

**University of South Carolina
Time and Labor - MSS
Earn Comp Time and Request Holiday Comp Payout on a Punch Timesheet
On Behalf of an Employee**

How to earn comp time and request holiday comp payout on a punch timesheet:

This job aid outlines how a manager can earn comp time and request holiday comp payout on a punch timesheet 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.

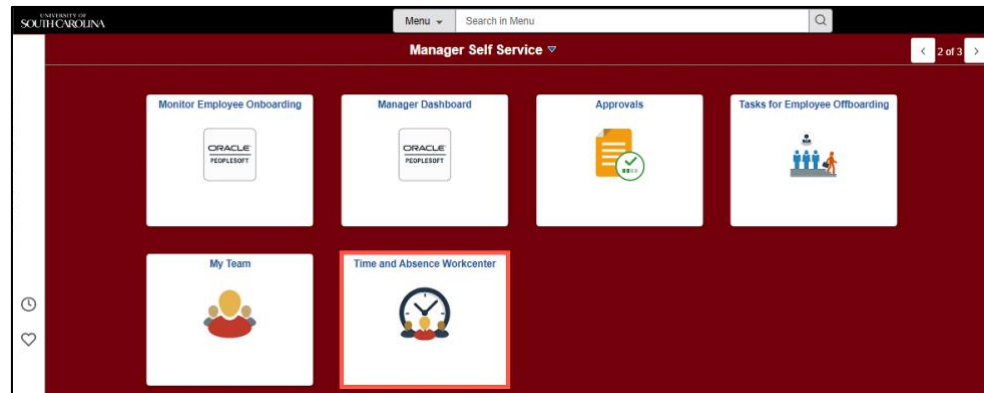
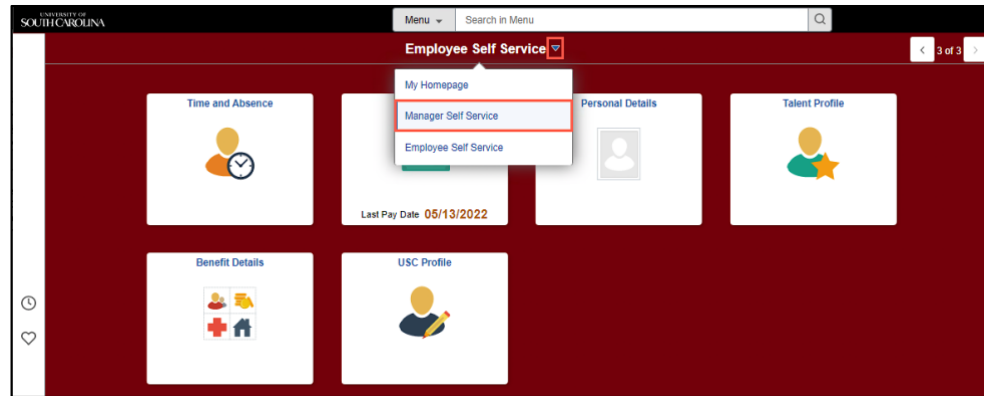
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

