

**University of South Carolina**  
**Time and Labor - ESS**  
**Use Holiday Comp Time on a Timesheet – 28 Day Police Employee**

**How to use earned holiday comp time on a timesheet for a 28 day police employee:**

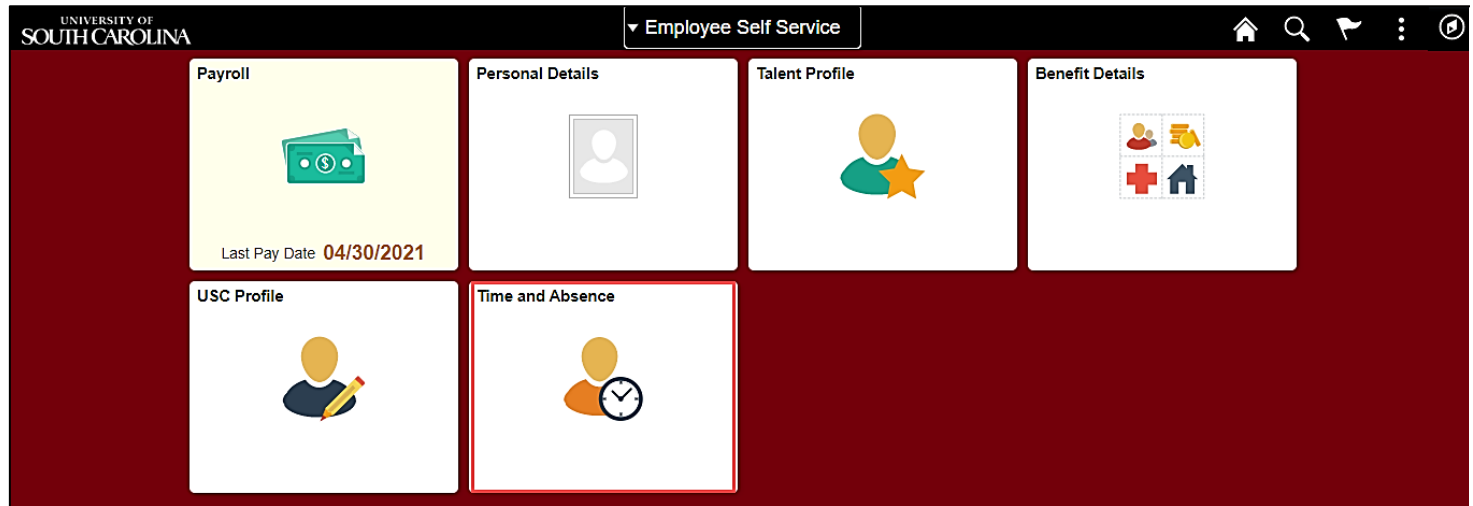
This job aid outlines how a 28 day police employee can use earned holiday comp time on a timesheet. Note holiday comp cannot be used in the same week which it is earned.

