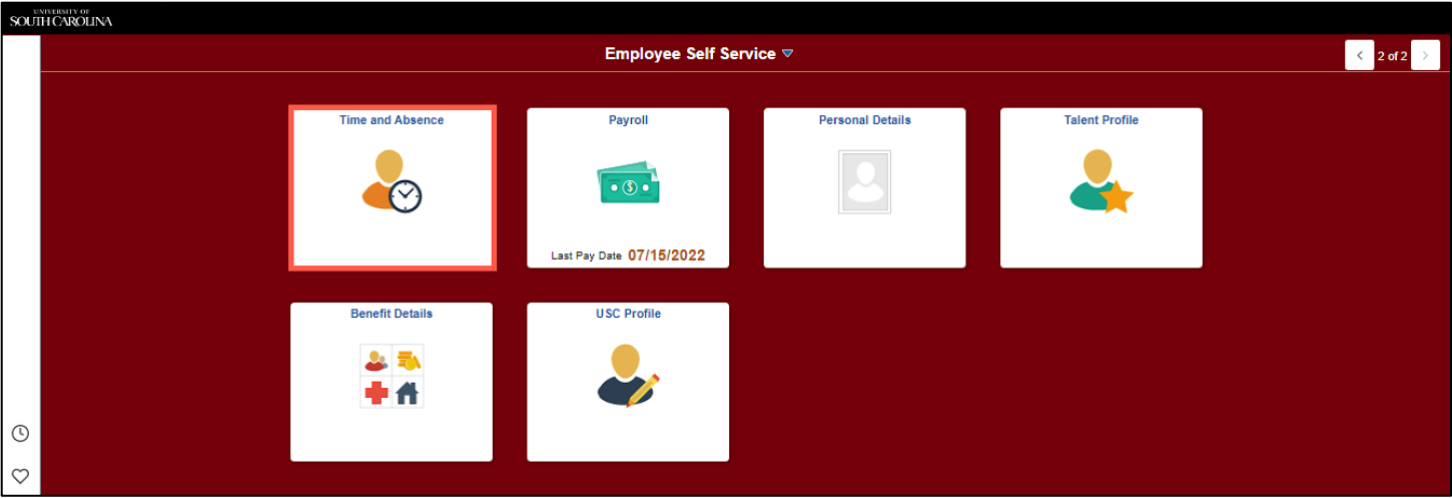


**University of South Carolina**  
**Time and Labor - ESS**  
**Earn Comp Time and Request Holiday Comp Payout on a Timesheet – 28 Day Police**

| <p><b>How to earn comp time and request holiday comp payout on a timesheet for a 28 day police employee:</b><br/>         This job aid outlines how a 28 day police employee can earn comp time and request holiday comp payout on a timesheet.</p> <p><b>Note:</b> Before indicating you would like to receive a payout for hours worked on a holiday, it is very important to receive approval from your manager. Although this option is available to all non-exempt employees, it is at the departments discretion whether they want to payout the hours worked or request you comp the hours for future use.</p> <p><b>Navigation:</b> Employee Self Service &gt; Time and Absence &gt; Enter Time</p> |   |
|---|---|
| Processing Steps  | Screen Shots  |
| <p><b>Step 1:</b> On the Employee Self Service landing page, click the <b>Time and Absence</b> tile.</p>  |  |

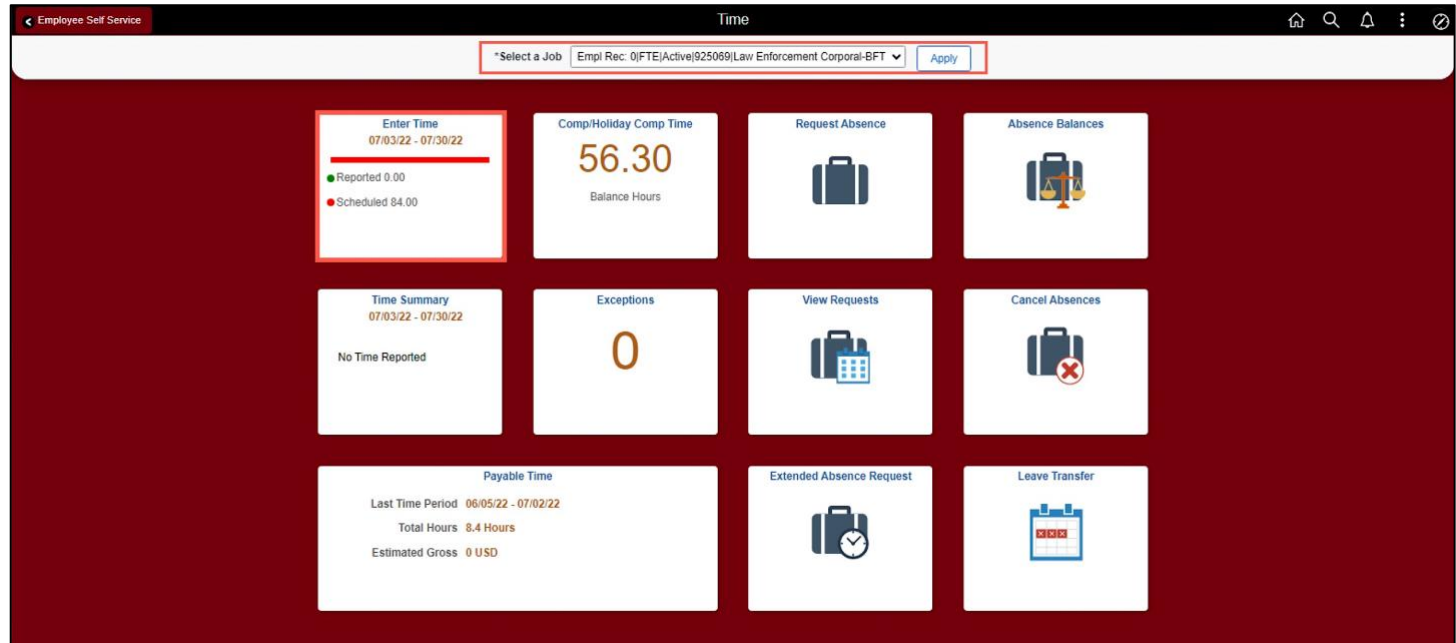
## University of South Carolina

### Time and Labor - ESS

#### Earn Comp Time and Request Holiday Comp Payout on a Timesheet – 28 Day Police

**Step 2:** Click the **Enter Time** tile to enter time on a timesheet.

**Note:** Many police officers have an FTE along with an internal dual assignment active concurrently. If you have multiple active jobs, use the **Select a Job** drop-down arrow to select the applicable job for which to need to enter time on a timesheet.



The screenshot displays the 'Time' section of the Employee Self Service (ESS) portal. At the top, there is a navigation bar with 'Employee Self Service' and 'Time'. Below this is a dropdown menu labeled '\*Select a Job' with the selected option 'Empl Rec: 0[FTE/Active]925069[Law Enforcement Corporal-BFT]' and an 'Apply' button. The main content area features a grid of tiles:

- Enter Time** (07/03/22 - 07/30/22): A red-bordered tile showing 'Reported 0.00' and 'Scheduled 84.00'.
- Comp/Holiday Comp Time**: Shows a balance of 56.30 hours.
- Request Absence**: Icon of a briefcase.
- Absence Balances**: Icon of a briefcase and scales.
- Time Summary** (07/03/22 - 07/30/22): Shows 'No Time Reported'.
- Exceptions**: Shows a balance of 0.
- View Requests**: Icon of a briefcase and calendar.
- Cancel Absences**: Icon of a briefcase with a red 'X'.
- Payable Time**: Shows 'Last Time Period 06/05/22 - 07/02/22', 'Total Hours 8.4 Hours', and 'Estimated Gross 0 USD'.
- Extended Absence Request**: Icon of a briefcase and clock.
- Leave Transfer**: Icon of a calendar with a red 'X'.

