

University of South Carolina
Time and Labor - MSS
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 manager can enter overtime worked (resulting in earning compensatory time) on behalf of a 28 day police employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

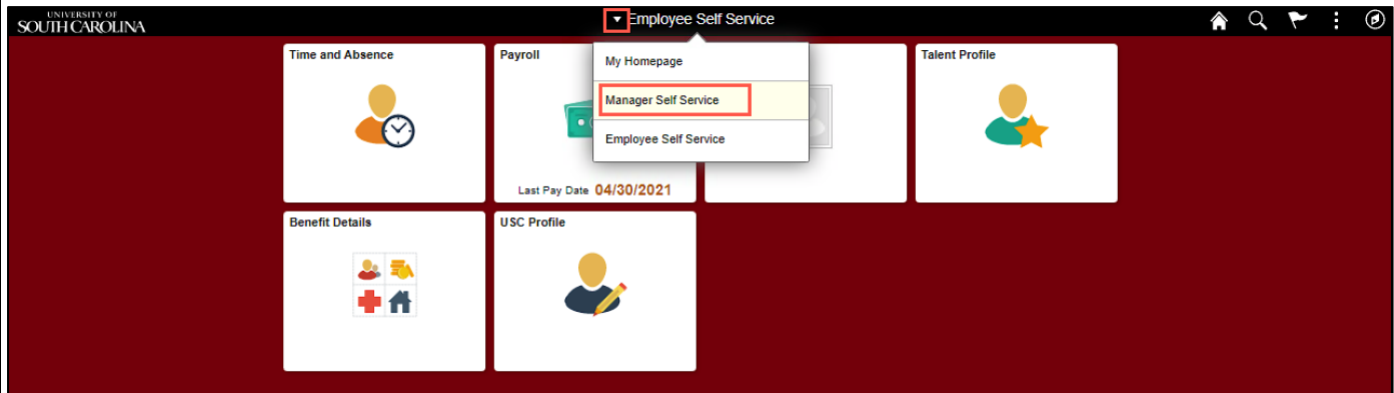
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

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.

Screenshots



University of South Carolina Time and Labor - MSS 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 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.

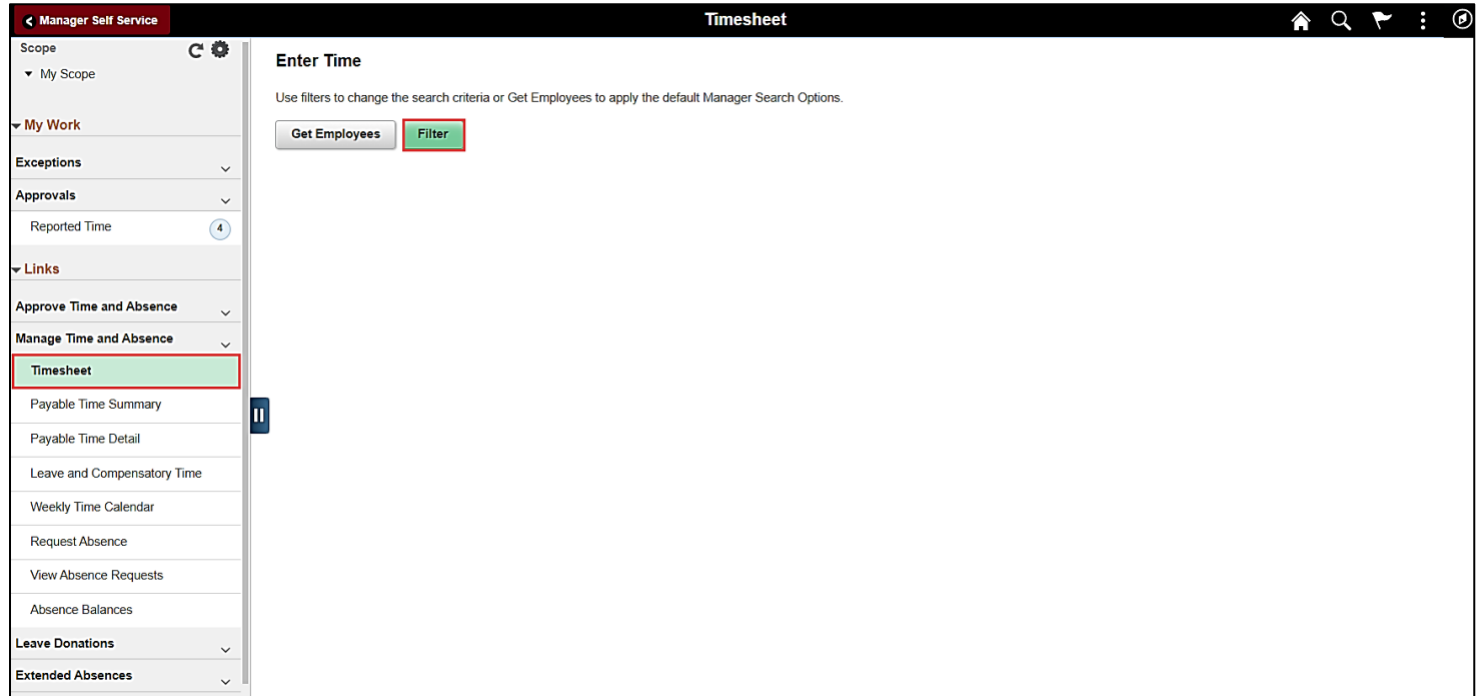
< Manager Self Service		Pending Approvals	
Scope			
▼ My Scope			
▼ My Work			
Exceptions			
Approvals			
Reported Time	4		
▼ Links			
Approve Time and Absence			
Manage Time and Absence			
Leave Donations			
Extended Absences			
▼ Queries			
Query Manager			
Time and Labor			
Absence Manageent			
▼ 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	>

