

## University of South Carolina

### Time and Labor – MSS

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

#### 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 TL/ABS Approver can earn overtime and request holiday comp payout on behalf of a 28 day police Upstate 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.

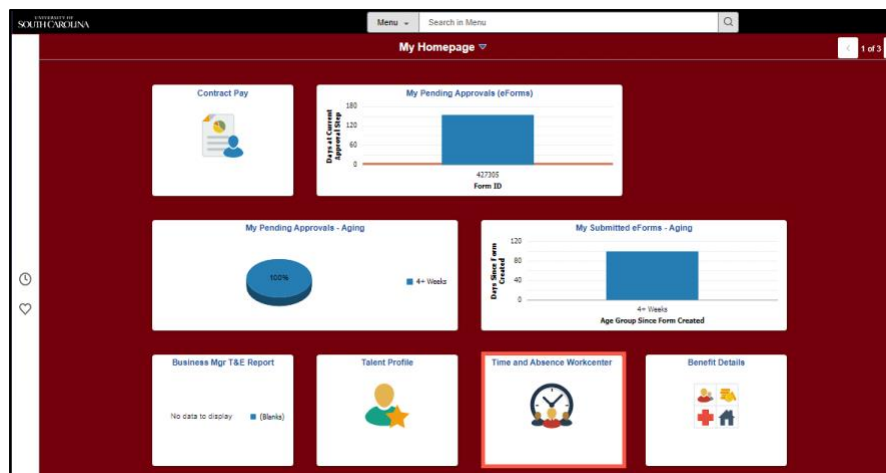
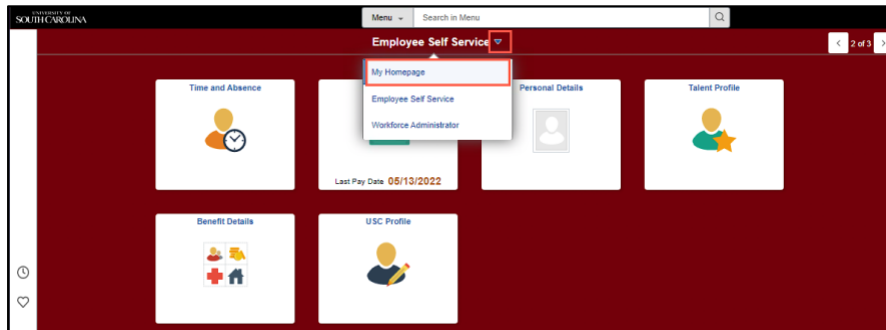
**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