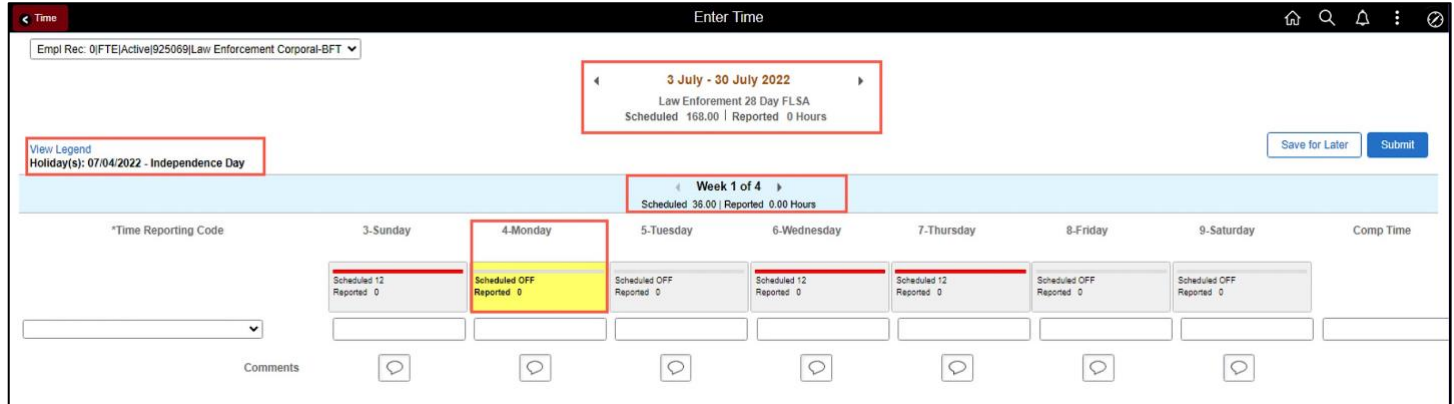
## University of South Carolina Time and Labor - ESS

### Earn Comp Time and Request Holiday Comp Payout on a Timesheet – 28 Day Police

**Step 3:** Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

**Note:** 28 day police submit their timesheets on a 28 day basis, rather than weekly like other employees. Generally, you will enter your hours worked each week and click the **Save for Later** button. At the end of week 4 you will enter hours worked and click the **Submit** button to submit the entire 28 days' timesheet.

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



**Enter Time**

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<br>Reported 0 | Scheduled OFF<br>Reported 0 | Scheduled OFF<br>Reported 0 | Scheduled 12<br>Reported 0 | Scheduled 12<br>Reported 0 | Scheduled OFF<br>Reported 0 | Scheduled OFF<br>Reported 0 |           |
|                      |                            |                             |                             |                            |                            |                             |                             |           |
| Comments             |                            |                             |                             |                            |                            |                             |                             |           |

## University of South Carolina Time and Labor - ESS

### Earn Comp Time and Request Holiday Comp Payout on a Timesheet – 28 Day Police

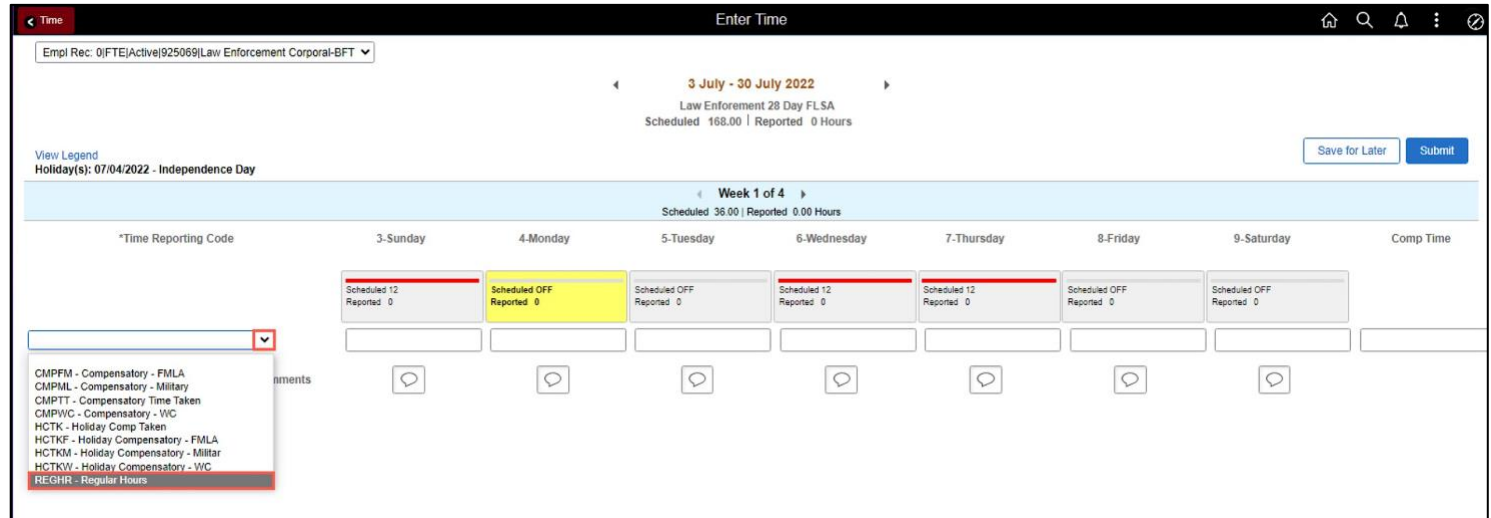
**Step 4:** Begin by selecting the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

**Step 5:** Click the **Time Reporting Code** drop-down arrow.

**Step 6:** Select **REGHR – Regular Hours**.

**Step 7:** On this first line, click in the **Time Entry** field and enter hours worked for each day that is not a holiday. This week you were authorized to work overtime to assist due to an unforeseen absence of a fellow officer.



Enter Time

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

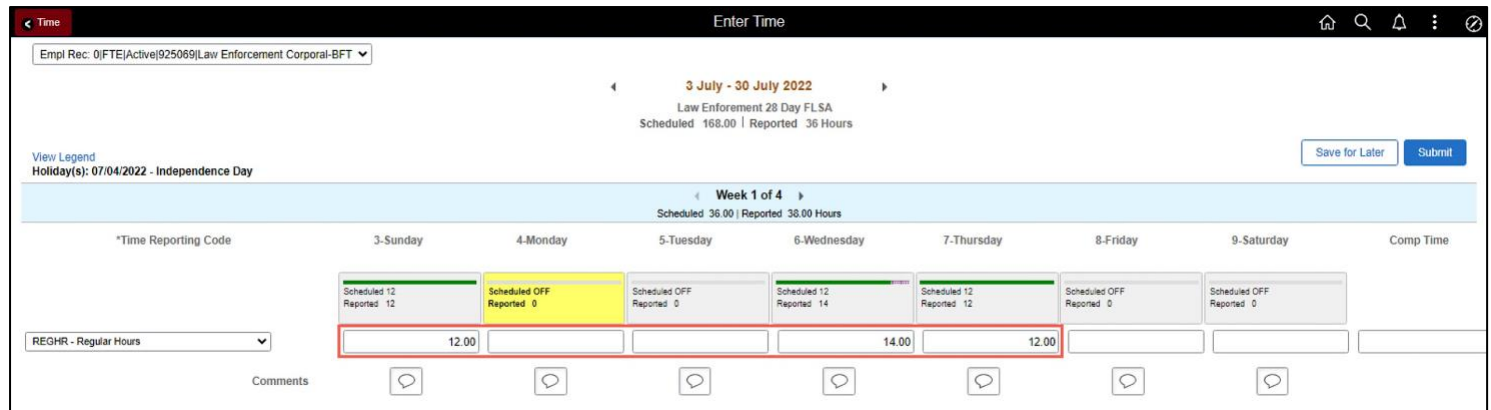
3 July - 30 July 2022  
Law Enforcement 28 Day FLSA  
Scheduled 168.00 | Reported 0.00 Hours

