

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

How to earn overtime and request holiday comp payout on a timesheet for a 28 day police Upstate employee:

This job aid outlines how a 28 day police Upstate employee can earn overtime and request holiday comp payout on a timesheet.

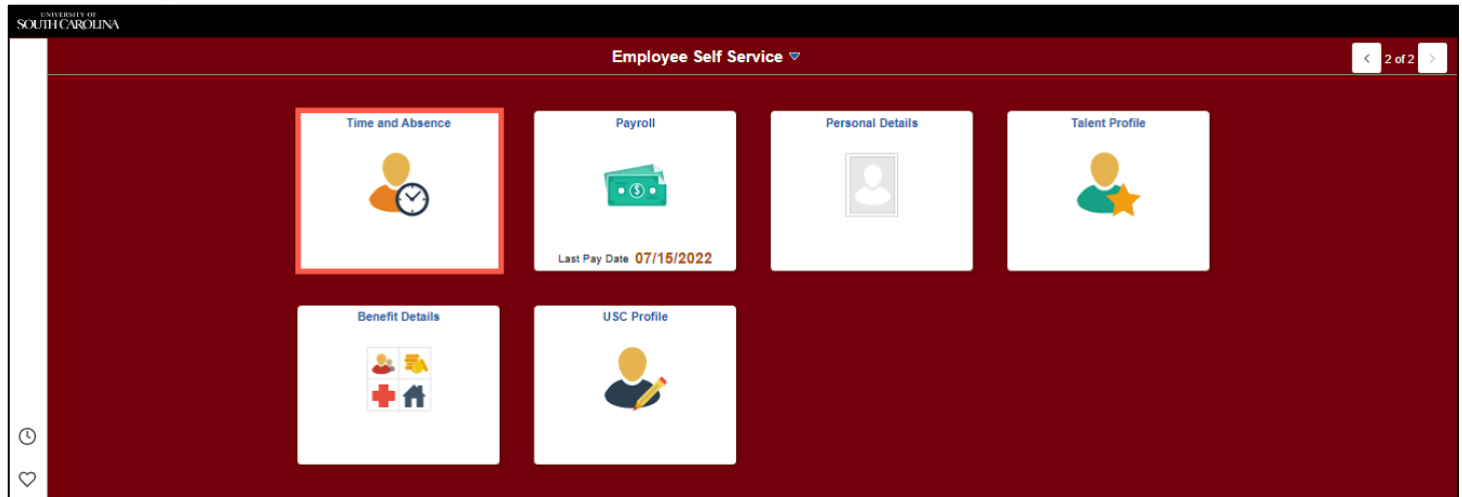
Note: Before indicating you would like to receive a payout for hours worked on a holiday, it is very important to receive approval from your manager. Although this option is available to all non-exempt employees, it is at the departments discretion whether they want to payout the hours worked or request you comp the hours for future use.

Navigation: Employee Self Service > Time and Absence > Enter Time

Processing Steps

Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screen Shots

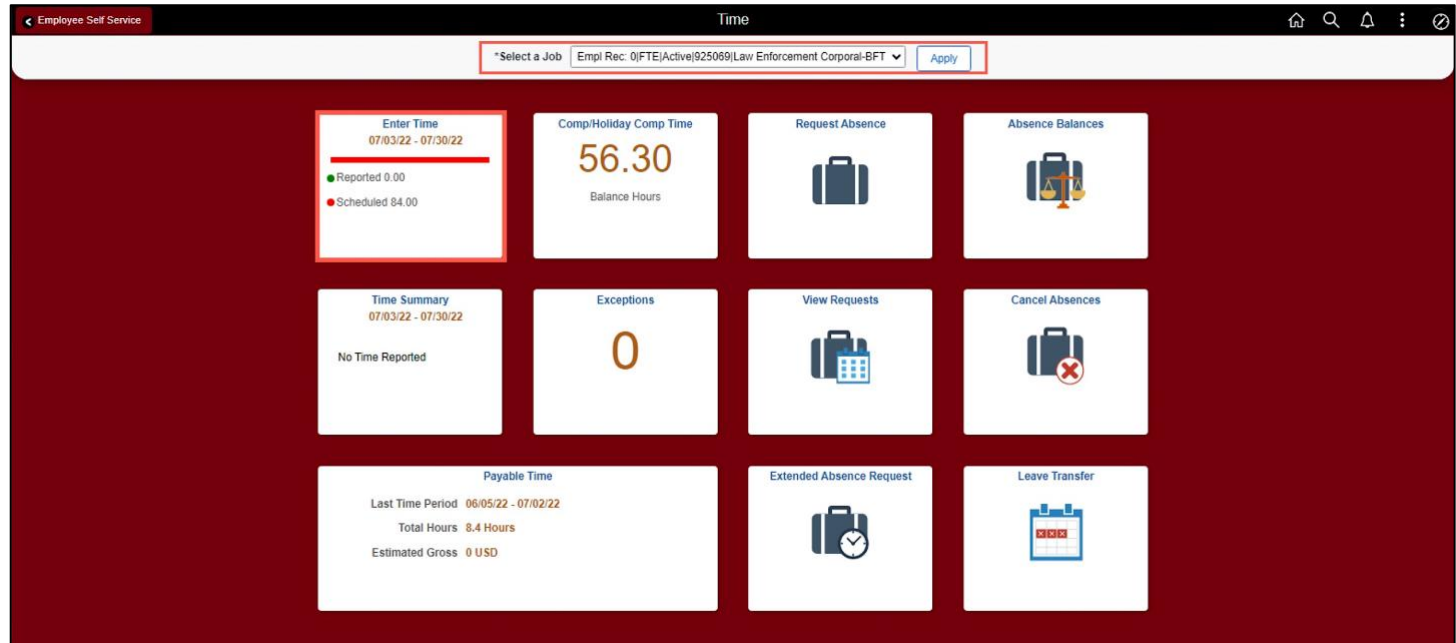


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Earn Overtime and Request Holiday Comp Payout on a Timesheet – 28 Day Police Upstate

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 tile with a red border, showing 'Reported 0.00' and 'Scheduled 84.00'.
- Comp/Holiday Comp Time**: Shows a balance of 56.30 hours.
- Request Absence**: A tile with a briefcase icon.
- Absence Balances**: A tile with a briefcase and scales icon.
- Time Summary** (07/03/22 - 07/30/22): Shows 'No Time Reported'.
- Exceptions**: Shows a balance of 0.
- View Requests**: A tile with a briefcase and calendar icon.
- Cancel Absences**: A tile with a briefcase and 'X' icon.
- 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**: A tile with a briefcase and clock icon.
- Leave Transfer**: A tile with a calendar icon.

