

**University of South Carolina  
Time and Labor – TL/ABS Approver  
Enter Time Worked on a Holiday on Behalf of  
28 Day Police Employee**

**How to enter time worked on a holiday on behalf of a 28 day police employee:**

This job aid outlines how a TL/ABS approver can enter time worked on a holiday 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.

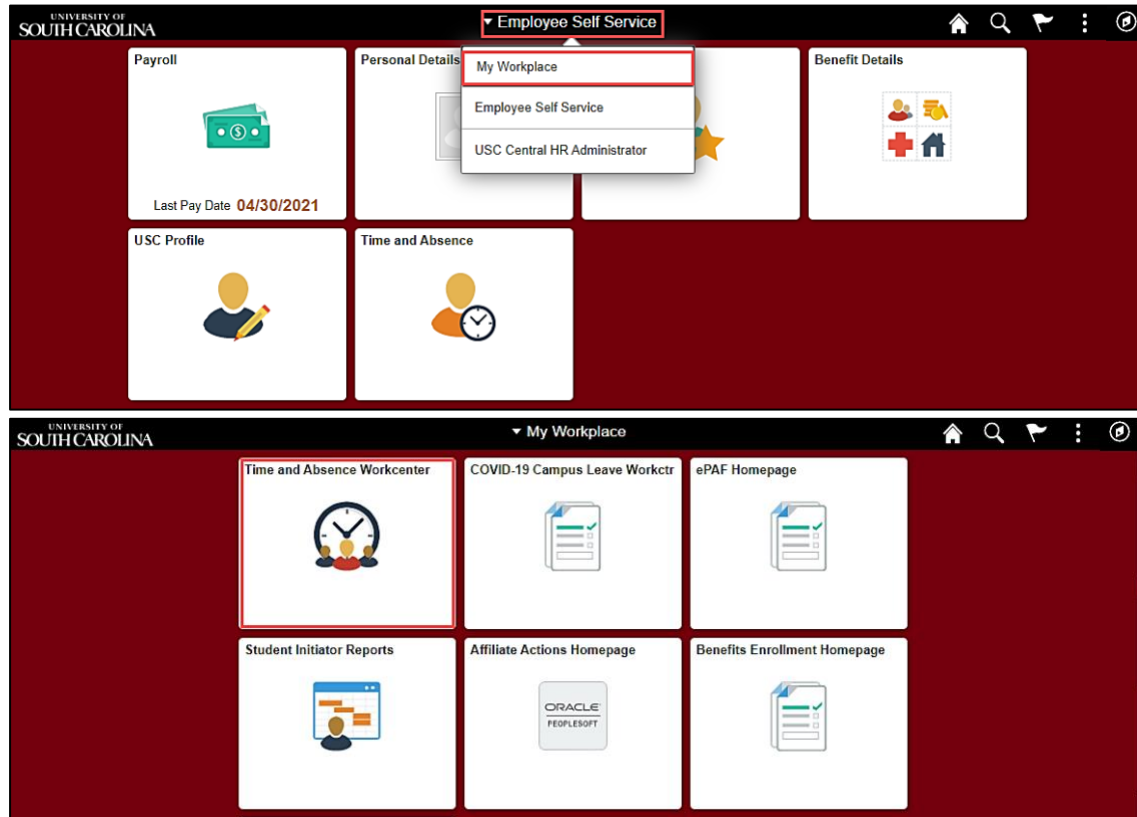
**Navigation:** Employee Self Service > My Workplace > Time and Absence Workcenter