**Navigation:** Employee Self Service > Time and Absence > Enter Time

**Processing Steps**

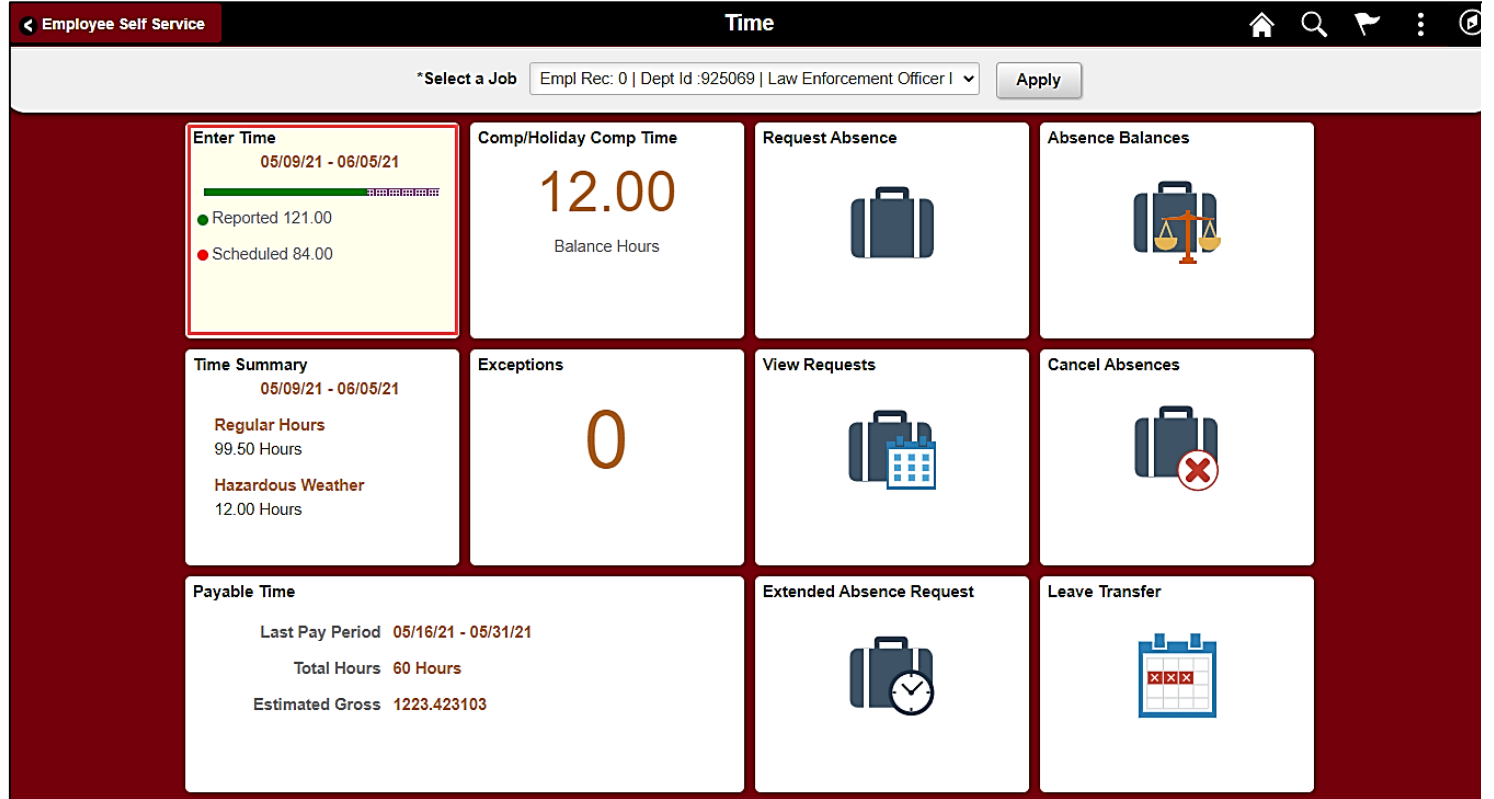
**Step 1:** On the Employee Self Service landing page, click the **Time and Absence** tile.

**Screenshots**










**University of South Carolina**  
**Time and Labor - ESS**  
**Use Holiday Comp Time on a Timesheet – 28 Day Police Employee**

**Step 2:** Click the **Enter Time** tile, to enter earned holiday comp time on a timesheet.



**Employee Self Service** Time

\*Select a Job

<b>Enter Time</b> 05/09/21 - 06/05/21  ● Reported 121.00 ● Scheduled 84.00	<b>Comp/Holiday Comp Time</b> <h1>12.00</h1> Balance Hours	<b>Request Absence</b> 	<b>Absence Balances</b> 
<b>Time Summary</b> 05/09/21 - 06/05/21 Regular Hours 99.50 Hours Hazardous Weather 12.00 Hours	<b>Exceptions</b> <h1>0</h1>	<b>View Requests</b> 	<b>Cancel Absences</b> 
<b>Payable Time</b> Last Pay Period 05/16/21 - 05/31/21 Total Hours 60 Hours Estimated Gross 1223.423103		<b>Extended Absence Request</b> 	<b>Leave Transfer</b> 