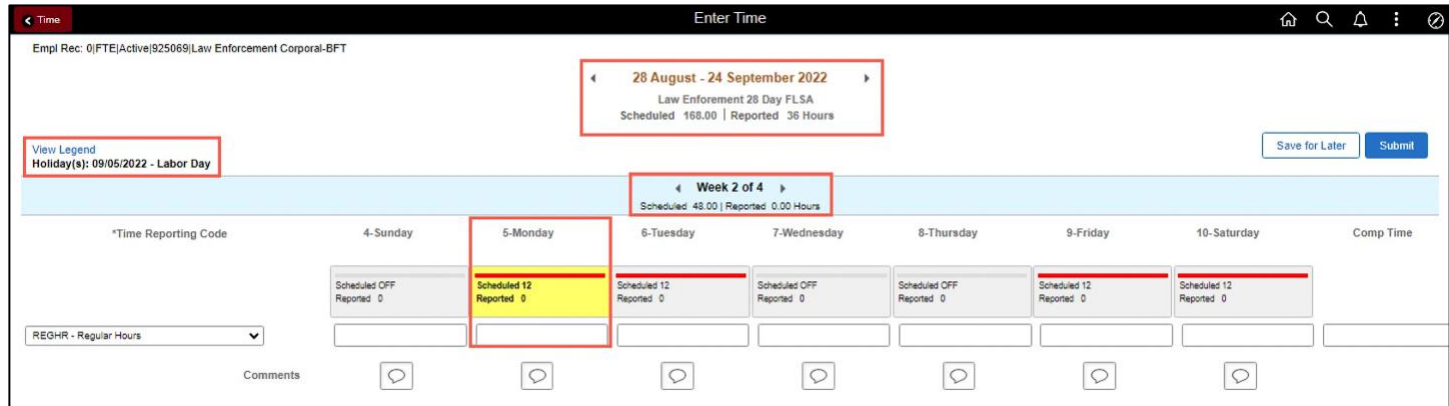
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Step 3: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

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.



The screenshot displays the 'Enter Time' interface for a Law Enforcement Corporal-BFT. The date range is set from 28 August to 24 September 2022. The legend indicates a holiday on 09/05/2022 (Labor Day). The timesheet grid shows the following scheduled and reported hours for each day:

Day	Scheduled	Reported
4-Sunday	0	0
5-Monday	12	0
6-Tuesday	12	0
7-Wednesday	0	0
8-Thursday	0	0
9-Friday	12	0
10-Saturday	12	0

The 5-Monday cell is highlighted in yellow, indicating a holiday. The interface also includes a 'Save for Later' button and a 'Submit' button.

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Earn Overtime and Request Holiday Comp Payout on a Timesheet – 28 Day Police Upstate

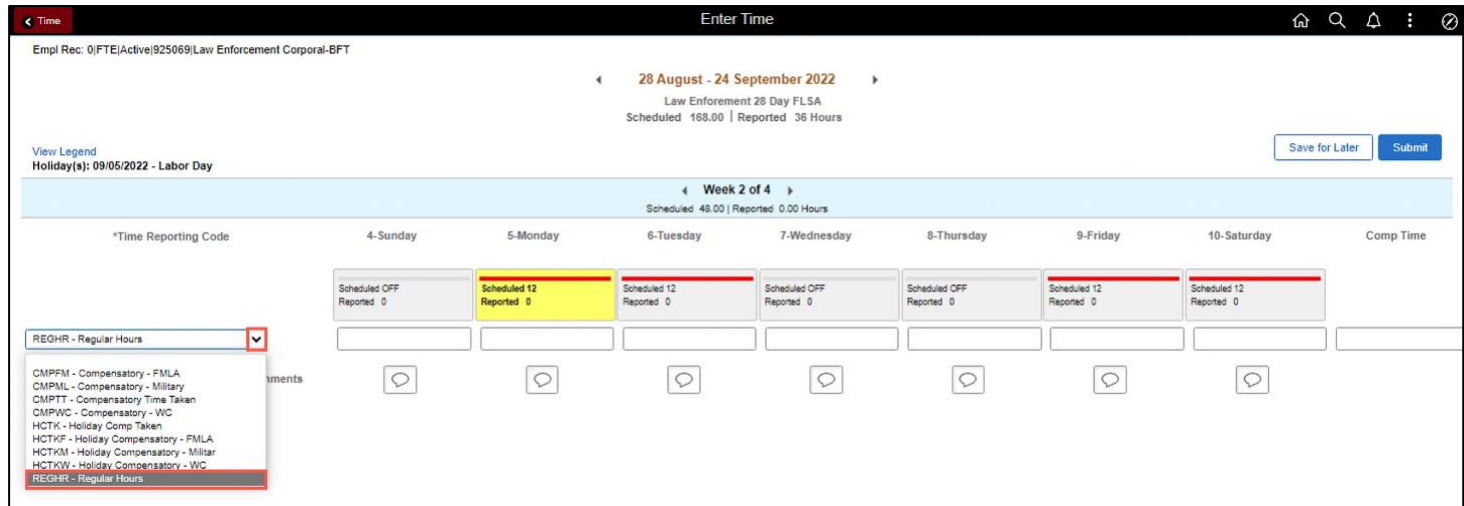
Step 4: Begin by selecting the appropriate **Time Reporting Code (TRC)**.

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 with an unforeseen absence of a fellow officer.