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

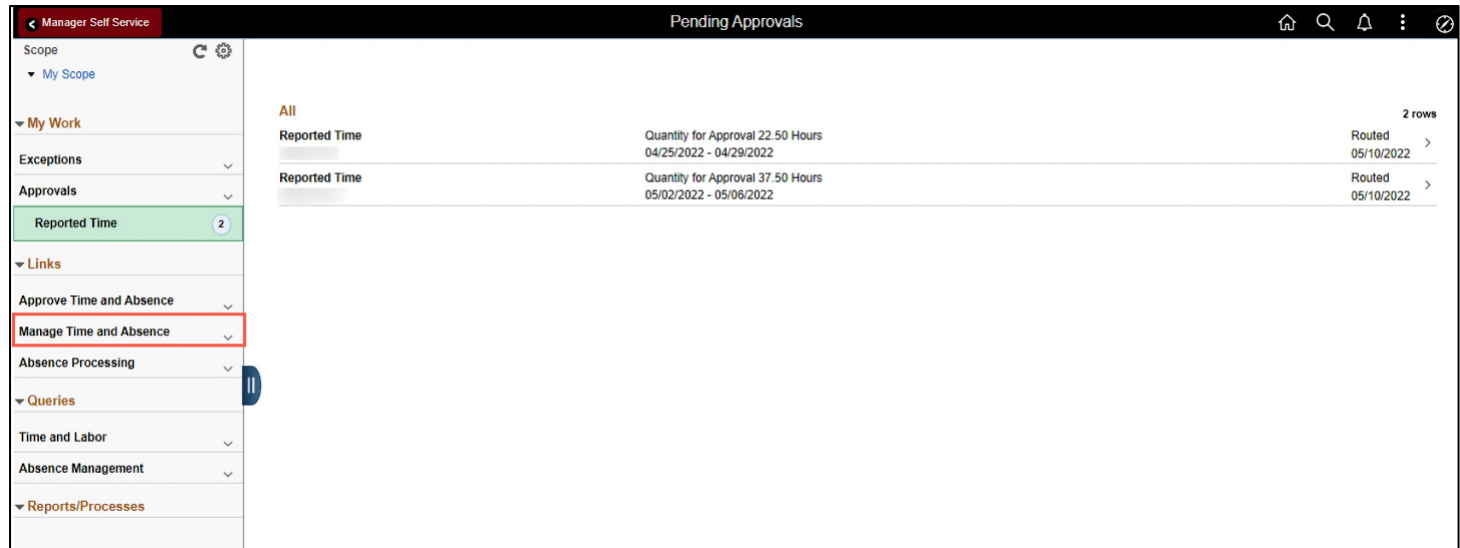


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Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

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.