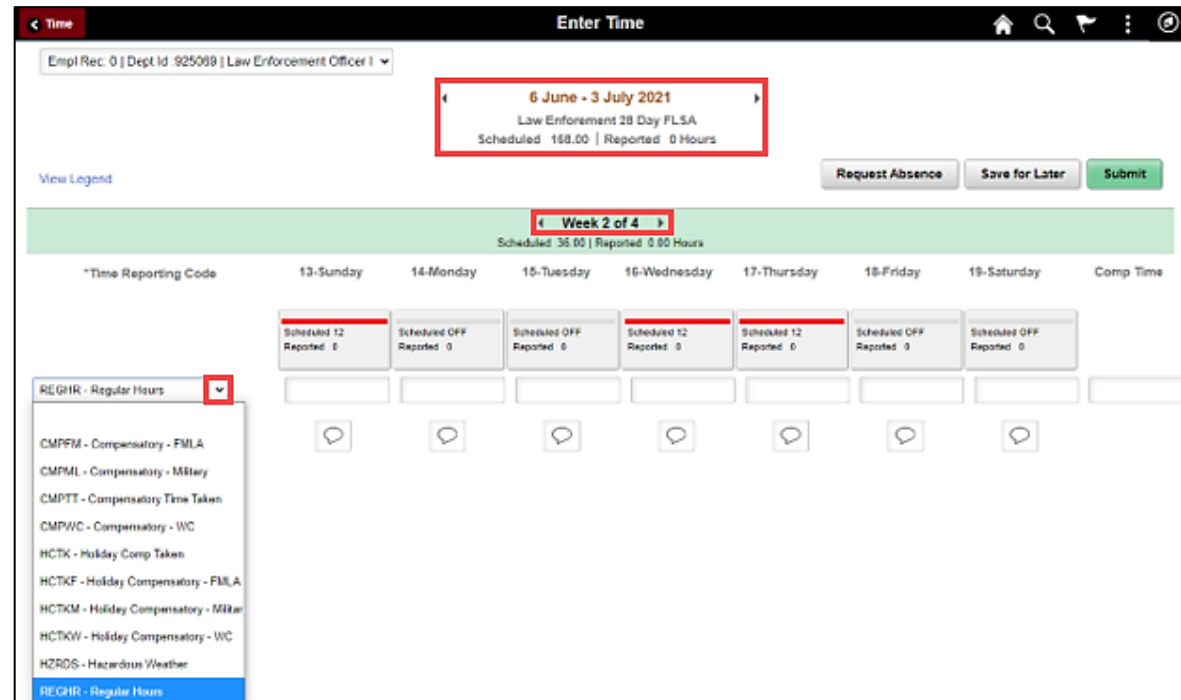
**Step 3:** Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

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

You can only have one TRC per line.

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



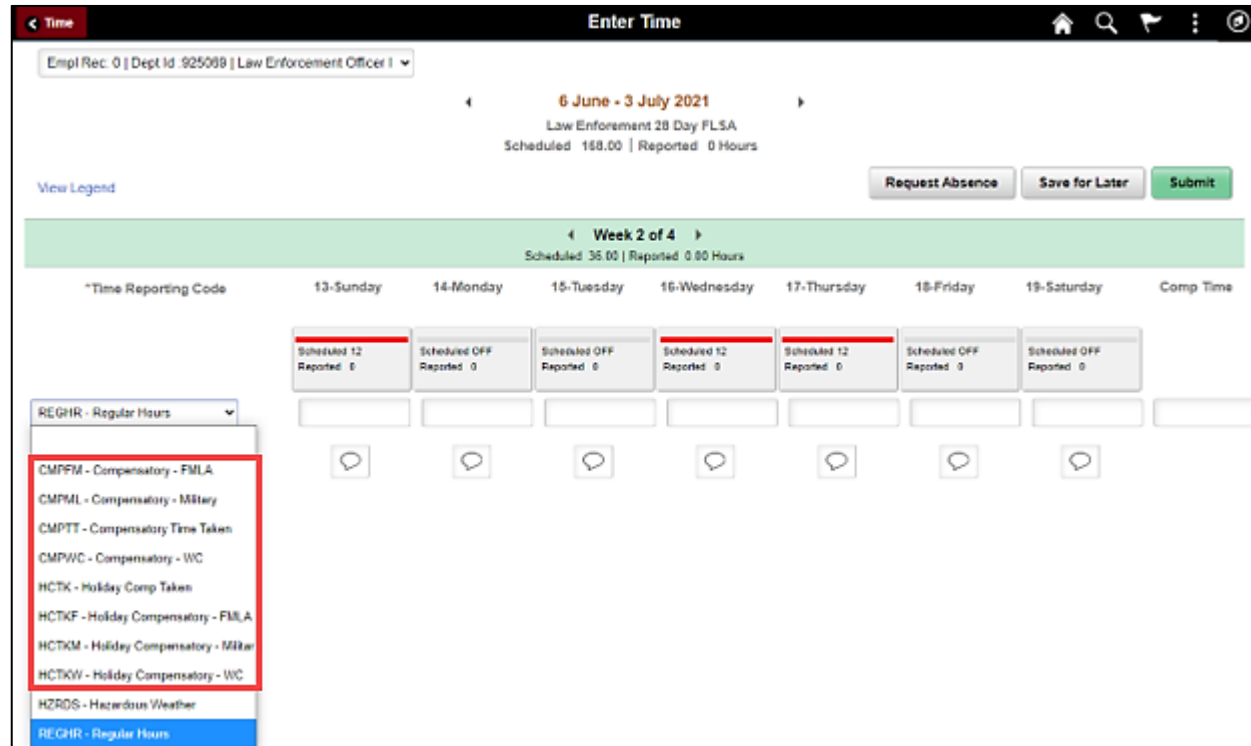
The screenshot shows the 'Enter Time' interface. At the top, there is a header with a back arrow, the text 'Enter Time', and navigation icons. Below the header, there is a dropdown menu for 'Empl Rec: 0 | Dept Id: 925088 | Law Enforcement Officer I'. A red box highlights a selection for '6 June - 3 July 2021' with 'Law Enforcement 28 Day FLSA' and 'Scheduled 168.00 | Reported 0 Hours'. Below this, there are buttons for 'Request Absence', 'Save for Later', and 'Submit'. A green bar indicates 'Week 2 of 4' with 'Scheduled 36.00 | Reported 0.00 Hours'. The main area is a table with columns for 'Time Reporting Code', '13-Sunday', '14-Monday', '15-Tuesday', '16-Wednesday', '17-Thursday', '18-Friday', '19-Saturday', and 'Comp Time'. Each day has a box showing 'Scheduled' and 'Reported' hours. A dropdown menu for 'Time Reporting Code' is open, showing a list of options with 'REGHR - Regular Hours' selected. The dropdown is highlighted with a red box.