Enter Time

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

28 August - 24 September 2022

Law Enforcement 28 Day FLSA

Scheduled 168.00 | Reported 36 Hours

Save for Later Submit

View Legend

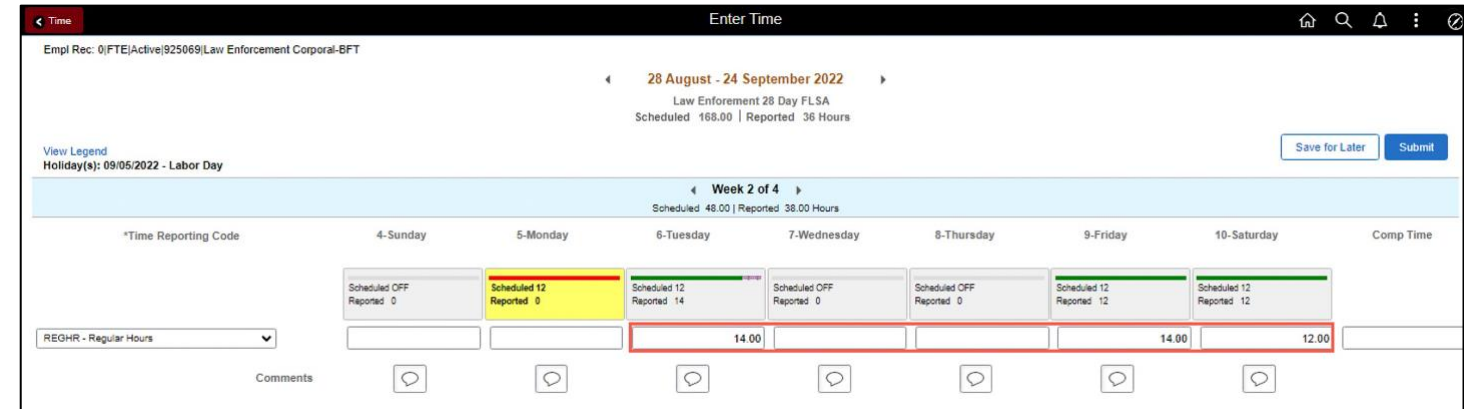
Holiday(s): 09/05/2022 - Labor Day

Week 2 of 4

Scheduled 48.00 | Reported 0.00 Hours

*Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
REGHR - Regular Hours	Scheduled OFF Reported 0	Scheduled 12 Reported 0	Scheduled 12 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 0	Scheduled 12 Reported 0	

Comments



Enter Time

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

28 August - 24 September 2022

Law Enforcement 28 Day FLSA

Scheduled 168.00 | Reported 36 Hours

Save for Later Submit

View Legend

Holiday(s): 09/05/2022 - Labor Day

Week 2 of 4

Scheduled 48.00 | Reported 38.00 Hours

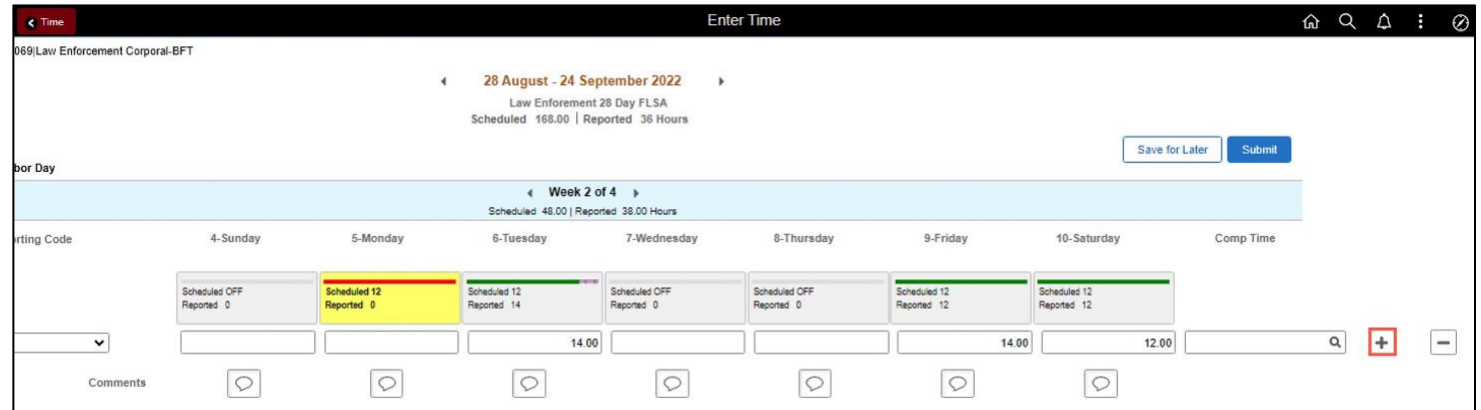
*Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
REGHR - Regular Hours	Scheduled OFF Reported 0	Scheduled 12 Reported 0	Scheduled 12 Reported 14	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 12	Scheduled 12 Reported 12	
			14.00			14.00	12.00	

Comments

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Earn Overtime and Request Holiday Comp Payout on a Timesheet – 28 Day Police Upstate

Step 8: To enter the hours worked on the holiday, click the **Plus (+)** button to add a second line.



069/Law Enforcement Corporal-BFT

28 August - 24 September 2022

Law Enforcement 28 Day FLSA

Scheduled 168.00 | Reported 36 Hours

Save for Later Submit

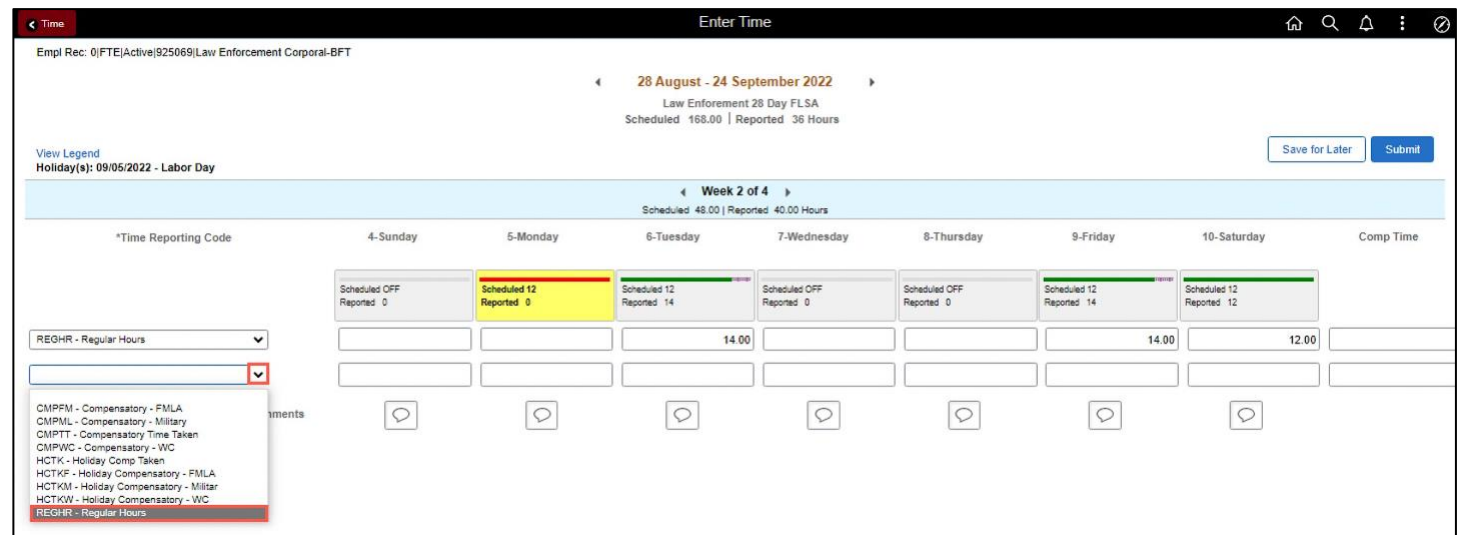
Week 2 of 4

Scheduled 48.00 | Reported 38.00 Hours

Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 12 Reported 0	Scheduled 12 Reported 14	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 12	Scheduled 12 Reported 12		
		14.00			14.00	12.00		
Comments								

