

## 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.

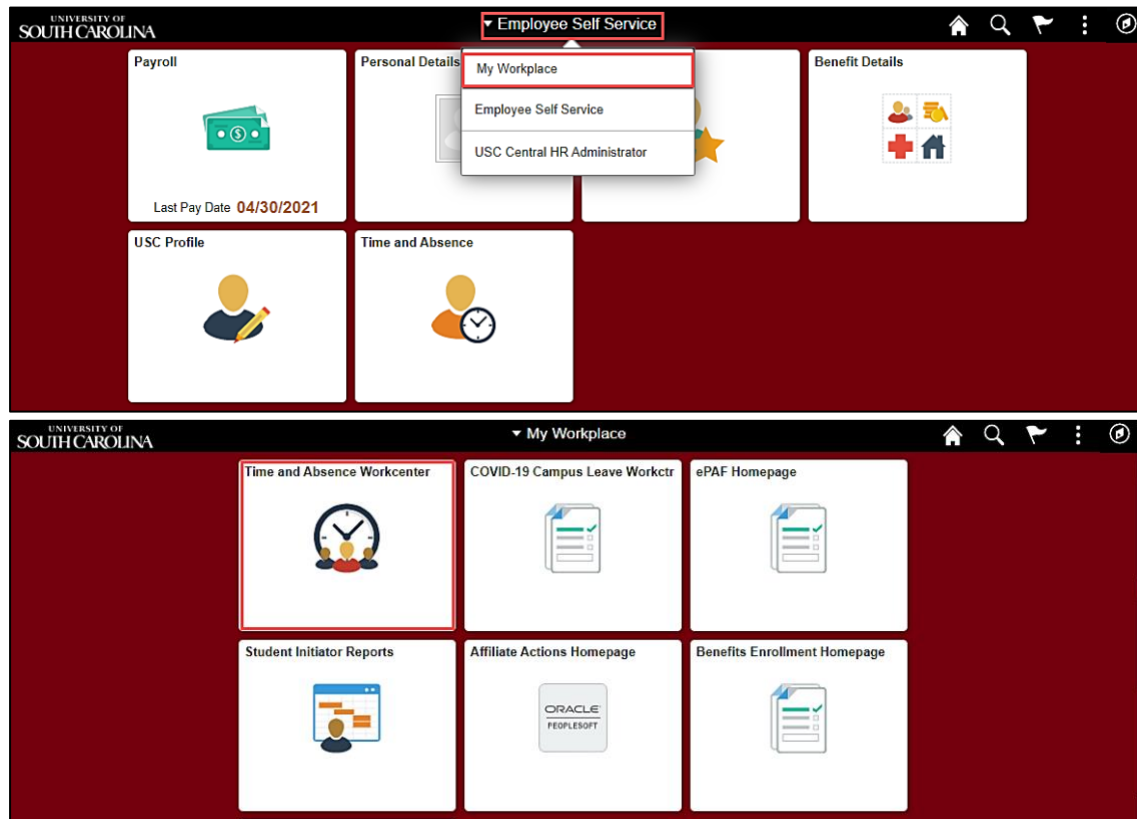
**Navigation:** Employee Self Service > My Workplace > Time and Absence Workcenter

#### 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



## University of South Carolina

### Time and Labor – TL/ABS Approver

### Enter Time Worked on a Holiday 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 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.

