

University of South Carolina
Time and Labor - ESS
Entering Leave of Absence on a Timesheet – Exempt Temporary

How to enter a leave of absence on a timesheet for an exempt temporary employee:

This job aid outlines how an exempt temporary employee will enter leave of absence on a timesheet. Note exempt temporary employees do not enter daily hours worked on a timesheet, nor do they accrue paid leave types. This job aid is for logging leave of absence hours/days.

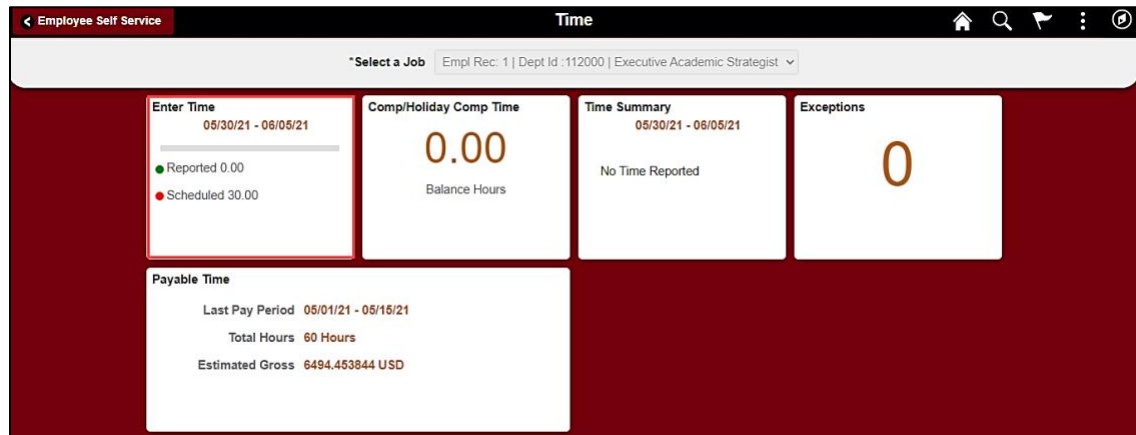
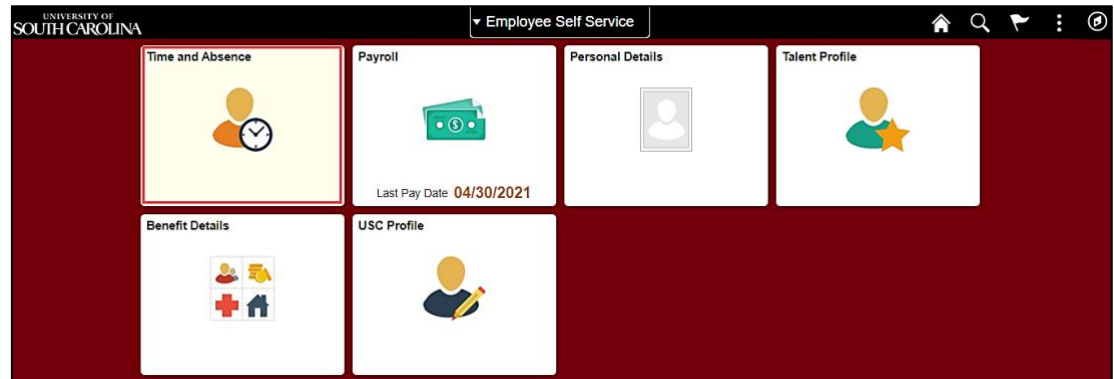
Navigation: Employee Self Service > Time and Absence > Enter Time

Processing Steps

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

Step 2: Click the **Enter Time** tile, to enter leave of absence on a timesheet.