Step 9: Click the **Time Reporting Code** drop-down arrow.

Step 10: Select **REGHR – Regular Hours**.



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

28 August - 24 September 2022

Law Enforcement 28 Day FLSA

Scheduled 168.00 | Reported 36 Hours

View Legend

Holiday(s): 09/05/2022 - Labor Day

Week 2 of 4

Scheduled 48.00 | Reported 40.00 Hours

*Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 12 Reported 0	Scheduled 12 Reported 14	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 14	Scheduled 12 Reported 12		
		14.00			14.00	12.00		
Comments								

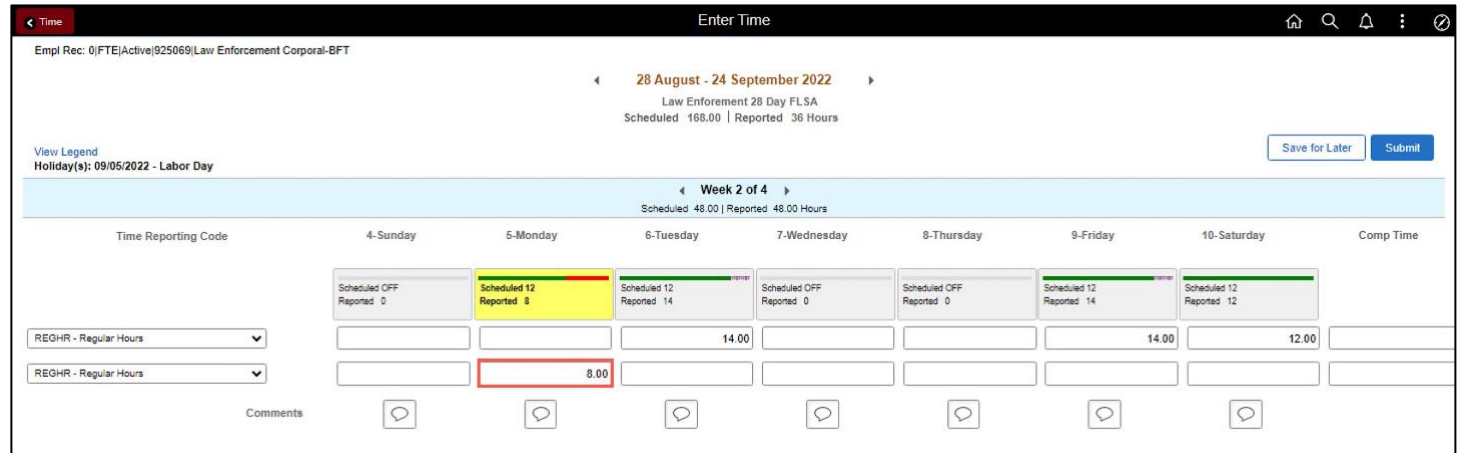
REGHR - Regular Hours

- CMPPM - Compensatory - FMLA
- CMFML - Compensatory - Military
- CMPTT - Compensatory Time Taken
- CMPPWC - Compensatory - WC
- HCTK - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Militar
- HCTKW - Holiday Compensatory - WC
- REGHR - Regular Hours

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Step 11: Click in the **Time Entry** field and only enter hours worked for the holiday.



Emp# Rec: 0(FTE)Active|925069|Law Enforcement Corporal-BFT

28 August - 24 September 2022
Law Enforcement 28 Day FLSA
Scheduled 168.00 | Reported 36 Hours

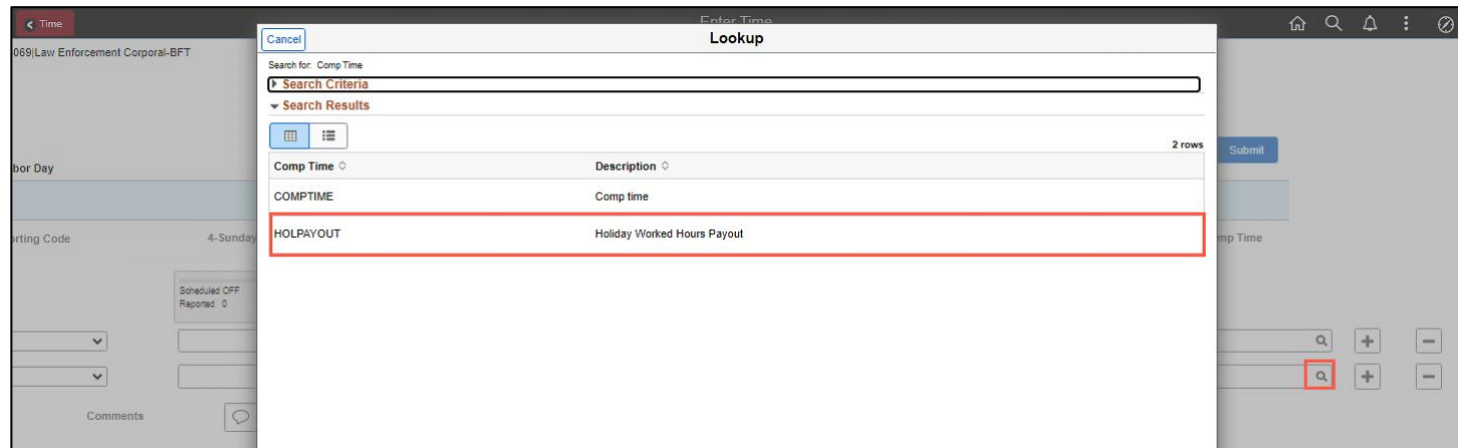
View Legend
Holiday(s): 09/05/2022 - Labor Day

Week 2 of 4
Scheduled 48.00 | Reported 48.00 Hours

Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 12 Reported 8	Scheduled 12 Reported 14	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 14	Scheduled 12 Reported 12		
REGHR - Regular Hours		14.00			14.00	12.00		
REGHR - Regular Hours		8.00						
Comments								

Save for Later Submit

Step 12: 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.



