TODAY’S AGENDA

Time and Labor Agenda items:
- Coming Soon!! Holiday Comp Payout
- Highlighted Holiday
- Timesheet Exceptions
- Setting Expectations for Off Cycle Requests

Absence Agenda items:
- Absence Approval Deadlines
- Coming Soon! Paid Parental Leave

Shared Items:
- Quick Review of Reports Available on the Time and Absence Workcenter
- Security/Service Now Tickets: Things We Look for When Approving Access
Time and Labor

UPDATES
COMING SOON! HOLIDAY COMP PAYOUT

Starting **September 5th**, HCM PeopleSoft will provide two ways to use hours worked on a holiday for non-exempt, comp-eligible employees, on the timesheet:

- Receive Holiday Comp Time for hours worked on a Holiday
- Receive a Payout for hours worked on a Holiday

If **HOLPAYOUT** is selected, the employee will be paid up to their average workday in holiday payout hours in addition to their salary.

**Note:** Before an employee indicates they would like to receive a payout for hours worked on a holiday, it is very important to receive approval from their manager. Although this option is available to all non-exempt employees, it is at the departments discretion whether they want the employee to receive a payout for the hours worked or comp the hours for future use.
COMING SOON! HOLIDAY COMP PAYOUT

To receive Holiday Comp Time for hours worked on a Holiday:

1. Enter the hours worked on the holiday using the Regular Hours (REGHR) time reporting code.
2. When the timesheet is submitted, the system will automatically know to record the hours worked as holiday comp time and add it to your holiday comp time balance.

Note: All holiday comp hours banked are automatically paid out within one year of earning.
COMING SOON! HOLIDAY COMP PAYOUT

To receive a payout for the hours worked on a holiday:

1. Add a second line and enter the hours worked on the holiday using the Regular Hours (REGHR) time reporting code.

2. To indicate you would like to receive a payout, click the Comp Time Lookup button and select HOLPAYOUT from the list. When the timesheet is submitted, the system will know to pay the employee instead of banking the hours for future use.
COMING SOON! HOLIDAY COMP PAYOUT

To earn comp time and receive holiday comp payout on a timesheet:

1. On the first row, enter hours worked to include all hours worked over 40 using the **Regular Hours (REGHR)** time reporting code and select the **COMPTIME** indicator to bank the hours as comp time for future use.

2. On the second row, enter hours worked on the holiday using the **Regular Hours (REGHR)** time reporting code and select the **HOLPAYOUT** indicator. This will prompt the system to pay the employee instead of banking the hours for future use.
COMING SOON! HOLIDAY COMP PAYOUT

To remove holiday comp payout as a manager or TL/ABS Approver:

1. In the Time and Absence Workcenter, navigate to the Approve Reported Time page.
2. If the employee worked the holiday and the hours need to be banked instead of paid out, remove the HOLPAYOUT indicator by clearing the field and click the Submit button.
3. If the employee did not work the holiday, click the – minus button to remove the row, click the Yes to delete option, and click the Submit button.
HOLIDAY HIGHLIGHTED ON TIMESHEET

The holiday (day of the week) is highlighted in yellow and directly under the **View Legend** link the holiday date and name is spelled out in bold. Below is an example of a non-exempt FTE employee timesheet for the upcoming July 4th holiday.

![Timesheet Example](image)

**Note**: The highlighted holiday on the timesheet does not change how holidays are managed in the Time and Absence System. Please note if no hours are worked on the holiday, the field should be left blank and leave earning employees will automatically be paid for the holiday. This [Manage Paid Holidays](#) quick reference guide outlines how to manage paid holidays in the Time and Absence system.
Supervisors and TL/ABS Approvers can also see the holiday highlighted on the timesheet when they approve and/or edit an employee’s timesheet using the **Approve Reported Time** option within the Time and Absence Workcenter as indicated in the screenshot below.
MANAGING TIMESHEET EXCEPTIONS

The exception icon appears when you enter time that the system identifies as an exception and flagged as a potential issue. The most common exceptions currently seen on the Workcenter are:

- **Invalid Employee Status** – employee is entering hours worked on the timesheet for the terminated job. Please be sure to enter hours worked on the active job.
- **Work Order is Required** – applicable for Facilities and Housing only.
- **HOLEX only on Holiday** – selecting the time reporting code HOLEX-Worked a Holiday and entering hours worked on a day that is not an approved UofSC holiday.