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			

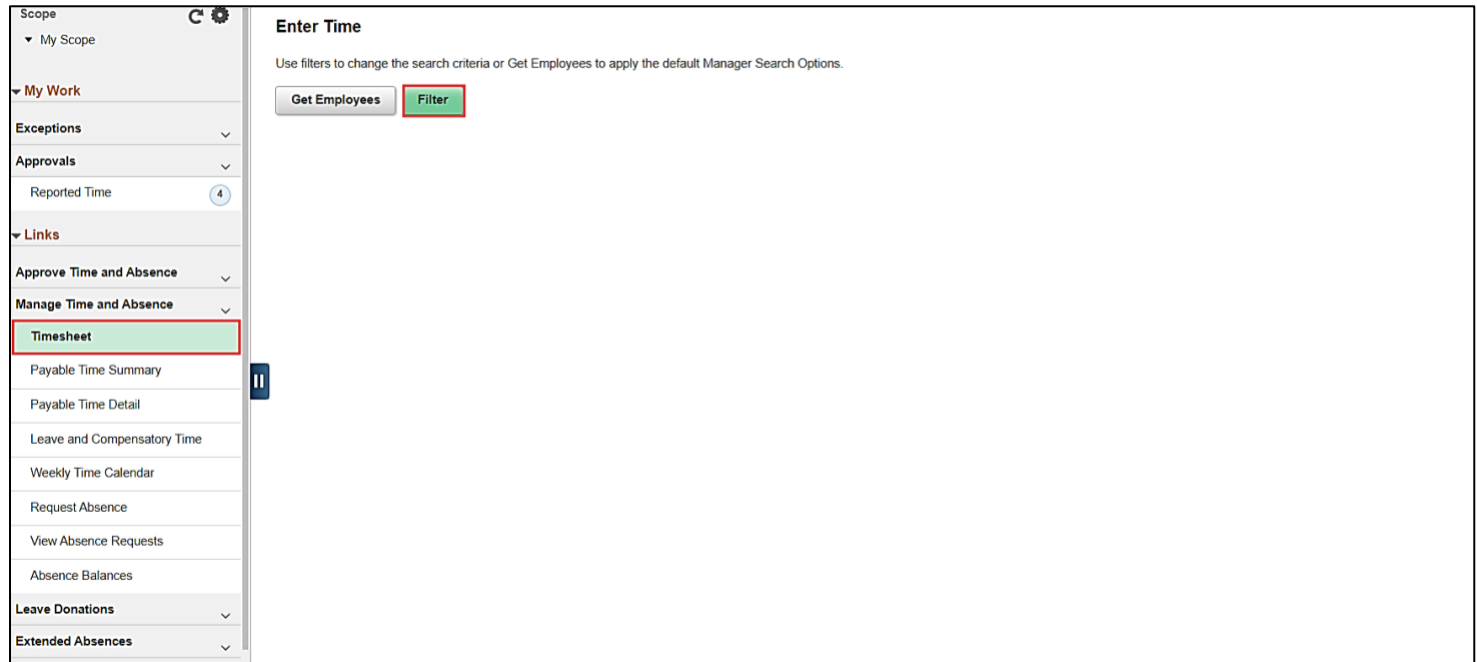
  

All				4 rows
Reported Time	Quantity for Approval 2.00 Hours		Routed	
	06/01/2021 - 06/01/2021		05/30/2021	>
Reported Time	Quantity for Approval 5.00 Hours		Routed	
	05/20/2021 - 05/20/2021		06/02/2021	>
Reported Time	Quantity for Approval 7.50 Hours		Routed	
	06/11/2021 - 06/11/2021		06/03/2021	>
Reported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

