University of South Carolina
Time and Labor – TL/ABS Approver
Earn Comp Time and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Employee

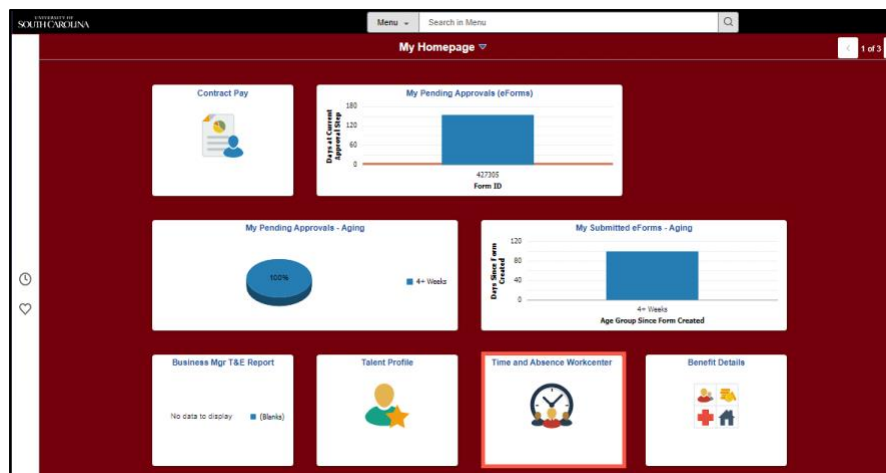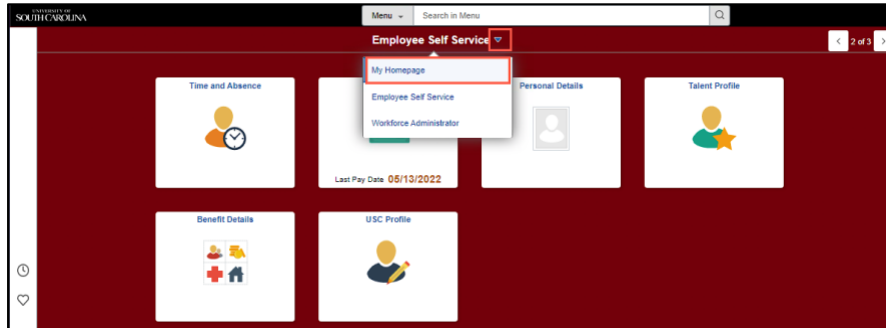| **How to earn comp time and request holiday comp payout on a timesheet for a 28 day police employee:** |
|---|
| This job aid outlines how a TL/ABS Approver can earn comp time and request holiday comp payout on behalf of a 28 day police employee. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities. |
| **Navigation:** Employee Self Service > My Workplace/My Homepage > Time and Absence Workcenter |

Processing Steps	Screen Shots
Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **My Workplace/My Homepage** from the list. **Step 2:** Click the **Time and Absence Workcenter** tile.	

