

University of South Carolina Time and Labor - MSS Use Earned Comp Time on Behalf of 28 Day Police Employee

How to use earned comp time on behalf of a 28 day police employee:

This job aid outlines how a manager can use earned comp time on behalf of a 28 day police employee. Note the process is the same for using comp time and holiday comp time. 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.

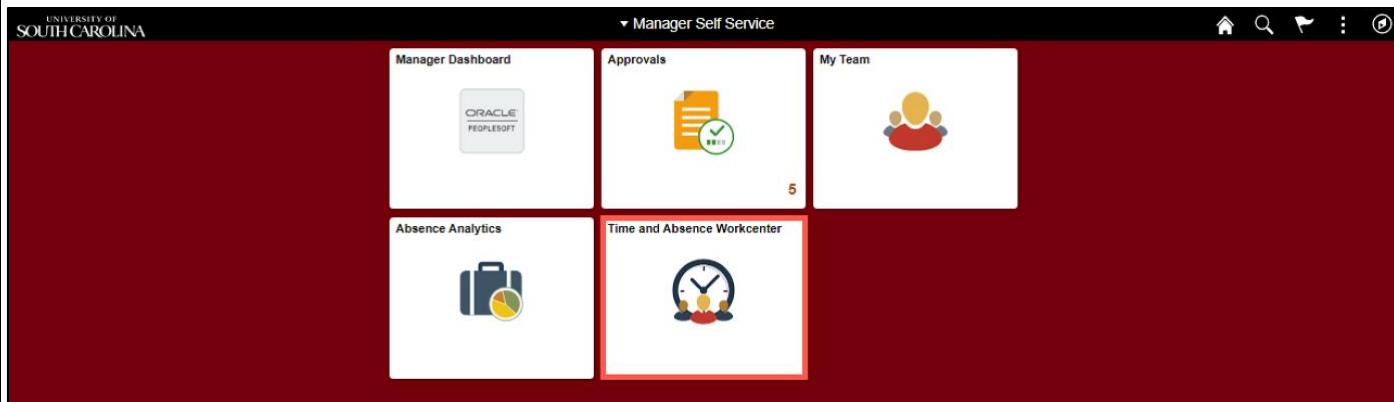
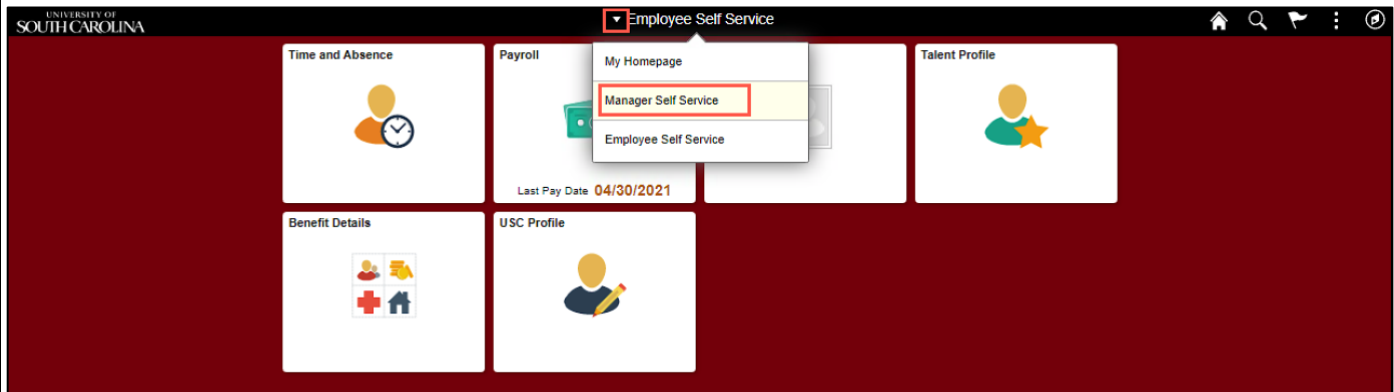
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

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



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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.