**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**

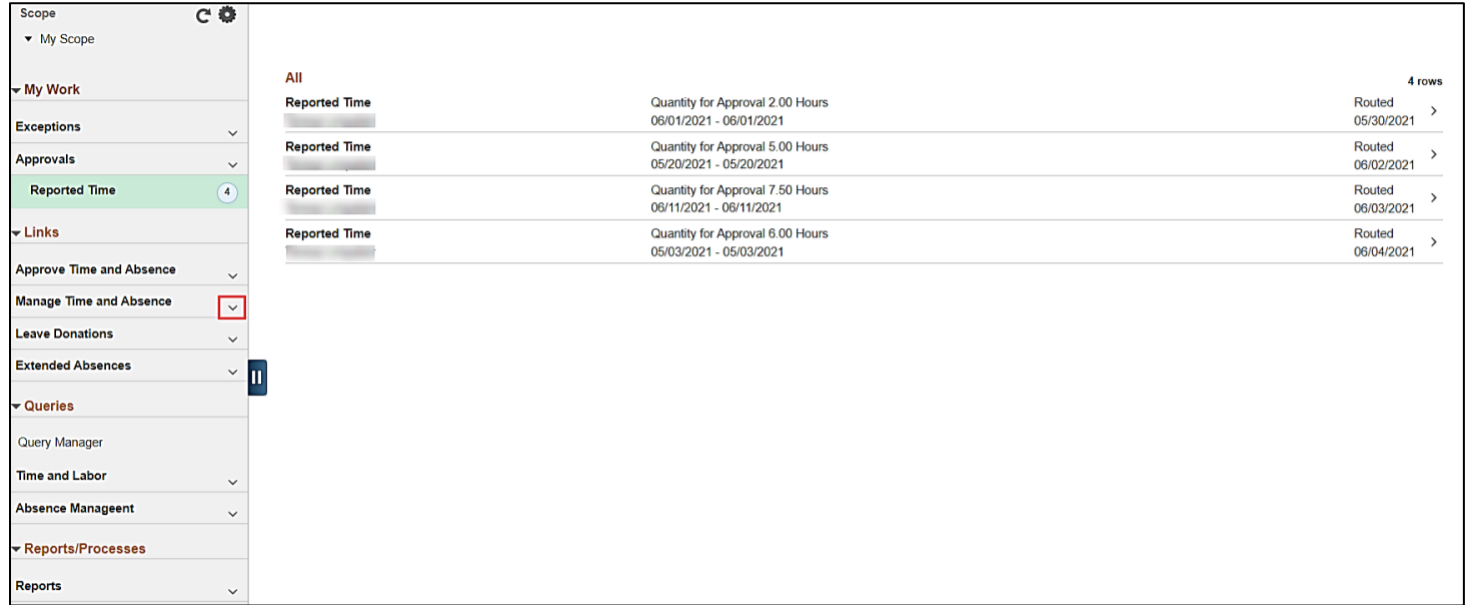


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**Time and Absence Workcenter** provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers to access various pages and keep multiple windows open while doing their daily work.

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.



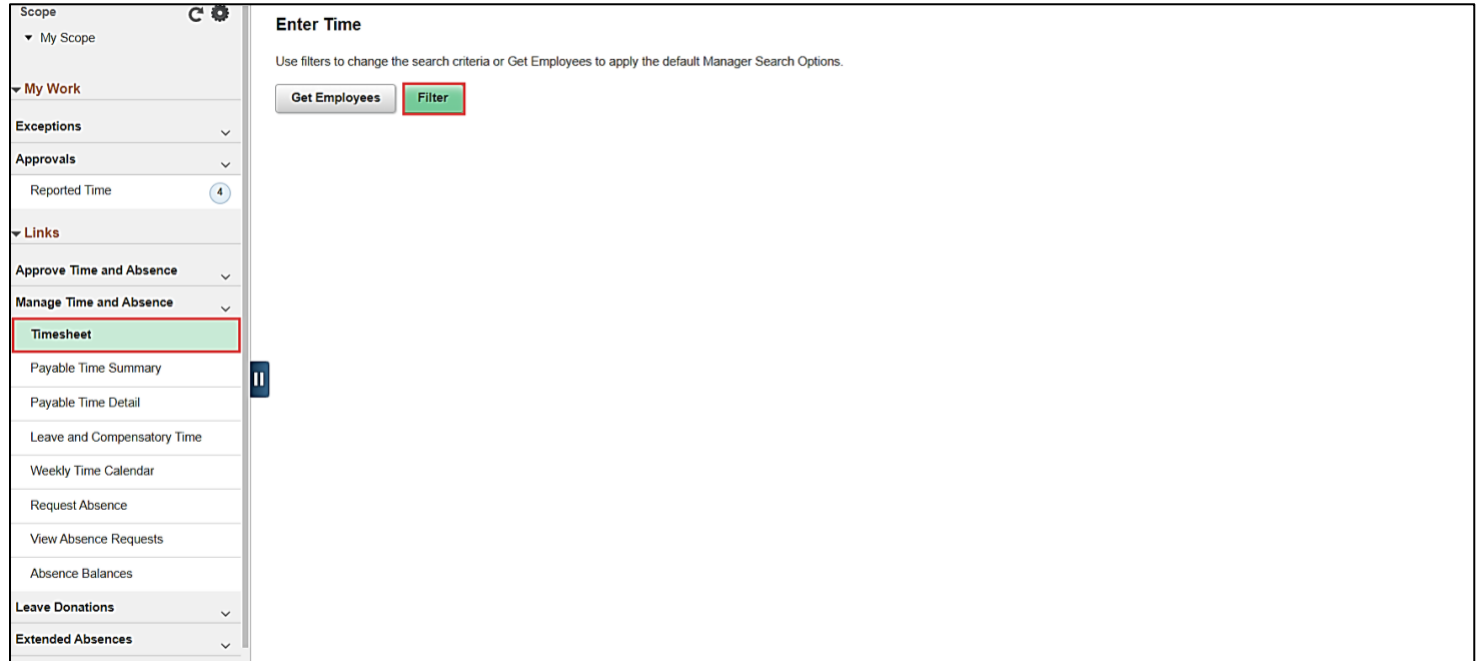
The screenshot shows the 'Time and Absence Workcenter' interface. On the left is a sidebar menu with the following items: Scope, My Scope, My Work, Exceptions, Approvals, Reported Time (highlighted with a '4' badge), Links, Approve Time and Absence, Manage Time and Absence (highlighted with a red box), Leave Donations, Extended Absences, Queries, Query Manager, Time and Labor, Absence Management, Reports/Processes, and Reports. The main area displays a table of 'Reported Time' entries under the 'All' filter. The table has 4 rows and includes columns for 'Reported Time', 'Quantity for Approval', and 'Routed' status.