**University of South Carolina**  
**Time and Labor - ESS**  
**Use Holiday Comp Time on a Timesheet – 28 Day Police Employee**

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

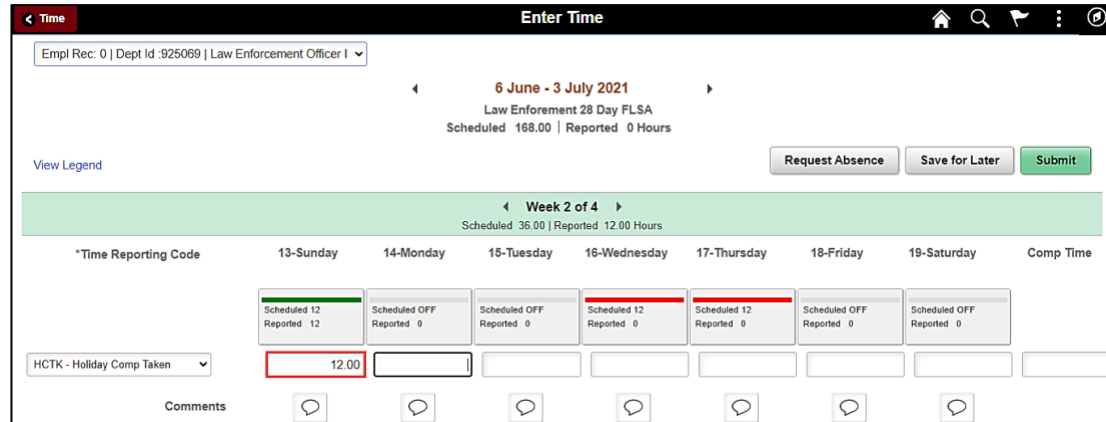
- CMPFM – Compensatory-FMLA
- CMPLML – Compensatory-Military
- \*CMPTT – Compensatory Time Taken (this should be the default use of comp time unless using for reason of FMLA, Military Leave, or Worker’s Comp)
- CMPWC – Compensatory Time-WC (workers comp)
- \*HCTK – Holiday Comp Taken (this should be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

**Step 5: Select HCTK – Holiday Comp Taken.**



## University of South Carolina Time and Labor - ESS Use Holiday Comp Time on a Timesheet – 28 Day Police Employee

**Step 6:** Click in the **Time Entry** field and enter the number of holiday comp time hours you would like to use.



**Enter Time**

Empl Rec: 0 | Dept Id: 925069 | Law Enforcement Officer I

6 June - 3 July 2021  
Law Enforcement 28 Day FLSA  
Scheduled 168.00 | Reported 0 Hours

View Legend Request Absence Save for Later Submit

Week 2 of 4  
Scheduled 36.00 | Reported 12.00 Hours

*Time Reporting Code	13-Sunday	14-Monday	15-Tuesday	16-Wednesday	17-Thursday	18-Friday	19-Saturday	Comp Time
	Scheduled 12 Reported 12	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 0	Scheduled 12 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	
HCTK - Holiday Comp Taken	12.00							
Comments								

## University of South Carolina Time and Labor - ESS Use Holiday Comp Time on a Timesheet – 28 Day Police Employee

You can enter comments about the use of holiday comp time if you feel additional information is needed.