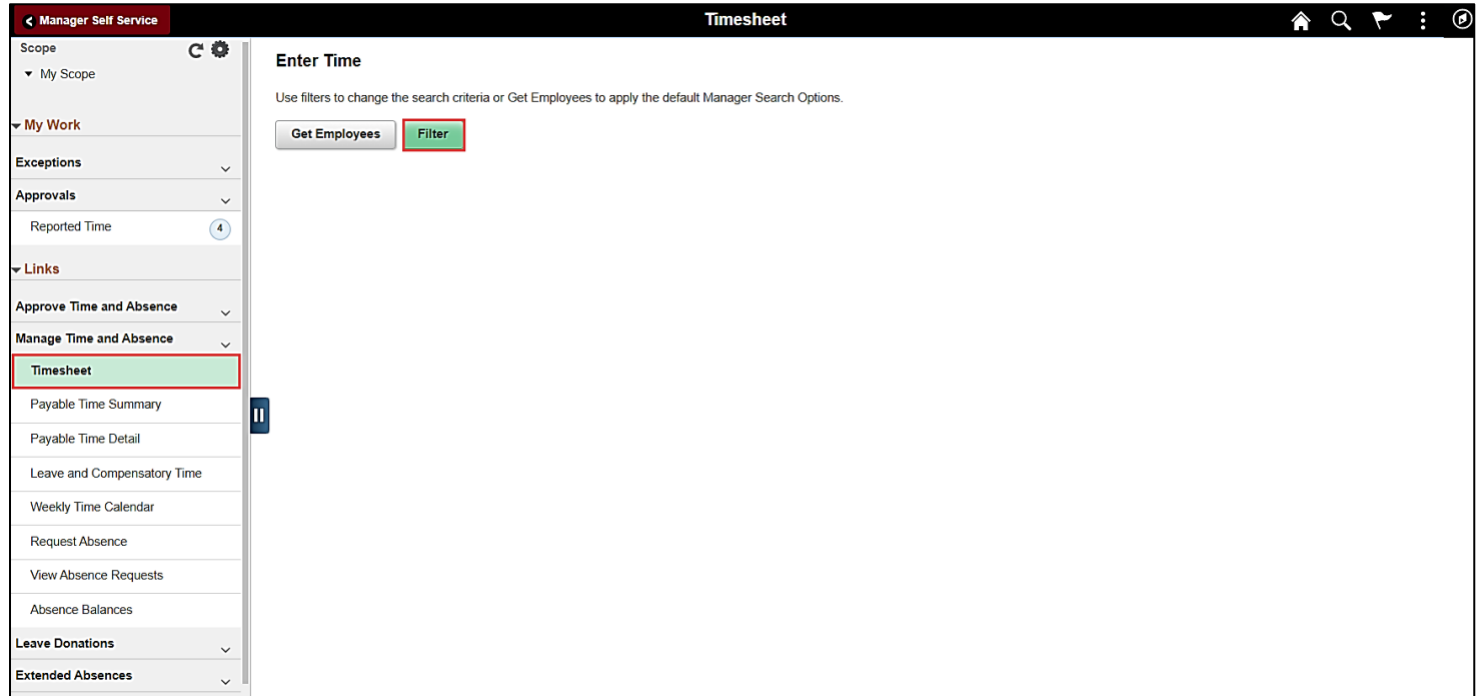
Step 3: Click the **Manage Time and Absence** drop-down arrow.



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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.