Emp# Rec: 069|Law Enforcement Corporal-BFT

28 August - 24 September 2022
Law Enforcement 28 Day FLSA
Scheduled 168.00 | Reported 36 Hours

View Legend
Holiday(s): 09/05/2022 - Labor Day

Week 2 of 4
Scheduled 48.00 | Reported 48.00 Hours

Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 12 Reported 8	Scheduled 12 Reported 14	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 14	Scheduled 12 Reported 12		
REGHR - Regular Hours		14.00			14.00	12.00		
REGHR - Regular Hours		8.00						
Comments								

Save for Later Submit

Cancel

Enter Time
Lookup

Search for: Comp Time

Search Criteria

Search Results

Comp Time	Description
COMPTIME	Comp time
HOLPAYOUT	Holiday Worked Hours Payout

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Earn Overtime and Request Holiday Comp Payout on a Timesheet – 28 Day Police Upstate

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
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069/Law Enforcement Corporal-BFT

◀ 28 August - 24 September 2022 ▶

Law Enforcement 28 Day FLSA
Scheduled 168.00 | Reported 48 Hours

Save for Later Submit

for Day

◀ Week 2 of 4 ▶

Scheduled 48.00 | Reported 48.00 Hours

Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 12 Reported 8	Scheduled 12 Reported 14	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 14	Scheduled 12 Reported 12	
▼	<input type="text"/>	<input type="text"/>	14.00	<input type="text"/>	<input type="text"/>	14.00	12.00	<input type="text"/>
▼	<input type="text"/>	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	HOLPAYOUT
Comments	💬	💬	💬	💬	💬	💬	💬	

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Earn Overtime and Request Holiday Comp Payout on a Timesheet – 28 Day Police Upstate

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

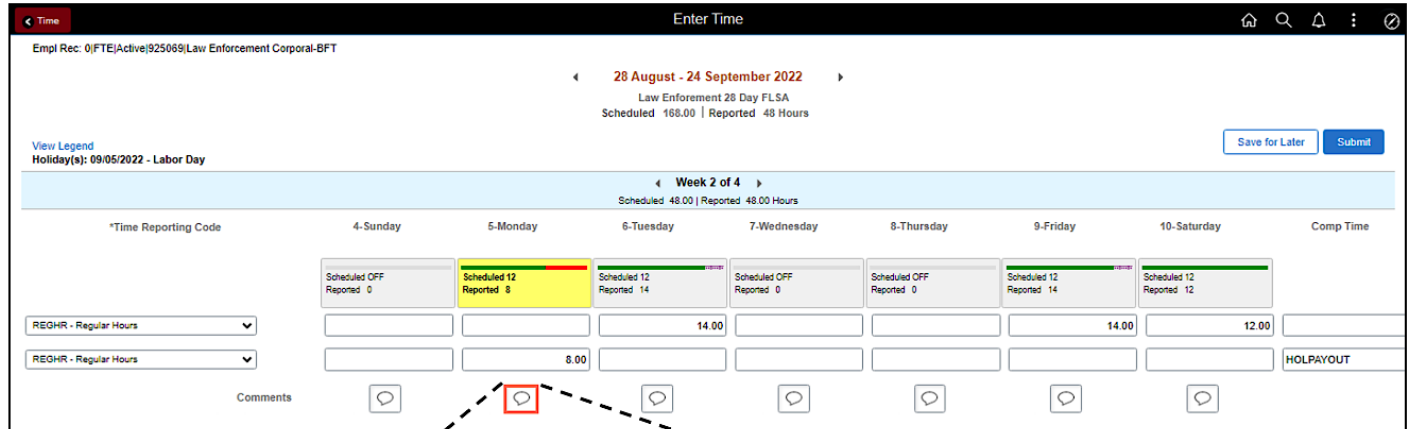
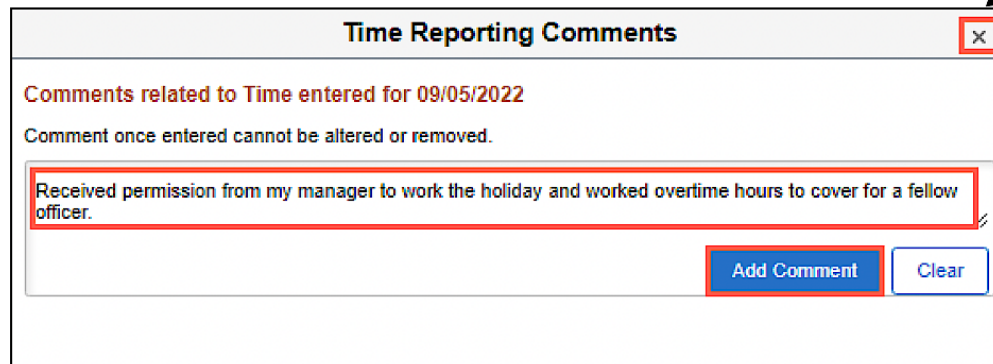
Step 13: Click the **Comments** button.

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

Step 15 Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

Step 16: Click the **X** to close the Time Reporting Comments page.