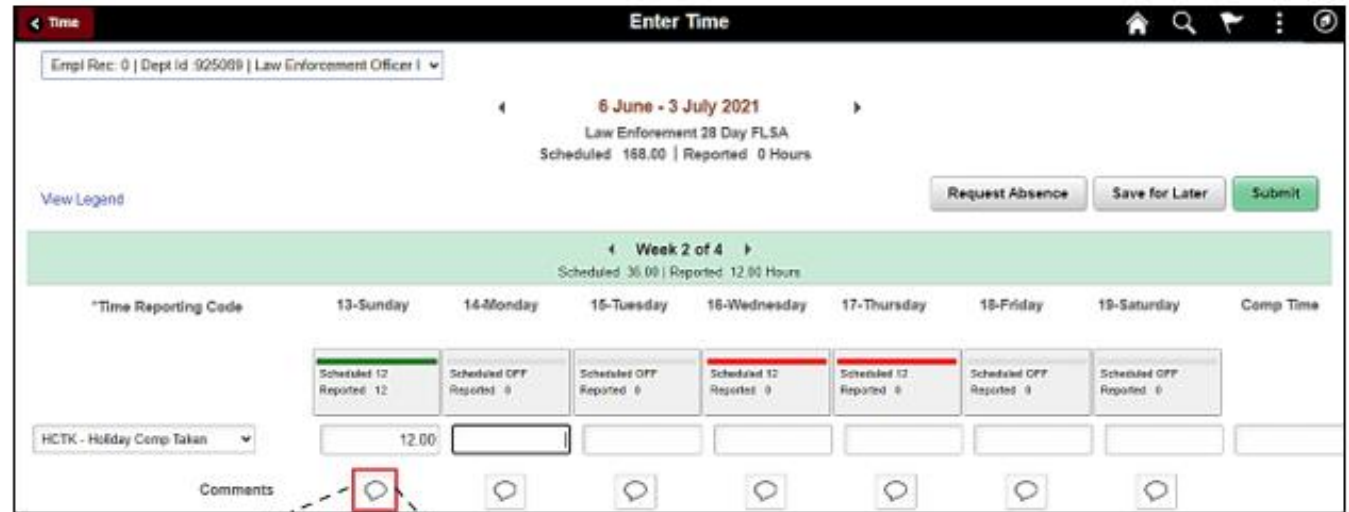
**Step 7:** Click the **Comments** button.

Use the **Comments** page to enter comments for the reported time.

**Step 8:** Click in the **Comment** field and enter a comment applicable to the holiday comp time entered.

**Step 9:** Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

**Step 10:** Click the **X** to close the Time Reporting Comments page.










**Enter Time**

Emp# Rec: 0 | Dept Id: 925089 | Law Enforcement Officer |

6 June - 3 July 2021  
Law Enforcement 28 Day FLSA  
Scheduled: 168.00 | Reported: 0 Hours

Request Absence | Save for Later | Submit

Week 2 of 4  
Scheduled: 36.00 | Reported: 12.00 Hours

*Time Reporting Code	13-Sunday	14-Monday	15-Tuesday	16-Wednesday	17-Thursday	18-Friday	19-Saturday	Comp Time
	Scheduled 12 Reported 12	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 0	Scheduled 12 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	
HCTK - Holiday Comp Taken	12.00							
Comments								



**Time Reporting Comments** [X]

Comments related to Time entered for 06/13/2021  
Comment once entered cannot be altered or removed.