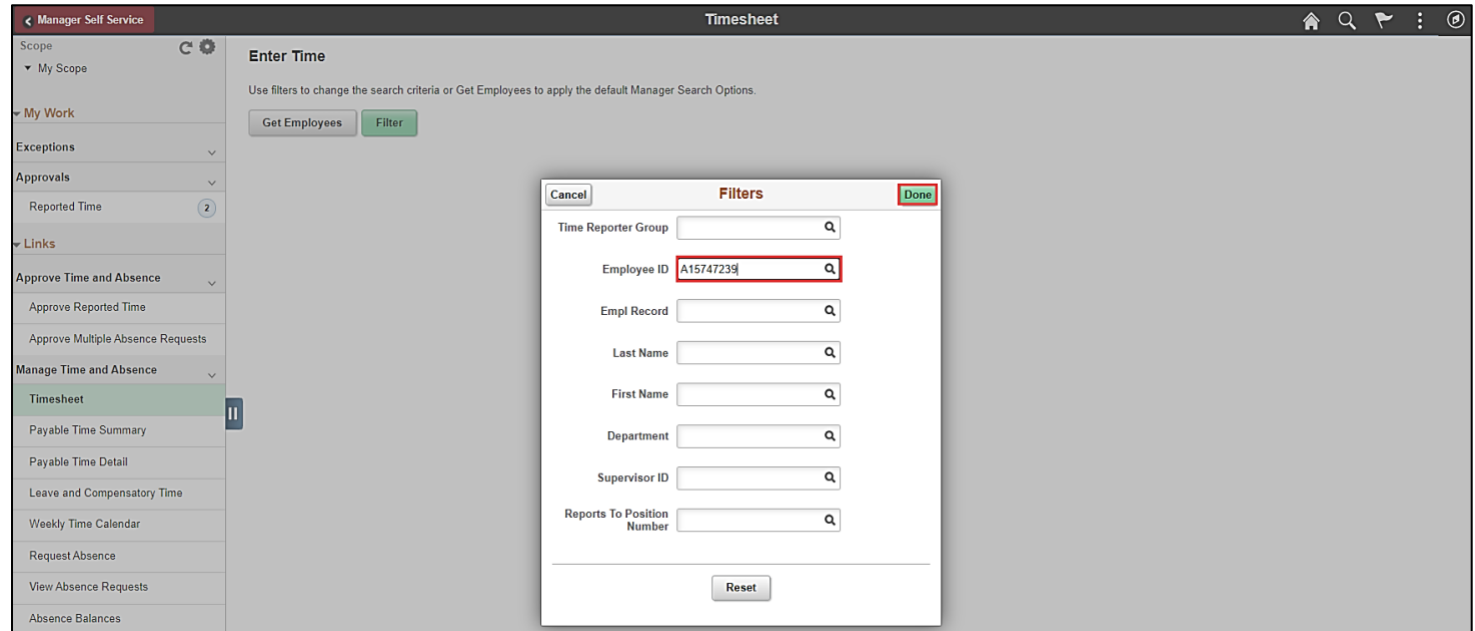


The screenshot shows the 'Manager Self Service' interface for 'Timesheet'. The left sidebar contains a menu with the following items: Scope (My Scope), My Work (Exceptions, Approvals, Reported Time), Links (Approve Time and Absence, Manage Time and Absence, **Timesheet**, Payable Time Summary, Payable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

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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.