Screen Shots



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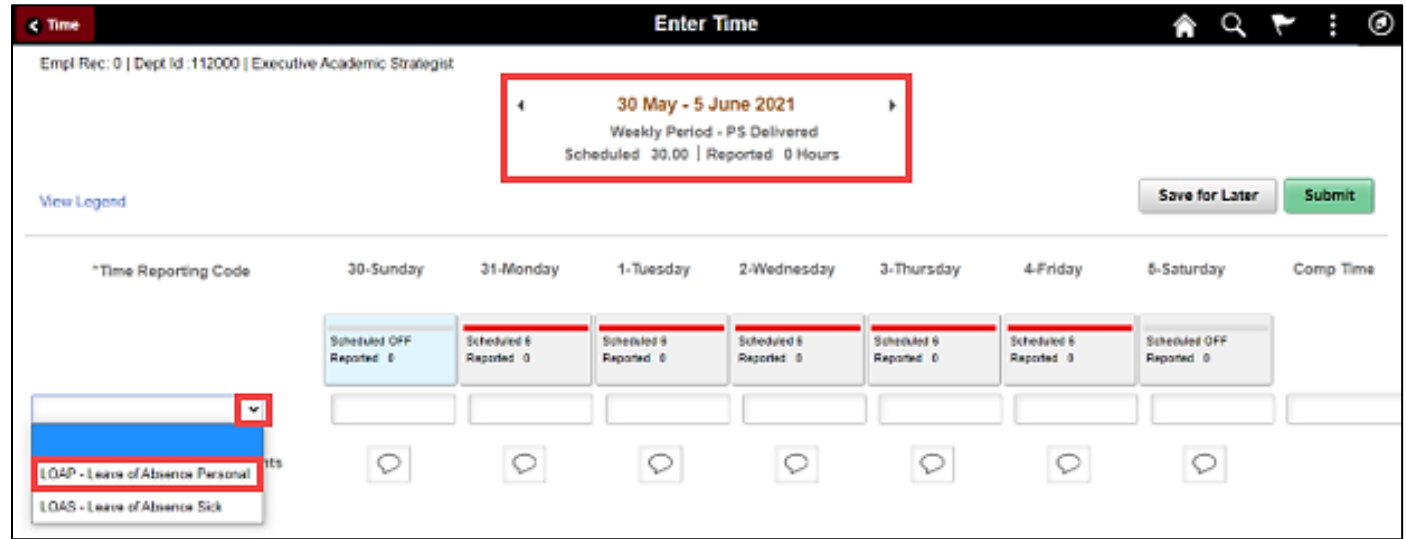
Step 3: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

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

Step 4: Click the **Time Reporting Code** drop-down arrow.

Step 5: Select a leave of absence TRC based on your specific scenario.
LOAP – Leave of Absence Personal
LOAS – Leave of Absence Sick

Step 6: Click in the **Time Entry** field and enter Leave of Absence hours for each day of the absence.



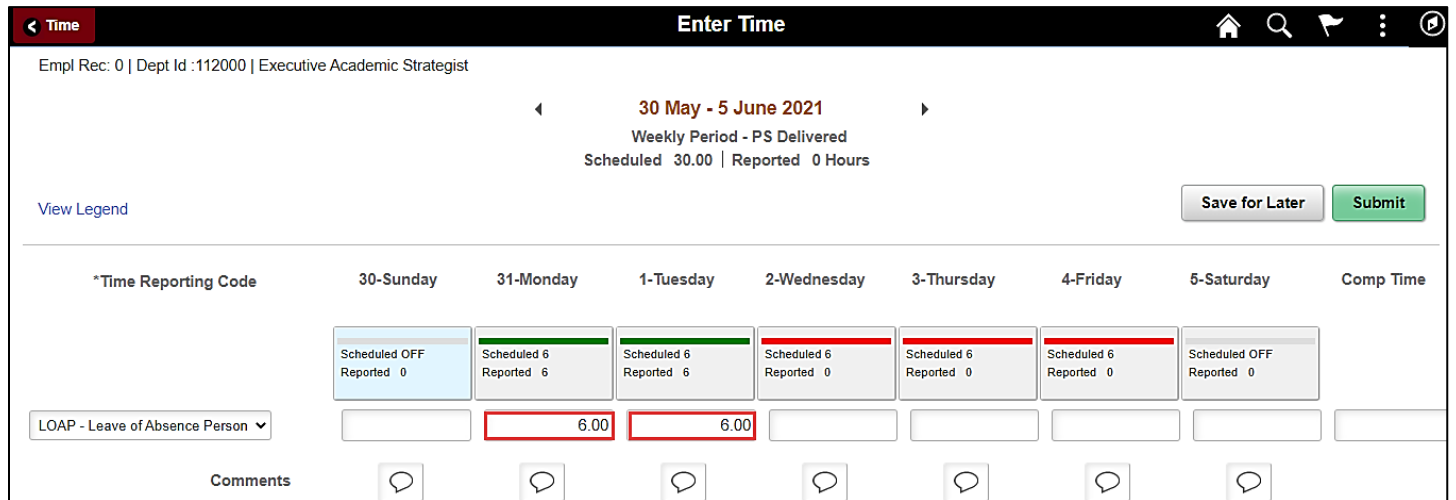
Enter Time

Empl Rec: 0 | Dept Id: 112000 | Executive Academic Strategist

30 May - 5 June 2021
Weekly Period - PS Delivered
Scheduled 30.00 | Reported 0 Hours

Save for Later Submit

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 6 Reported 0	Scheduled 6 Reported 0	Scheduled 6 Reported 0	Scheduled 6 Reported 0	Scheduled 6 Reported 0	Scheduled 6 Reported 0	Scheduled OFF Reported 0	
LOAP - Leave of Absence Personal								
LOAS - Leave of Absence Sick								