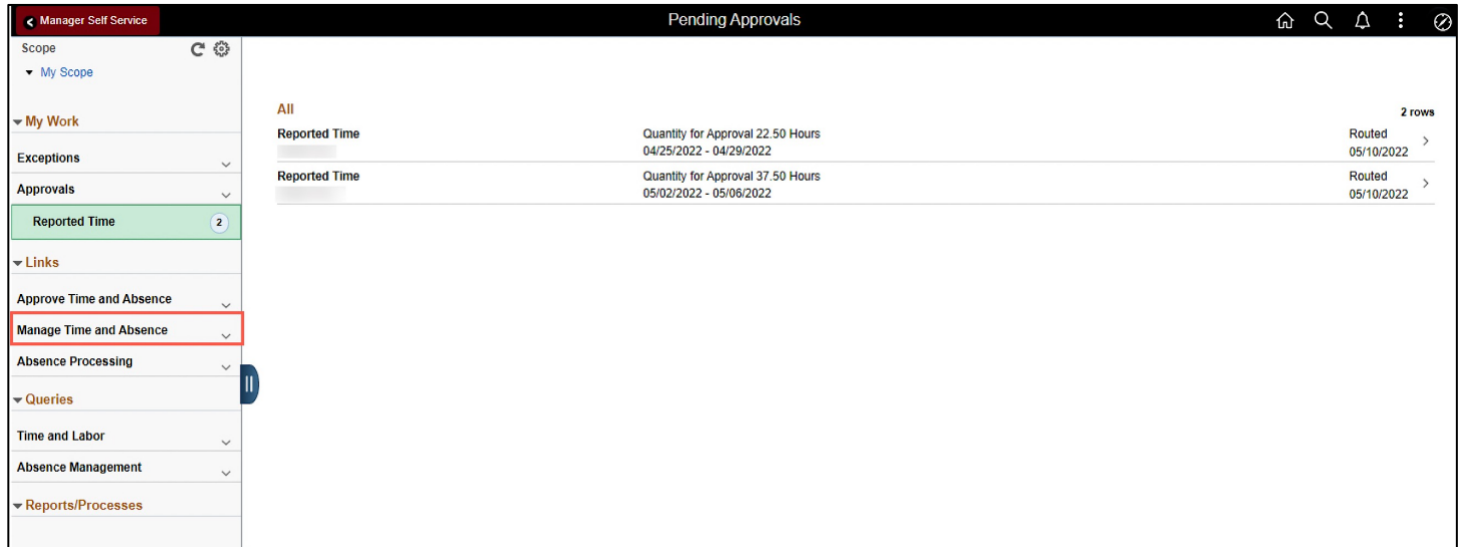**University of South Carolina**
Time and Labor – TL/ABS Approver
Earn Comp Time and Request Holiday Comp Payout on a Timesheet
on Behalf of a 28 Day Police Employee

Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers 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
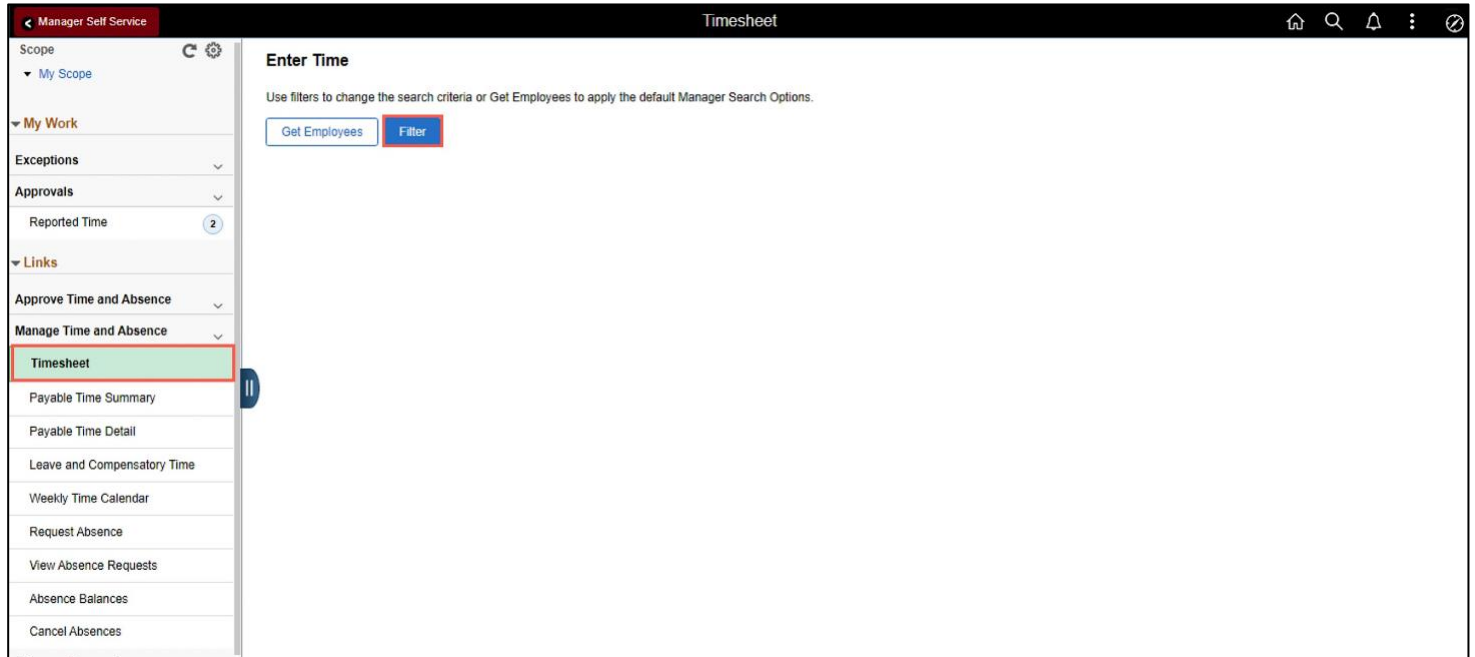
Reported Time   Quantity for Approval 22.50 Hours   Routed
                                 04/25/2022 - 04/29/2022   05/10/2022 ›

