

## University of South Carolina Time and Labor – TL/ABS Approver Enter Overtime Worked (Earn Comp Time) on Behalf of 28 Day Police Employee

### How to enter overtime worked (earning comp time) on behalf of a 28 day police employee:

This job aid outlines how a TL/ABS Approver can enter overtime worked (resulting in earning compensatory time) on behalf of a 28 day police employee. TL/ABS Approvers have access to enter and/or adjust timesheets on behalf of employees in their assigned department/college/division/campus.

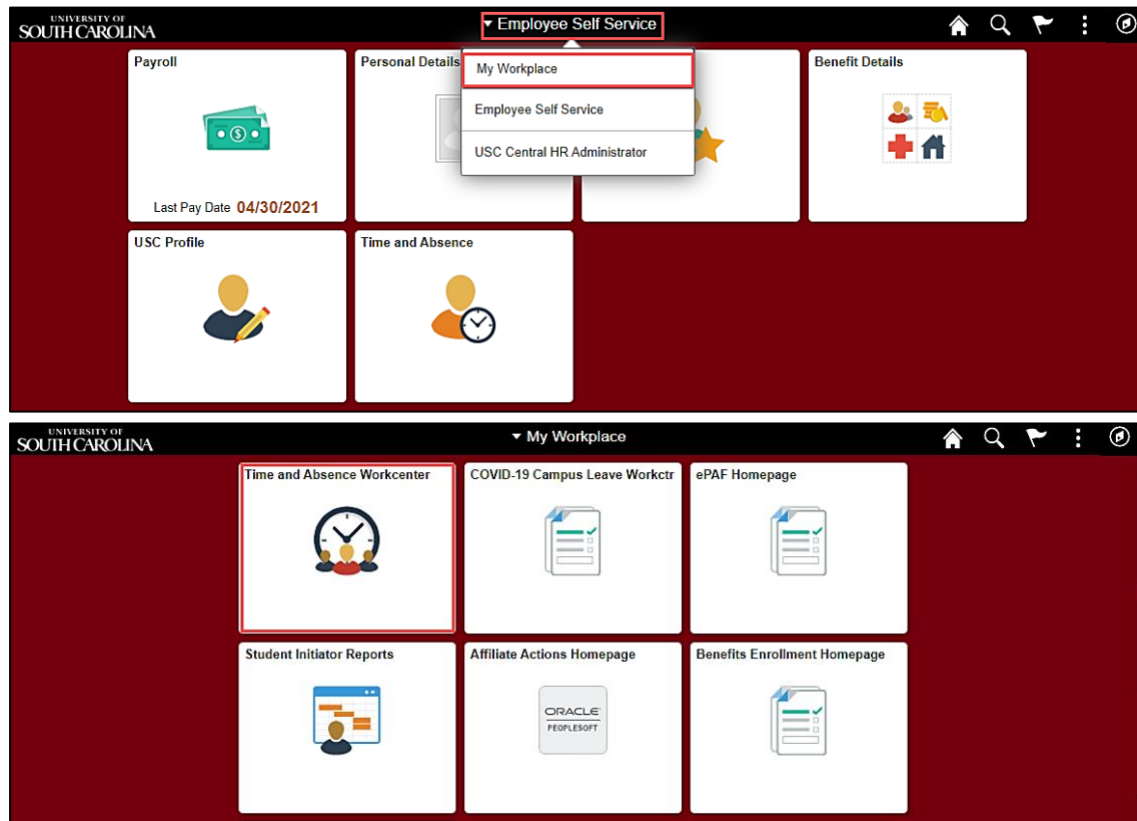
**Navigation:** Employee Self Service > My Workplace > Time and Absence Workcenter

#### Processing Steps

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

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

#### Screenshots



**University of South Carolina**  
**Time and Labor – TL/ABS Approver**  
**Enter Overtime Worked (Earn Comp Time) on Behalf of**  
**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 Approver 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.