Manager Self Service Timesheet

Enter Time

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

Get Employees Filter

Filters

Time Reporter Group

Employee ID

Empl Record

Last Name

First Name

Department

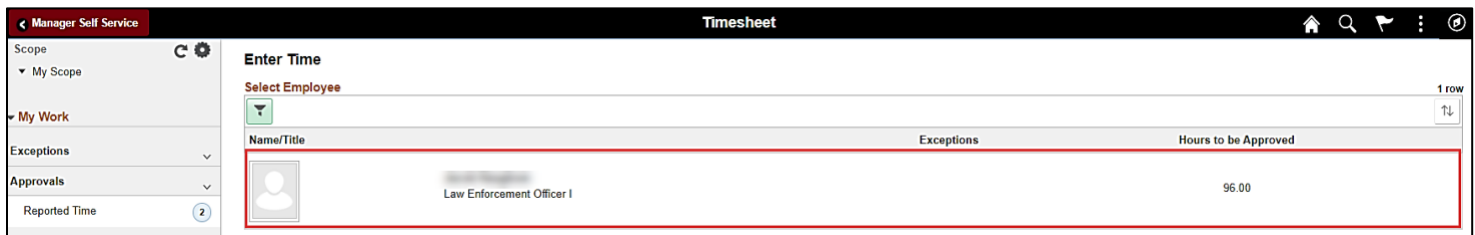
Supervisor ID

Reports To Position Number

Reset

Cancel Done


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



Manager Self Service Timesheet

Enter Time

Select Employee

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

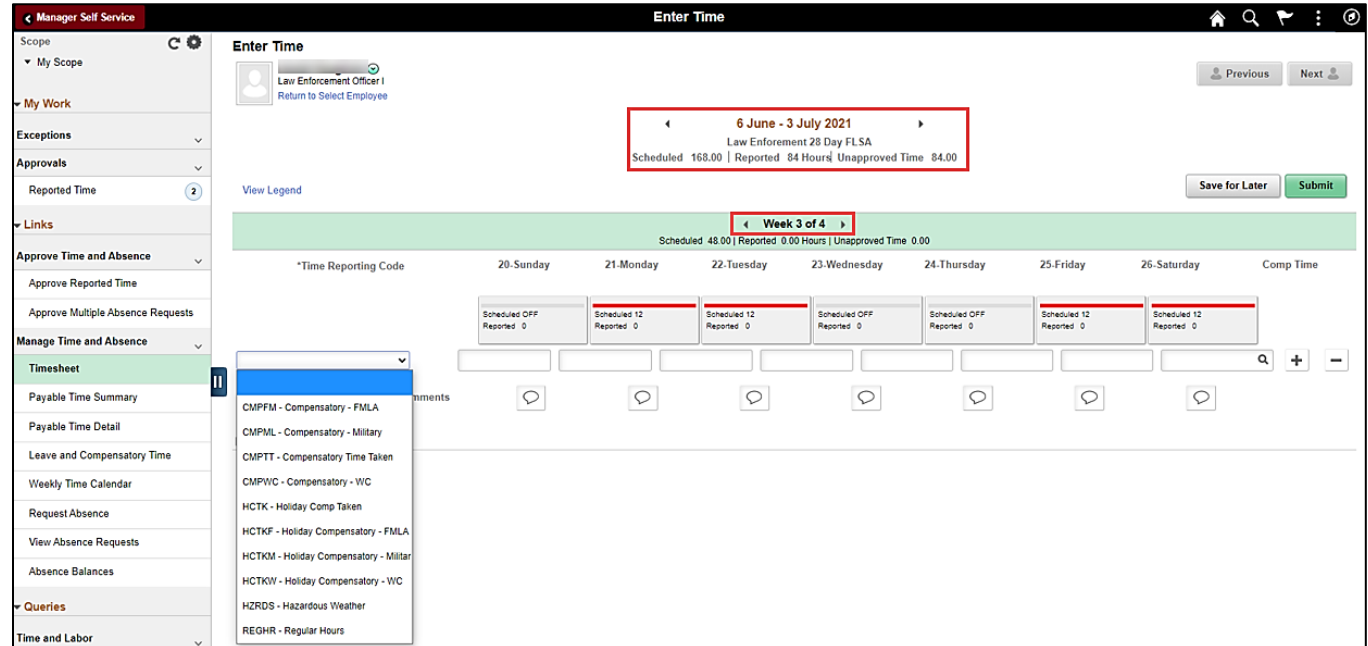
1 row

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In this scenario the employee has earned holiday comp time and has received verbal approval to utilize 12 hours on 6/21/2021. The employee forgot to account for this usage on their timesheet. As the manager, you can enter time on behalf of your direct reports.

- Regular comp time expires at the end of the fiscal year in which it is earned. UofSC fiscal year runs July 1, year through June 30, year. Comp time must be used/entered on the timesheet prior to the last payroll in June.
- Holiday comp time expires one year from the day on which the comp time is earned. In this example the employee worked on Memorial Day 2021, so they have until May 31, 2022, to use the holiday comp time.

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





- CMPFM – Compensatory-FMLA
- CMPLML – Compensatory-Military
- *CMPTT – Compensatory Time Taken (this should be the default use of comp time unless using for reason of FMLA, Military Leave, or Worker’s Comp)
- CMPWC – Compensatory Time-WC (workers comp)
- *HCTK – Holiday Comp Taken (this should be the default use of holiday comp time unless using for reason of FMLA, Military Leave, or Worker’s Comp)
- HCTKF – Holiday Compensatory-FMLA
- HCTKM – Holiday Compensatory-Military
- HCTKW – Holiday Compensatory-WC (workers comp)

June 2021

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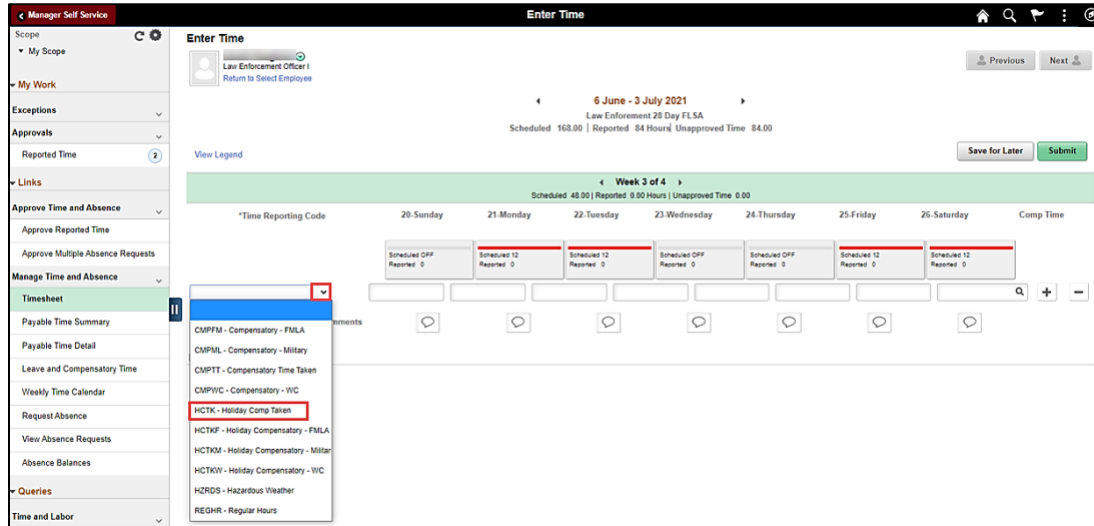
Step 10: To use comp time, click the **Time Reporting Code** drop-down arrow.