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 – TL/ABS Approver
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.

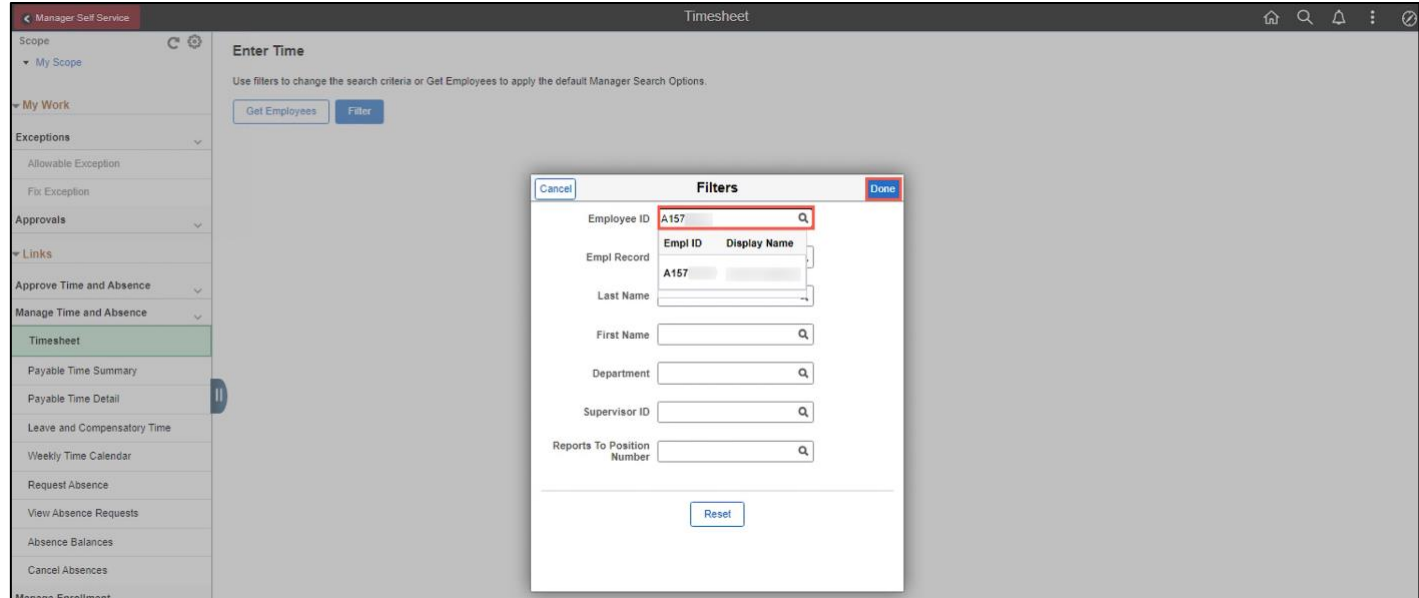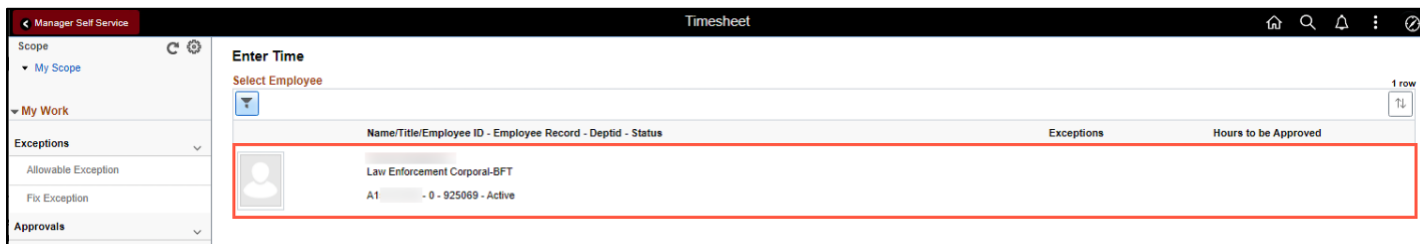**Step 5:** To enter time for a specific employee, begin by clicking the **Filter** button.