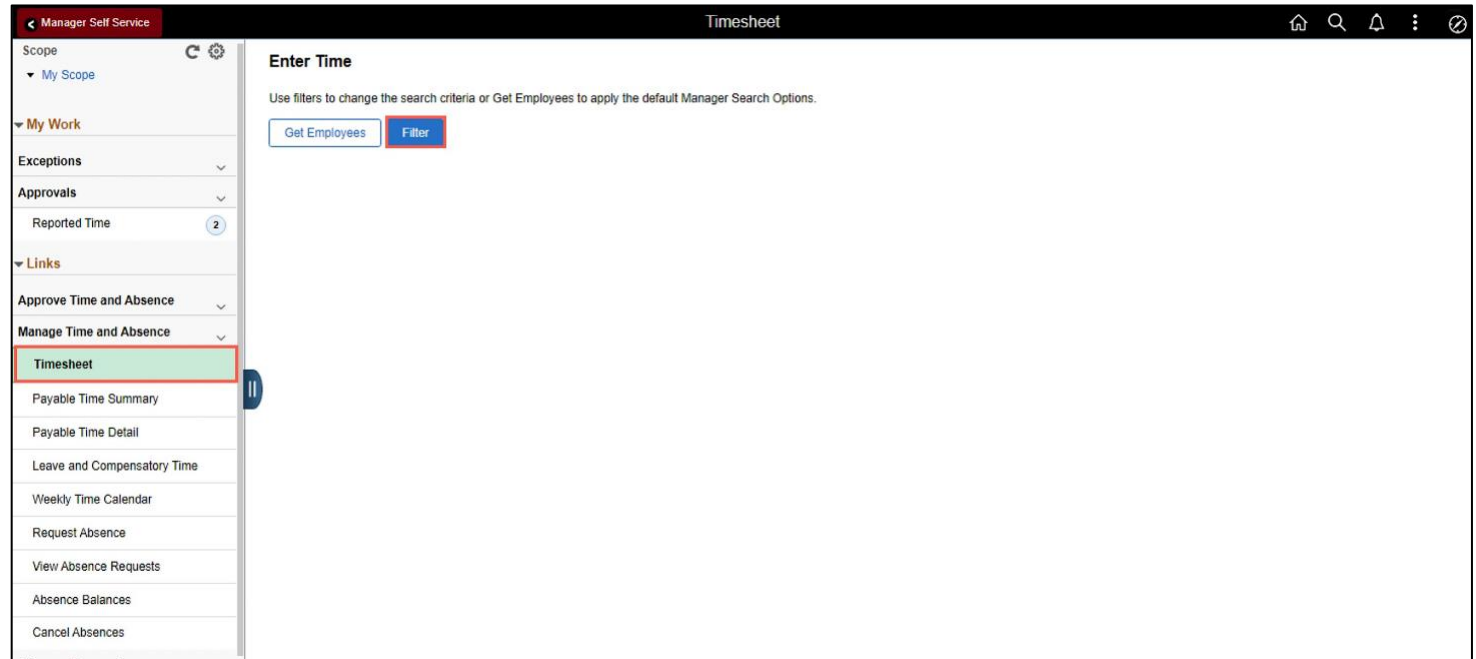


Pending Approvals			
2 rows			
All			
Reported Time	Quantity for Approval 22.50 Hours	Routed	>
	04/25/2022 - 04/29/2022	05/10/2022	
Reported Time	Quantity for Approval 37.50 Hours	Routed	>
	05/02/2022 - 05/06/2022	05/10/2022	

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Step 4: Click the **Timesheet** option from the list.

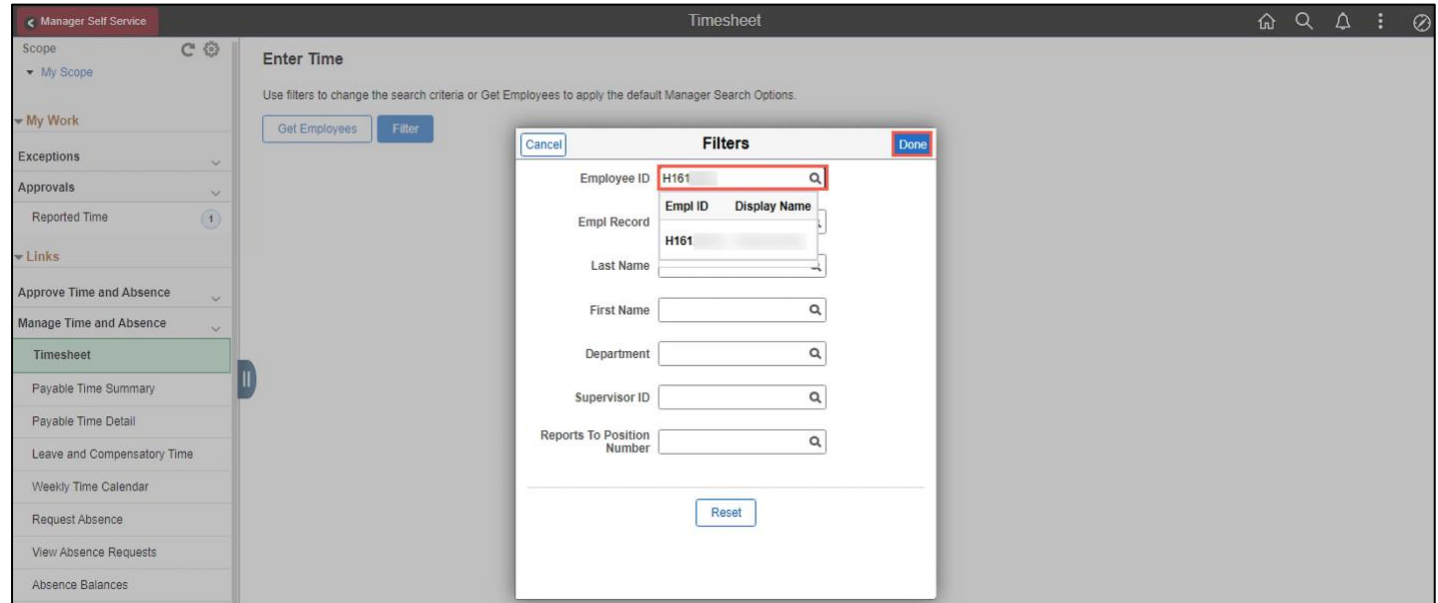
Step 5: To enter time for a specific employee, begin by clicking the **Filter** button.



