

**University of South Carolina
Time and Labor – TL/ABS Approver
Use Earned Holiday Comp Time on Behalf of
Exempt Employee**

How to use earned holiday comp time on behalf of an exempt employee:

This job aid outlines how a TL/ABS Approver can use earned holiday comp time on behalf of an exempt employee. TL/ABS Approvers have access to enter and/or adjust timesheets on behalf of employees in their assigned department/college/division/campus.

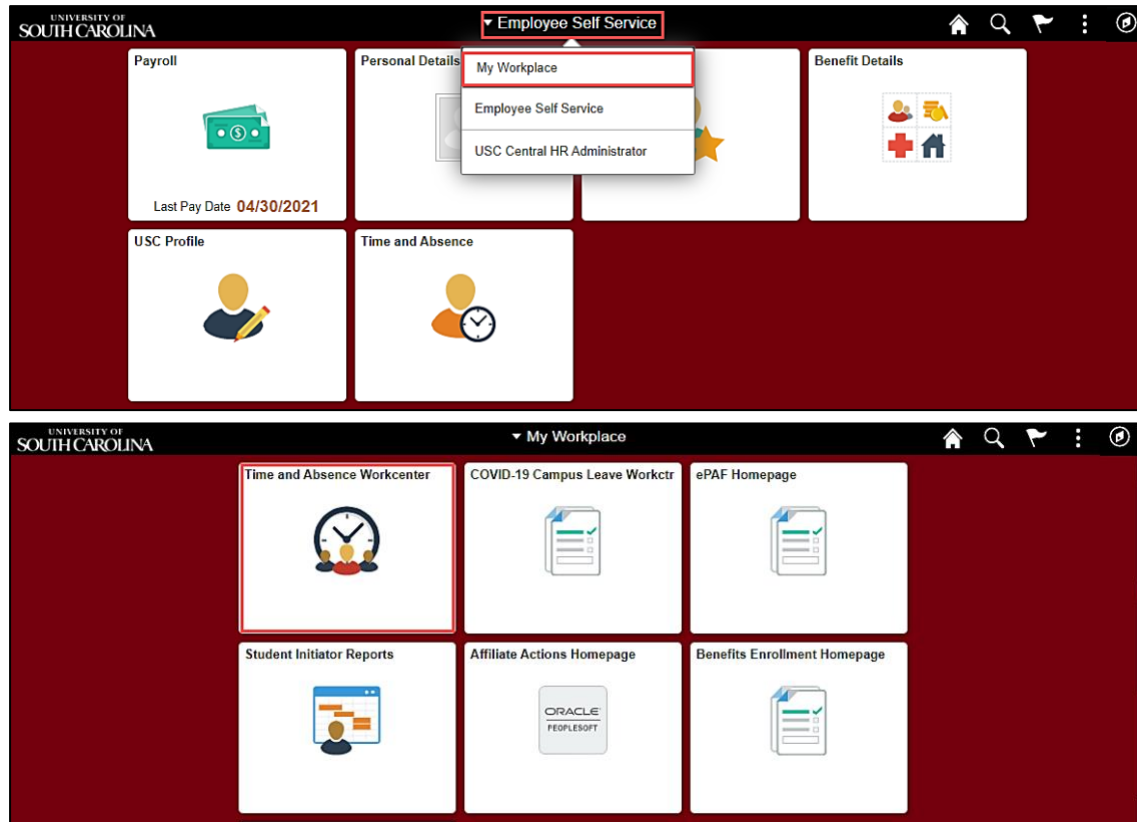
Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter

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

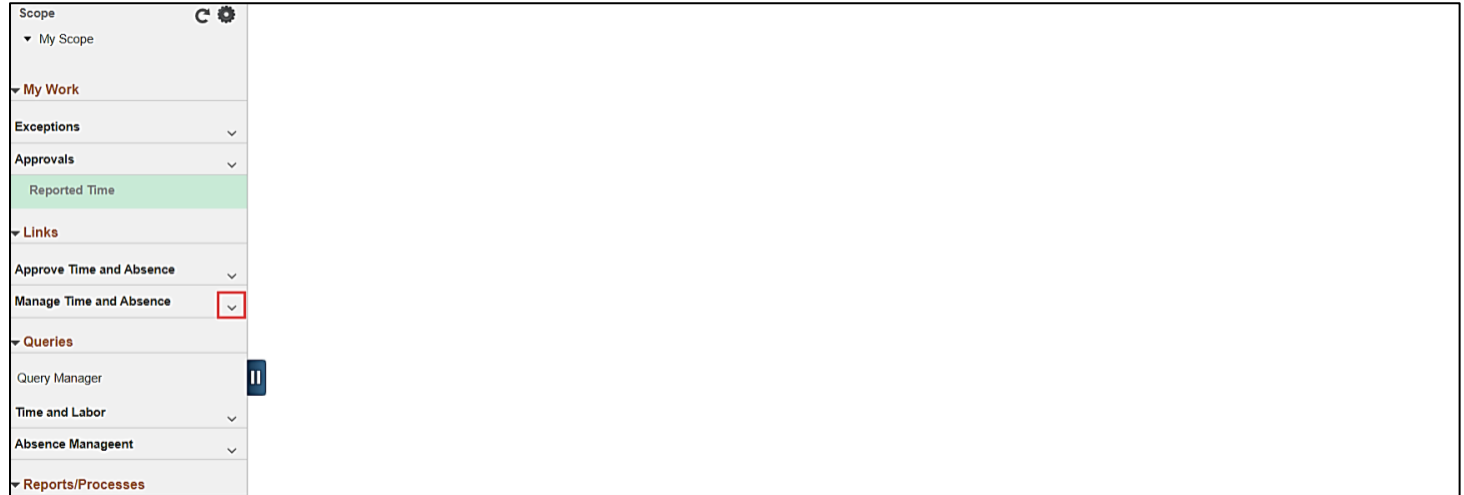


**University of South Carolina
Time and Labor – TL/ABS Approver
Use Earned Holiday Comp Time on Behalf of