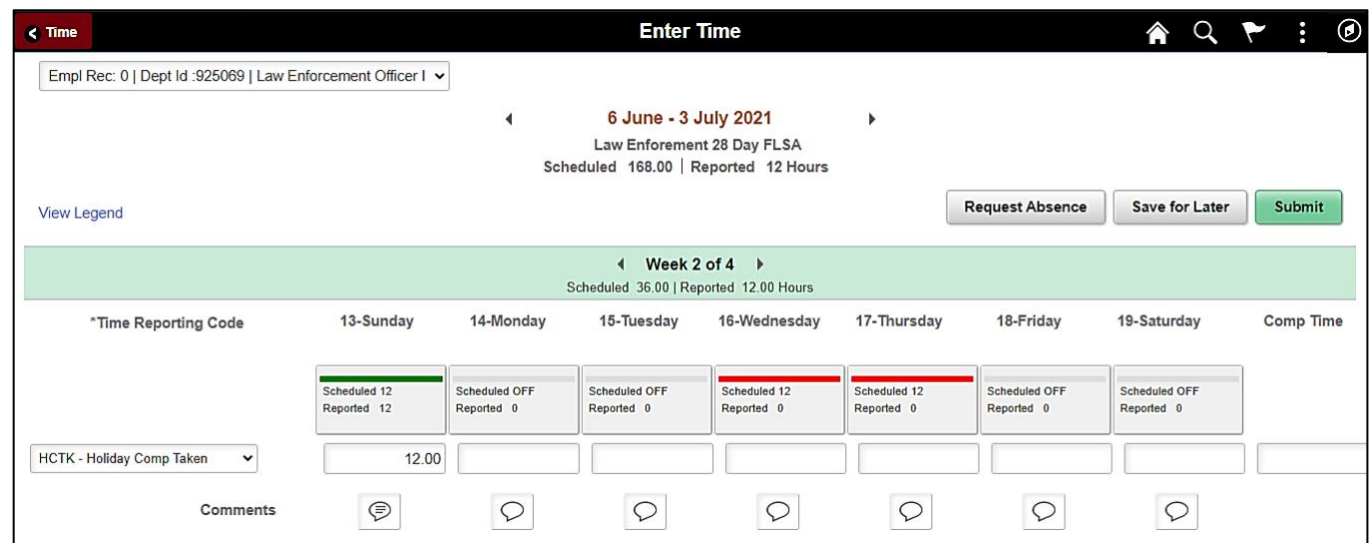
Add a new Comment

Add Comment | Clear

Entered on 06/04/2021 2:43 PM by .  
Using earned holiday comp time.

## University of South Carolina Time and Labor - ESS Use Holiday Comp Time on a Timesheet – 28 Day Police Employee

Notice when a comment has been added to a specific time entry, squiggles appear in the comment bubble.



**Enter Time**

Empl Rec: 0 | Dept Id :925069 | Law Enforcement Officer I

**6 June - 3 July 2021**  
Law Enforcement 28 Day FLSA  
Scheduled 168.00 | Reported 12 Hours

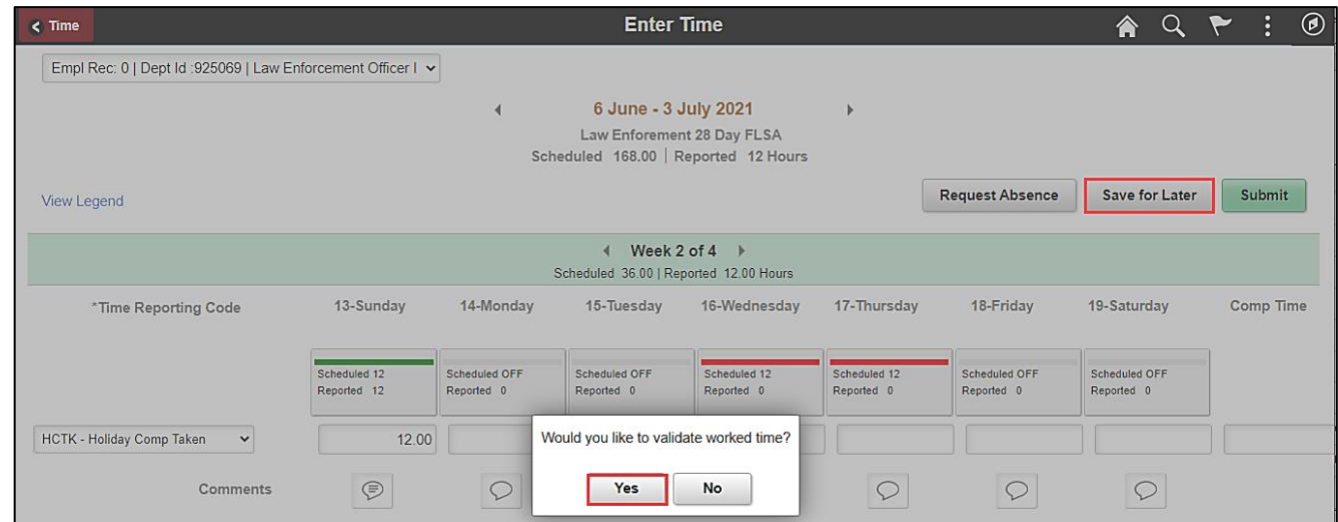
View Legend Request Absence Save for Later Submit

