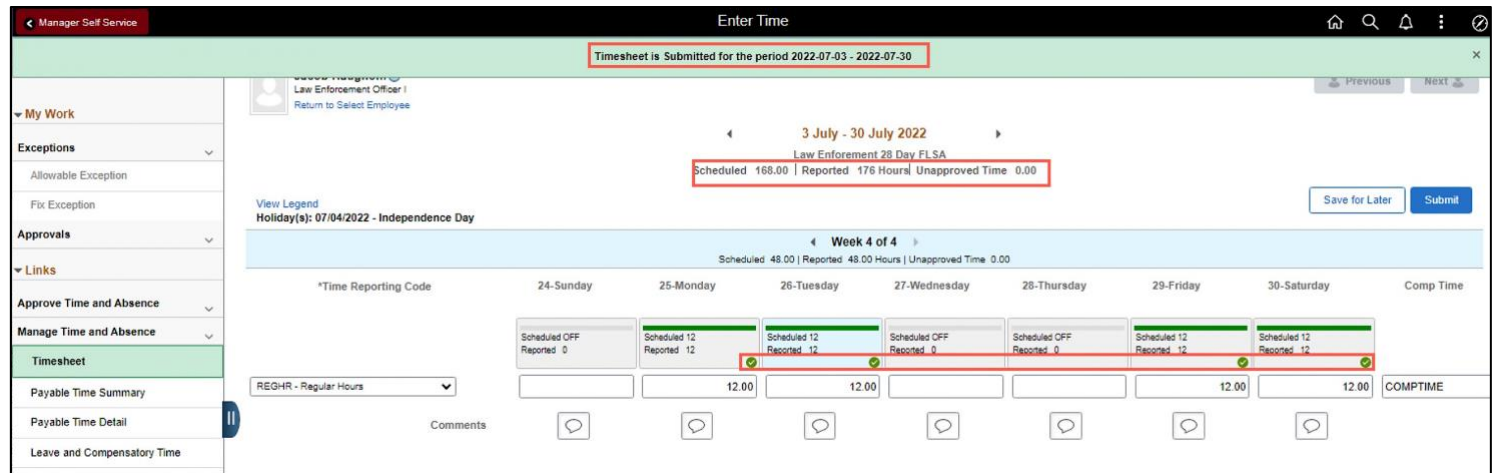
### Earn Comp Time and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Employee

When entering hours for the remaining 3 weeks, be sure to enter the hours on the line with the **COMPTIME** indicator.

**Step 24:** You are ready to submit your timesheets for the 28 day cycle from July 3 – July 30, 2022. Upon clicking the **Submit** button a warning message appears to advise that you reported regular working hours (including comp time hours) on July 4<sup>th</sup> which is a university holiday.

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.






## University of South Carolina Time and Labor - MSS


### Earn Comp Time and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Employee


**Step 25:** 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.

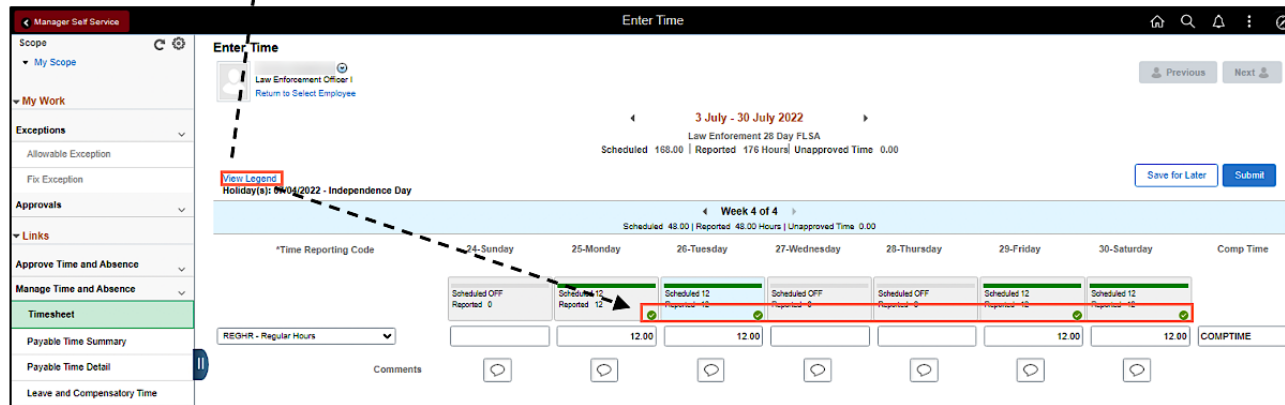
 The timesheet has been saved for later.

 The time entered has been submitted and is pending approval.

 The entered time has been approved.

You successfully learned how to earn comp time and request holiday comp payout on a timesheet on behalf of a 28 day police employee.

Legend	
	Time Details
	Saved
	Approved
	Pending Approvals
	Denied
	Pushed Back
	Exception
	Absence
	Reported
	Reported Under Schedule
	Reported Over Schedule
	OFF Day
	Holiday



**Enter Time**

Law Enforcement Officer I  
Return to Select Employee

3 July - 30 July 2022  
Law Enforcement 28 Day FLSA  
Scheduled 168.00 | Reported 176 Hours | Unapproved Time 0.00

Save for Later Submit

Week 4 of 4  
Scheduled 48.00 | Reported 48.00 Hours | Unapproved Time 0.00

*Time Reporting Code	24-Sunday	25-Monday	26-Tuesday	27-Wednesday	28-Thursday	29-Friday	30-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 12 Reported 12	Scheduled 12 Reported 12	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 12	Scheduled 12 Reported 12	
REGHR - Regular Hours		12.00	12.00			12.00	12.00	COMPTIME

Comments