Scope			
▼ My Scope			
▼ My Work			
Exceptions			
Approvals			
Reported Time			
▼ Links			
Approve Time and Absence			
Manage Time and Absence			
Leave Donations			
Extended Absences			
▼ Queries			
Query Manager			
Time and Labor			
Absence Manageent			
▼ Reports/Processes			
Reports			

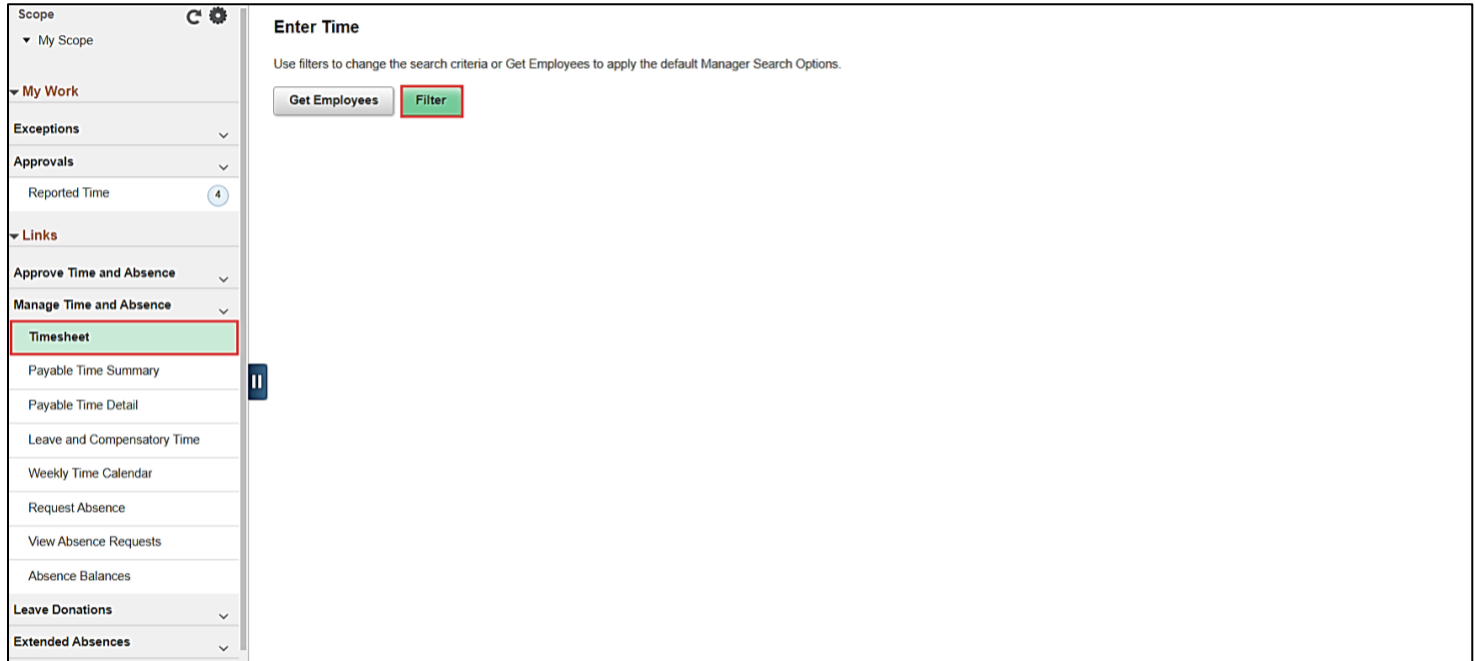
  


All	4 rows		
Reported Time	Quantity for Approval 2.00 Hours	Routed	>
	06/01/2021 - 06/01/2021	05/30/2021	
Reported Time	Quantity for Approval 5.00 Hours	Routed	>
	05/20/2021 - 05/20/2021	06/02/2021	
Reported Time	Quantity for Approval 7.50 Hours	Routed	>
	06/11/2021 - 06/11/2021	06/03/2021	
Reported Time	Quantity for Approval 6.00 Hours	Routed	>
	05/03/2021 - 05/03/2021	06/04/2021	

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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.