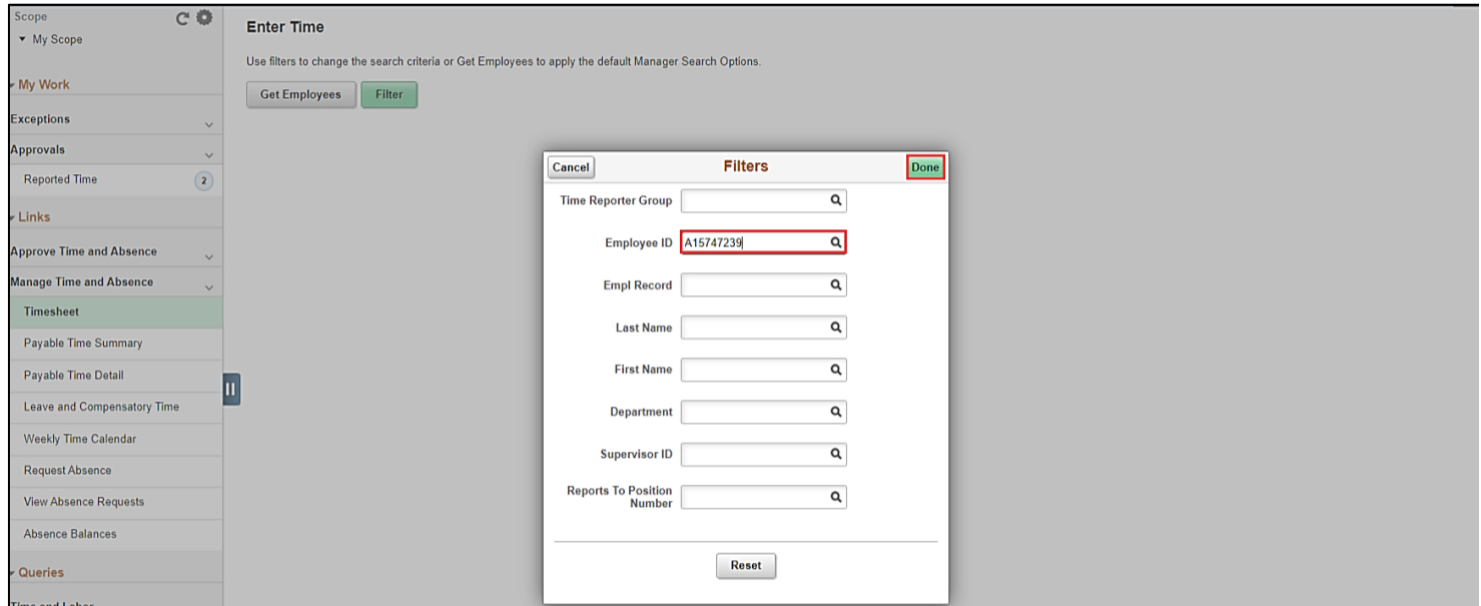


The screenshot displays the 'Enter Time' interface. On the left, a sidebar menu lists various options. The 'Timesheet' option is highlighted with a red rectangular box. The main content area, titled 'Enter Time', includes a sub-header 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this, there are two buttons: 'Get Employees' and 'Filter'. The 'Filter' button is highlighted with a red rectangular 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 sidebar menu with categories: Scope (My Scope), My Work, Exceptions, Approvals (Reported Time), 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), and Queries. The main area is titled 'Enter Time' and includes a note: '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 search criteria: Time Reporter Group, Employee ID (A15747239), Empl Record, Last Name, First Name, Department, Supervisor ID, and Reports To Position Number. The 'Done' button in the modal is highlighted with a red box. A 'Reset' button is at the bottom of the modal.

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**Step 8:** Click the **Employee Name/Title** 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)**.