Exempt Employee**

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.

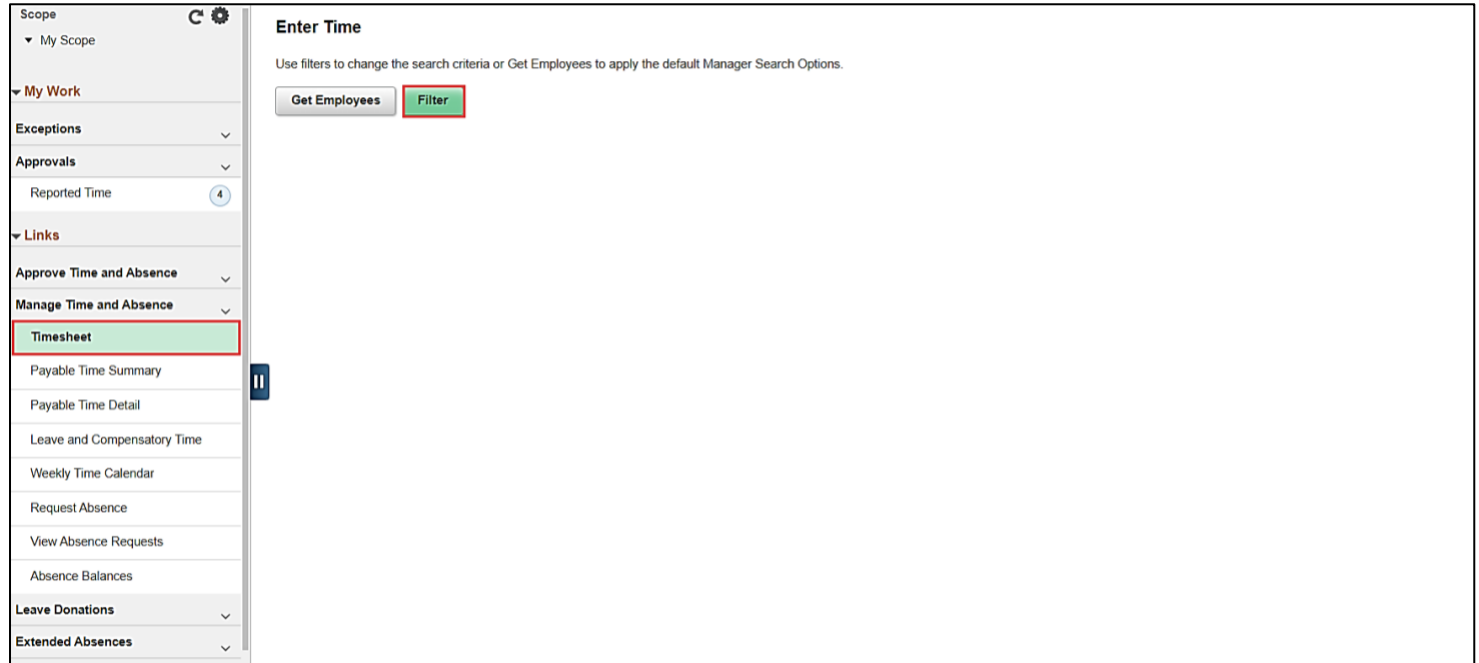
Step 3: Click the **Manage Time and Absence** drop-down arrow.