#### Processing Steps

**Step 1:** On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **Manager Self Service** from the list.

**Step 2:** Click the **Time and Absence Workcenter** tile.

#### Screen Shots



## University of South Carolina

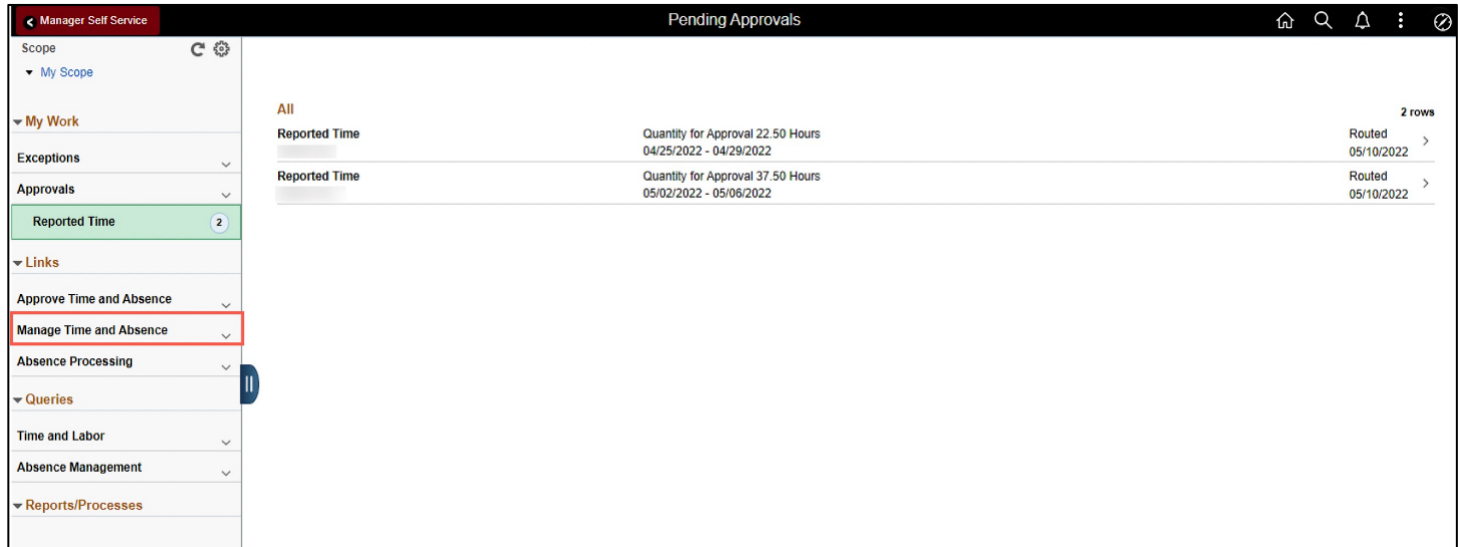
### Time and Labor – MSS

#### Earn Overtime and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Upstate 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.



Pending Approvals			
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	

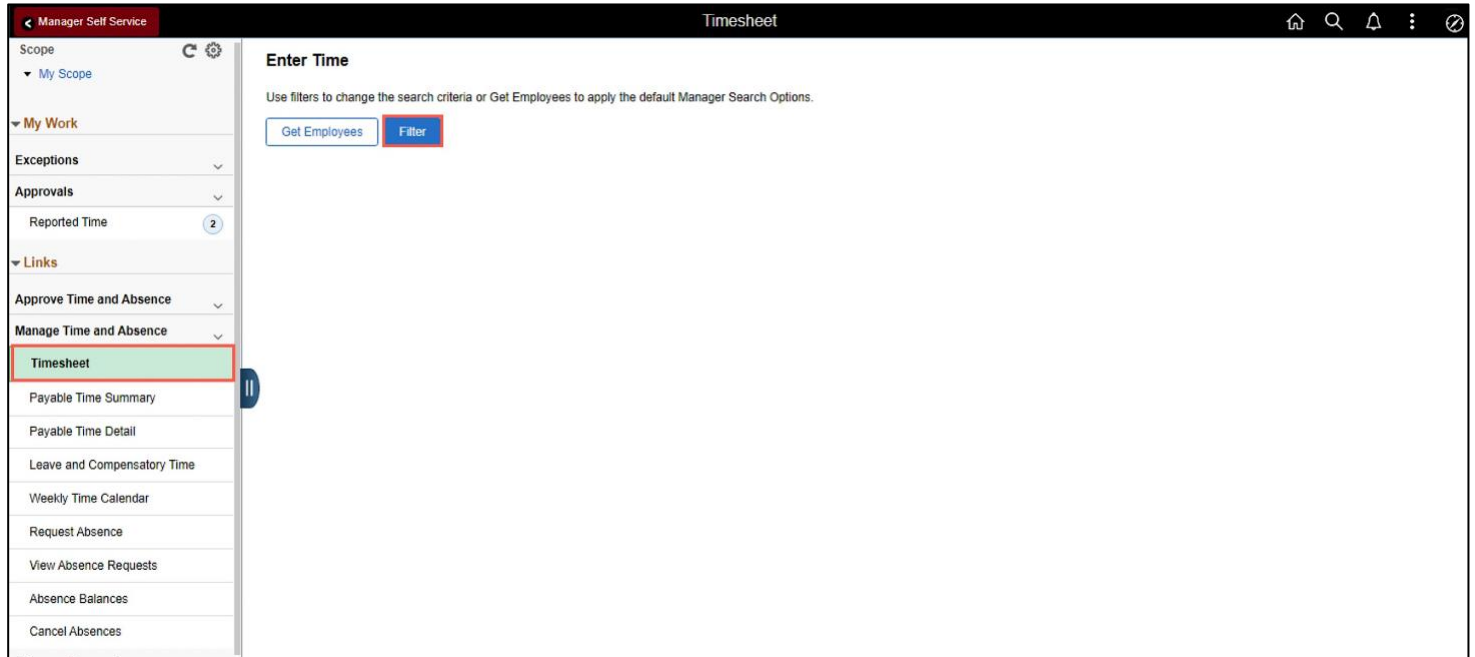
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**Step 4:** Click the **Timesheet** option from the list.