Enter Time

Empl Rec: 0 | Dept Id: 112000 | Executive Academic Strategist

30 May - 5 June 2021
Weekly Period - PS Delivered
Scheduled 30.00 | Reported 0 Hours

Save for Later Submit

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 6 Reported 6	Scheduled 6 Reported 6	Scheduled 6 Reported 0	Scheduled 6 Reported 0	Scheduled 6 Reported 0	Scheduled 6 Reported 0	Scheduled OFF Reported 0	
LOAP - Leave of Absence Person		6.00	6.00					
Comments								

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You can enter comments about the leave of absence entries if you feel additional information is needed.

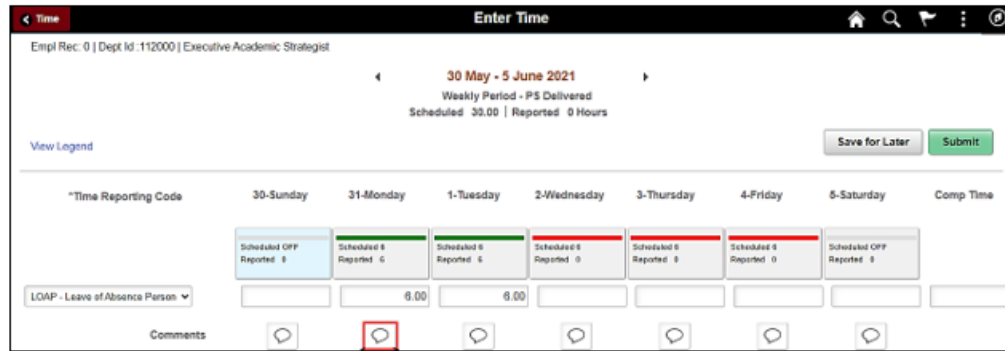
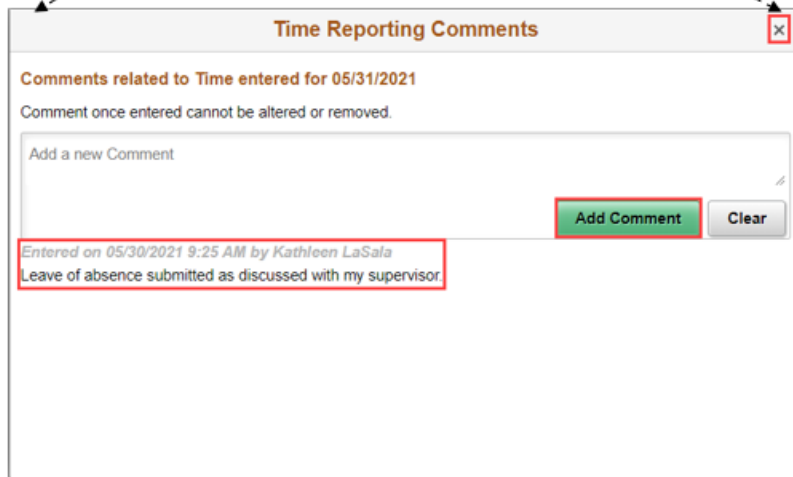
Step 7: Click the **Comments** button.

Use the **Comments** page to enter comments for the reported leave of absence.

Step 8: Click in the **Comment** field and enter a comment applicable to the leave of absence entered.

Step 9: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

Step 10: Click the **X** to close the Time Reporting Comments page.