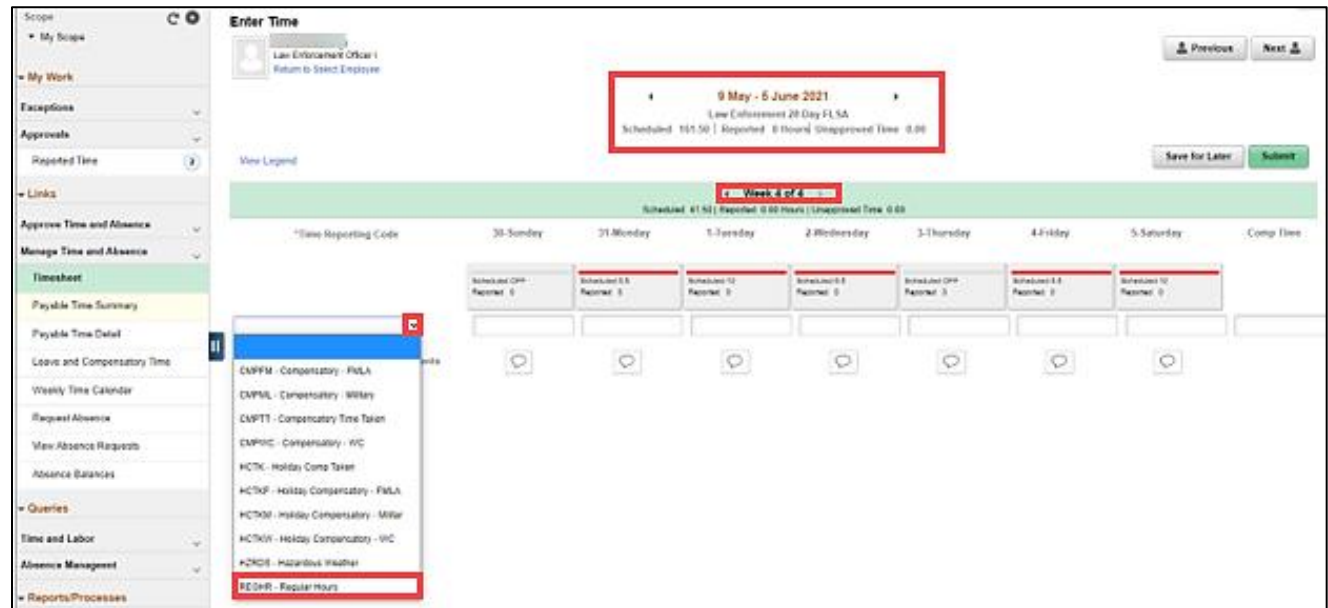
You can only have one TRC per line.

**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



Time Reporting Code

- CMFFM - Compensatory - FMLA
- CMFMS - Compensatory - Military
- CMPTT - Compensatory Time Taken
- CMPTC - Compensatory - RHC
- HCTC - Holiday Comp Taken
- HCTCF - Holiday Compensatory - FMLA
- HCTCM - Holiday Compensatory - Military
- HCTCN - Holiday Compensatory - RHC
- HCTCW - Hazardous Weather
- REGHR - Regular Hours**

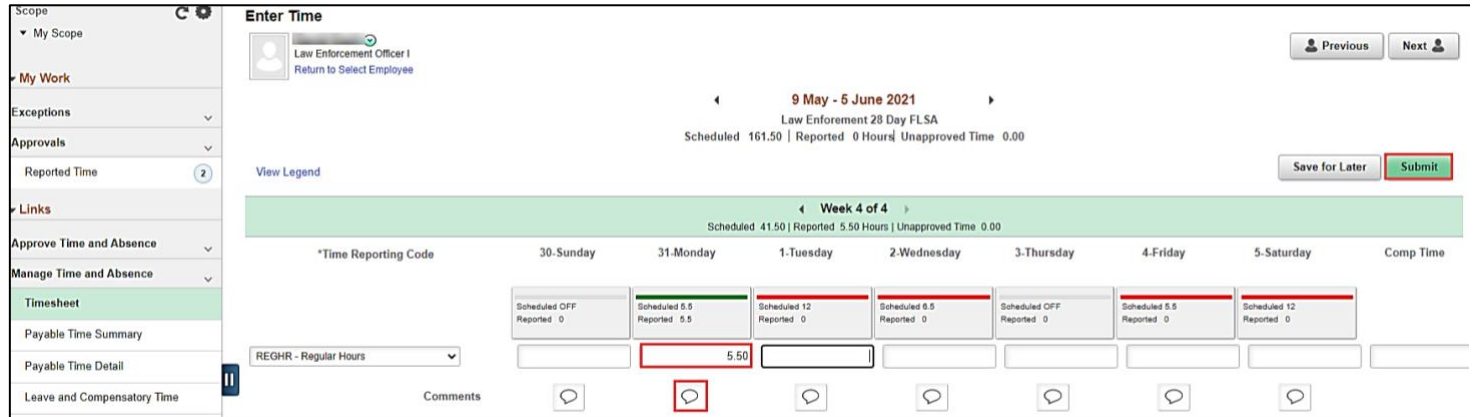
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**Step 12:** Click in the **Time Entry** field for 5/31/2021 and enter the hours worked on the university holiday.