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



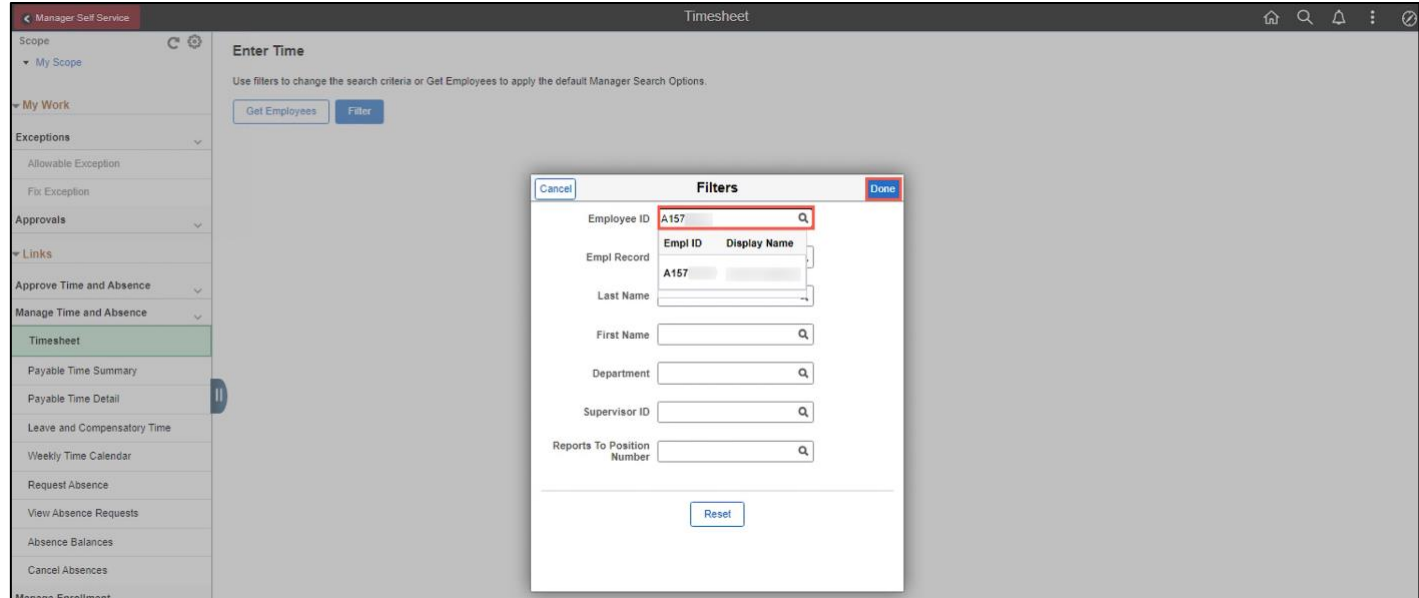
The screenshot shows the 'Manager Self Service' interface for 'Timesheet'. The left sidebar contains a menu with the following items: Scope, My Scope, My Work, Exceptions, Approvals, Reported Time (2), Links, Approve Time and Absence, Manage Time and Absence, **Timesheet** (highlighted in green), Payable 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 a search bar with the text 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below the search bar are two buttons: 'Get Employees' and 'Filter' (highlighted with a red box).