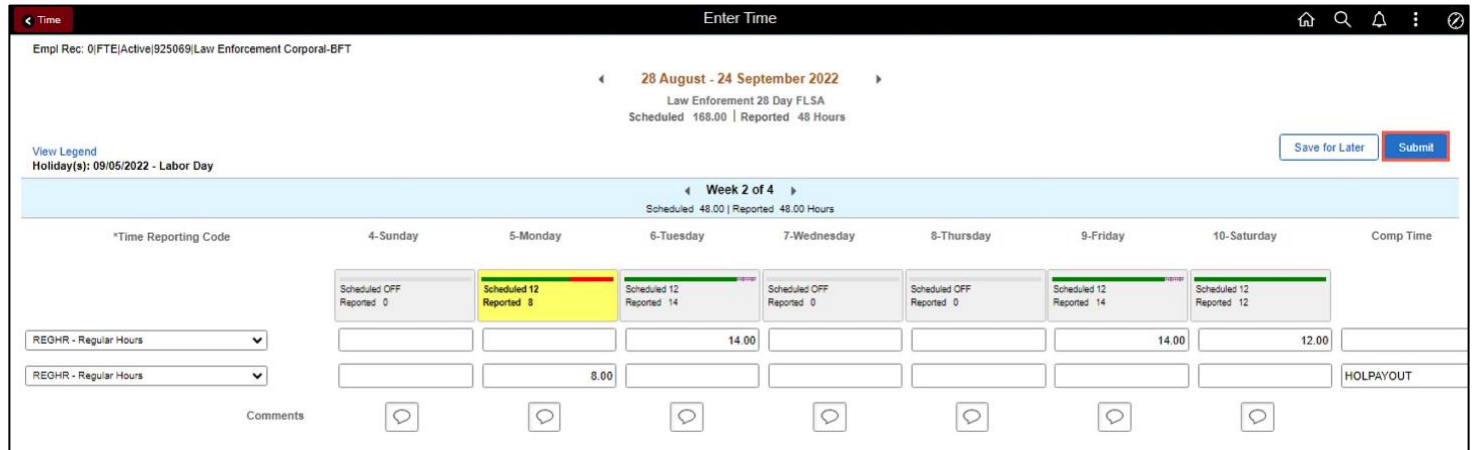
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Earn Overtime and Request Holiday Comp Payout on a Timesheet – 28 Day Police Upstate

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

Step 17: 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 18: 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

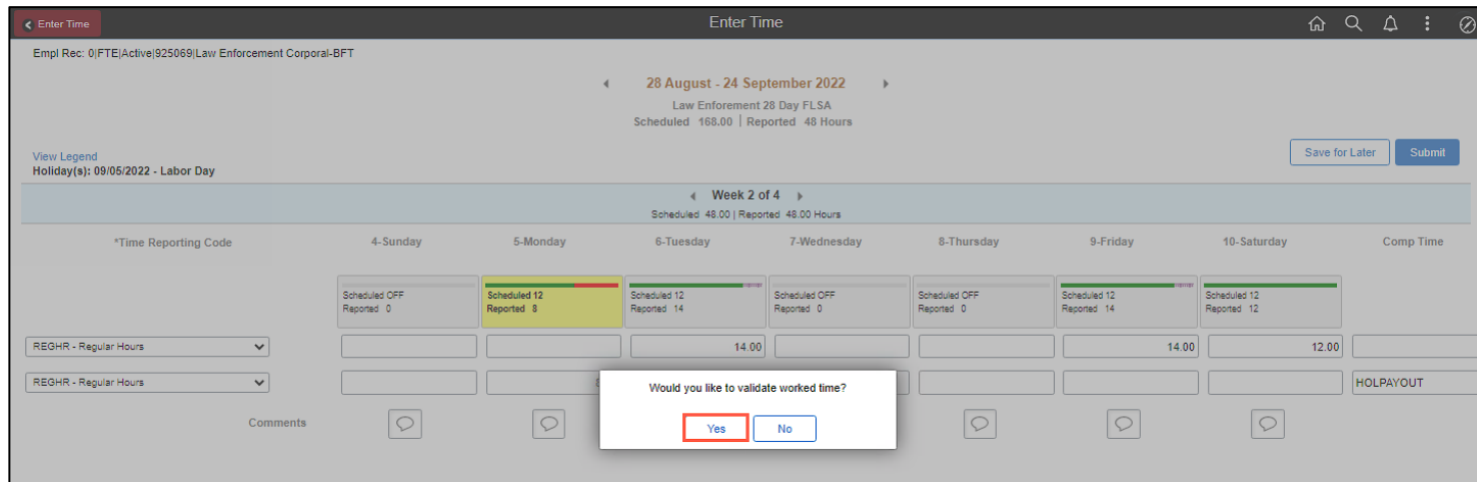
28 August - 24 September 2022
Law Enforcement 28 Day FLSA
Scheduled 168.00 | Reported 48 Hours

View Legend
Holiday(s): 09/05/2022 - Labor Day

Week 2 of 4
Scheduled 48.00 | Reported 48.00 Hours

*Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 12 Reported 8	Scheduled 12 Reported 14	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 14	Scheduled 12 Reported 12		
REGHR - Regular Hours			14.00			14.00	12.00	
REGHR - Regular Hours		8.00						
Comments								

HOLPAYOUT



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

28 August - 24 September 2022
Law Enforcement 28 Day FLSA
Scheduled 168.00 | Reported 48 Hours

View Legend
Holiday(s): 09/05/2022 - Labor Day

Week 2 of 4
Scheduled 48.00 | Reported 48.00 Hours

*Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 12 Reported 8	Scheduled 12 Reported 14	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 14	Scheduled 12 Reported 12		
REGHR - Regular Hours			14.00			14.00	12.00	
REGHR - Regular Hours								
Comments								

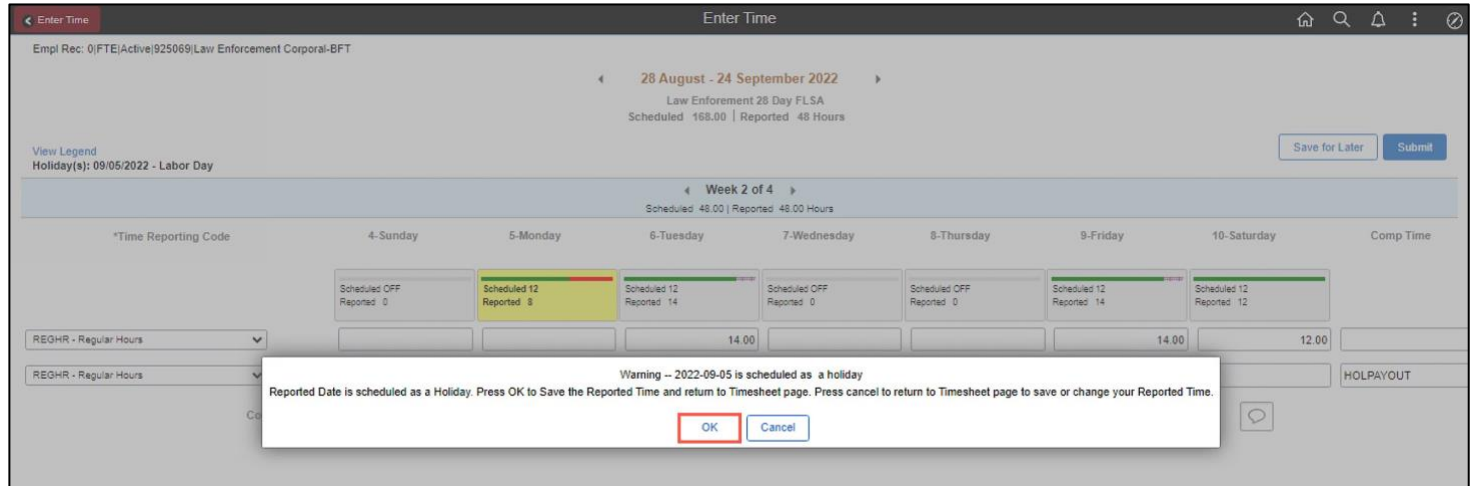
HOLPAYOUT

Would you like to validate worked time?
Yes No

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Earn Overtime and Request Holiday Comp Payout on a Timesheet – 28 Day Police Upstate