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<br>Reported 0 | Scheduled OFF<br>Reported 0 | Scheduled OFF<br>Reported 0 | Scheduled 12<br>Reported 0 | Scheduled 12<br>Reported 0 | Scheduled OFF<br>Reported 0 | Scheduled OFF<br>Reported 0 |           |
|                      |                            |                             |                             |                            |                            |                             |                             |           |

Comments



Enter Time

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<br>Reported 12 | Scheduled OFF<br>Reported 0 | Scheduled OFF<br>Reported 0 | Scheduled 12<br>Reported 14 | Scheduled 12<br>Reported 12 | Scheduled OFF<br>Reported 0 | Scheduled OFF<br>Reported 0 |           |
| REGHR - Regular Hours | 12.00                       |                             |                             | 14.00                       | 12.00                       |                             |                             |           |
|                       |                             |                             |                             |                             |                             |                             |                             |           |

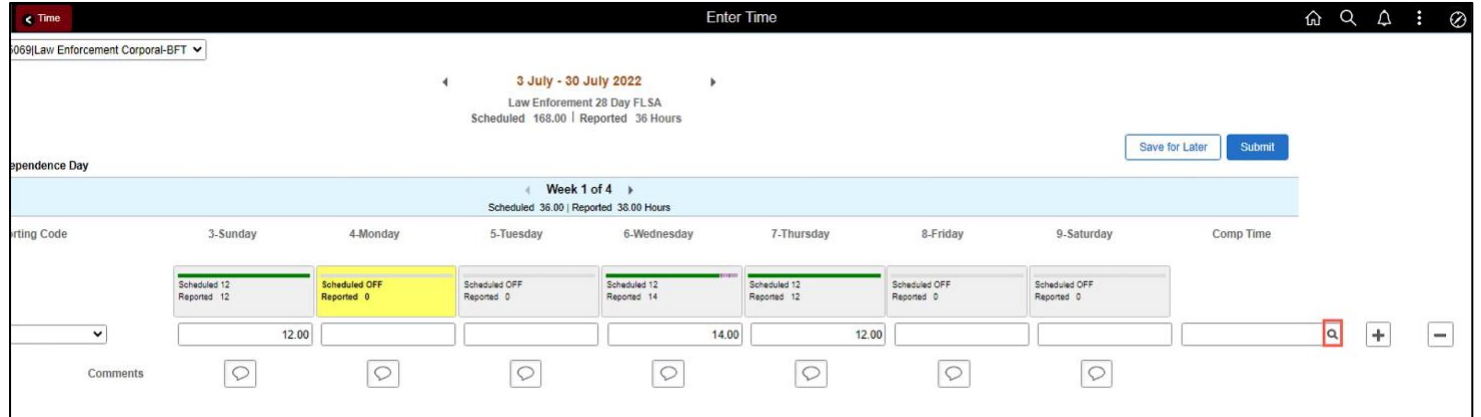
Comments

## University of South Carolina Time and Labor - ESS

### Earn Comp Time and Request Holiday Comp Payout on a Timesheet – 28 Day Police

**Step 8:** 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.



**Enter Time**

069Law Enforcement Corporal-BFT

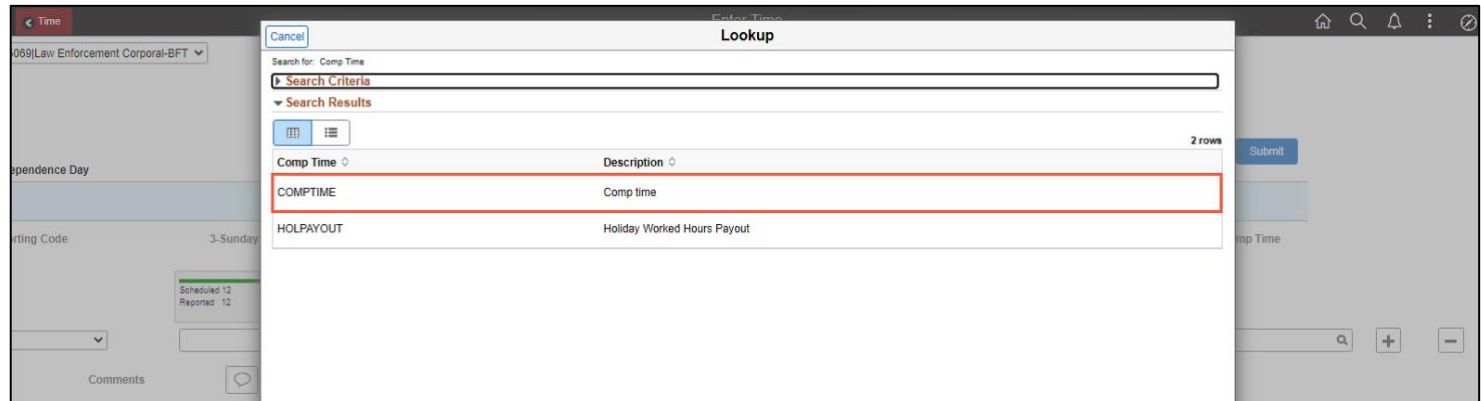
3 July - 30 July 2022  
Law Enforcement 28 Day FLSA  
Scheduled 168.00 | Reported 36 Hours

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<br>Reported 12 | Scheduled OFF<br>Reported 0 | Scheduled OFF<br>Reported 0 | Scheduled 12<br>Reported 14 | Scheduled 12<br>Reported 12 | Scheduled OFF<br>Reported 0 | Scheduled OFF<br>Reported 0 |            |           |
|                             | 12.00                       |                             | 14.00                       | 12.00                       |                             |                             |            |           |
| Comments                    |                             |                             |                             |                             |                             |                             |            |           |



**Lookup**

Search for: Comp Time

Search Criteria

Search Results

| Comp Time | Description                 |
|-----------|-----------------------------|
| COMPTIME  | Comp time                   |
| HOLPAYOUT | Holiday Worked Hours Payout |

2 rows

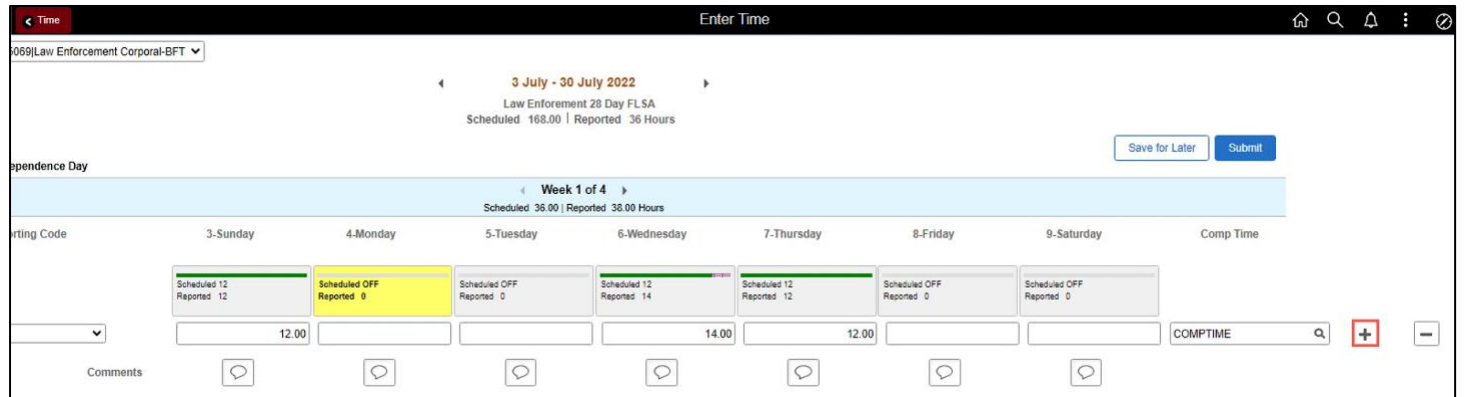
## University of South Carolina Time and Labor - ESS