University of South Carolina Time and Labor - MSS Enter Overtime Worked (Earn Comp Time) on Behalf of 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.

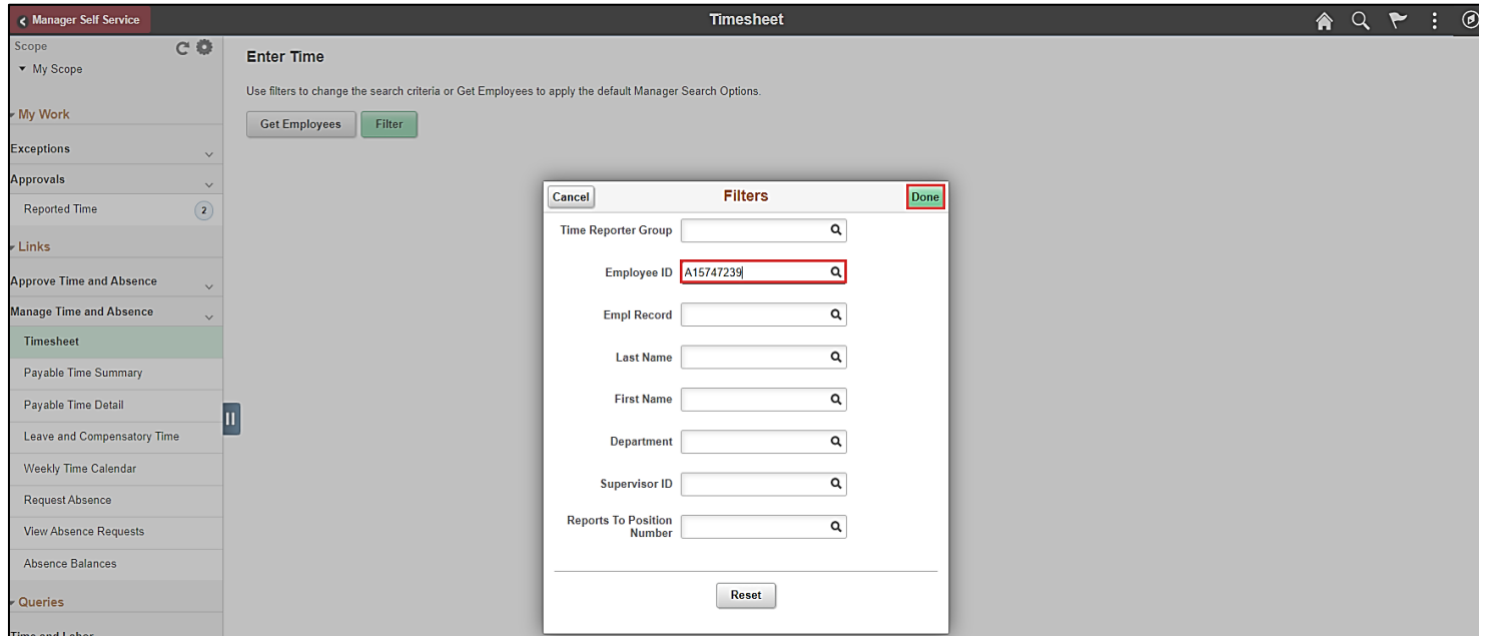


The screenshot displays the 'Manager Self Service' interface for 'Timesheet'. The left sidebar contains a menu with the following items: Scope, My Scope, My Work, Exceptions, Approvals, Reported Time (4), Links, Approve Time and Absence, Manage Time and Absence, Timesheet (highlighted with a red box), Payable Time Summary, Payable Time Detail, Leave and Compensatory Time, Weekly Time Calendar, Request Absence, View Absence Requests, Absence Balances, Leave Donations, and Extended Absences. The main content area is titled 'Enter Time' and includes a sub-header 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this, there are two buttons: 'Get Employees' and 'Filter' (highlighted with a red box).

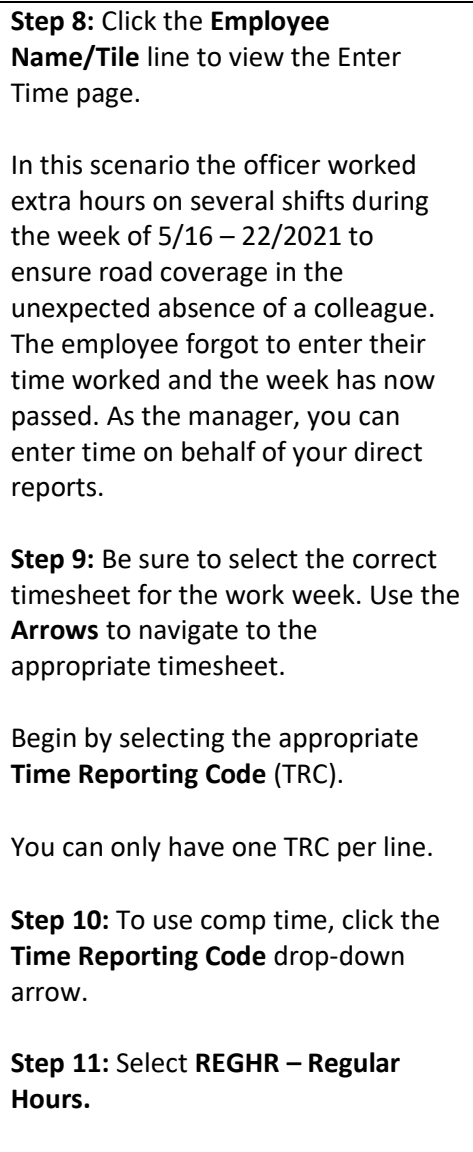
University of South Carolina Time and Labor - MSS Enter Overtime Worked (Earn Comp Time) on Behalf of 28 Day Police Employee

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.



The screenshot shows the 'Manager Self Service' interface with the 'Timesheet' section selected in the left sidebar. The main area is titled 'Enter Time' and contains a 'Get Employees' button and a 'Filter' button. A 'Filters' dialog box is open, displaying search criteria for finding an employee. The 'Employee ID' field is highlighted with a red box and contains the text 'A15747239'. Other fields include 'Time Reporter Group', 'Empl Record', 'Last Name', 'First Name', 'Department', 'Supervisor ID', and 'Reports To Position Number'. A 'Reset' button is at the bottom of the dialog, and 'Cancel' and 'Done' buttons are at the top.



The screenshot displays the 'Enter Time' interface in the Manager Self Service application. The interface is divided into a sidebar on the left and a main content area on the right.