Step 19: A warning message appears to advise that you reported regular working hours (including overtime hours) on September 5th which is a university holiday. Click the **OK** button to save your reported time.



The screenshot shows the 'Enter Time' interface for a user with EmpID 925069. The interface displays a calendar for the week of August 28 to September 4, 2022. The user has reported 12 hours on Monday, September 5th, which is a scheduled holiday. A warning message is displayed: 'Warning -- 2022-09-05 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	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 12 Reported 8	Scheduled 12 Reported 14	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 14	Scheduled 12 Reported 12		
REGHR - Regular Hours			14.00			14.00	12.00	
REGHR - Regular Hours								

Warning -- 2022-09-05 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.





OK Cancel

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Earn Overtime and Request Holiday Comp Payout on a Timesheet – 28 Day Police Upstate

Step 20: 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

Enter Time

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

28 August - 24 September 2022

Law Enforcement 28 Day FLSA
Scheduled 168.00 | Reported 84 Hours

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

[View Legend](#)

Holiday(s): 09/05/2022 - Labor Day

Week 2 of 4

*Time Reporting Code	Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
Scheduled OFF Reported: 0	Scheduled OFF Reported: 0	Scheduled 12 Reported: 14	Scheduled OFF Reported: 0	Scheduled OFF Reported: 0	Scheduled 12 Reported: 14	Scheduled 12 Reported: 17		
REGHR - Regular Hours		14.00			14.00	12.00		
REGHR - Regular Hours		8.00						HOLPAYOUT
Comments								

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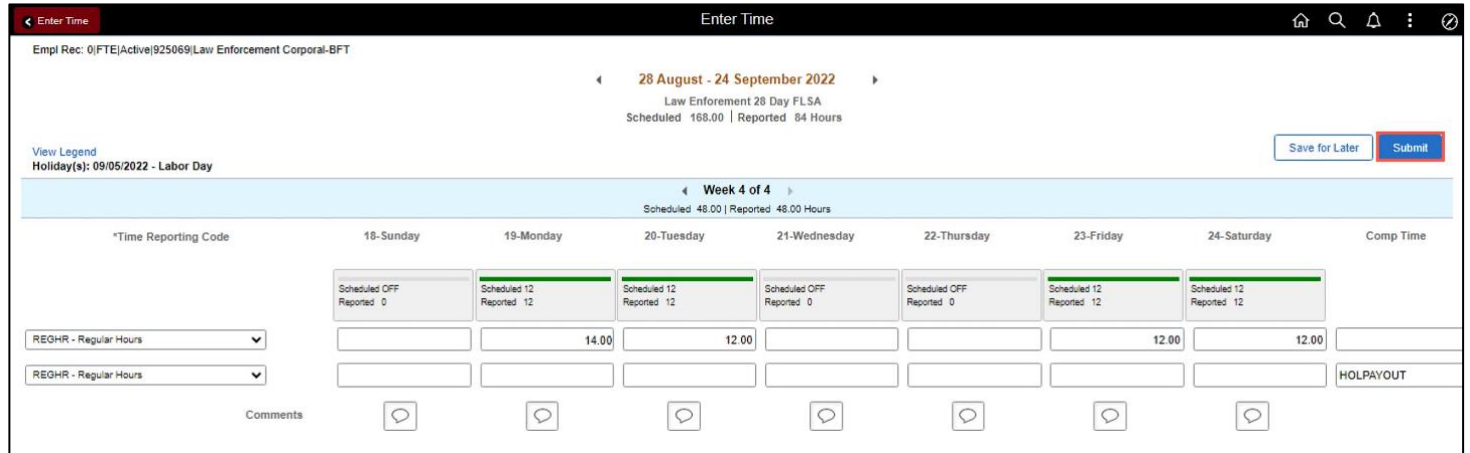
Earn Overtime and Request Holiday Comp Payout on a Timesheet – 28 Day Police Upstate

When entering hours for the remaining 3 weeks, be sure to enter the hours on the line that doesn't have the HOLPAYOUT indicator.

Step 21: You are ready to submit your timesheets for the 28 day cycle from August 28 – September 24, 2022. Upon clicking the **Submit** button a warning message appears to advise that you reported regular working hours (including overtime hours) on September 5th 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: 0(FTE)Active|925069|Law Enforcement Corporal-BFT

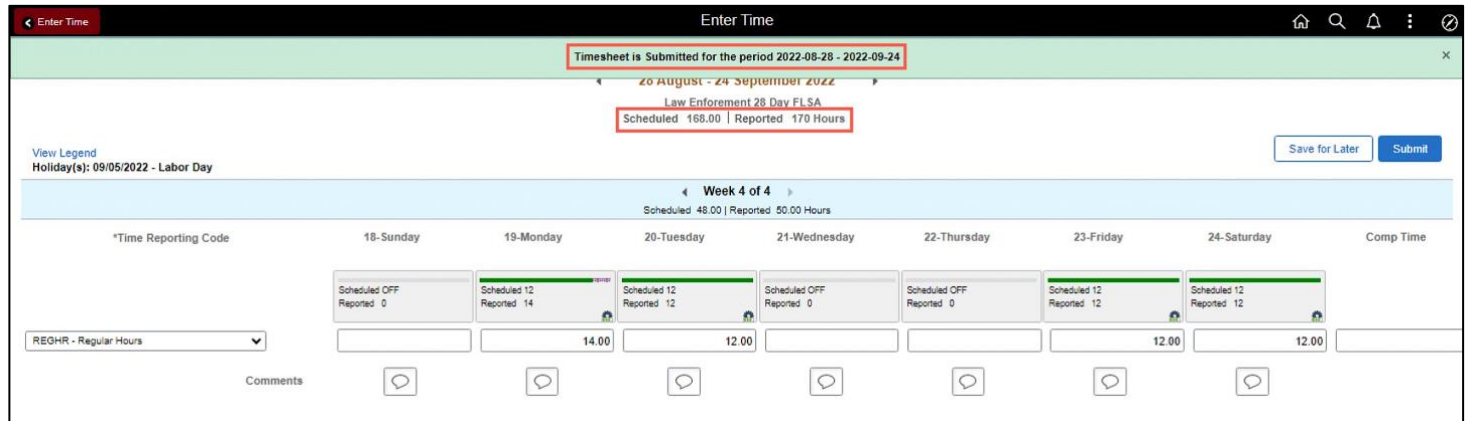
28 August - 24 September 2022
Law Enforcement 28 Day FLSA
Scheduled 168.00 | Reported 84 Hours