### Earn Comp Time and Request Holiday Comp Payout on a Timesheet – 28 Day Police

**Step 9:** To enter the hours worked on the holiday, click the **Plus (+)** button to add a second line.

**Step 10:** Click the **Time Reporting Code** drop-down arrow.

**Step 11:** Select **REGHR – Regular Hours**.



**Enter Time**

0069Law Enforcement Corporal-BFT

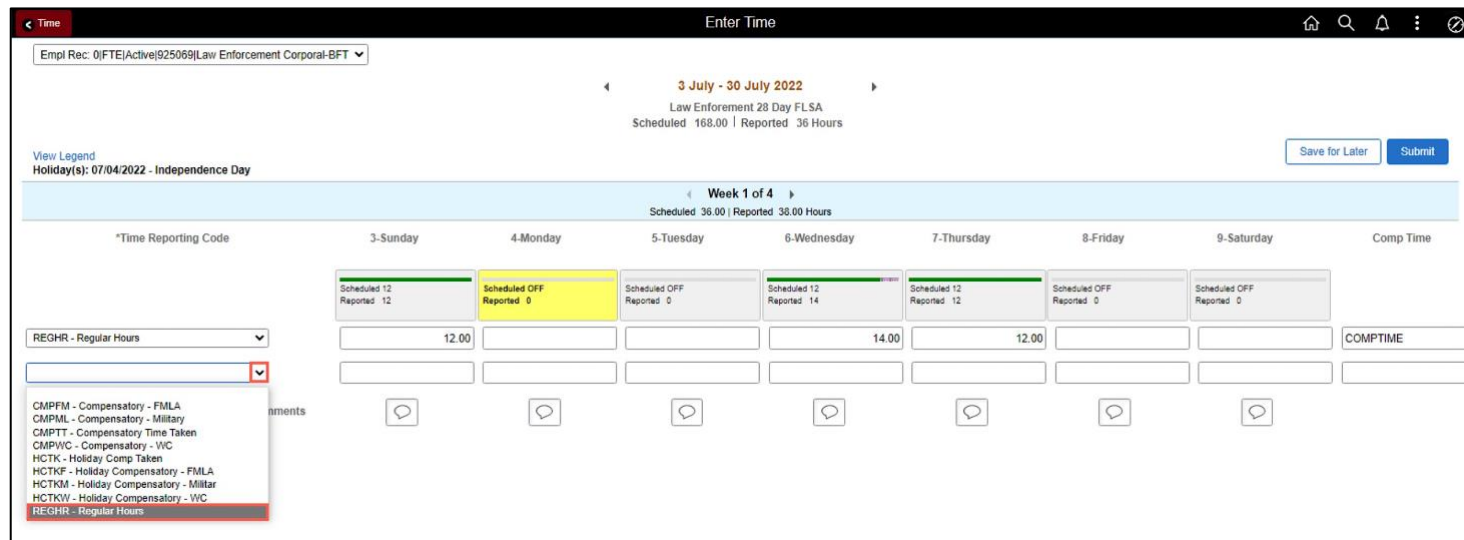
3 July - 30 July 2022  
Law Enforcement 28 Day FLSA  
Scheduled 168.00 | Reported 36 Hours

Save for Later Submit

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<br>Reported 12 | Scheduled OFF<br>Reported 0 | Scheduled OFF<br>Reported 0 | Scheduled 12<br>Reported 14 | Scheduled 12<br>Reported 12 | Scheduled OFF<br>Reported 0 | Scheduled OFF<br>Reported 0 |           |
|                     | 12.00                       |                             |                             | 14.00                       | 12.00                       |                             |                             | COMPTIME  |
| Comments            |                             |                             |                             |                             |                             |                             |                             |           |



**Enter Time**

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

Save for Later Submit

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<br>Reported 12 | Scheduled OFF<br>Reported 0 | Scheduled OFF<br>Reported 0 | Scheduled 12<br>Reported 14 | Scheduled 12<br>Reported 12 | Scheduled OFF<br>Reported 0 | Scheduled OFF<br>Reported 0 |           |
|                      | 12.00                       |                             |                             | 14.00                       | 12.00                       |                             |                             | COMPTIME  |
|                      |                             |                             |                             |                             |                             |                             |                             |           |
| Comments             |                             |                             |                             |                             |                             |                             |                             |           |

REGHR - Regular Hours

- CMPFM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMPMT - Compensatory Time Taken
- CMPWVC - Compensatory - VVC
- HCTK - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Military
- HCTKV - Holiday Compensatory - VVC
- REGHR - Regular Hours

## University of South Carolina

### Time and Labor - ESS

#### Earn Comp Time and Request Holiday Comp Payout on a Timesheet – 28 Day Police

**Step 12:** Click in the **Time Entry** field and only enter hours worked for the holiday.

< Time
Enter Time
🏠 🔍 🔔 ⋮

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

Save for Later Submit

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

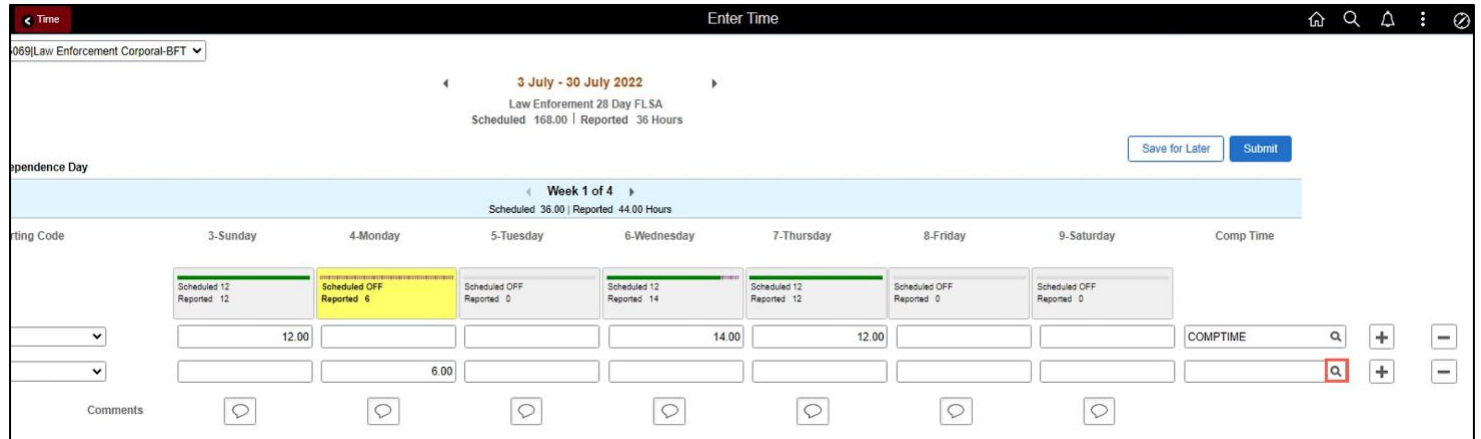
< Week 1 of 4 >  
Scheduled 36.00 | Reported 44.00 Hours

