How to request holiday comp payout on an elapsed timesheet with work order field:
This job aid outlines how a manager can request holiday comp payout on an elapsed timesheet with a work order field on behalf of an 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.

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<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the Choose Other Homepages drop-down arrow and select Manager Self Service from the list.</td>
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<td><strong>Step 2:</strong> Click the Time and Absence Workcenter tile.</td>
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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.
**Step 4:** Click the Timesheet option from the list.

**Step 5:** To enter time for a specific employee, begin by clicking the Filter button.
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.

Step 8: Click the Employee Name/Tile line to view the Enter Time page.
For this example, the employee worked just one work order for the week of July 3. As the manager, you can enter time on behalf of your direct reports.

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

Notice the holiday is highlight in yellow and under the View Legend link the holiday date and name is spelled out in bold.

**Note:** If an Absence has been requested, it will appear on the timesheet as a view only row and is not editable on the timesheet. To add another Time Reporting Code row, scroll to the right and click the plus + button.

Begin by selecting the appropriate **Time Reporting Code** (TRC). You can only have one TRC per line.

**Step 10:** Click the **Time Reporting Code** drop-down arrow.

**Step 11:** Select **REGHR – Regular Hours**.
Step 12: On this first line, click in the Time Entry field and enter hours worked for each day that is not a holiday.

Step 13: Scroll over to the right, click in the Work Order field, and enter the order number that corresponds with the hours worked for the first line.

Step 14: Click the + (plus) button to add an additional line for the hours worked on the holiday.
Step 15: Scroll back to the left to enter time worked on the holiday. Click the Time Reporting Code drop-down arrow.

Step 16: Select REGHR – Regular Hours.

Step 17: Click in the Time Entry field and enter hours worked for each day.
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**Step 18:** To request a payout for the hours worked on the holiday, scroll to the right and click the **Look up Comp** button.

**Step 19:** Click to select the **Holiday Worked Hours Payout (HOLPAYOUT)** option from the list.
Notice that **HOLPAYOUT** is now populated in the Comp Time field. This prompts the system to payout the time worked on the holiday.

**Step 20:** Click in the **Work Order** field and enter the order number that corresponds with the hours worked on the holiday.
Step 21: The timesheet is complete. Click the Submit button to submit the timesheet for approval.

Step 22: When you enter time on a holiday, a warning message will appear informing you that the reported date is a holiday. Click the OK button to save the reported time and return to the timesheet.
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.

When a timesheet is entered by a manager on behalf of an employee, additional approval is not required as indicated by the white check in the green circle.

When submitted, the summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view.
Step 23: 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.

You successfully learned how to request holiday comp payout on an elapsed timesheet with a work order field on behalf of an employee.