Reported Time	Quantity for Approval	Routed
06/01/2021 - 06/01/2021	2.00 Hours	Routed 05/30/2021
05/20/2021 - 05/20/2021	5.00 Hours	Routed 06/02/2021
06/11/2021 - 06/11/2021	7.50 Hours	Routed 06/03/2021
05/03/2021 - 05/03/2021	6.00 Hours	Routed 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.

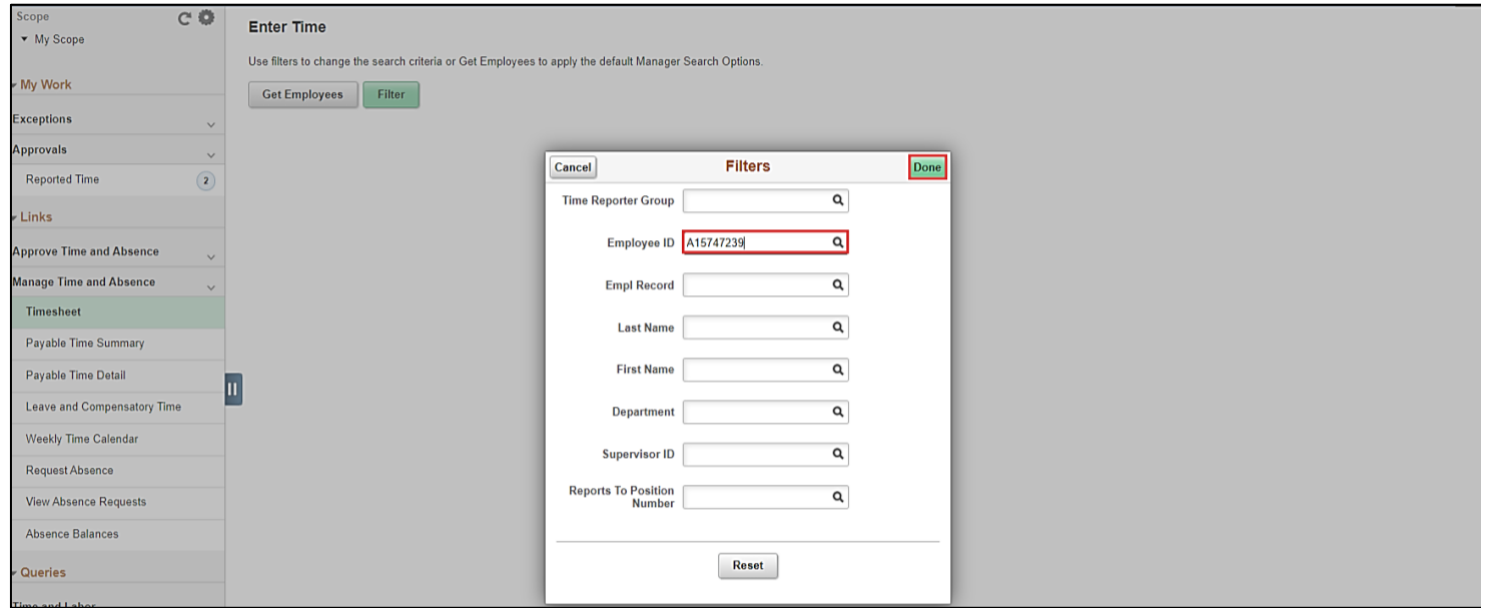


The screenshot displays the 'Enter Time' interface. On the left, a navigation menu is visible with the following items: Scope (My Scope), My Work, Exceptions, Approvals, Reported Time (4), Links, Approve Time and Absence, Manage Time and Absence, **Timesheet** (highlighted with a red box), Payable Time 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 the instruction 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this instruction are two buttons: 'Get Employees' and 'Filter' (highlighted with a red box).