## University of South Carolina Time and Labor – MSS

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

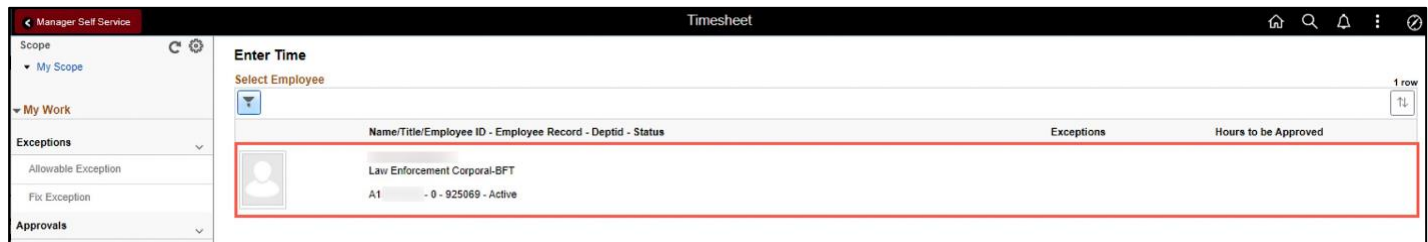
**Step 6:** To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

**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' dialog box is open, allowing the user to search for an employee. The 'Employee ID' field is populated with 'A157'. The dialog box also includes fields for 'Empl Record', 'Last Name', 'First Name', 'Department', 'Supervisor ID', and 'Reports To Position Number'. A 'Done' button is highlighted in red, indicating the next step in the process.

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



The screenshot shows the 'Enter Time' page in the Timesheet application. The 'Select Employee' dropdown menu is open, displaying a list of employees. The first entry, 'Law Enforcement Corporal-BFT', is highlighted in red. The dropdown menu also shows the employee's ID, 'A1', and their status, 'Active'.

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### Earn Overtime and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Upstate 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 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**.

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**

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

← 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
	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	
REGHR - Regular Hours	<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"/>	<input type="text"/>

## University of South Carolina Time and Labor – MSS

### Earn Overtime and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Upstate 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 with an unforeseen absence of a fellow officer.

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](#) Save for Later Submit

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

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](#) Save for Later Submit

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

◀ Week 2 of 4 ▶  
Scheduled 48.00 | Reported 36.00 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

## University of South Carolina Time and Labor – MSS

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

**Step 14:** To enter the hours worked on the holiday, click the **Plus (+)** button to add a second line.

**Step 15:** Click the **Time Reporting Code** drop-down arrow.

**Step 16:** Select **REGHR – Regular Hours**.

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](#)

Labor Day

◀ 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								

+ -

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 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

CMPFM - Compensatory - FMLA  
 CMPML - Compensatory - Military  
 CMPPT - Compensatory Time Taken  
 CMPWC - 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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### Earn Overtime and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Upstate Employee

**Step 17:** Click in the **Time Entry** field and only enter hours worked for the holiday.

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 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								