Sidebar:

- Manager Self Service** (Header)
- Scope**
 - My Scope
- My Work**
- Exceptions**
- Approvals**
- Reported Time** (2)
- 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
 - Queries
 - Time and Labor
 - Absence Management
 - Reports/Processes

Main Content Area:

Enter Time

Select Employee

Name/Title	Exceptions	Hours to be Approved
Law Enforcement Officer I		96.00

Calendar View:

9 May - 6 June 2021
 Law Enforcement 20 Day FLSA
 Scheduled: 161.50 | Reported: 24.0 Hours | Unapproved Time: 0.00

Week 2 of 4

Time Reporting Code

16-Sunday	17-Monday	18-Tuesday	19-Wednesday	20-Thursday	21-Friday	22-Saturday	Comp Time
Scheduled 0.00 Reported 0	Scheduled 0.00 Reported 0	Scheduled 10 Reported 0	Scheduled 0.00 Reported 0	Scheduled 0.00 Reported 0	Scheduled 0.00 Reported 0	Scheduled 10 Reported 0	

Time Reporting Code Dropdown:

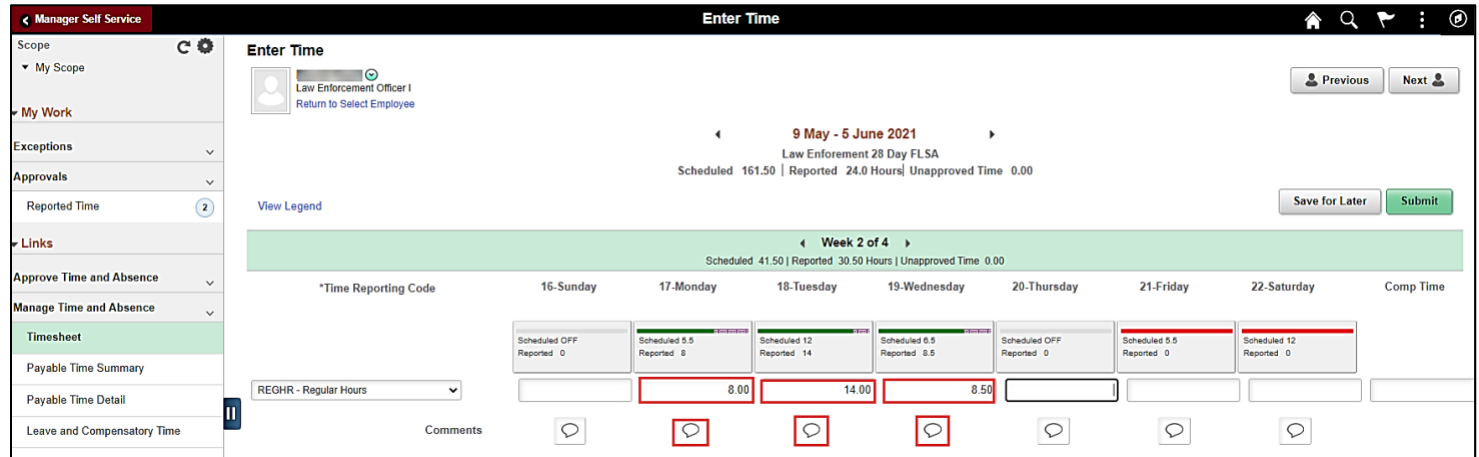
- H2RDS - Hazardous Weather
- CMFFM - Compensatory - FLSA
- CMFML - Compensatory - Military
- CMPTT - Compensatory Time Taken
- CMPTC - Compensatory - WC
- HCTK - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FLSA
- HCTKM - Holiday Compensatory - Military
- HCTKW - Holiday Compensatory - WC
- H2RDS - Hazardous Weather
- REGRH - Regular Hours**

University of South Carolina Time and Labor - MSS Enter Overtime Worked (Earn Comp Time) on Behalf of 28 Day Police Employee

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.

Step 14: The Chief authorized this overtime as earned compensatory time. In order 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.