Step 11: Select **HCTK – Holiday Comp Taken**.

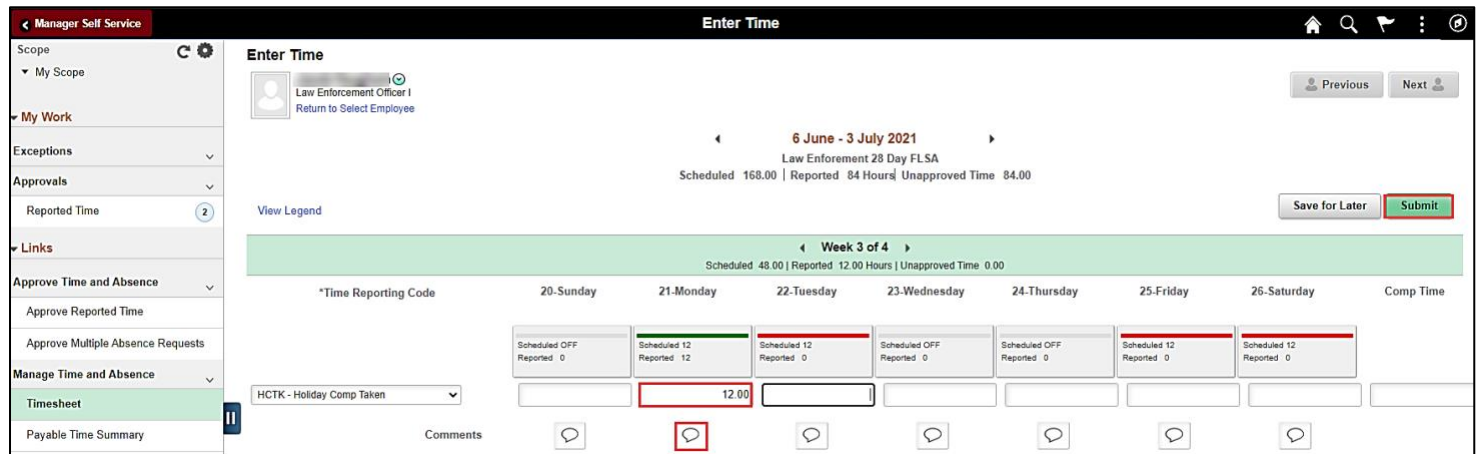
Step 12: Click in the **Time Entry** field for 6/21/2021 and enter the holiday comp time hours used.

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

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



The screenshot shows the 'Enter Time' interface for a Law Enforcement Officer I. The left sidebar contains a menu with options like 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Links', 'Manage Time and Absence', and 'Timesheet'. The 'Timesheet' option is highlighted. The main area displays a calendar for the week of June 6 to July 3, 2021. The 'Time Reporting Code' dropdown menu is open, showing various codes including 'HCTK - Holiday Comp Taken', which is highlighted. The 'Submit' button is visible in the top right corner.