| Time Reporting Code   | 3-Sunday  | 4-Monday  | 5-Tuesday   | 6-Wednesday   | 7-Thursday  | 8-Friday  | 9-Saturday  | Comp Time                     |
|-----------------------|---|---|---|---|---|---|---|-------------------------------|
|                       | <div style="border: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;"> <small>Scheduled 12<br/>Reported 12</small> </div> | <div style="border: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;"> <small>Scheduled OFF<br/>Reported 6</small> </div> | <div style="border: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;"> <small>Scheduled OFF<br/>Reported 0</small> </div> | <div style="border: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;"> <small>Scheduled 12<br/>Reported 14</small> </div> | <div style="border: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;"> <small>Scheduled 12<br/>Reported 12</small> </div> | <div style="border: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;"> <small>Scheduled OFF<br/>Reported 0</small> </div> | <div style="border: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;"> <small>Scheduled OFF<br/>Reported 0</small> </div> |                               |
| REGHR - Regular Hours | <input type="text" value="12.00"/>  | <input type="text" value="6.00"/>   | <input type="text" value=""/>   | <input type="text" value="14.00"/>  | <input type="text" value="12.00"/>  | <input type="text" value=""/>   | <input type="text" value=""/>   | COMPTIME                      |
| REGHR - Regular Hours | <input type="text" value=""/>   | <input type="text" value=""/>   | <input type="text" value=""/>   | <input type="text" value=""/>   | <input type="text" value=""/>   | <input type="text" value=""/>   | <input type="text" value=""/>   | <input type="text" value=""/> |
| 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 - ESS

### Earn Comp Time and Request Holiday Comp Payout on a Timesheet – 28 Day Police

**Step 13:** 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.



**Enter Time**

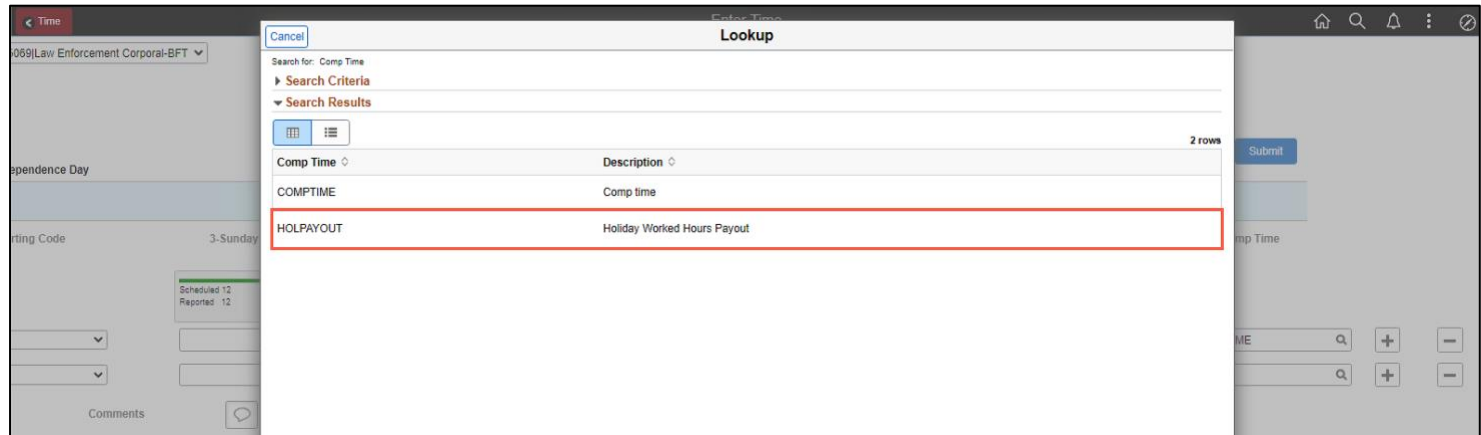
069Law Enforcement Corporal-BFT

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

Save for Later Submit

Week 1 of 4  
Scheduled 36.00 | Reported 44.00 Hours

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



**Look up**

Search for: Comp Time

Search Criteria

Search Results

| Comp Time | Description                 |
|-----------|-----------------------------|
| COMPTIME  | Comp time                   |
| HOLPAYOUT | Holiday Worked Hours Payout |



## University of South Carolina

### Time and Labor - ESS

#### Earn Comp Time and Request Holiday Comp Payout on a Timesheet – 28 Day Police

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

< Time
Enter Time

069Law 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

| Reporting Code   | 3-Sunday   | 4-Monday   | 5-Tuesday  | 6-Wednesday  | 7-Thursday   | 8-Friday   | 9-Saturday   | Comp Time  |
|--|--|--|--|--|--|--|--|--|
|  | <div style="background-color: #d3d3d3; padding: 5px; font-size: 0.8em;">               Scheduled 12<br/>Reported 12             </div> | <div style="background-color: #d3d3d3; padding: 5px; font-size: 0.8em;">               Scheduled OFF<br/>Reported 6             </div> | <div style="background-color: #d3d3d3; padding: 5px; font-size: 0.8em;">               Scheduled OFF<br/>Reported 0             </div> | <div style="background-color: #d3d3d3; padding: 5px; font-size: 0.8em;">               Scheduled 12<br/>Reported 14             </div> | <div style="background-color: #d3d3d3; padding: 5px; font-size: 0.8em;">               Scheduled 12<br/>Reported 12             </div> | <div style="background-color: #d3d3d3; padding: 5px; font-size: 0.8em;">               Scheduled OFF<br/>Reported 0             </div> | <div style="background-color: #d3d3d3; padding: 5px; font-size: 0.8em;">               Scheduled OFF<br/>Reported 0             </div> |  |
| <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 5px;"></div> </div> | 12.00  |  |  | 14.00  | 12.00  |  |  | <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 5px;"></div> </div> |
| <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 5px;"></div> </div> |  | 6.00   |  |  |  |  |  | <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 5px;"></div> </div> |
| Comments   |  |  |  |  |  |  |  |  |

COMPTIME

HOLPAYOUT

+

-

## University of South Carolina Time and Labor - ESS

### Earn Comp Time and Request Holiday Comp Payout on a Timesheet – 28 Day Police

You can enter comments about the time entries if you feel additional information is needed.

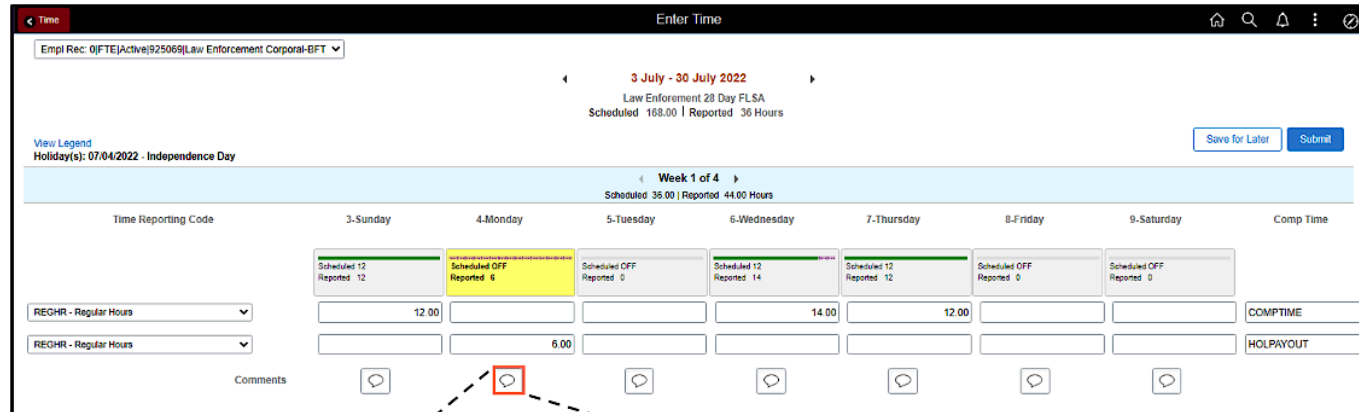
**Step 14:** Click the **Comments** button.