View Legend
Holiday(s): 09/05/2022 - Labor Day

Save for Later Submit

Week 4 of 4
Scheduled 48.00 | Reported 48.00 Hours

*Time Reporting Code	18-Sunday	19-Monday	20-Tuesday	21-Wednesday	22-Thursday	23-Friday	24-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		14.00	12.00			12.00	12.00	
REGHR - Regular Hours								
Comments								
							HOLPAYOUT	



Enter Time

Timesheet is Submitted for the period 2022-08-28 - 2022-09-24

28 August - 24 September 2022
Law Enforcement 28 Day FLSA
Scheduled 168.00 | Reported 170 Hours

View Legend
Holiday(s): 09/05/2022 - Labor Day

Save for Later Submit

Week 4 of 4
Scheduled 48.00 | Reported 50.00 Hours


*Time Reporting Code	18-Sunday	19-Monday	20-Tuesday	21-Wednesday	22-Thursday	23-Friday	24-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 12 Reported 14	Scheduled 12 Reported 12	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 12	Scheduled 12 Reported 12		
REGHR - Regular Hours		14.00	12.00			12.00	12.00	
Comments								


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Earn Overtime and Request Holiday Comp Payout on a Timesheet – 28 Day Police Upstate


Step 22: 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

Empid Ref: 0(FTE)Active(925069)Law Enforcement Corporal-BFT

28 August - 24 September 2022

Law Enforcement 28 Day FLSA

Scheduled 168.00 | Reported 170 Hours

View Legend

Holiday(s): 09/05/2022 - Labor Day

Save for Later

Submit

Week 4 of 4

Scheduled 48.00 | Reported 50.00 Hours

*Time Reporting Code	18-Sunday	19-Monday	20-Tuesday	21-Wednesday	22-Thursday	23-Friday	24-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 12 Reported 14	Scheduled 12 Reported 12	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 12	Scheduled 12 Reported 12	
REGHR - Regular Hours		14.00	12.00			12.00	12.00	
Comments								

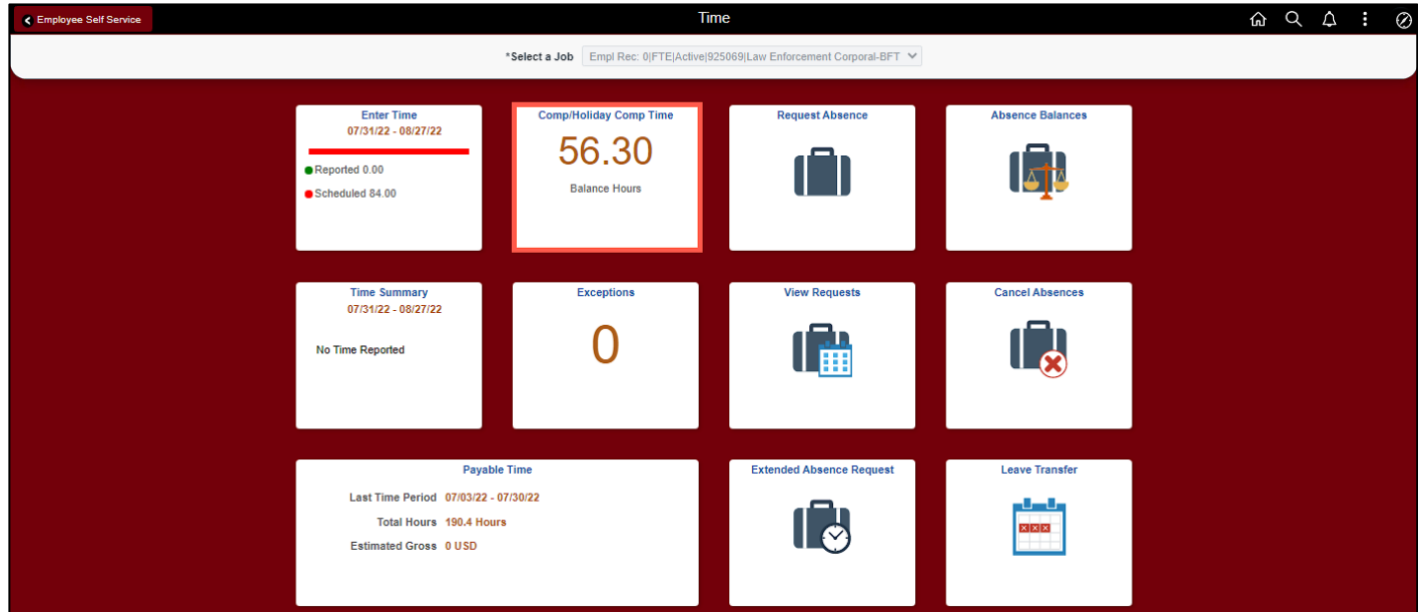
University of South Carolina Time and Labor - ESS

Earn Overtime and Request Holiday Comp Payout on a Timesheet – 28 Day Police Upstate

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 Upstate employee.



Employee Self Service Time

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

Enter Time 07/31/22 - 08/27/22 Reported 0.00 Scheduled 84.00	Comp/Holiday Comp Time 56.30 Balance Hours	Request Absence 	Absence Balances 
Time Summary 07/31/22 - 08/27/22 No Time Reported	Exceptions 0	View Requests 	Cancel Absences 
Payable Time Last Time Period: 07/03/22 - 07/30/22 Total Hours: 190.4 Hours Estimated Gross: 0 USD		Extended Absence Request 	Leave Transfer 



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