**Week 2 of 4**  
Scheduled 36.00 | Reported 12.00 Hours

*Time Reporting Code	13-Sunday	14-Monday	15-Tuesday	16-Wednesday	17-Thursday	18-Friday	19-Saturday	Comp Time
	Scheduled 12 Reported 12	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 0	Scheduled 12 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	
HCTK - Holiday Comp Taken	12.00							
Comments								

**Step 11:** You are done entering time for this week, but you are not ready to submit all 4 week timesheets. Click the **Save for Later** button to save the entered time on this timesheet.

**Step 12:** Upon clicking Save for Later a question appears asking if you want to validate time worked. Click the **Yes** button.



**Enter Time**

Empl Rec: 0 | Dept Id :925069 | Law Enforcement Officer I

**6 June - 3 July 2021**  
Law Enforcement 28 Day FLSA  
Scheduled 168.00 | Reported 12 Hours

View Legend Request Absence **Save for Later** Submit

**Week 2 of 4**  
Scheduled 36.00 | Reported 12.00 Hours

*Time Reporting Code	13-Sunday	14-Monday	15-Tuesday	16-Wednesday	17-Thursday	18-Friday	19-Saturday	Comp Time
	Scheduled 12 Reported 12	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 0	Scheduled 12 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	
HCTK - Holiday Comp Taken	12.00							
Comments								





Would you like to validate worked time?

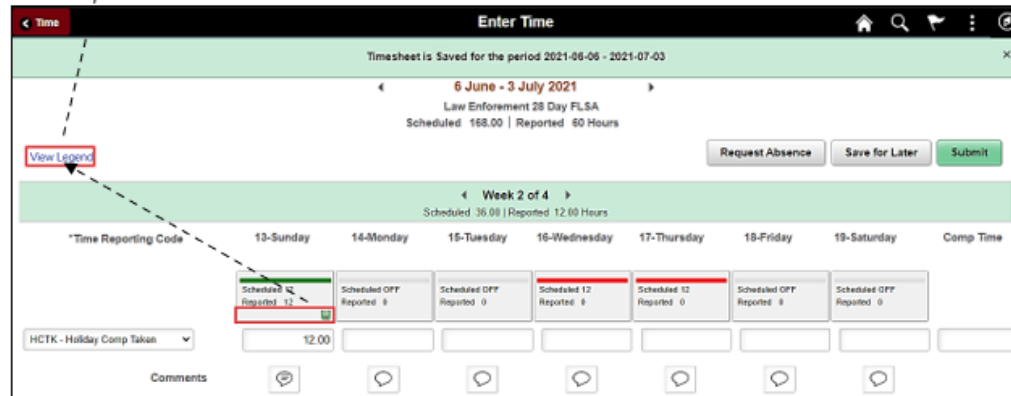
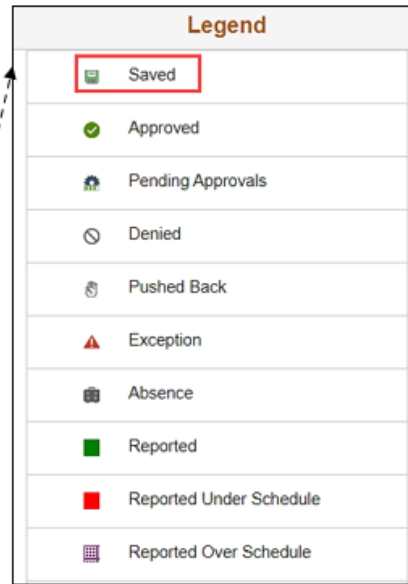
**Yes** No

**University of South Carolina  
Time and Labor - ESS  
Use Holiday Comp Time on a Timesheet – 28 Day Police Employee**

**Step 13:** When saved, the **Pending Approvals** icon appears for the days' time is entered indicating the timesheet is saved for later. 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.