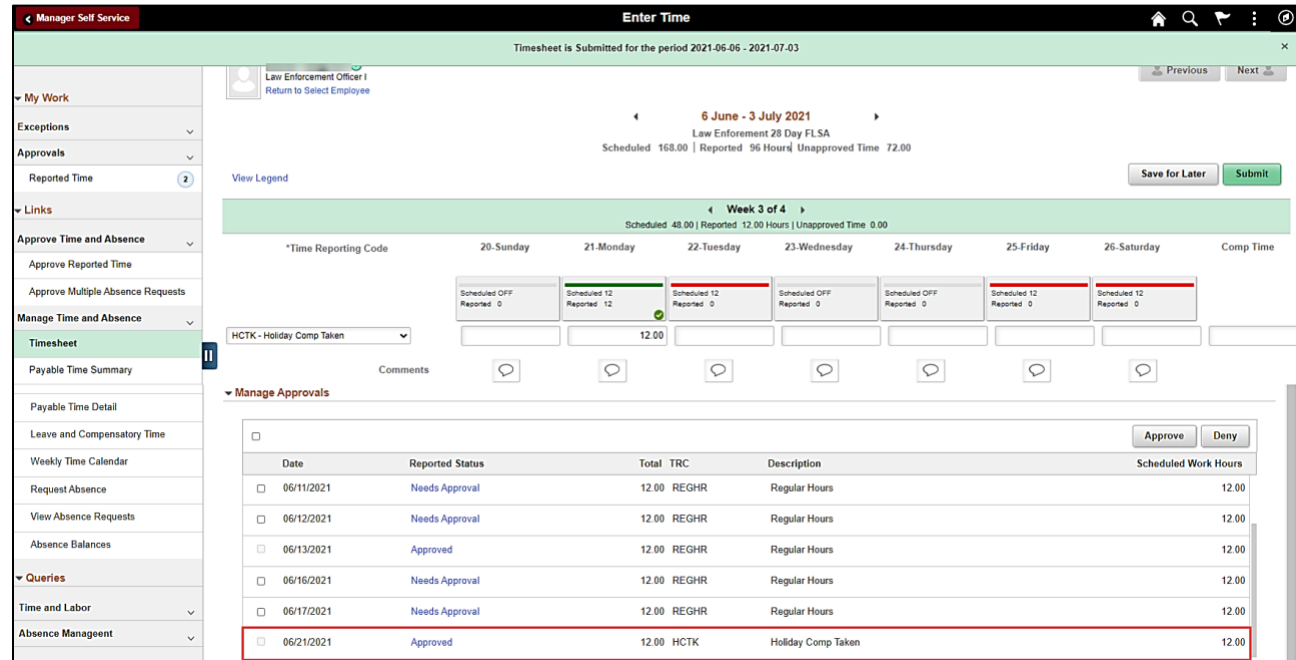
This screenshot shows the 'Enter Time' interface after the 'HCTK - Holiday Comp Taken' code has been selected. The 'Time Reporting Code' dropdown is now closed, and the selected code is visible in the dropdown field. The 'Submit' button in the top right corner is highlighted with a red box. The calendar view shows the week of June 6 to July 3, 2021, with the 'HCTK - Holiday Comp Taken' code applied to the 21st of June, showing a reported time of 12.00 hours.

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Step 15: 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 16: Notice the time for 6/21/2021 is automatically approved at submission. When time is entered by a manager on behalf of an employee, additional approval is not required.

Note: As manager, if you enter comp time taken on the timesheet before the rest of the timesheet has been completed, the employee must add another row to include their REGHR – Regular Hours worked. Scroll to the right and click the plus + button to add another Time Reporting Code row.



Manager Self Service **Enter Time**

Timesheet is Submitted for the period 2021-06-06 - 2021-07-03

Law Enforcement Officer I
Return to Select Employee

6 June - 3 July 2021
Law Enforcement 28 Day FLSA
Scheduled 168.00 | Reported 96 Hour | Unapproved Time 72.00

Save for Later Submit

View Legend

Scheduled 48.00 | Reported 12.00 Hours | Unapproved Time 0.00

*Time Reporting Code	20-Sunday	21-Monday	22-Tuesday	23-Wednesday	24-Thursday	25-Friday	26-Saturday	Comp Time
HCTK - Holiday Comp Taken	Scheduled OFF Reported 0	Scheduled 12 Reported 12	Scheduled 12 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 0	Scheduled 12 Reported 0	
Comments								


Manage Approvals


Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
06/11/2021	Needs Approval	12.00	REGHR	Regular Hours	12.00
06/12/2021	Needs Approval	12.00	REGHR	Regular Hours	12.00
06/13/2021	Approved	12.00	REGHR	Regular Hours	12.00
06/16/2021	Needs Approval	12.00	REGHR	Regular Hours	12.00
06/17/2021	Needs Approval	12.00	REGHR	Regular Hours	12.00
06/21/2021	Approved	12.00	HCTK	Holiday Comp Taken	12.00


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Step 17: 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 use earned holiday comp time on a timesheet on behalf of a 28 day police employee.