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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 navigation menu with categories like 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Timesheet', and 'Queries'. The 'Timesheet' section is currently active. The main area is titled 'Enter Time' and contains a search filter modal. The modal has a title 'Filters' and a 'Done' button highlighted in red. It includes several search fields: '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'. A 'Reset' button is located at the bottom of the modal.

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

In this scenario the officer worked regularly scheduled hours on the university holiday 5/31/2021 for Memorial Day. The employee forgot to enter their time worked and the week has now passed. As the TL/ABS Approver, you can enter time on behalf of employees in your area.

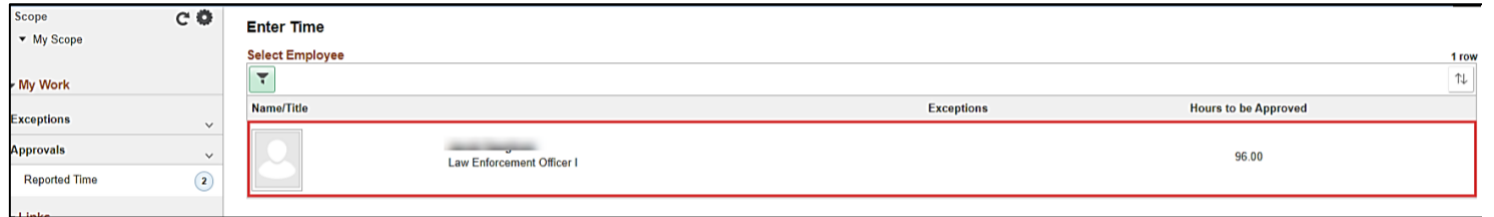
**Step 9:** Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

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

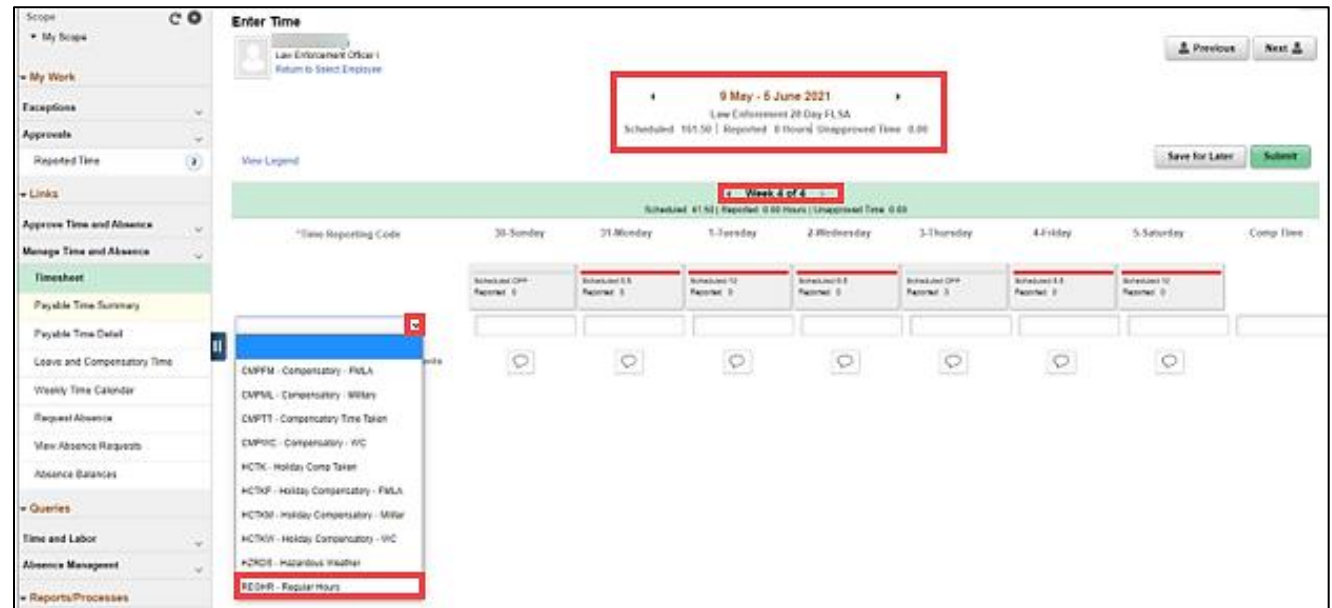
You can only have one TRC per line.