Use the **Comments** page to enter comments for the reported time. This would be a great place to indicate that approval was received to request holiday comp payout.

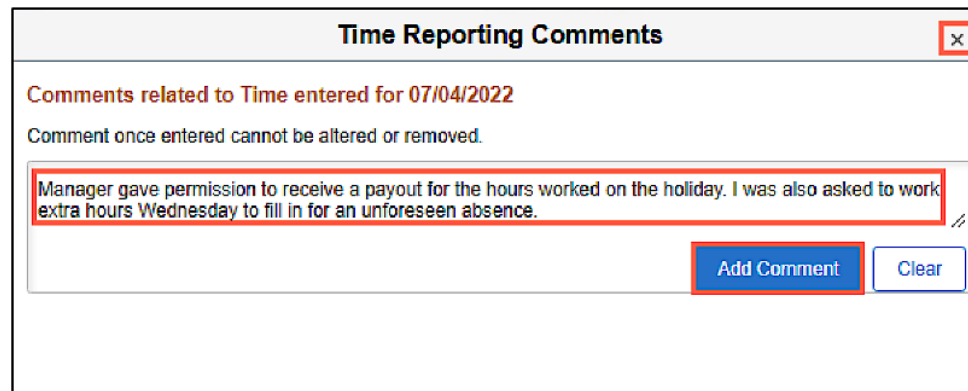
**Step 15:** Click in the **Comment** field and enter a comment applicable to the time entered.

**Step 16** Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

**Step 17:** Click the **X** to close the Time Reporting Comments page.



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



**Time Reporting Comments**

Comments related to Time entered for 07/04/2022

Comment once entered cannot be altered or removed.

Manager gave permission to receive a payout for the hours worked on the holiday. I was also asked to work extra hours Wednesday to fill in for an unforeseen absence.

Add Comment Clear

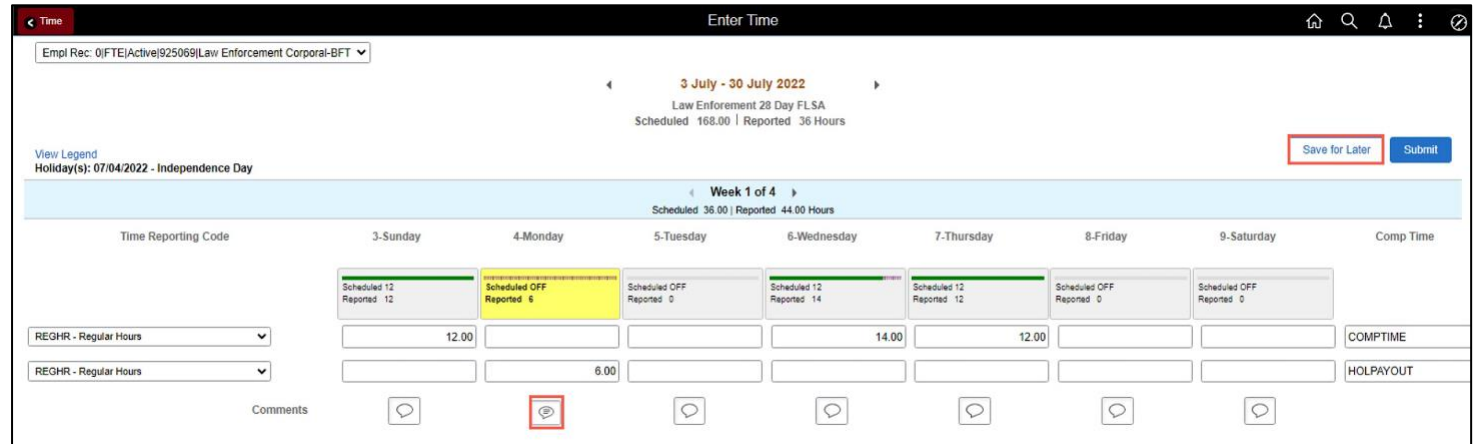
## University of South Carolina Time and Labor - ESS

### Earn Comp Time and Request Holiday Comp Payout on a Timesheet – 28 Day Police

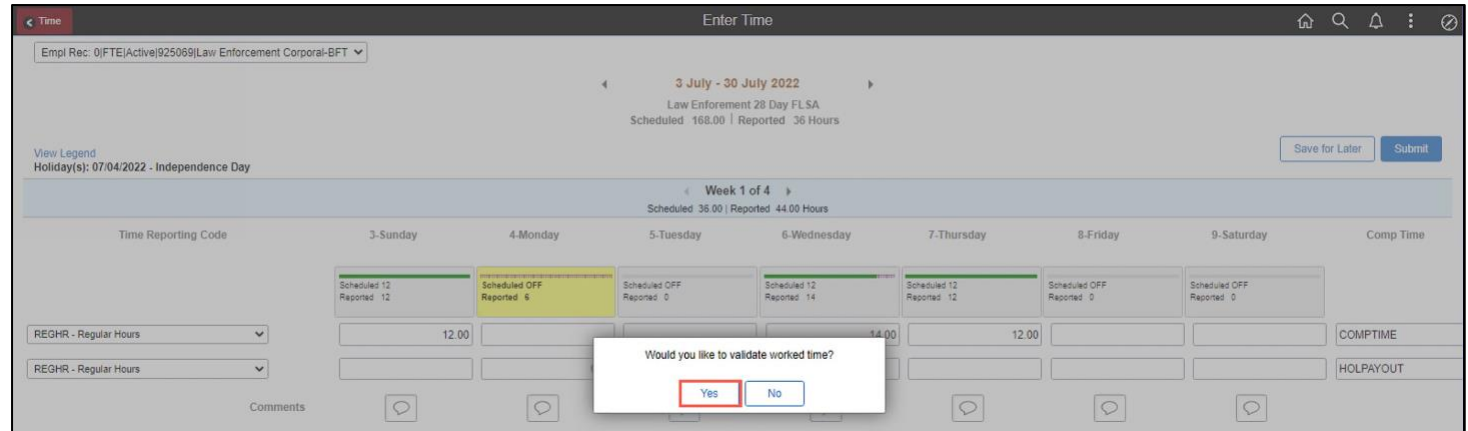
Notice when a comment has been added to a specific time entry, squiggles appear in the comment bubble.

**Step 18:** 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.

**Step 19:** 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.



The screenshot shows the 'Enter Time' interface for a user named 'Empl Rec: 0(FTE)Active(925069)Law Enforcement Corporal-BFT'. The date range is '3 July - 30 July 2022'. The interface displays a table for time reporting with columns for days of the week (3-Sunday, 4-Monday, 5-Tuesday, 6-Wednesday, 7-Thursday, 8-Friday, 9-Saturday) and a 'Comp Time' column. The table includes rows for 'Schedul' and 'Reported' hours, as well as 'REGHR - Regular Hours' and 'COMPTIME'. A 'Save for Later' button is highlighted in the top right corner.