**University of South Carolina
Time and Labor – TL/ABS Approver
Use Earned Holiday Comp Time on Behalf of
Exempt 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.

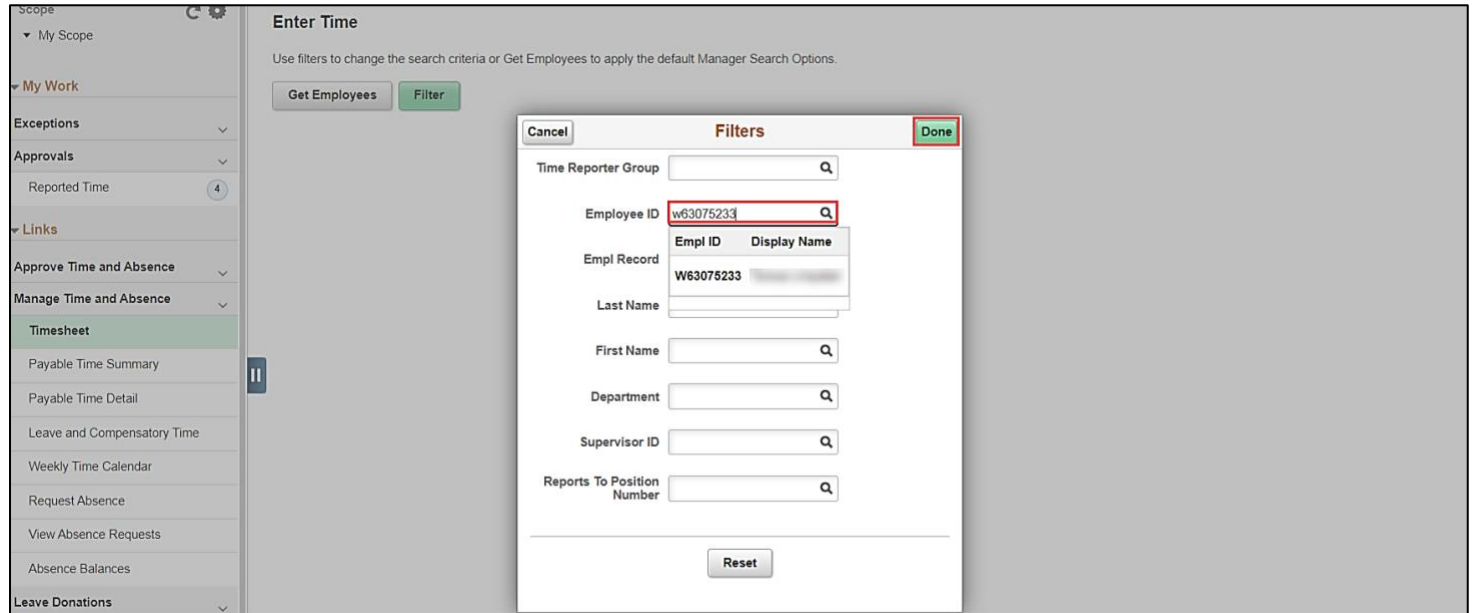


The screenshot displays the 'Enter Time' interface. On the left, a navigation menu includes options like 'My Work', 'Exceptions', 'Approvals', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', and 'Timesheet'. The 'Timesheet' option is highlighted with a red border. The main content area is titled 'Enter Time' and contains 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'. The 'Filter' button is highlighted with a red border.

**University of South Carolina
Time and Labor – TL/ABS Approver
Use Earned Holiday Comp Time on Behalf of
Exempt 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.



Enter Time

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

Get Employees Filter

Filters Done

Time Reporter Group

Employee ID

Empl ID	Display Name
W63075233	[Redacted]

Last Name

First Name

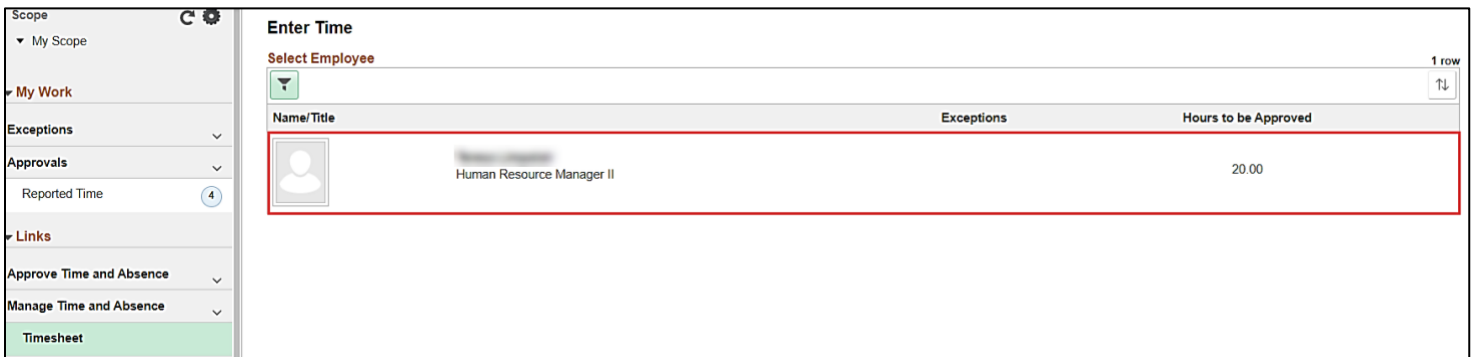
Department

Supervisor ID

Reports To Position Number

Reset

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



Enter Time

Select Employee

Name/Title	Exceptions	Hours to be Approved
[Redacted] Human Resource Manager II		20.00

**University of South Carolina
Time and Labor – TL/ABS Approver
Use Earned Holiday Comp Time on Behalf of
Exempt Employee**