Scope 

- ▼ My Scope
- ▼ My Work
- Exceptions ▼
- Approvals ▼
- Reported Time 4
- ▼ Links
- Approve Time and Absence ▼
- Manage Time and Absence ▼
- Timesheet**
- Payable Time Summary
- Payable Time Detail
- Leave and Compensatory Time
- Weekly Time Calendar
- Request Absence
- View Absence Requests
- Absence Balances
- Leave Donations ▼
- Extended Absences ▼

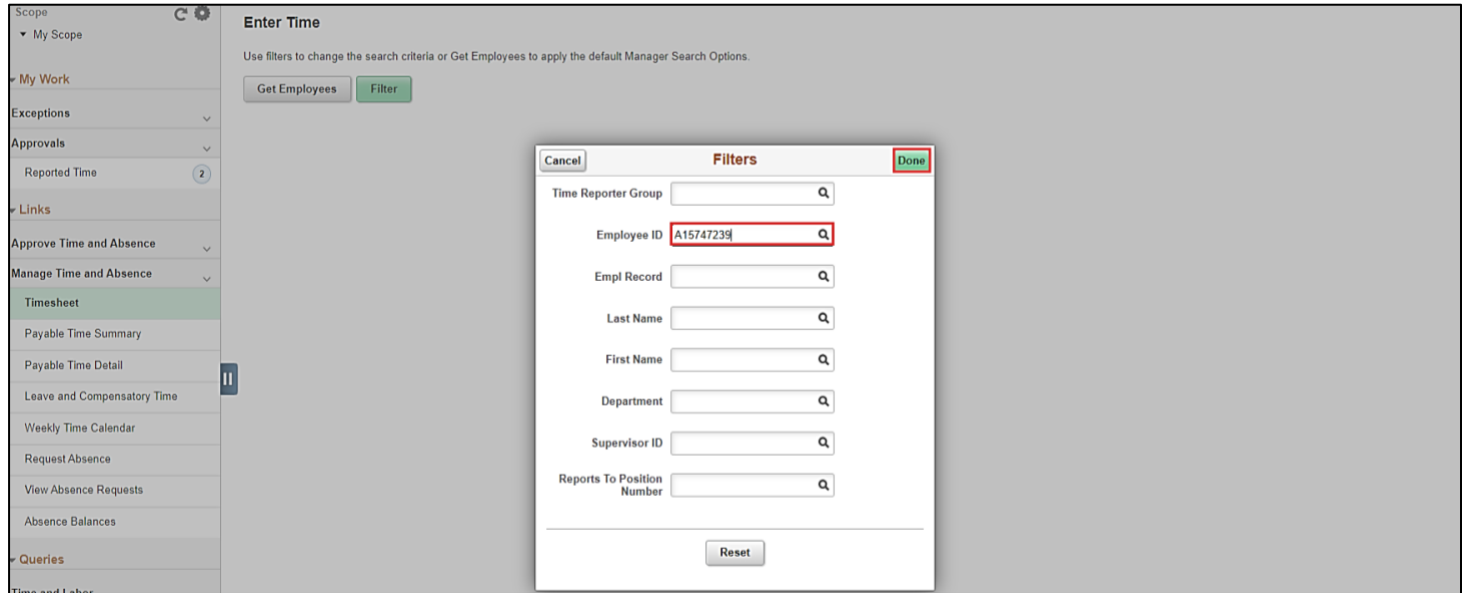
**Enter Time**

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

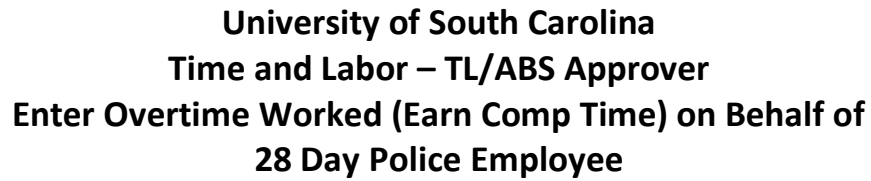
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**Step 6:** To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

**Step 7:** Click **Done** to move on to the Enter Time page.



The screenshot shows the 'Enter Time' interface. On the left is a sidebar with a menu including 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Reported Time', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Timesheet' (highlighted), 'Payable Time Summary', 'Payable Time Detail', 'Leave and Compensatory Time', 'Weekly Time Calendar', 'Request Absence', 'View Absence Requests', 'Absence Balances', and 'Queries'. The main area is titled 'Enter Time' and contains the instruction: 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this are 'Get Employees' and 'Filter' buttons. A 'Filters' modal is open, showing fields for 'Time Reporter Group', 'Employee ID' (containing 'A15747239' and highlighted with a red box), 'Empl Record', 'Last Name', 'First Name', 'Department', 'Supervisor ID', and 'Reports To Position Number'. The modal has 'Cancel', 'Done', and 'Reset' buttons.