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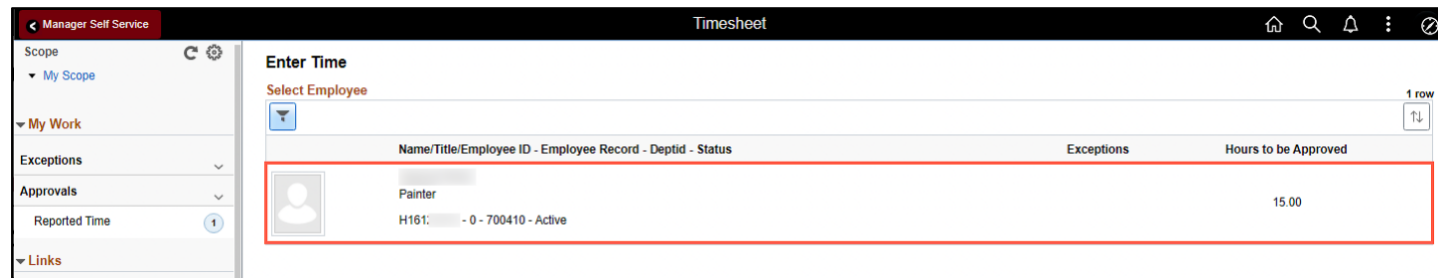
Step 6: To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

Step 7: Click **Done** to move on to the Enter Time page.



The screenshot shows the 'Enter Time' interface with a 'Filters' dialog box. The 'Employee ID' field is highlighted with a red box and contains the value 'H161'. Below it, a dropdown menu is open, showing 'H161' as the selected option. Other filter fields include 'Empl Record', 'Last Name', 'First Name', 'Department', 'Supervisor ID', and 'Reports To Position Number'. A 'Reset' button is located at the bottom of the dialog.

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



The screenshot shows the 'Enter Time' interface with a table of employees. The table has columns for 'Name/Title/Employee ID - Employee Record - Deptid - Status', 'Exceptions', and 'Hours to be Approved'. One row is highlighted with a red box, showing the employee 'Painter' with employee ID 'H161' and '15.00' hours to be approved.

Name/Title/Employee ID - Employee Record - Deptid - Status	Exceptions	Hours to be Approved
Painter H161: - 0 - 700410 - Active		15.00

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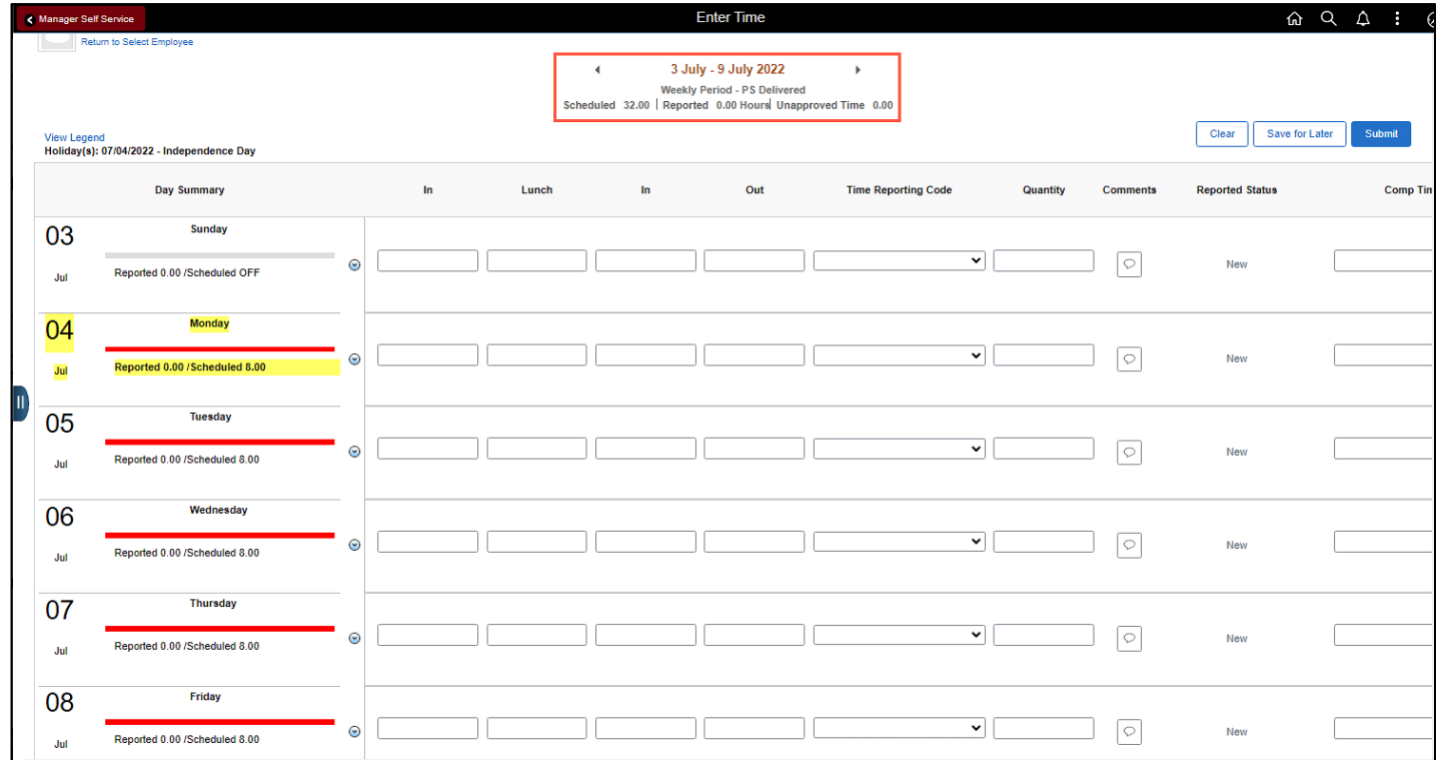
A **Punch Timesheet** is used to create shifts that define specific work times. Punch shifts are defined by an In punch and the first subsequent instance of an Out punch. There can be other punches, such as lunch, between the In and Out punches.