Manager Self Service **Enter Time**

Scope: My Scope

My Work

Exceptions

Approvals

Reported Time: 2

Links

Approve Time and Absence

Manage Time and Absence

Timesheet

Payable Time Summary

Payable Time Detail

Leave and Compensatory Time

Enter Time

Law Enforcement Officer I
Return to Select Employee

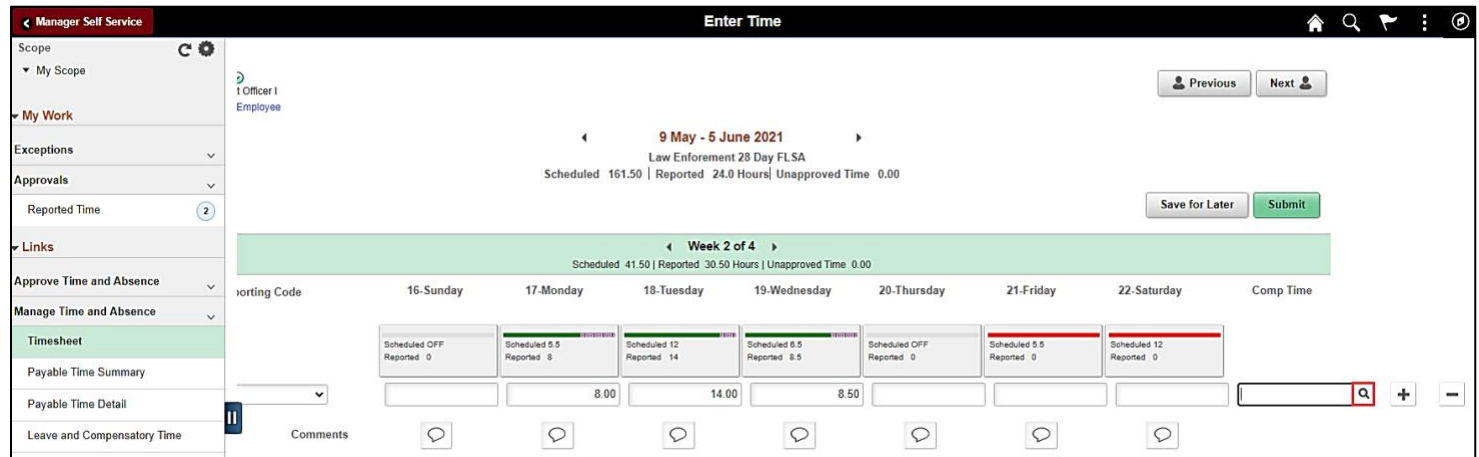
9 May - 5 June 2021
Law Enforcement 28 Day FLSA
Scheduled 161.50 | Reported 24.0 Hours | Unapproved Time 0.00

Save for Later Submit

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 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								



Manager Self Service **Enter Time**

Scope: My Scope

My Work

Exceptions

Approvals

Reported Time: 2

Links

Approve Time and Absence

Manage Time and Absence

Timesheet

Payable Time Summary

Payable Time Detail

Leave and Compensatory Time

Enter Time

Law Enforcement Officer I
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

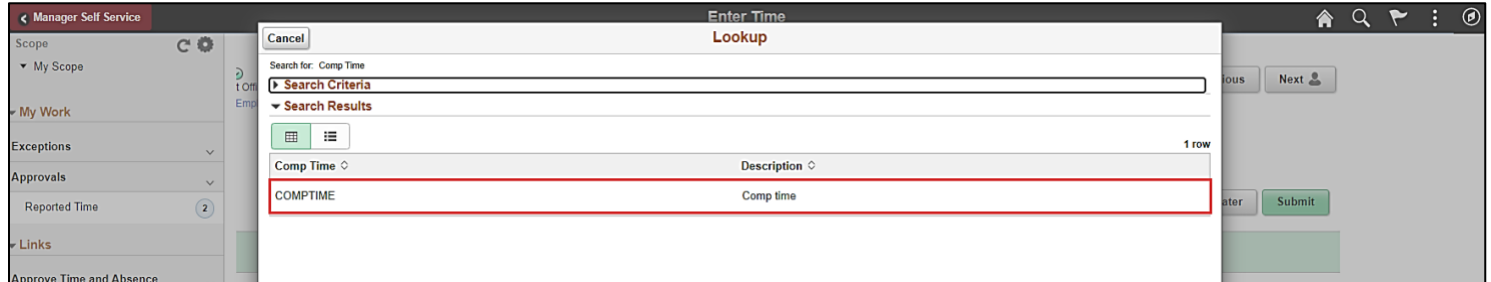
*Time Reporting Code	16-Sunday	17-Monday	18-Tuesday	19-Wednesday	20-Thursday	21-Friday	22-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 5.5 Reported 8	Scheduled 12 Reported 14	Scheduled 6.5 Reported 8.5	Scheduled OFF Reported 0	Scheduled 5.5 Reported 0	Scheduled 12 Reported 0		
		8.00	14.00	8.50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

University of South Carolina Time and Labor - MSS Enter Overtime Worked (Earn Comp Time) on Behalf of 28 Day Police Employee

Step 15: Select the **COMPTIME** option.

Step 15: Notice the COMPTIME indicator now appears on the timesheet.