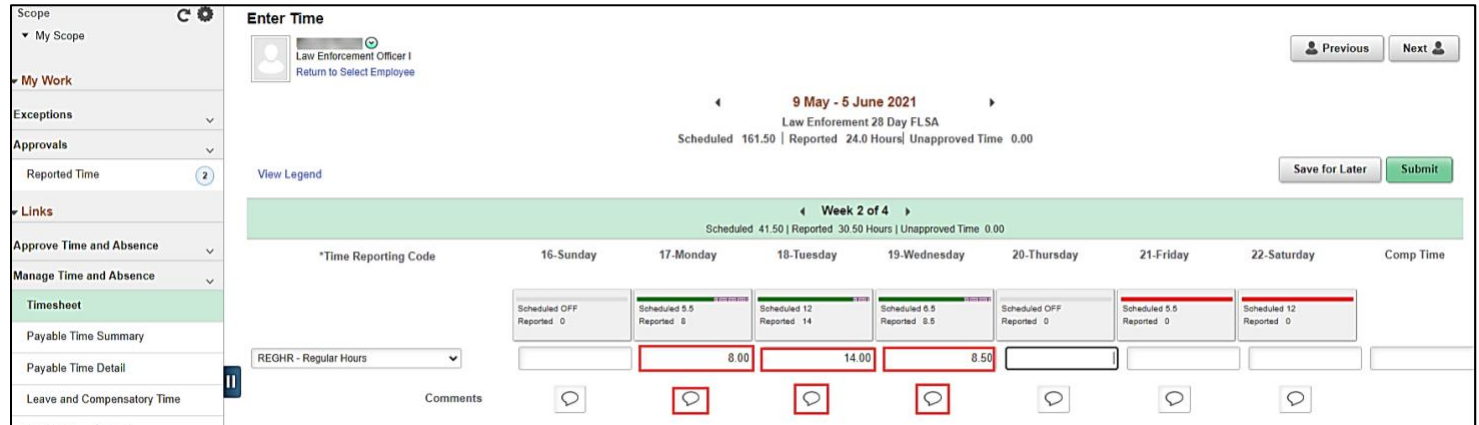
**Step 11: Select REGHR – Regular Hours.**

The screenshot shows the 'Enter Time' application interface. The sidebar on the left contains navigation links. The main area displays a calendar for the period '9 May - 6 June 2021'. A red box highlights the 'Enter Time' header and the 'Week 2 of 4' label. A dropdown menu is open, showing various time entry codes, with 'REGHR - Regular Hours' highlighted in red.

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**Step 12:** Click in the **Time Entry** fields for 5/17-19/2021 and enter the overtime hours worked.

**Step 13/Optional:** Click the **Comment** icon to add additional information.



**Enter Time**

Law Enforcement Officer I  
Return to Select Employee

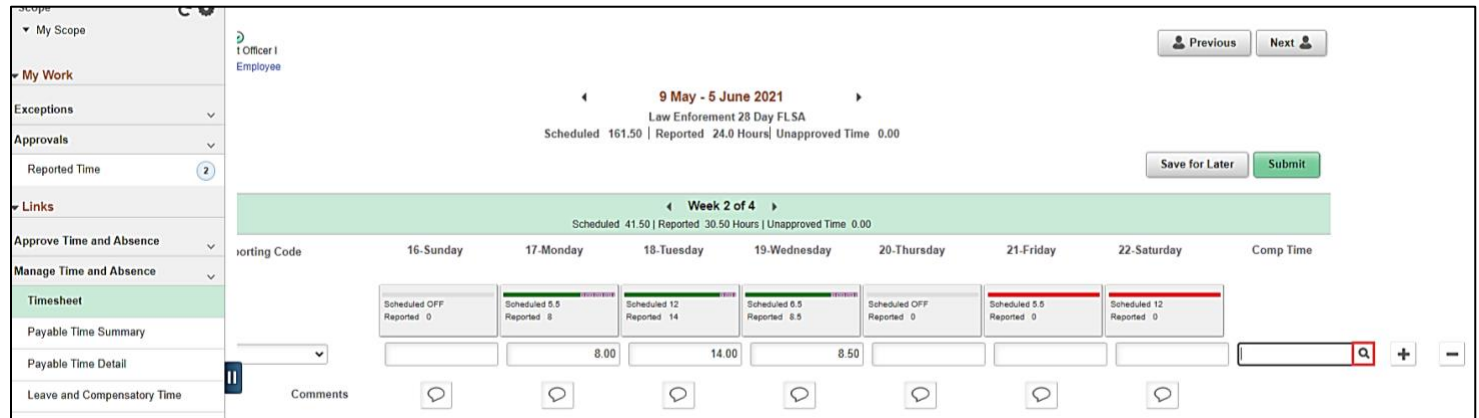
9 May - 5 June 2021  
Law Enforcement 28 Day FLSA  
Scheduled 161.50 | Reported 24.0 Hours | Unapproved Time 0.00