Due to regulatory guidelines employees that are eligible for call back, on call, and/or shift differential will utilize Time and Labor punch timesheets to track time worked.

You can go back and enter timesheets 60 days prior to the current day on behalf of an employee.

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

In this example, the employee worked overtime and requested to receive a payout for the hours worked on the holiday. As the manager, you can enter time on behalf of your direct reports.



Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Tin
03 Sunday Jul Reported 0.00 / Scheduled OFF								New	
04 Monday Jul Reported 0.00 / Scheduled 8.00								New	
05 Tuesday Jul Reported 0.00 / Scheduled 8.00								New	
06 Wednesday Jul Reported 0.00 / Scheduled 8.00								New	
07 Thursday Jul Reported 0.00 / Scheduled 8.00								New	
08 Friday Jul Reported 0.00 / Scheduled 8.00								New	

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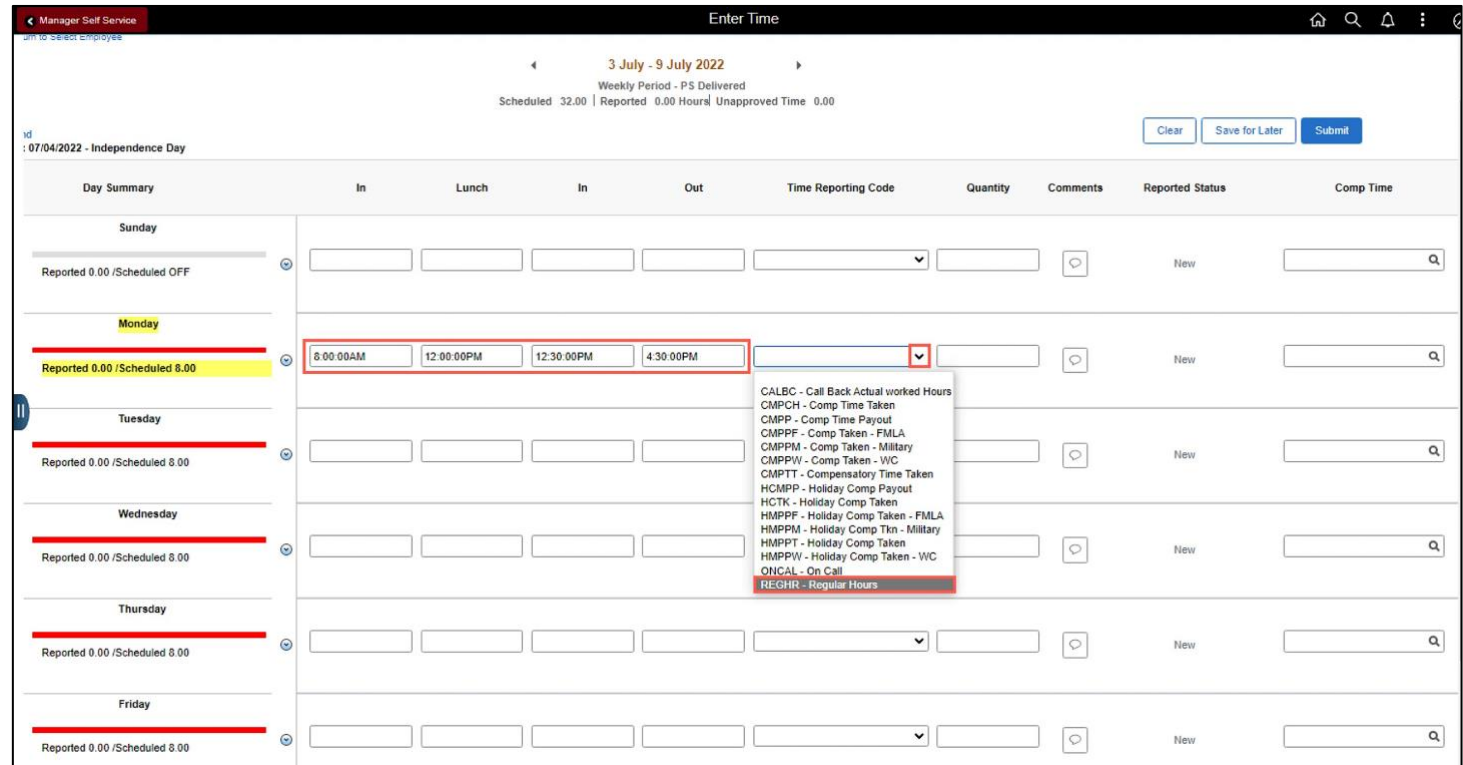
Notice Monday is highlighted in yellow indicating it is a UofSC holiday and therefore is not a scheduled workday.

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.

Step 10: To enter the hours worked begin by entering 8:00am in the **In** field, 12:00pm in the **LUNCH** field, 12:30pm in the second **IN** field, and 4:30pm in the **OUT** field.

Step 11: Click the **Time Reporting Code** drop-down arrow and select **REGHR – Regular Hours**.

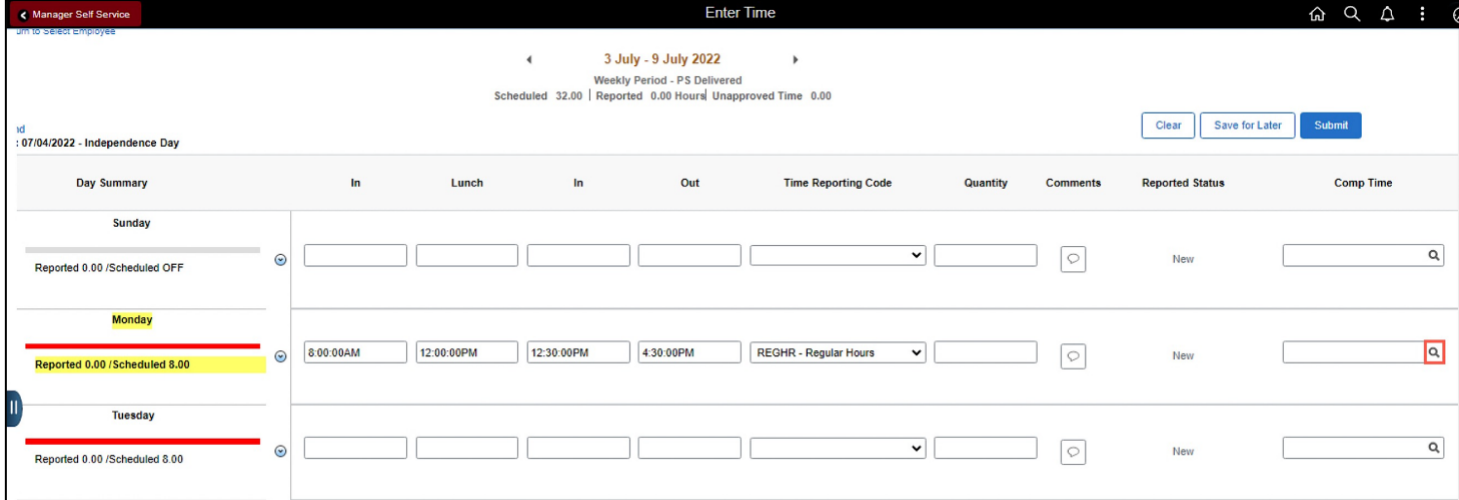
You can only have one TRC per line.



Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time
Sunday Reported 0.00 / Scheduled OFF								New	
Monday Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	
Tuesday Reported 0.00 / Scheduled 8.00								New	
Wednesday Reported 0.00 / Scheduled 8.00								New	
Thursday Reported 0.00 / Scheduled 8.00								New	
Friday Reported 0.00 / Scheduled 8.00								New	

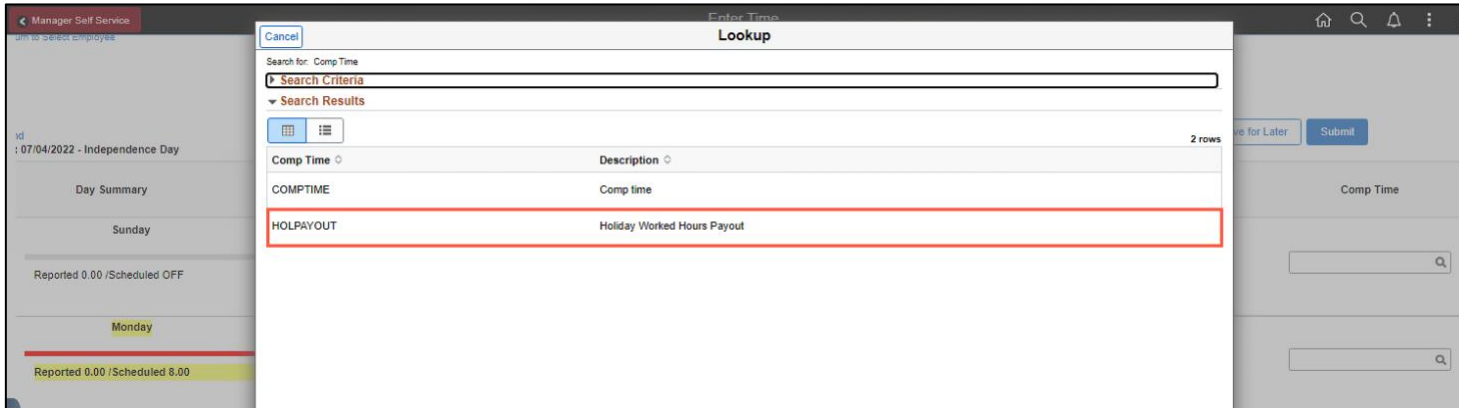
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Step 12: To request a payout for the hours worked on the holiday, click the **Look up Comp** button.



Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time
Sunday Reported 0.00 / Scheduled OFF								New	
Monday Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	<input type="button" value="Look up Comp"/>
Tuesday Reported 0.00 / Scheduled 8.00								New	

Step 13: Click to select the **Holiday Worked Hours Payout (HOLPAYOUT)** option from the list.