**Step 10:** To use comp time, click the **Time Reporting Code** drop-down arrow.

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



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



9 May - 6 June 2021  
Scheduled: 161.50 | Reported: 0.00 | Unapproved Time: 0.00

Week 4 of 4

Scheduled: 61.50 | Reported: 0.00 | Unapproved Time: 0.00

Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
Scheduled TRC	Scheduled 0.00	Scheduled 0.00	Scheduled 0.00	Scheduled 0.00	Scheduled 0.00	Scheduled 0.00	Scheduled 0.00	
Reported TRC	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	

- COMP - Compensatory - FMLA
- COMP - Compensatory - Military
- COMP - Compensatory Time Taken
- COMP - Compensatory - ITC
- HCTC - Holiday Comp Taken
- HCTCP - Holiday Compensatory - FMLA
- HCTCM - Holiday Compensatory - Military
- HCTCN - Holiday Compensatory - ITC
- HCTCD - Hazardous Weather
- REGHR - Regular Hours**

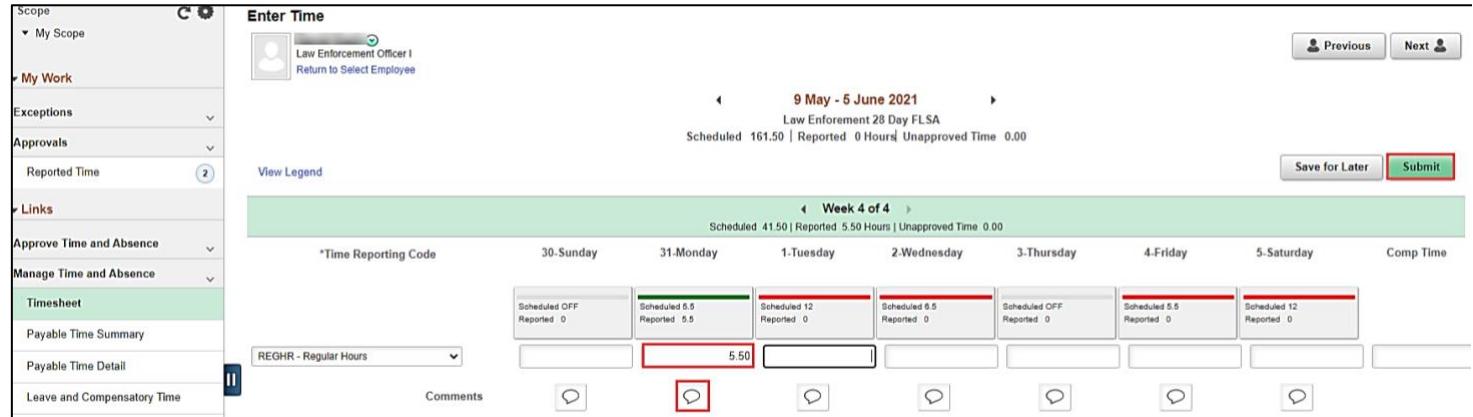
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**Step 12:** Click in the **Time Entry** field for 5/31/2021 and enter the hours worked on the university holiday.