Save for Later Submit

Week 2 of 4  
Scheduled 41.50 | Reported 30.50 Hours | Unapproved Time 0.00

*Time Reporting Code	16-Sunday	17-Monday	18-Tuesday	19-Wednesday	20-Thursday	21-Friday	22-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 5.5 Reported 8	Scheduled 12 Reported 14	Scheduled 6.5 Reported 8.5	Scheduled OFF Reported 0	Scheduled 5.5 Reported 0	Scheduled 12 Reported 0		
REGHR - Regular Hours		8.00	14.00	8.50				
Comments								

**Step 14:** The Chief authorized this overtime as earned compensatory time. To account for comp time accrual in lieu of overtime pay, you must add that indicator on the timesheet. Scroll to the right and Click the **Comp Time** lookup button.



**Enter Time**

Law Enforcement Officer I  
Return to Select Employee

9 May - 5 June 2021  
Law Enforcement 28 Day FLSA  
Scheduled 161.50 | Reported 24.0 Hours | Unapproved Time 0.00

Save for Later Submit

Week 2 of 4  
Scheduled 41.50 | Reported 30.50 Hours | Unapproved Time 0.00

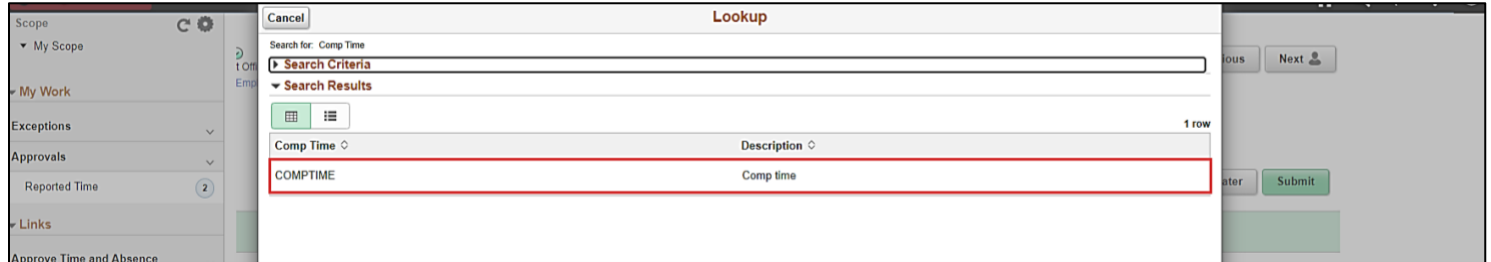
*Time Reporting Code	16-Sunday	17-Monday	18-Tuesday	19-Wednesday	20-Thursday	21-Friday	22-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 5.5 Reported 8	Scheduled 12 Reported 14	Scheduled 6.5 Reported 8.5	Scheduled OFF Reported 0	Scheduled 5.5 Reported 0	Scheduled 12 Reported 0		
REGHR - Regular Hours		8.00	14.00	8.50				
Comments								