University of South Carolina
Time and Labor – TL/ABS Approver
Earn Comp Time and Request Holiday Comp Payout on a Timesheet
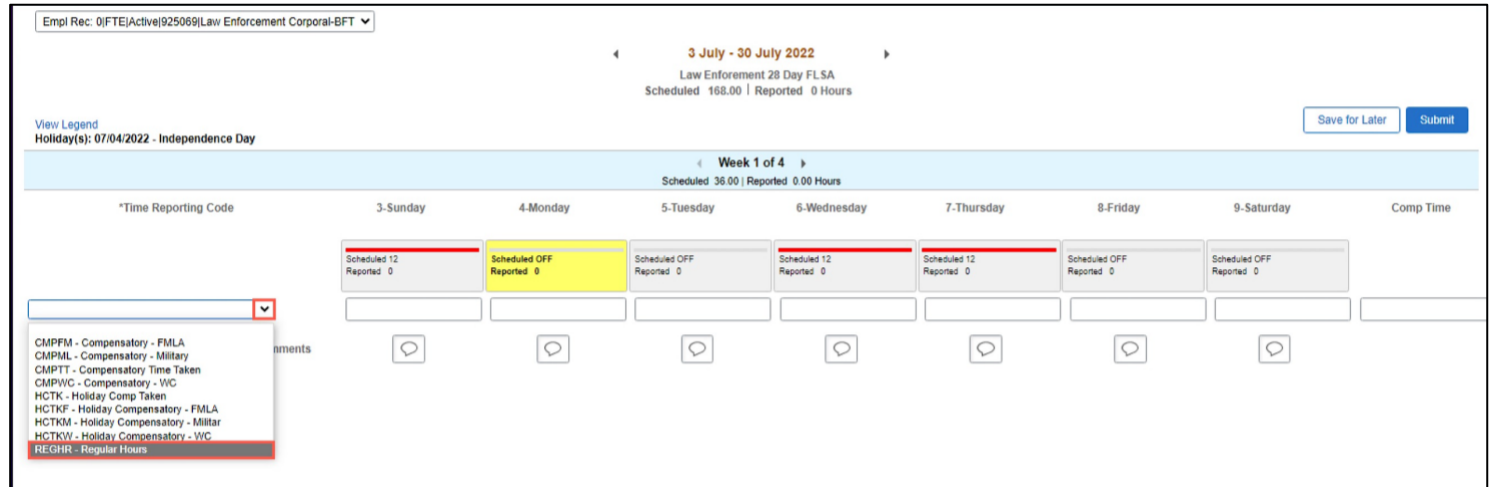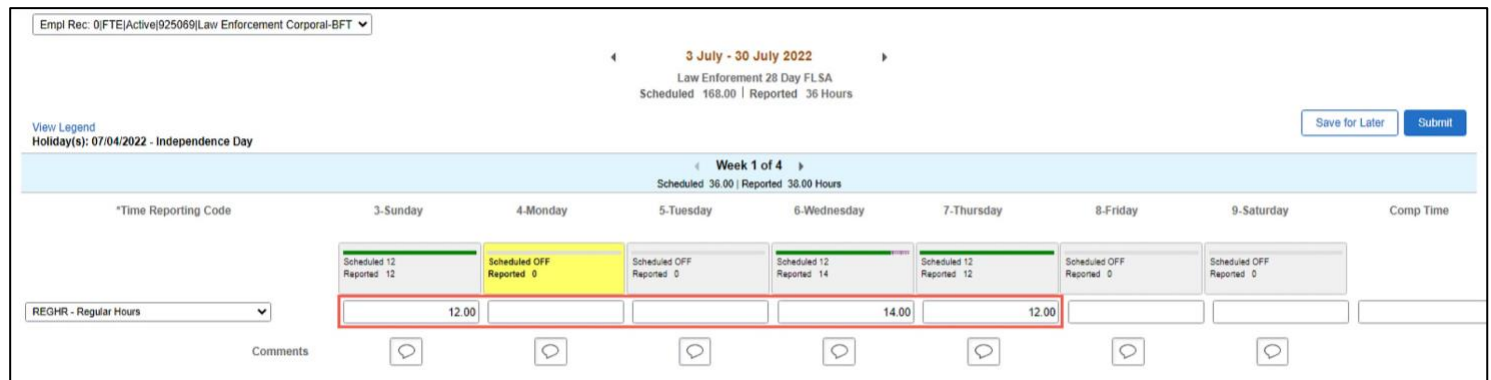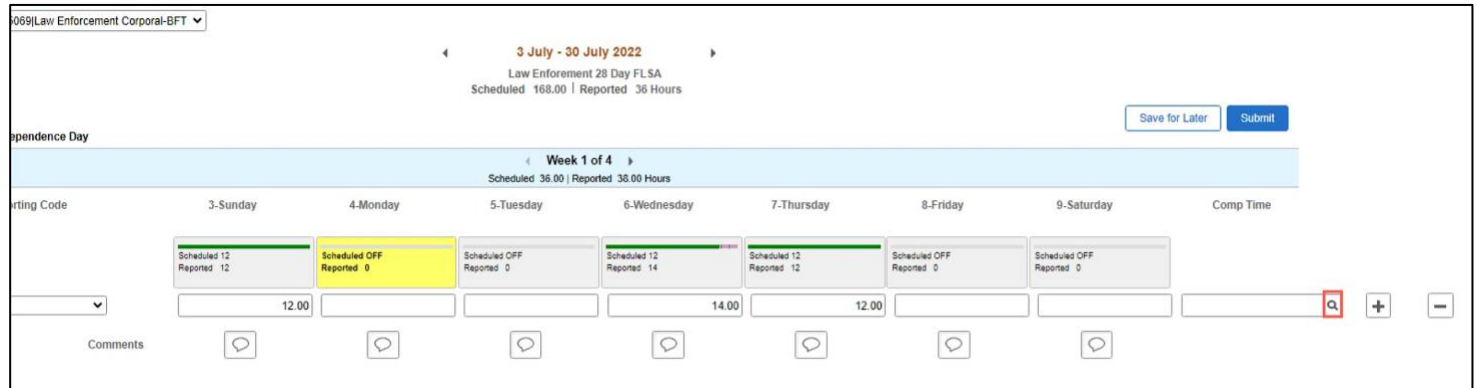on Behalf of a 28 Day Police Employee