If an exception error (red triangle) occurs for a specific day, then that day will not be picked up in Time and Labor processing and therefore will not be paid.

Please pay close attention to Fix Exceptions in the workcenter and make the applicable changes. Managing exceptions job aids are available on the Time/Labor and Absence Management Implementation webpage.

If you have questions, please reach out to Judy Timmons (timmons5@mailbox.sc.edu)
OFF CYCLE REQUESTS: SETTING EXPECTATIONS

• Delays in approving timesheets has caused an increase in off cycle requests. Please be sure to approve timesheets and absence requests timely.

• If requesting an off-cycle payment, a written request must be submitted to include:
  o an explanation of why the off cycle is needed
  o how you can prevent this from happening in the future

• Due to timing, off cycle requests for late timesheets are not always guaranteed to be processed.
**ABSENCE APPROVAL DEADLINES**

<table>
<thead>
<tr>
<th>Absence Processing Period</th>
<th>Absence Approval Deadlines (due by 5:00 p.m.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1 – September 15, 2022</td>
<td>Friday, September 2, 2022</td>
</tr>
<tr>
<td>September 16 – September 30, 2022</td>
<td>Monday, September 19, 2022</td>
</tr>
<tr>
<td>October 1 – October 15, 2022</td>
<td>Monday, October 3, 2022</td>
</tr>
<tr>
<td>October 16 – October 31, 2022</td>
<td>Tuesday, October 18, 2022</td>
</tr>
<tr>
<td>November 1 – November 15, 2022</td>
<td>Tuesday, November 1, 2022</td>
</tr>
<tr>
<td>November 16 – November 30, 2022</td>
<td>Tuesday, November 15, 2022</td>
</tr>
<tr>
<td>December 1 – December 15, 2022</td>
<td>Friday, December 2, 2022</td>
</tr>
<tr>
<td>December 16 – December 31, 2022</td>
<td>Friday, December 9, 2022</td>
</tr>
</tbody>
</table>

- Managers and TL/ABS Approvers should ensure planned absence requests are submitted and approved in the [Time and Absence System](#) by **5:00 p.m.** on the following dates.

- Please note these deadlines are for planned absences only. Unforeseen absences should be submitted and approved as quickly as possible.
COMING SOON! PAID PARENTAL LEAVE

• Signed into law on May 13, 2022
  o Adds Section 8-11-150 (A) and amends Section 8-11-155 of the South Carolina Code of Laws

• Provide six weeks or two weeks of paid parental leave (PPL)
  o Employees who occupy all or part of a full-time equivalent position

• Qualifying event
  o Adoption
  o Birth
  o Foster Care

• Effective October 1, 2022
Time and Absence

QUERIES AND REPORTS
WHERE TO FIND THE QUERIES/REPORTS

All queries are available in the Time and Absence WorkCenter for individuals that approve timesheets and absence requests as either manager or TL/ABS approver.

To access the **Time and Absence WorkCenter**, go to **hcm.ps.sc.edu**.

**Navigation:** Employee Self Service > My Workplace/My Homepage > Time and Absence WorkCenter
TL AND ABS QUERIES AVAILABLE ON WORKCENTER
**Saved Not Submitted – Reported Time**

**Report Name:** SC_TL_RPTD_TIME_SAVED - Rptd Time saved not submitted  
**Selection Criteria:** Reported Date From and To (required)  
**Data:** Data is real time  
**Frequency:** Run this query prior to each payroll deadline to ensure all entered time is approved.  
**Description:** Use this query to view timesheets that have been saved but not yet submitted for approval.