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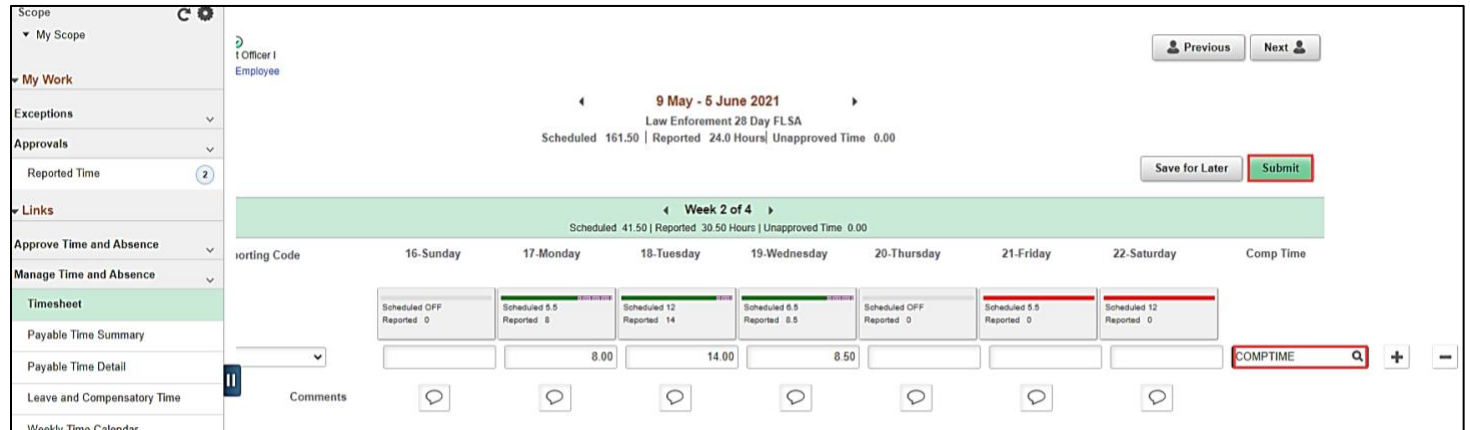
**Step 15:** Select the **COMPTIME** option. This step will need to be completed on all 4 weeks in the 28 day cycle, since overtime is calculated for the entire period. An exception will generate if all 4 weeks are not COMPTIME or Blank (meaning paid overtime)

**Step 16:** Notice the COMPTIME indicator now appears on the timesheet.

**Step 17:** Click the **Submit** button to submit the timesheet for approval.



The screenshot shows a 'Lookup' dialog box with a search bar containing 'Comp Time'. Below the search bar, the 'Search Results' section displays a table with one row: 'COMPTIME' under the 'Comp Time' column and 'Comp time' under the 'Description' column. The 'COMPTIME' text is highlighted with a red box.



The screenshot shows the timesheet interface for 'Week 2 of 4'. The summary bar indicates 'Scheduled 41.50 | Reported 30.50 Hours | Unapproved Time 0.00'. Below this, a table shows the schedule for each day of the week (16-Sunday to 22-Saturday). The 'COMPTIME' indicator is visible in the bottom right corner of the timesheet area, highlighted with a red box. The 'Submit' button is also highlighted with a red box.

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**Step 18:** 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 the employee.

**Step 19:** Notice the time for 5/17 - 19/2021 is automatically approved at submission. When time is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required.

Timesheet is Submitted for the period 2021-05-09 - 2021-06-05

Previous Next

9 May - 5 June 2021  
Law Enforcement 28 Day FLSA  
Scheduled 161.50 | Reported 54.5 Hours | Unapproved Time 0.00

Save for Later Submit

View Legend

Week 2 of 4  
Scheduled 41.50 | Reported 30.50 Hours | Unapproved Time 0.00

*Time Reporting Code	16-Sunday	17-Monday	18-Tuesday	19-Wednesday	20-Thursday	21-Friday	22-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 5.5 Reported 9	Scheduled 12 Reported 14	Scheduled 5.5 Reported 8.5	Scheduled OFF Reported 0	Scheduled 5.5 Reported 0	Scheduled 12 Reported 0		
REGHR - Regular Hours		8.00	14.00	8.50				COMPTIME
Comments								

Manage Approvals


Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
05/17/2021	Approved	8.00	REGHR	Regular Hours	5.50
05/18/2021	Approved	14.00	REGHR	Regular Hours	12.00
05/19/2021	Approved	8.50	REGHR	Regular Hours	6.50





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**Step 20:** When submitted, the Approved icon appears for the days time 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.

To learn how to enter time for a full 28 day cycle on behalf of an employee, please view the job aid titled **Enter Full 28 Day Timesheet on Behalf of 28 Day Police Employee**.

You successfully learned how to enter overtime hours resulting in earned comp time on behalf of a 28 day police employee.