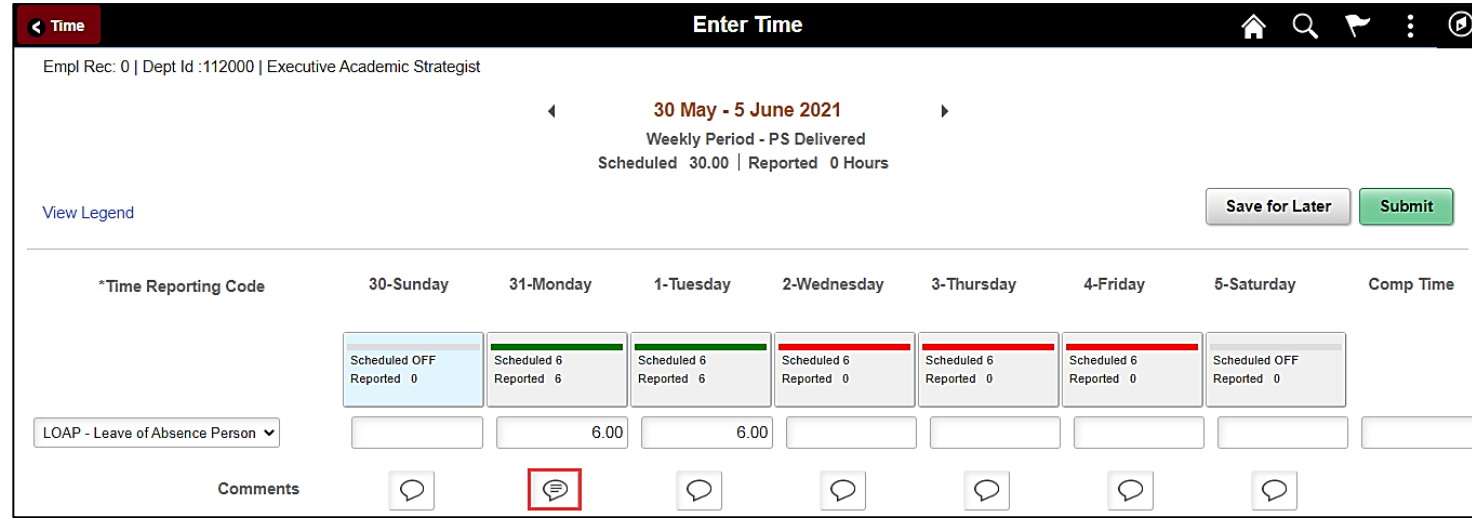
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Notice when a comment has been added to a specific time entry, squiggles appear in the comment bubble.

Step 11: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.

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.

The summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view. As an exempt temporary employee, the only hours you report are the leave of absence hours.




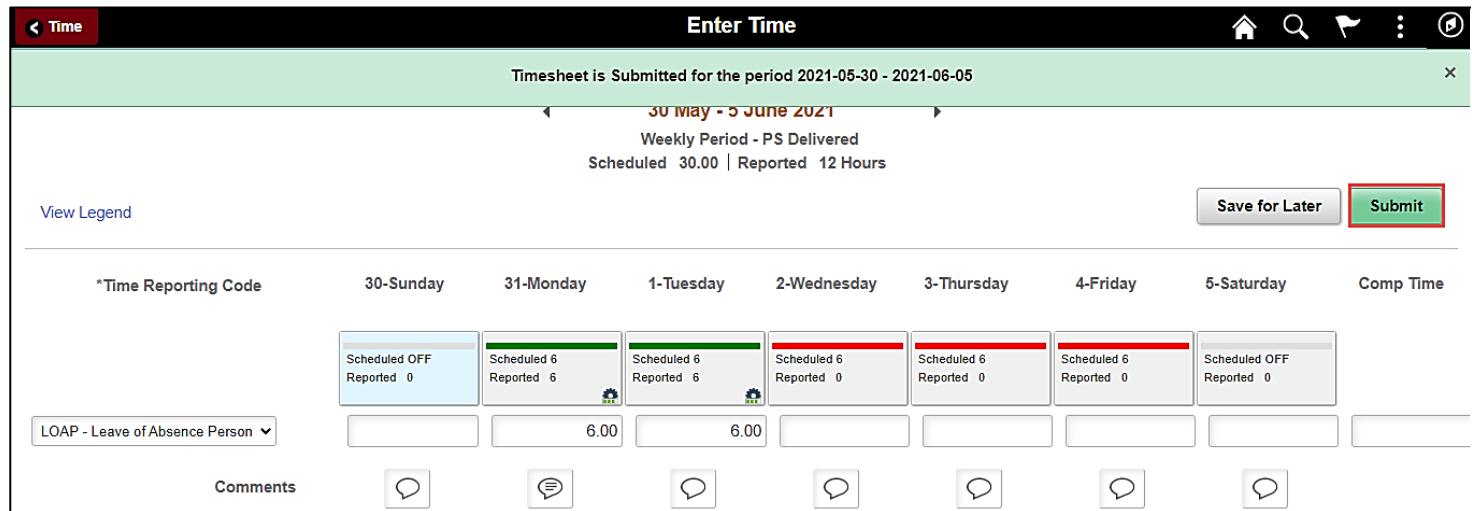
Enter Time

Empl Rec: 0 | Dept Id :112000 | Executive Academic Strategist

30 May - 5 June 2021
Weekly Period - PS Delivered
Scheduled 30.00 | Reported 0 Hours

[View Legend](#) Save for Later Submit

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 6 Reported 6	Scheduled 6 Reported 6	Scheduled 6 Reported 0	Scheduled 6 Reported 0	Scheduled 6 Reported 0	Scheduled 6 Reported 0	Scheduled OFF Reported 0	
LOAP - Leave of Absence Person		6.00	6.00					
Comments								