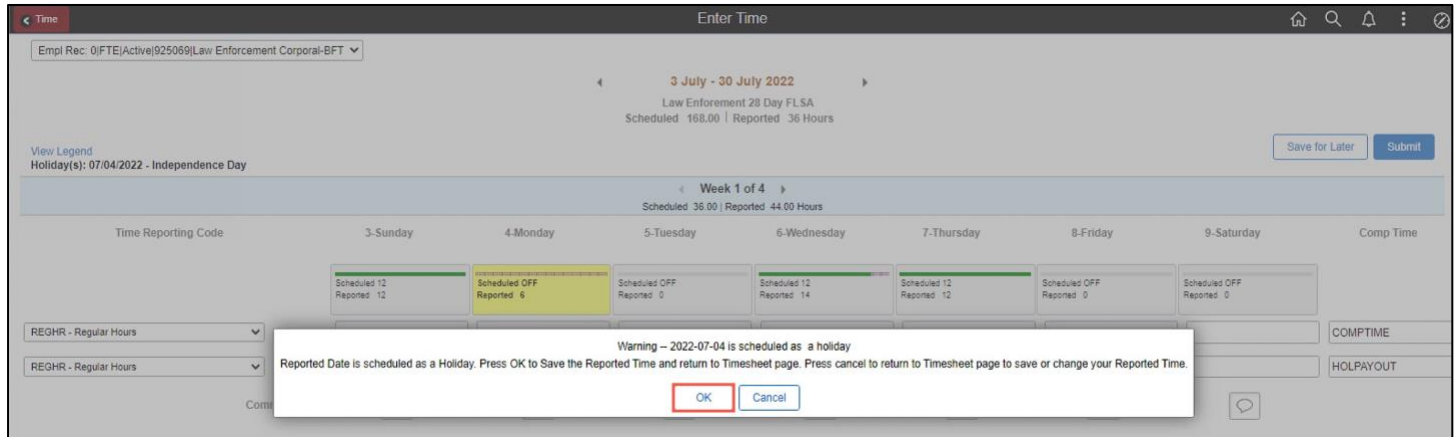


The screenshot shows the 'Enter Time' interface with a confirmation dialog box overlaid. The dialog box asks 'Would you like to validate worked time?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted. The background interface is the same as the previous screenshot, showing the 'Enter Time' form with the 'Save for Later' button.

## University of South Carolina Time and Labor - ESS

### Earn Comp Time and Request Holiday Comp Payout on a Timesheet – 28 Day Police

**Step 20:** 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 'Enter Time' interface for an employee (Empl Rec: 0/FTE/Active/925089/Law Enforcement Corporal-BFT). The date range is 3 July - 30 July 2022. The interface displays a weekly schedule for Week 1 of 4, showing scheduled and reported hours for each day. 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<br>Reported 12 | Scheduled OFF<br>Reported 6 | Scheduled OFF<br>Reported 0 | Scheduled 12<br>Reported 14 | Scheduled 12<br>Reported 12 | Scheduled OFF<br>Reported 0 | Scheduled OFF<br>Reported 0 | COMPTIME  |
| REGHR - Regular Hours |                             |                             |                             |                             |                             |                             |                             | HOLPAYOUT |














## University of South Carolina Time and Labor - ESS

### Earn Comp Time and Request Holiday Comp Payout on a Timesheet – 28 Day Police

**Step 21:** 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

EmpID Rec: OFTE/Active/925069/Law Enforcement Corporal-BFT

3 July - 30 July 2022

Law Enforcement 28 Day FL SA

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 |
|-----------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------|
|                       | Scheduled 12<br>Reported 12 | Scheduled OFF<br>Reported 0 | Scheduled OFF<br>Reported 0 | Scheduled 12<br>Reported 14 | Scheduled 12<br>Reported 12 | Scheduled OFF<br>Reported 0 | Scheduled OFF<br>Reported 0 | COMPTIME  |
| REGHR - Regular Hours | 12.00                       |                             |                             | 14.00                       | 12.00                       |                             |                             |           |
| REGHR - Regular Hours |                             | 6.00                        |                             |                             |                             |                             |                             | HOLPAYOUT |
| Comments              |                             |                             |                             |                             |                             |                             |                             |           |

## University of South Carolina Time and Labor - ESS

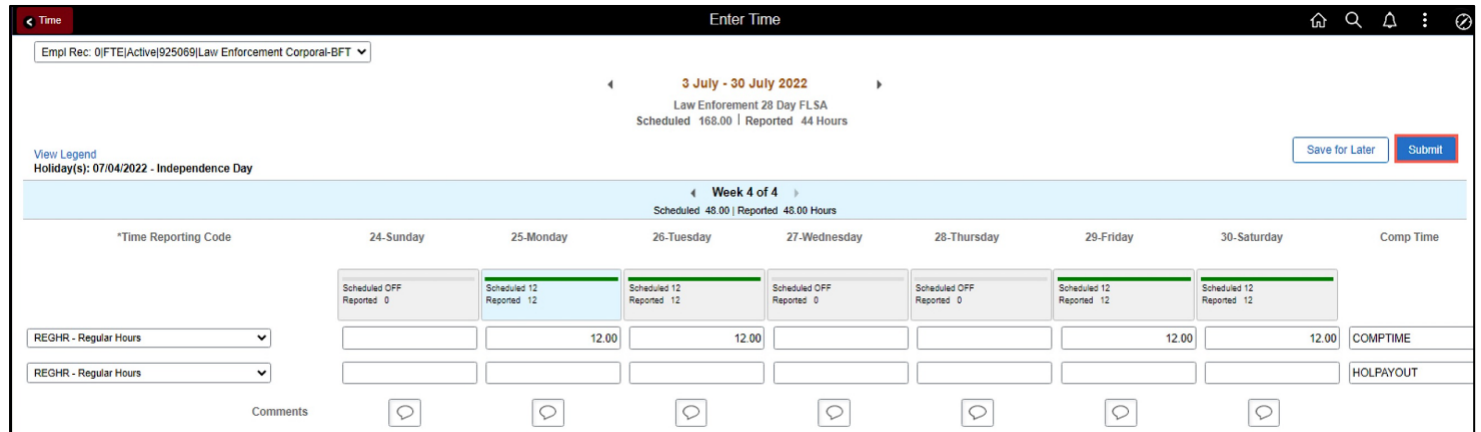
### Earn Comp Time and Request Holiday Comp Payout on a Timesheet – 28 Day Police

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

**Step 22:** 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.

**Note:** 28 day police must submit reported time for weeks 1 – 4 separately. Click through the weeks to verify reported time and submit. The **Scheduled** and **Reported** hours should indicate if you have forgotten to submit one or more weeks.



**Enter Time**

Empl Rec: 01FTE|Active|925069|Law Enforcement Corporal-BFT

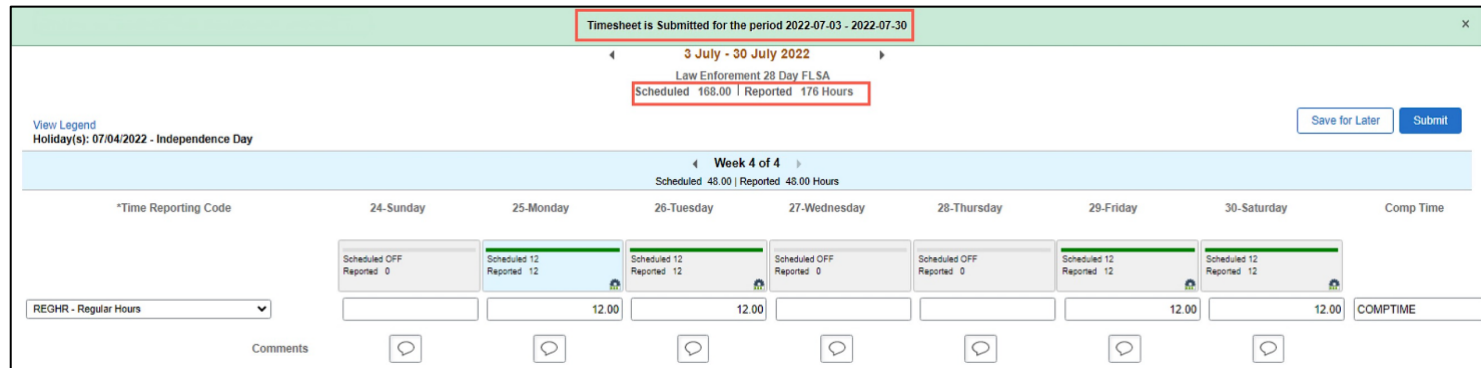
3 July - 30 July 2022  
Law Enforcement 28 Day FLSA  
Scheduled 168.00 | Reported 44 Hours