## University of South Carolina Time and Labor - ESS Use Holiday Comp Time on a Timesheet – 28 Day Police Employee

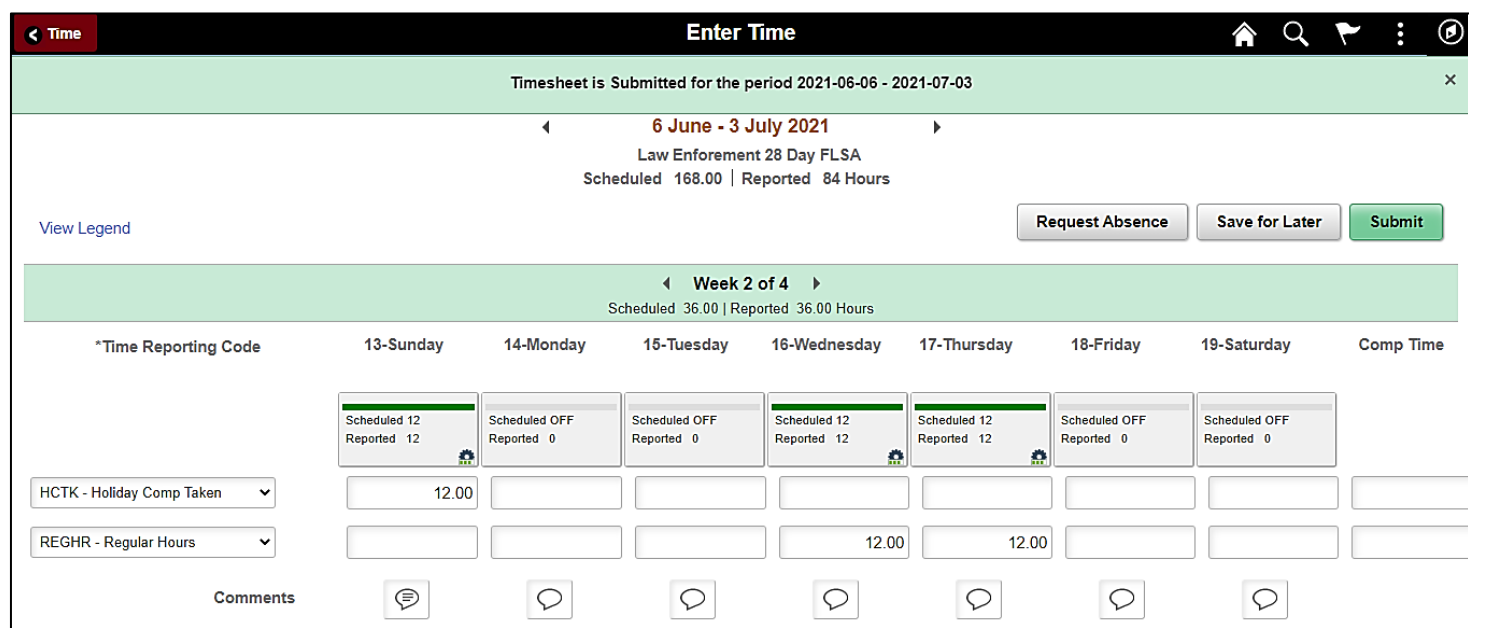
**Step 14:** When you are ready to submit a complete 28 day timesheet, click the **Submit** button to submit the timesheet for approval.

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 submitted, the summary at the top of the page will show the **Scheduled** total and **Reported** total for the pay period in view.

**Step 15:** When submitted, the **Pending Approvals** icon appears for the days' time is entered indicating the timesheet is waiting for approval. Reference the legend in step 16.

You successfully learned how use earned holiday comp time on a timesheet as a 28 day police employee.



**Enter Time**

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

**6 June - 3 July 2021**  
Law Enforcement 28 Day FLSA  
Scheduled 168.00 | Reported 84 Hours

View Legend Request Absence Save for Later **Submit**

**Week 2 of 4**  
Scheduled 36.00 | Reported 36.00 Hours

*Time Reporting Code	13-Sunday	14-Monday	15-Tuesday	16-Wednesday	17-Thursday	18-Friday	19-Saturday	Comp Time
	Scheduled 12 Reported 12	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 12	Scheduled 12 Reported 12	Scheduled OFF Reported 0	Scheduled OFF Reported 0	
HCTK - Holiday Comp Taken	12.00							
REGHR - Regular Hours				12.00	12.00			
Comments								