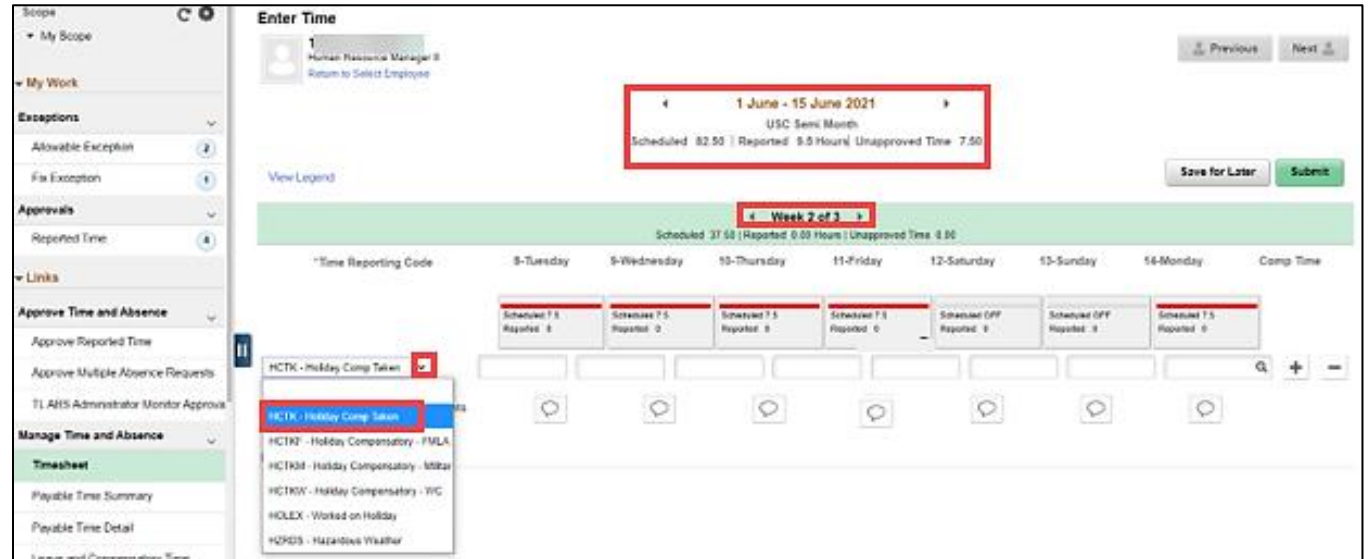
In this scenario the employee has earned holiday comp time and has received verbal approval to utilize 7.5 hours on 6/8/2021. The employee forgot to account for this usage on their timesheet. As the TL/ABS Approver, you can enter time on behalf of employees in your area.

- 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.

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)**.



The screenshot shows the 'Enter Time' interface for a Human Resource Manager. The main area displays a calendar for the week of June 1-15, 2021, with a 'USC Semi Month' label. A red box highlights the date range '1 June - 15 June 2021' and the 'USC Semi Month' label. Below this, a 'Week 2 of 3' label is also highlighted with a red box. The interface displays a table of scheduled and reported hours for each day of the week. A dropdown menu is open, showing various Time Reporting Codes (TRC) such as 'HCTK - Holiday Comp Taken', 'HCTK - Holiday Compensatory - FMLA', 'HCTK - Holiday Compensatory - Military', 'HCTKW - Holiday Compensatory - WC', 'HOLEX - Worked on Holiday', and 'HQRHS - Hazardous Weather'. The 'HCTK - Holiday Comp Taken' option is selected and highlighted in blue.

**University of South Carolina
Time and Labor – TL/ABS Approver
Use Earned Holiday Comp Time on Behalf of
Exempt Employee**