**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.



**Enter Time**

Law Enforcement Officer I  
Return to Select Employee

9 May - 5 June 2021  
Law Enforcement 28 Day FLSA  
Scheduled 161.50 | Reported 0 Hours | Unapproved Time 0.00

Save for Later **Submit**

View Legend

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 8.5 Reported 0	Scheduled OFF Reported 0	Scheduled 5.5 Reported 0	Scheduled 12 Reported 0		
REGHR - Regular Hours		5.50						
Comments								



**Enter Time**

Law Enforcement Officer I  
Return to Select Employee

9 May - 5 June 2021  
Law Enforcement 28 Day FLSA  
Scheduled 161.50 | Reported 0 Hours | Unapproved Time 0.00

Save for Later **Submit**

View Legend

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 8.5 Reported 0	Scheduled OFF Reported 0	Scheduled 5.5 Reported 0	Scheduled 12 Reported 0		
REGHR - Regular Hours		5.50						
Comments								

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.

**OK** Cancel

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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

**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

Previous Next

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


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


**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.

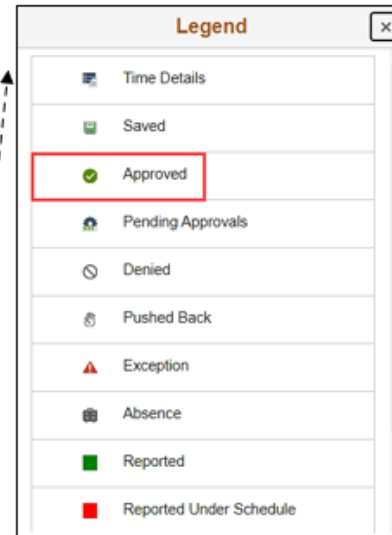
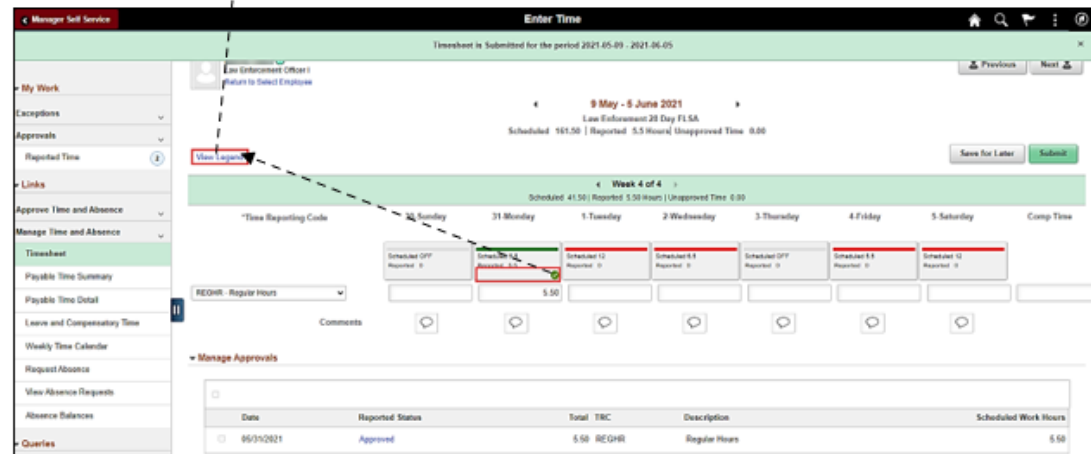
 The timesheet has been saved for later.

 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.

**Enter Time**

Timesheet is Submitted for the period 2021-05-01 - 2021-06-05

9 May - 5 June 2021  
Law Enforcement 28 Day FLSA  
Scheduled: 161.50 | Reported: 5.50 Hours | Unapproved Time: 0.00

Week 4 of 4  
Scheduled: 41.50 | Reported: 5.50 Hours | Unapproved Time: 0.00

Time Reporting Code: Sunday 31 Monday 1 Tuesday 2 Wednesday 3 Thursday 4 Friday 5 Saturday Comp Time

REGHR - Regular Hours

Comments

**Manage Approvals**

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