Step 16: Click the **Submit** button to submit the timesheet for approval.



Manager Self Service

Enter Time
Lookup

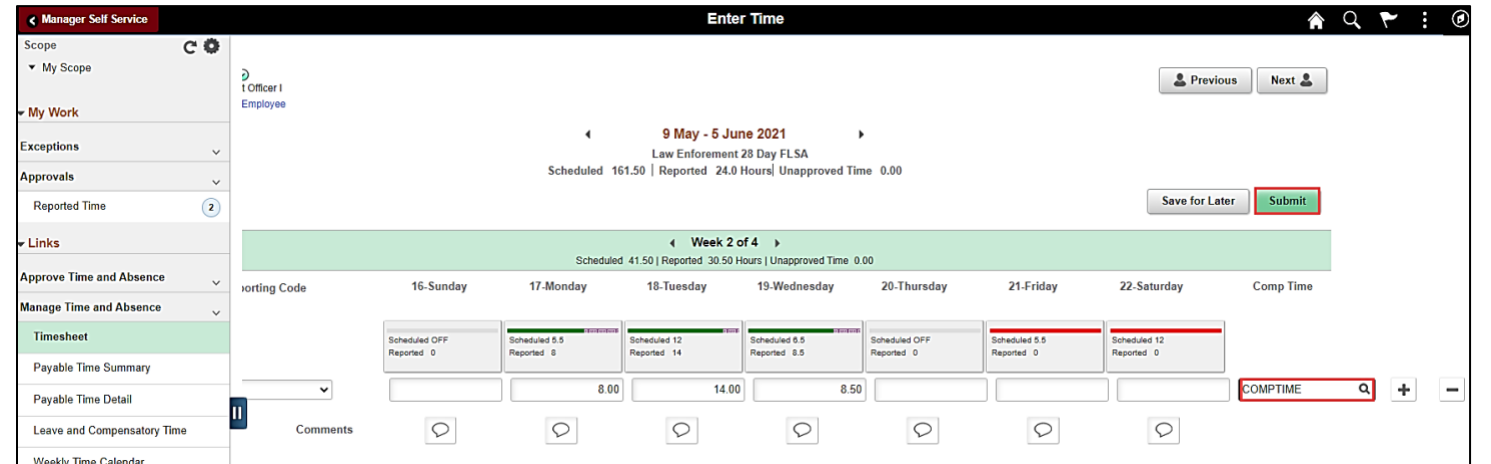
Search for: Comp Time

Search Criteria

Search Results

Comp Time	Description
COMPTIME	Comp time

1 row



Manager Self Service

Enter Time

Previous Next

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

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 5	Scheduled 12 Reported 14	Scheduled 5.5 Reported 5.5	Scheduled OFF Reported 0	Scheduled 5.5 Reported 0	Scheduled 12 Reported 0		COMPTIME
	8.00	14.00	8.50					
Comments								


University of South Carolina Time and Labor - MSS Enter Overtime Worked (Earn Comp Time) on Behalf of 28 Day Police Employee

Step 17: 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 18: Notice the time for 5/17 - 19/2021 is automatically approved at submission. When time is entered by a manager on behalf of an employee, additional approval is not required.

Manager Self Service
Enter Time

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



Law Enforcement Officer I
[Return to Select Employee](#)

9 May - 5 June 2021

Law Enforcement 28 Day FLSA

Scheduled 161.50 | Reported 54.5 Hours | Unapproved Time 0.00

Previous Next

My Work

Exceptions

Approvals

Reported Time 2

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

Queries

Time and Labor

Absence Manageent

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 8	Scheduled 12 Reported 14	Scheduled 6.5 Reported 8.5	Scheduled OFF Reported 0	Scheduled 5.5 Reported 0	Scheduled 12 Reported 0		
	8.00	14.00	8.50					COMPTIME
Comments								


Manage Approvals


Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
<input type="checkbox"/> 05/17/2021	Approved	8.00	REGHR	Regular Hours	5.50
<input type="checkbox"/> 05/18/2021	Approved	14.00	REGHR	Regular Hours	12.00
<input type="checkbox"/> 05/19/2021	Approved	8.50	REGHR	Regular Hours	6.50


University of South Carolina Time and Labor - MSS Enter Overtime Worked (Earn Comp Time) on Behalf of 28 Day Police Employee


Step 18: 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.

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.