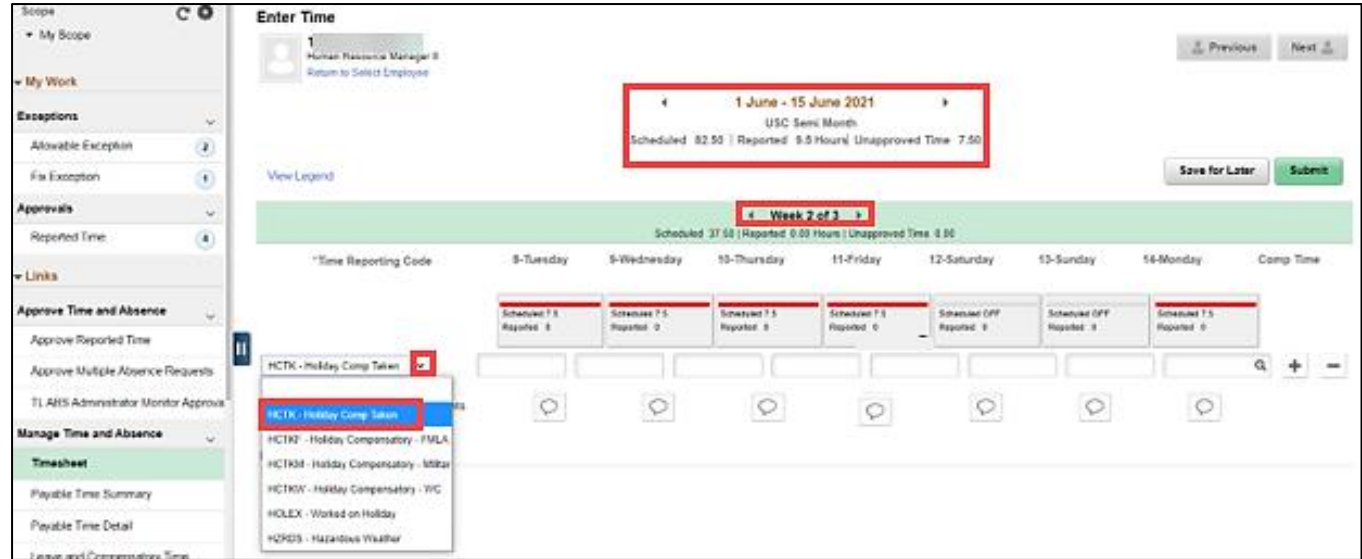
You can only have one TRC per line.

Step 10: To use holiday comp time, click the **Time Reporting Code** dropdown arrow.

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

Holiday comp time can be used for a variety of reasons, but the TRC must align with the specific usage reason, as applicable. Holiday comp time TRCs shown below:

- *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)



University of South Carolina Time and Labor – TL/ABS Approver Use Earned Holiday Comp Time on Behalf of Exempt Employee

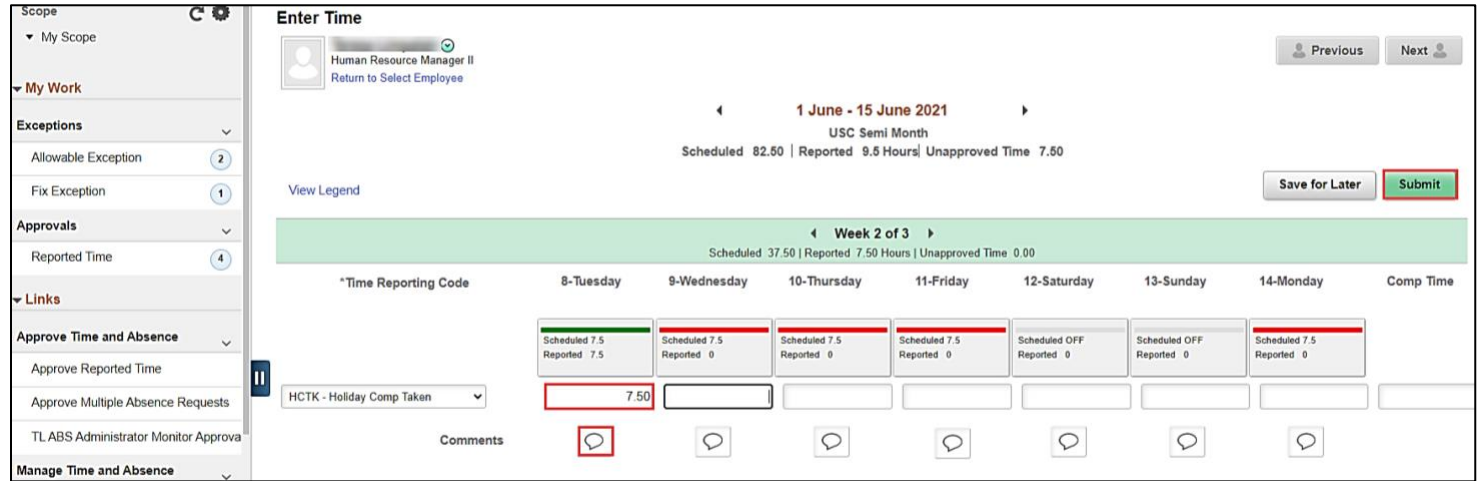
Step 12: Click in the **Time Entry** field for 6/8/2021 and enter the holiday comp time hours used.