Enter Time

Timesheet is Submitted for the period 2021-05-30 - 2021-06-05

30 May - 5 June 2021
Weekly Period - PS Delivered
Scheduled 30.00 | Reported 12 Hours

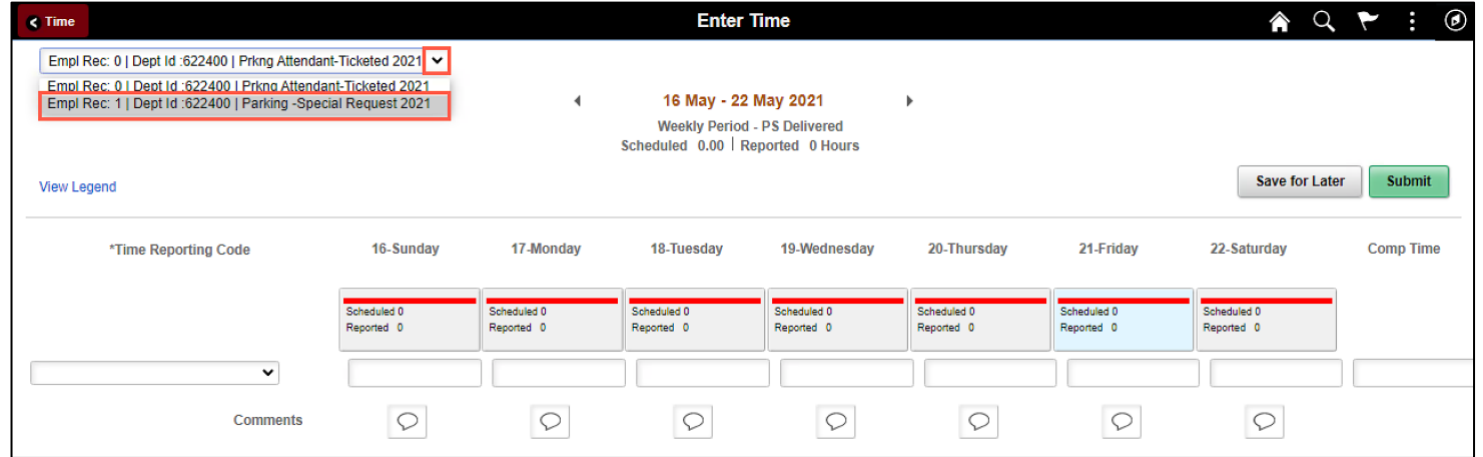
[View Legend](#) Save for Later Submit

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 6 Reported 6	Scheduled 6 Reported 6	Scheduled 6 Reported 0	Scheduled 6 Reported 0	Scheduled 6 Reported 0	Scheduled 6 Reported 0	Scheduled OFF Reported 0	
LOAP - Leave of Absence Person		6.00	6.00					
Comments								

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Step 12: Optional If you have multiple positions, you can enter leave of absence for all active positions by selecting the additional jobs from the drop-down.

Once selected, complete the timesheet by following the above steps 3 through 11.



Enter Time

Empl Rec: 0 | Dept Id :622400 | Prkng Attendant-Ticketed 2021

Empl Rec: 0 | Dept Id :622400 | Prkng Attendant-Ticketed 2021

Empl Rec: 1 | Dept Id :622400 | Parking -Special Request 2021

16 May - 22 May 2021

Weekly Period - PS Delivered
Scheduled 0.00 | Reported 0 Hours


[View Legend](#) Save for Later Submit


*Time Reporting Code	16-Sunday	17-Monday	18-Tuesday	19-Wednesday	20-Thursday	21-Friday	22-Saturday	Comp Time
	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	
Comments								


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Step 13: When submitted, the **Pending Approvals** icon appears for the days' time is 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.

You successfully learned how to enter leave of absence on a timesheet as an exempt temporary employee.

To edit a submitted timesheet, please refer to the job aid titled **Edit a Submitted Timesheet**.