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.

Step 8: Click the **Employee Name/Tile** line to view the Enter Time page.
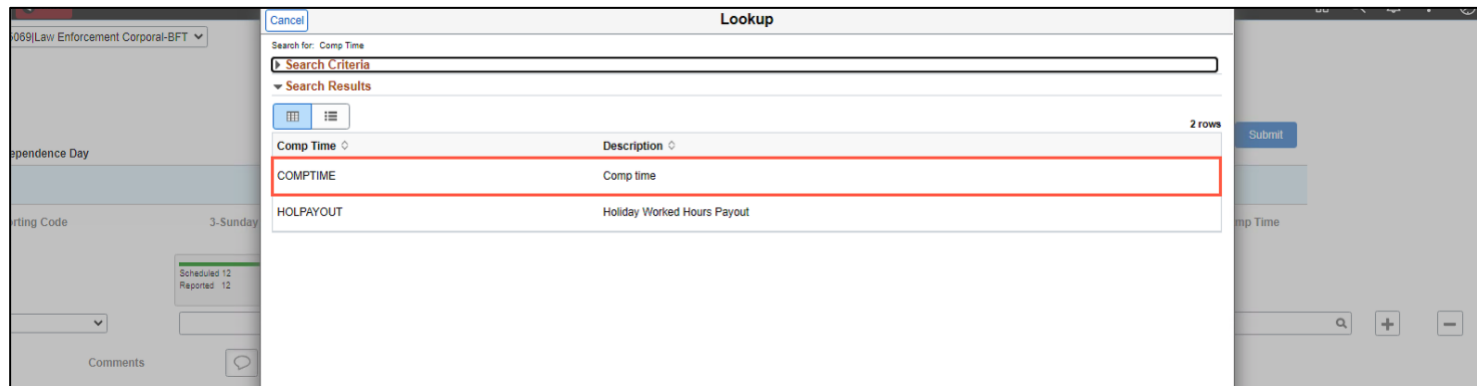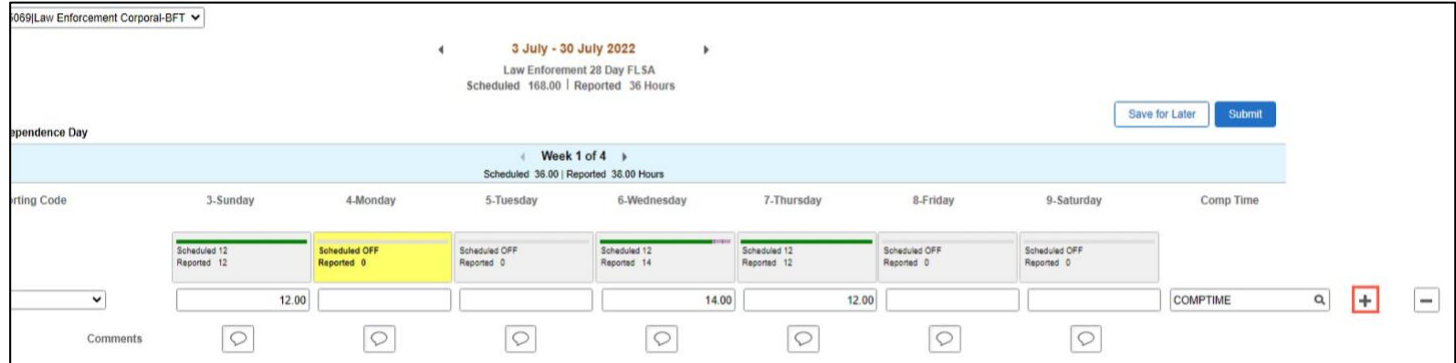
University of South Carolina
Time and Labor – TL/ABS Approver
Earn Comp Time and Request Holiday Comp Payout on a Timesheet
on Behalf of a 28 Day Police Employee

In this example, the employee worked the holiday and requested to receive a payout for the hours worked. As the TL/ABS Approver, you can enter time on behalf of employees in your area.

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.**

University of South Carolina
Time and Labor – TL/ABS Approver
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.