<table>
<thead>
<tr>
<th>Row</th>
<th>ID</th>
<th>Empl Rec</th>
<th>Name</th>
<th>Rpt Dt</th>
<th>TRC</th>
<th>Quantity</th>
<th>Dept ID</th>
<th>Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>G6</td>
<td>0</td>
<td></td>
<td>01/10/2022</td>
<td>REGHR</td>
<td>6.000000</td>
<td>115300</td>
<td>DEPARTMENT OF EXERCISE SCIENCE</td>
</tr>
<tr>
<td>2</td>
<td>G6</td>
<td>0</td>
<td></td>
<td>01/11/2022</td>
<td>REGHR</td>
<td>6.000000</td>
<td>115300</td>
<td>DEPARTMENT OF EXERCISE SCIENCE</td>
</tr>
<tr>
<td>3</td>
<td>G6</td>
<td>0</td>
<td></td>
<td>01/12/2022</td>
<td>REGHR</td>
<td>6.000000</td>
<td>115300</td>
<td>DEPARTMENT OF EXERCISE SCIENCE</td>
</tr>
</tbody>
</table>
Reported Time Approval Status

Report Name: SC_TL_RPTD_TIME_AUDIT_WC - Reported Time
Selection Criteria: From and To Dates (required) and/or USCID for a specific employee
Frequency: Routinely monitor this query.
Description: Use this query to view timesheet status, see when a timesheet was approved, and who approved it.
Pending Approvals – Reported Time

Report Name: SC_TL_RPTD_TIME_SAVED - Pending Reported Time approval
Selection Criteria: No selection criteria
Data: Data is real time
Frequency: Run this query weekly to ensure all pending timesheets are approved and employees compensated timely.
Description: Use this query to view timesheets currently pending your approval.
Overtime Hours by Date Range

Report Name: SC_TL_PAYABLE_TIME_OVT_WC - OVT Payable Time

Selection Criteria: USCID for a specific employee and From and To Dates (all required)

Data: Data is real time

Frequency: Monitor this data to ensure only authorized employees are working overtime hours.

Description: Use this query to view overtime hours for an employee within a specified date range.
### Schedule Not Met – Salary Non-Exempt

**Report Name:** SC_TL_MISSING_TIMESHEETS_WC - Missing Timesheet

**Selection Criteria:** Reported Date From and To (required) *Only select a 7-day Sunday to Saturday range for data to be accurate*

**Data:** Data is real time

**Frequency:** Run this query weekly to ensure all employees are meeting scheduled hours.

**Description:** Use this query to verify that your salary non-exempt employees met their schedule. Salaried non-exempt employee types are FTE, Research Grant, and Time Limited.
Current Comp Balances

Report Name: SC_TL_COMP_BALANCE_WC- Comp Balances as of sysdate
Selection Criteria: No selection criteria
Data: Data is real time.
Frequency: Routinely monitor this query to stay up-to-date on employees with current comp balances.
Description: Use this query to find employees with a current compensatory time balance. The balances will include comp time and holiday comp time.
Unapproved Canceled Absences

Report Name: SC_AMS_PEND_CANCEL_INPROG_A_VW- Unapproved Canceled Absences

Selection Criteria: No selection criteria

Data: Data is real time

Frequency: Run this query in accordance with absence approval deadlines to ensure all pending absences are approved for the payroll in which the absence occurs.

Description: Use this query to view canceled absence requests that are currently pending approval (unapproved).
### Unapproved Absence Requests

**Report Name:** SC_AMS_UNAPPROVED_LEAVE_A_VW - Unapproved Absence Requests  
**Selection Criteria:** Beginning of Next Pay Period Date  
**Data:** Data is real time  
**Frequency:** Run this query in accordance with absence approval deadlines to ensure all pending absences are approved for the payroll in which the absence occurs.  
**Description:** Use this query to view absence requests that are currently pending approval (unapproved). Approvals should occur timely for the payroll in which the absence occurred to ensure accurate leave balances.