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

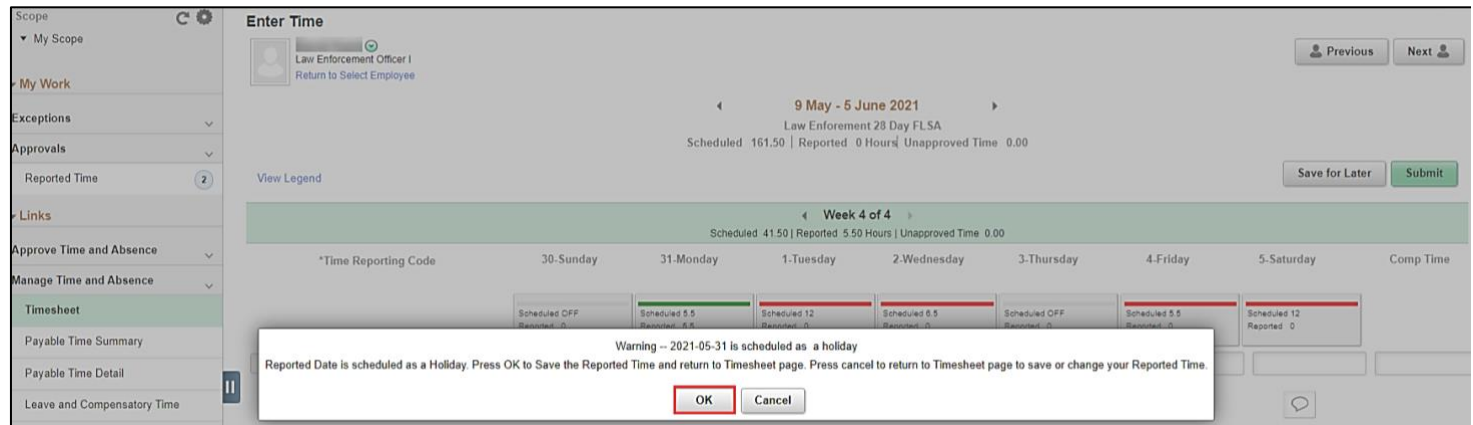
**Step 14:** Click the **Submit** button to submit the timesheet for approval.

**Step 15:** Upon clicking submit a warning message appears since the time reported was on a university holiday. Click the **OK** button to save the time as reported.



The screenshot shows the 'Enter Time' interface for a Law Enforcement Officer I. The date range is 9 May - 5 June 2021. The employee is scheduled for 161.50 hours and has reported 0 hours. The interface shows a weekly summary for 'Week 4 of 4' with a total of 41.50 scheduled hours and 5.50 reported hours. A table below shows the daily schedule:

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
Scheduled OFF	Scheduled 5.5	Scheduled 12	Scheduled 8.5	Scheduled OFF	Scheduled 5.5	Scheduled 12	Scheduled 12	
Reported 0	Reported 5.5	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	
REGHR - Regular Hours		5.50						
Comments								



The screenshot shows the same 'Enter Time' interface as above, but with a warning message displayed over the bottom portion of the table. The warning states: 'Warning - 2021-05-31 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 box.

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**Step 16:** 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 17:** Notice the time for 5/31/2021 is automatically approved at submission. When time is entered by a manager on behalf of an employee, additional approval is not required.

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

**9 May - 5 June 2021**

Law Enforcement 28 Day FLSA

Scheduled 161.50 | Reported 5.5 Hours | Unapproved Time 0.00

Save for Later Submit

Week 4 of 4

Scheduled 41.50 | Reported 5.50 Hours | Unapproved Time 0.00

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 5.5 Reported 5.5	Scheduled 12 Reported 0	Scheduled 5.5 Reported 0	Scheduled OFF Reported 0	Scheduled 5.5 Reported 0	Scheduled 12 Reported 0		
REGHR - Regular Hours		5.50						
Comments								





**Manage Approvals**

Date	Reported Status	Total TRC	Description	Scheduled Work Hours
05/31/2021	Approved	5.50 REGHR	Regular Hours	5.50

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**Step 18:** 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 time worked on a holiday on a timesheet on behalf of a 28 day police employee.