University of South Carolina
Time and Labor – TL/ABS Approver
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.
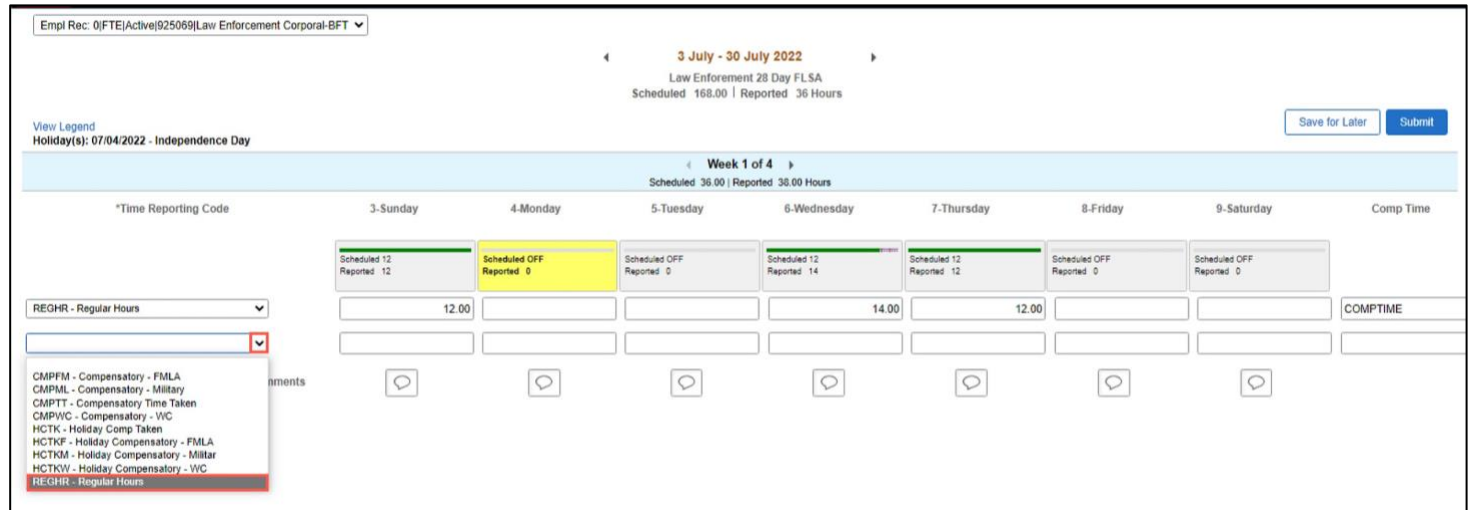
University of South Carolina
Time and Labor – TL/ABS Approver
Earn Comp Time and Request Holiday Comp Payout on a Timesheet
on Behalf of a 28 Day Police Employee

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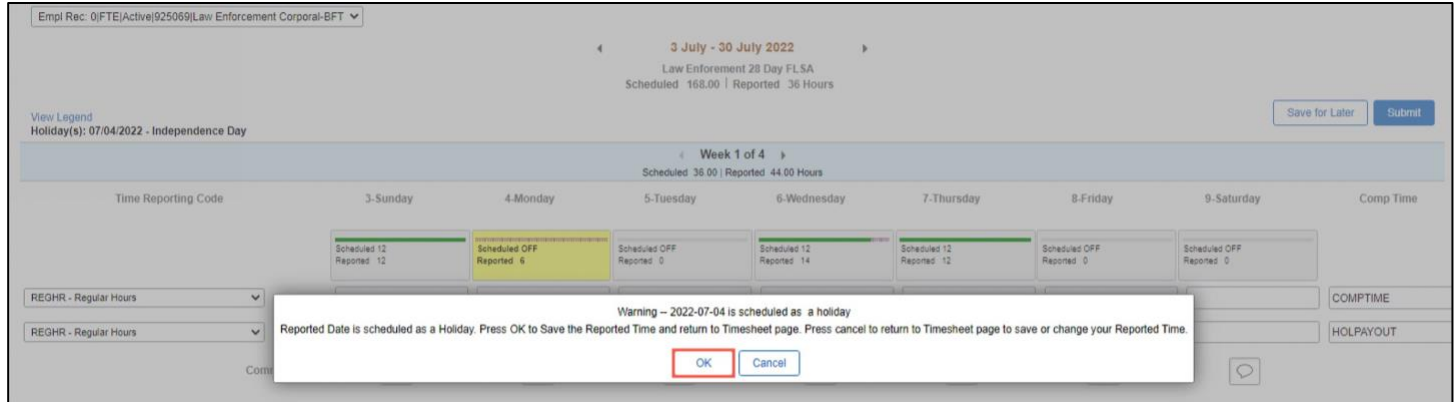
Step 17: Select **REGHR – Regular Hours.**

University of South Carolina
Time and Labor – TL/ABS Approver
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.

University of South Carolina
Time and Labor – TL/ABS Approver
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.

University of South Carolina
Time and Labor – TL/ABS Approver
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.

University of South Carolina
Time and Labor – TL/ABS Approver
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.

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.

University of South Carolina
Time and Labor – TL/ABS Approver
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 4th which is a university holiday. Click the **OK** button to save your reported time.