<table>
<thead>
<tr>
<th>Row</th>
<th>Empt ID</th>
<th>Pay Status</th>
<th>Absence</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Duration Hours</th>
<th>Submit Date</th>
<th>WF Status</th>
<th>Approved</th>
<th>Source</th>
<th>Approver ID</th>
<th>Approver User ID</th>
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<tbody>
<tr>
<td>1</td>
<td>A0</td>
<td>Active</td>
<td>Sick Leave</td>
<td>03/28/2022</td>
<td>03/30/2022</td>
<td>15.00</td>
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<td></td>
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<td>Annual Leave</td>
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<td>7.50</td>
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<td>Employee Absence Request</td>
<td>S9</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>A0</td>
<td>Active</td>
<td>Sick Leave</td>
<td>02/28/2022</td>
<td>02/28/2022</td>
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<td>03/10/2022</td>
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<tr>
<td>4</td>
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<td>Active</td>
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<td>03/10/2022</td>
<td>Submitted</td>
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<td>Employee Absence Request</td>
<td>S9</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>A0</td>
<td>Active</td>
<td>Sick Leave</td>
<td>03/08/2022</td>
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<td>03/11/2022</td>
<td>Submitted</td>
<td>N</td>
<td>Employee Absence Request</td>
<td>S9</td>
<td></td>
</tr>
</tbody>
</table>
Absence Balances by Employee

**Report Name:** SC_AMS_BALANCES_APPR- Absence Balances by Employee  
**Selection Criteria:** No selection criteria  
**Data:** As of the calendar date shown  
**Frequency:** Routinely monitor this query to stay up to date on absence balances for your employees.  
**Description:** Use this query to view current absence balances for all your leave earning employees.

### Absence Balances by Employee

<table>
<thead>
<tr>
<th>Row</th>
<th>Emp ID</th>
<th>Emp Record</th>
<th>Name</th>
<th>Pay Status</th>
<th>Annual Leave Balance</th>
<th>Sick Leave Balance</th>
<th>Balance Date</th>
<th>Elig Grp</th>
<th>Position</th>
<th>Resp Code</th>
<th>Dept ID</th>
<th>Dept Name</th>
<th>College/Div</th>
<th>Group</th>
<th>FLSA Stat</th>
<th>Approver ID</th>
<th>Approver User ID</th>
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<tbody>
<tr>
<td>1</td>
<td>A6</td>
<td>1</td>
<td>Research Grant</td>
<td>A</td>
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<td>243.800000</td>
<td>03/31/2022</td>
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<td>Arnold School of Public Health</td>
<td>P12</td>
<td>T</td>
<td>T3</td>
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<tr>
<td>2</td>
<td>B3</td>
<td>2</td>
<td>Research Grant</td>
<td>A</td>
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<td>115300</td>
<td>ASPH Exercise Science</td>
<td>Arnold School of Public Health</td>
<td>P12</td>
<td>T</td>
<td>T3</td>
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<td>3</td>
<td>B5</td>
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<td>535.900000</td>
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<td>ASPH Exercise Science</td>
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<td>Arnold School of Public Health</td>
<td>C12</td>
<td>T</td>
<td>T3</td>
<td></td>
</tr>
</tbody>
</table>
CANCELED ABSENCES BY EMPLOYEE

Report Name: SC_AMS_CANCELED_ABS_APPR - Canceled Absences by Employee
Selection Criteria: Begin Date From and To
Data: As of the calendar date shown
Frequency: Run this query when you need a wholistic view of cancelled absences.
Description: Use this query to view canceled absences that occurred during a specified date range. This is vital information as cancelled absences do not appear in an employee’s 'View Absence Request' which provides a history of absences.
ABSENCE MANAGEMENT QUERIES/REPORTS

Leave Taken by Employee

Report Name: SC_AMS_TAKES_APPR_VW - Leave Taken by Employee
Selection Criteria: Employee USCID and Leave Type (optional)
Data: As of the calendar date shown
Frequency: Run this query when you need to inquire about absences taken by a specific employee.
Description: Use this query to view all absences for a specific employee.
YTD A/L and S/L Takes