**Step 18:** 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.

Time

069)Law Enforcement Corporal-BFT

bor Day

iring Code 4-Sunday

Scheduled OFF  
Reported 0

Comments

Cancel

Lookup

Search for: Comp Time

Search Criteria

Search Results

2 rows

Comp Time	Description
COMPTIME	Comp time
HOLPAYOUT	Holiday Worked Hours Payout

Submit

mp Time



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

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

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

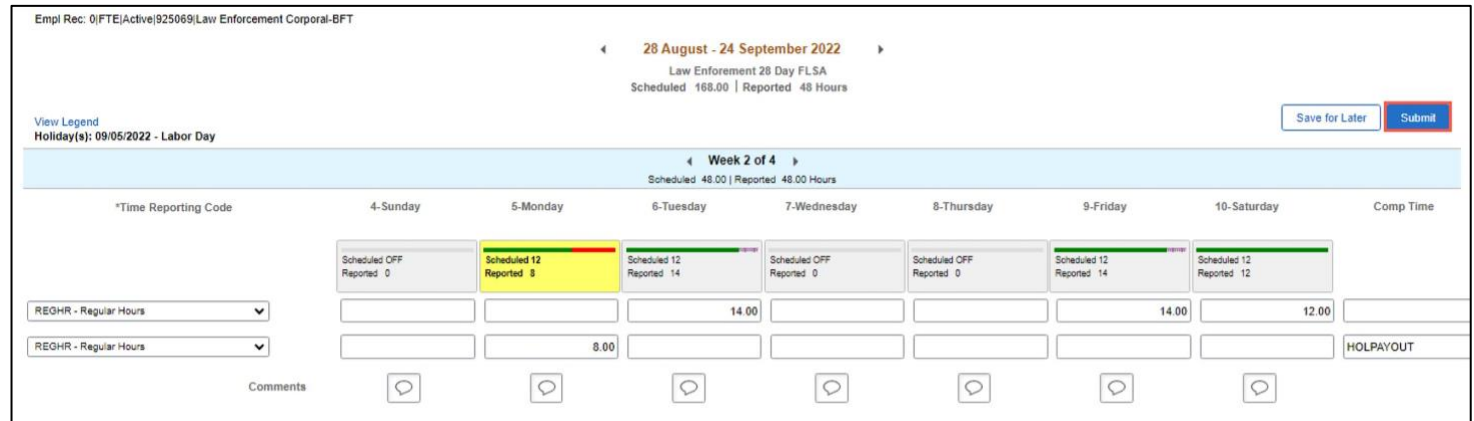
Labor Day ◀ Week 2 of 4 ▶  
 Scheduled 48.00 | Reported 48.00 Hours

Working Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
	<div style="background-color: #d3d3d3; padding: 5px; border: 1px solid #ccc;">           Scheduled OFF Reported 0         </div>	<div style="background-color: #ffff00; padding: 5px; border: 1px solid #ccc;">           Scheduled 12 Reported 8         </div>	<div style="background-color: #d3d3d3; padding: 5px; border: 1px solid #ccc;">           Scheduled 12 Reported 14         </div>	<div style="background-color: #d3d3d3; padding: 5px; border: 1px solid #ccc;">           Scheduled OFF Reported 0         </div>	<div style="background-color: #d3d3d3; padding: 5px; border: 1px solid #ccc;">           Scheduled OFF Reported 0         </div>	<div style="background-color: #d3d3d3; padding: 5px; border: 1px solid #ccc;">           Scheduled 12 Reported 14         </div>	<div style="background-color: #d3d3d3; padding: 5px; border: 1px solid #ccc;">           Scheduled 12 Reported 12         </div>	
<input type="text"/> <input type="text"/>			14.00			14.00	12.00	<input type="text"/>
		8.00						<div style="border: 2px solid red; padding: 2px;">HOLPAYOUT</div>
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 Overtime and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Upstate Employee