University of South Carolina
Time and Labor – TL/ABS Approver
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.

University of South Carolina
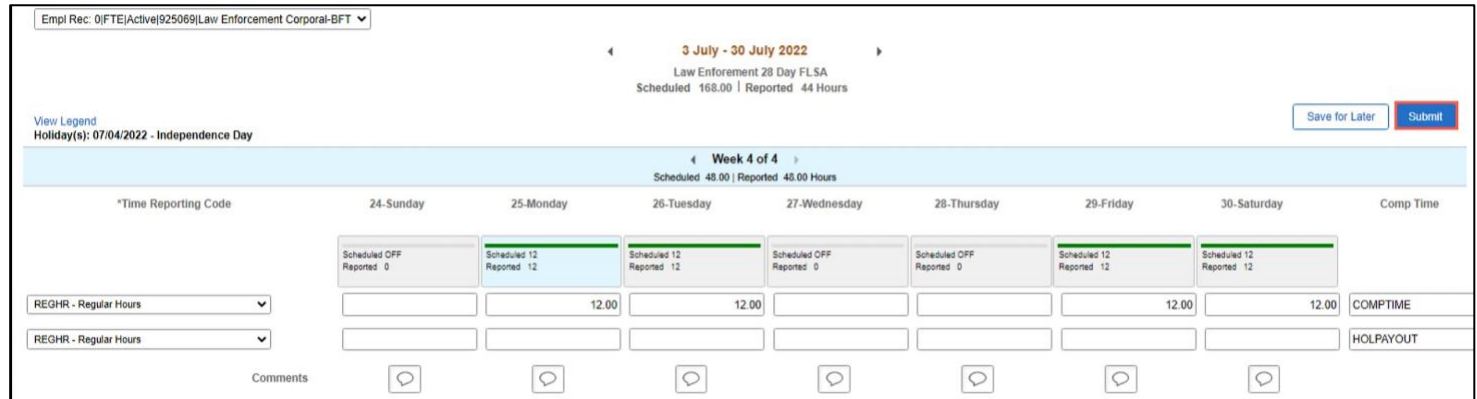**Time and Labor – TL/ABS Approver**
Earn Comp Time and Request Holiday Comp Payout on a Timesheet
on Behalf of a 28 Day Police Employee

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 the 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 4th 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 TL/ABS Approver 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 – TL/ABS Approver
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.
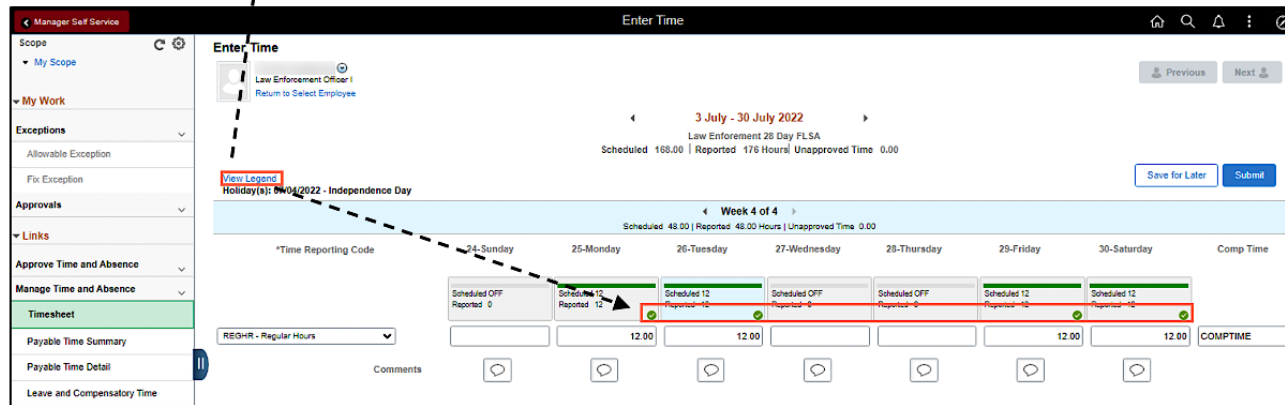
💾 The timesheet has been saved for later.

⚙️ 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