Report Name: SC_AMS_YTD_TAKES_APPR_VW- YTD A/L and S/L Takes
Selection Criteria: No selection criteria
Data: As of the calendar date shown
Frequency: Run this query when you need year-to-date summary data of annual and/or sick leave taken for all your employees.
Description: Use this query to view year-to-date annual and sick leave takes for all leave earning employees. The query is sorted by EMPL ID.
### Leave Clean-up Term Employee

**Report Name:** SC_AMS_TERM_EE_LV_APPR_VW- Leave Clean-up Term Employee  
**Selection Criteria:** No selection criteria  
**Data:** As of the calendar date shown  
**Frequency:** Run this query in accordance with absence approval deadlines to ensure all pending absences for separated employees are approved or cancelled as applicable.  
**Description:** Use this query to view absences for separated/inactive employees that were submitted prior to the date of separation and absences that are approved for dates past the employee’s date of separation. Both types require clean-up to ensure proper annual leave payout or leave transfer if moving to another State of SC agency.

| Row | ID | Empl Record | Name | Pay Status | Dept ID | Term Date | Absence | Begin Date | End Date | Duration Hours | WF Status | Approved | Source | Submit Date | Calendar Group | Approver ID | Approver User ID |
|-----|----|-------------|------|------------|---------|-----------|---------|------------|----------|----------------|-----------|----------|--------|-------------|---------------|-------------|--------------|-----------------|
| 1   | C8 | 0           | Terminated 986060 09/30/2021 | Annual Leave | 10/08/2021 | 10/08/2021 | 7.50 | A | Y | Employee Absence Request | 08/05/2021 | S9 |
| 2   | C8 | 0           | Terminated 986060 09/30/2021 | Annual Leave | 10/11/2021 | 10/11/2021 | 7.50 | A | Y | Employee Absence Request | 08/05/2021 | S9 |
| 3   | J1 | 0           | Terminated 631000 04/01/2022 | Annual Leave | 08/15/2022 | 08/15/2022 | 7.50 | A | Y | Employee Absence Request | 09/27/2021 | S9 |
| 4   | K0 | 0           | Terminated 161900 03/18/2022 | Sick Leave | 04/05/2022 | 04/05/2022 | 8.00 | A | Y | Employee Absence Request | 02/02/2022 | S9 |
| 5   | K0 | 0           | Terminated 161900 03/18/2022 | Sick Leave | 05/28/2022 | 05/28/2022 | 1.75 | A | Y | Employee Absence Request | 02/02/2022 | S9 |
HCM PEOPLESOFT SECURITY REQUESTS

These are just a few things we look for when approving access requests:

• List all departments the employee will need access to on the form or a separate spreadsheet if there are too many to list on the form.

• Make sure to include the employee’s signature, if still working at the university.

• Business Officer Signature/Approval is required for all payroll requests. Use the UofSC Budget Contacts as your guide.

• College/Division/Campus HR Contact signatures required for all HR requests.

• If an employee changes responsibility or leaves the University, please let us know by completing a form. Be sure to list roles and departments so that the security team knows what needs to be removed. If leaving the University, some access is automatically taken away while other access requires manual removal.

• Make sure the employee completes the TL/ABS Approver training within 30 days. If not complete within that time the training access will be removed and the ticket will be closed.

• Track the number of approvers you have assigned to each department. We do check before approving the TL/ABS Approver request and will reach out if the request takes you over the allowable 3.

• Please be sure to always use the current HCM All Access form which can found in Service Now. If the correct form is not used, we will reach out to request the correct one to be completed.
TIME/LABOR AND ABSENCE MANAGEMENT IMPLEMENTATION WEBPAGE

Job Aids and Reference Guides are available for:
- Employees
- Managers
- TL/ABS Approvers

Webpage URL:
https://sc.edu/about/offices_and_divisions/payroll/payroll_toolbox/time_labor_and_absence_management/index.php

Link to the Time and Absence System:
hcm.ps.sc.edu
CONTACT INFORMATION

For questions regarding Timesheets, Schedule Changes, and Exceptions, please email Judy Timmons: timmons5@mailbox.sc.edu.

For question regarding Leave Requests and Balances, please contact Central Benefits: hrleave@mailbox.sc.edu.
THANK YOU!