**Step 19:** 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

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

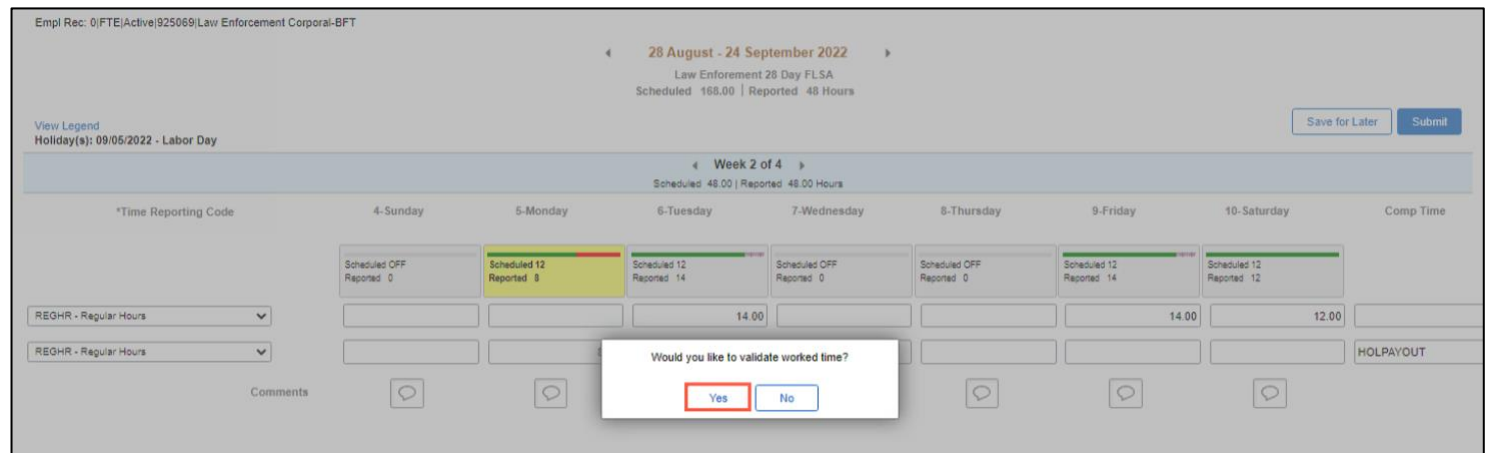
Save for Later Submit

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						HOLPAYOUT
Comments								

**Step 20:** 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

Save for Later Submit

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								HOLPAYOUT
Comments								

Would you like to validate worked time?

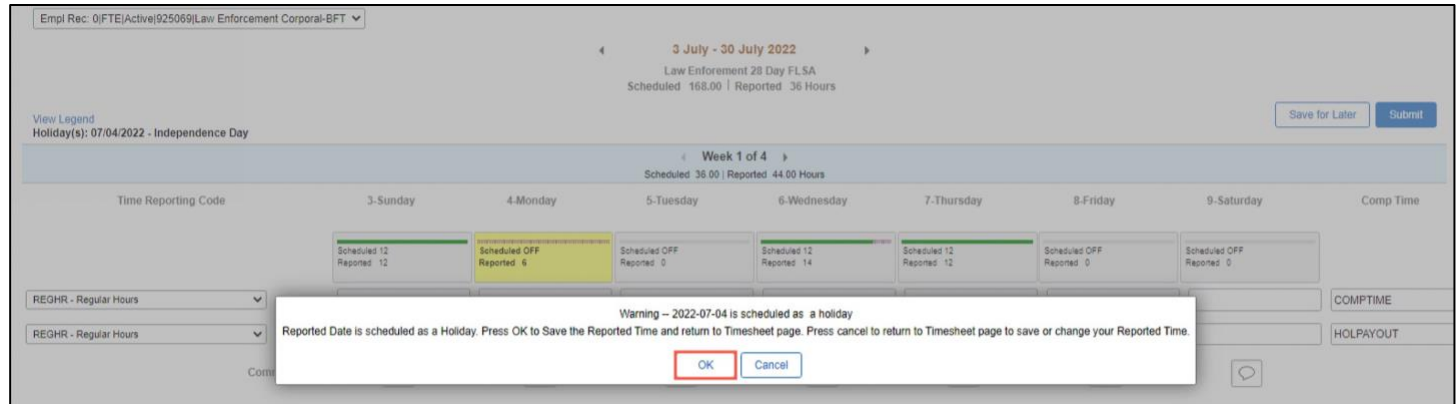
Yes No

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

**Step 21:** A warning message appears to advise that you reported regular working hours (including overtime hours) on September 5<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. A warning message is displayed over the interface, stating: '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
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		

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.

OK Cancel





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

**Step 22:** 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

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

28 August - 24 September 2022

Law Enforcement 28 Day FL5A  
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								

## University of South Carolina Time and Labor – MSS

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

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 23:** 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 5<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.

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

Save for Later Submit

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

◀ 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								HOLPAYOUT
Comments								

Manager Self Service 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 Unapproved Time 0.00

Save for Later Submit

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

◀ Week 4 of 4 ▶  
Scheduled 48.00 | Reported 50.00 Hours | Unapproved Time 0.00

*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 on Behalf of a 28 Day Police Upstate Employee


**Step 24:** When submitted, the **Approved** icon appears for the days' time is entered indicating the timesheet is approved. Click the **View Legend** link to view the legends used and a short description of each one.

The most common icons that may appear in the **Daily Status** box are:

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














 The timesheet has been saved for later.

 The time entered has been submitted and is pending approval.

 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 Upstate employee.

**Legend**

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