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

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

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 6/8/2021 is automatically approved at submission. When time is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required.



Enter Time

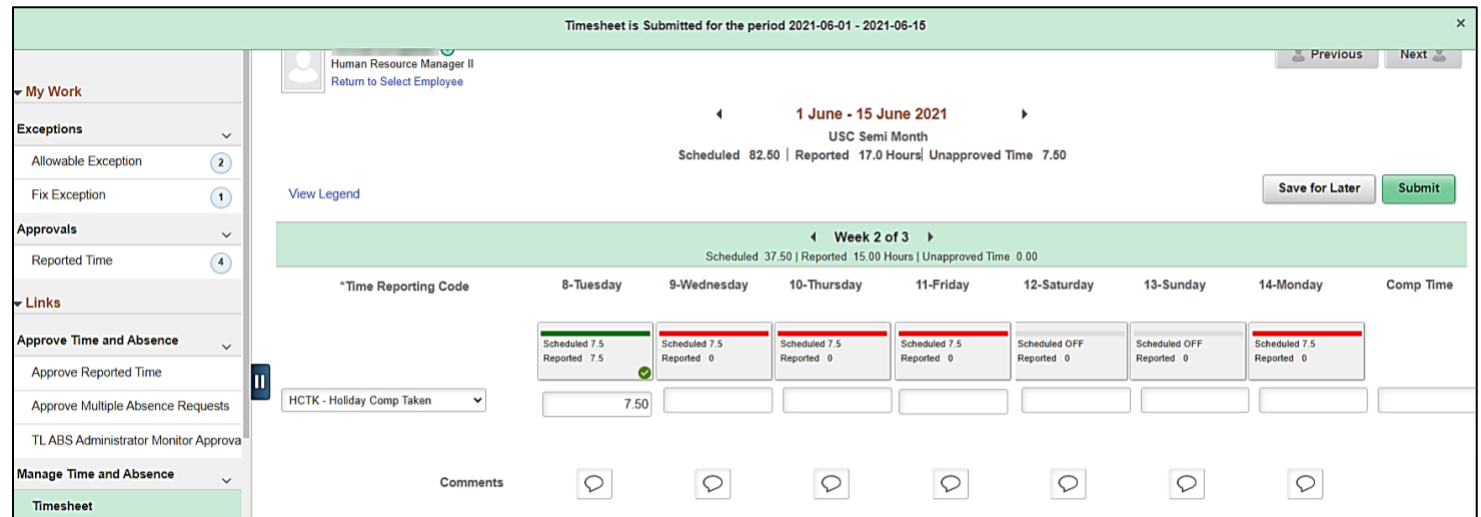
Human Resource Manager II
Return to Select Employee

1 June - 15 June 2021
USC Semi Month
Scheduled 82.50 | Reported 9.5 Hours | Unapproved Time 7.50

Save for Later **Submit**

Week 2 of 3
Scheduled 37.50 | Reported 7.50 Hours | Unapproved Time 0.00

*Time Reporting Code	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	13-Sunday	14-Monday	Comp Time
	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	
HCTK - Holiday Comp Taken	7.50							
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	



Timesheet is Submitted for the period 2021-06-01 - 2021-06-15

Human Resource Manager II
Return to Select Employee

1 June - 15 June 2021
USC Semi Month
Scheduled 82.50 | Reported 17.0 Hours | Unapproved Time 7.50

Save for Later **Submit**


Week 2 of 3
Scheduled 37.50 | Reported 15.00 Hours | Unapproved Time 0.00


*Time Reporting Code	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	13-Sunday	14-Monday	Comp Time
	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	
HCTK - Holiday Comp Taken	7.50							
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	


University of South Carolina Time and Labor – TL/ABS Approver Use Earned Holiday Comp Time on Behalf of Exempt Employee


Step 17: 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.

You successfully learned how to use earned holiday comp time on a timesheet on behalf of an exempt employee.