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

Week 4 of 4  
Scheduled 48.00 | Reported 48.00 Hours

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

Save for Later Submit



**Timesheet is Submitted for the period 2022-07-03 - 2022-07-30**

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

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

Week 4 of 4  
Scheduled 48.00 | Reported 48.00 Hours

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


Save for Later Submit


## University of South Carolina Time and Labor - ESS


### Earn Comp Time and Request Holiday Comp Payout on a Timesheet – 28 Day Police


**Step 23:** When submitted, the **Pending Approvals** icon appear for the days' time entered indicating the timesheet is waiting 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:

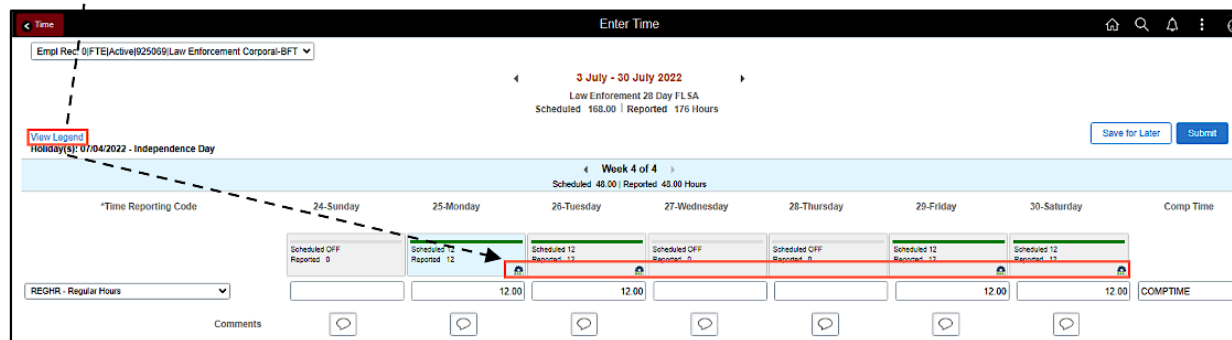
 The user has an exception that needs to be fixed before submitting the timesheet.

 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                 |



**Enter Time**

Empl Rec: 01FTE|Active|925069|Law Enforcement Corporal-BFT

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

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

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

Week 4 of 4  
Scheduled 48.00 | Reported 48.00 Hours

| *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 | Scheduled 12 Reported 12 | COMPTIME  |
| REGHR - Regular Hours    |                          | 12.00                    | 12.00                    |                          |                          | 12.00                    | 12.00                    |           |
| Comments                 |                          |                          |                          |                          |                          |                          |                          |           |

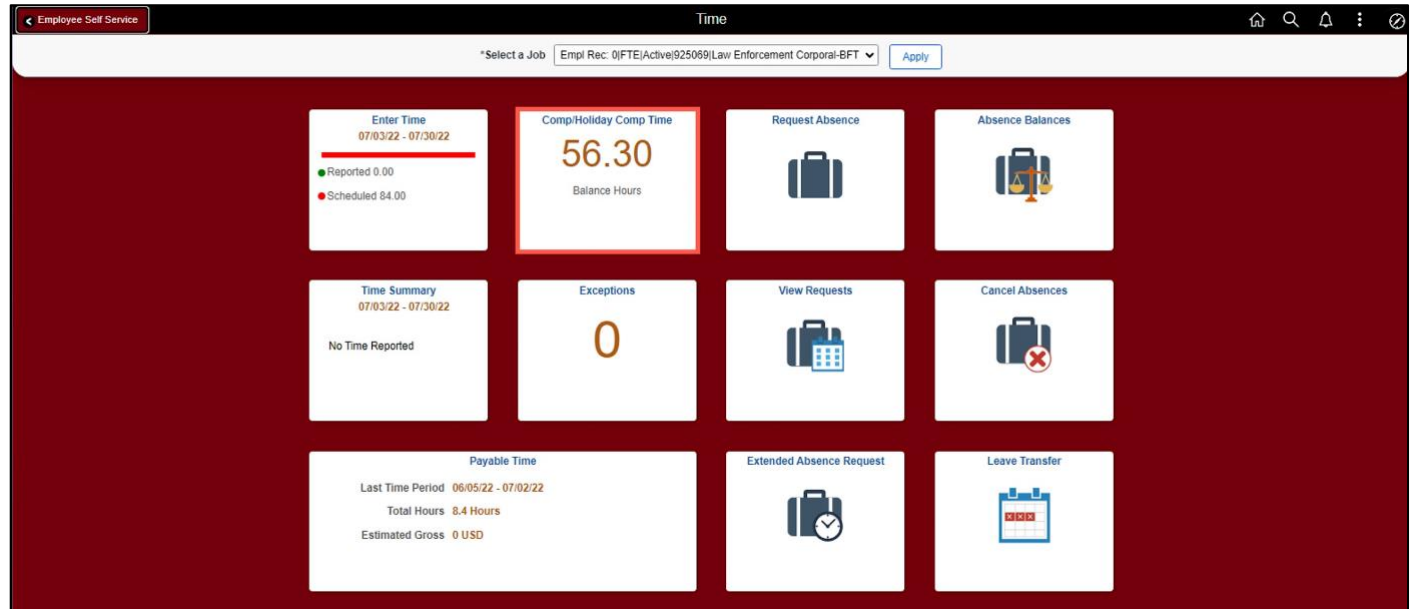
## University of South Carolina Time and Labor - ESS

### Earn Comp Time and Request Holiday Comp Payout on a Timesheet – 28 Day Police

To view comp and holiday comp time balances, click the **Comp/Holiday Comp Time** tile, to view balance hours.







You can click each tile to view additional details.

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



**Employee Self Service** Time

\*Select a Job: Empl Rec: 0(FTE)/Active/925069/Law Enforcement Corporal-BFT Apply

|   |  |  |  |
|---|--|--|--|
| <b>Enter Time</b><br>07/03/22 - 07/30/22<br>Reported 0.00<br>Scheduled 84.00                                  | <b>Comp/Holiday Comp Time</b><br><b>56.30</b><br>Balance Hours | <b>Request Absence</b><br>          | <b>Absence Balances</b><br> |
| <b>Time Summary</b><br>07/03/22 - 07/30/22<br>No Time Reported  | <b>Exceptions</b><br><b>0</b>                                  | <b>View Requests</b><br>            | <b>Cancel Absences</b><br>  |
| <b>Payable Time</b><br>Last Time Period 06/05/22 - 07/02/22<br>Total Hours 8.4 Hours<br>Estimated Gross 0 USD |  | <b>Extended Absence Request</b><br> | <b>Leave Transfer</b><br>   |



**Time** Leave / Comp Time

\*Job: Law Enforcement Officer I

**POLNEHOL**

Plan Type: **Comp Time**

Recorded Balance: **56.30**

As of Date: **05/03/2022**

Expiration Period: **Months 12**