Cancel Enter Time Lookup

Search for: Comp Time

Search Criteria

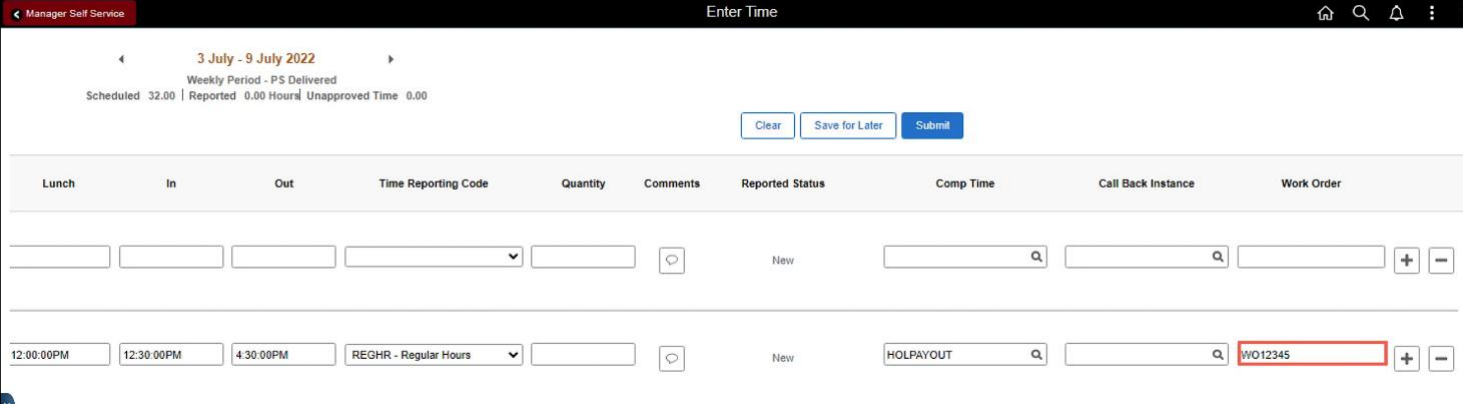
Search Results

Comp Time	Description
COMPTIME	Comp time
HOLPAYOUT	Holiday Worked Hours Payout

2 rows

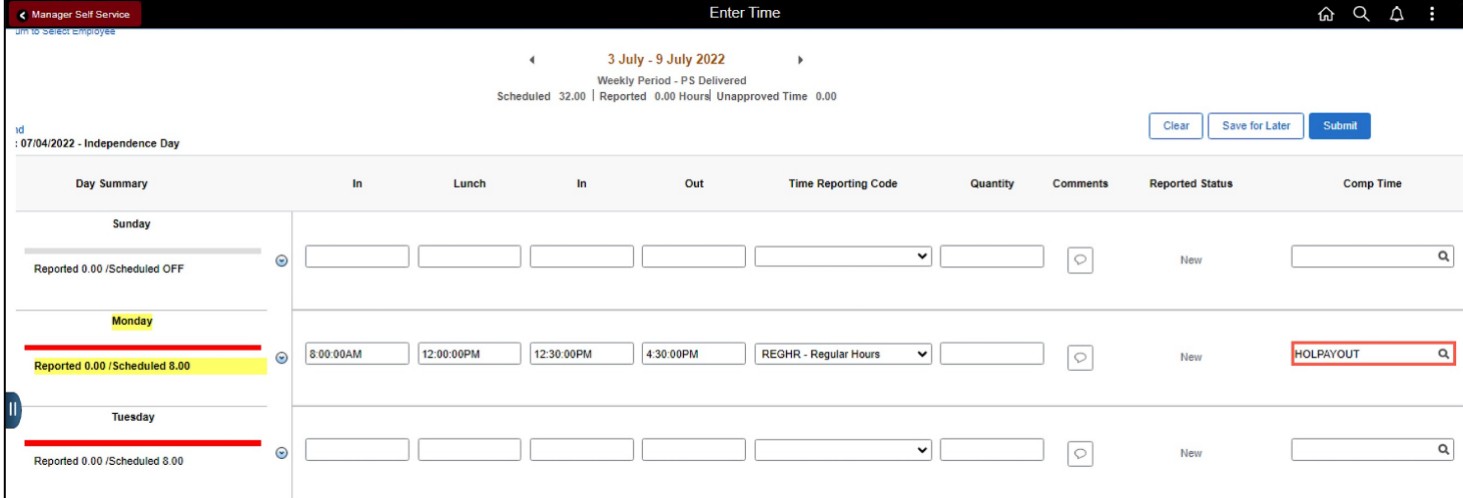
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Notice that **HOLPAYOUT** is now populated in the Comp Time field. This prompts the system to payout the time worked on the holiday.



Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time	Call Back Instance	Work Order
						New			
12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	HOLPAYOUT		WO12345

Step 14: Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked the holiday. This week the employee only worked one work order.



Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time
Sunday Reported 0.00 / Scheduled OFF								New	
Monday Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	HOLPAYOUT
Tuesday Reported 0.00 / Scheduled 8.00								New	

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This week the employee also received permission to work additional hours on Tuesday.

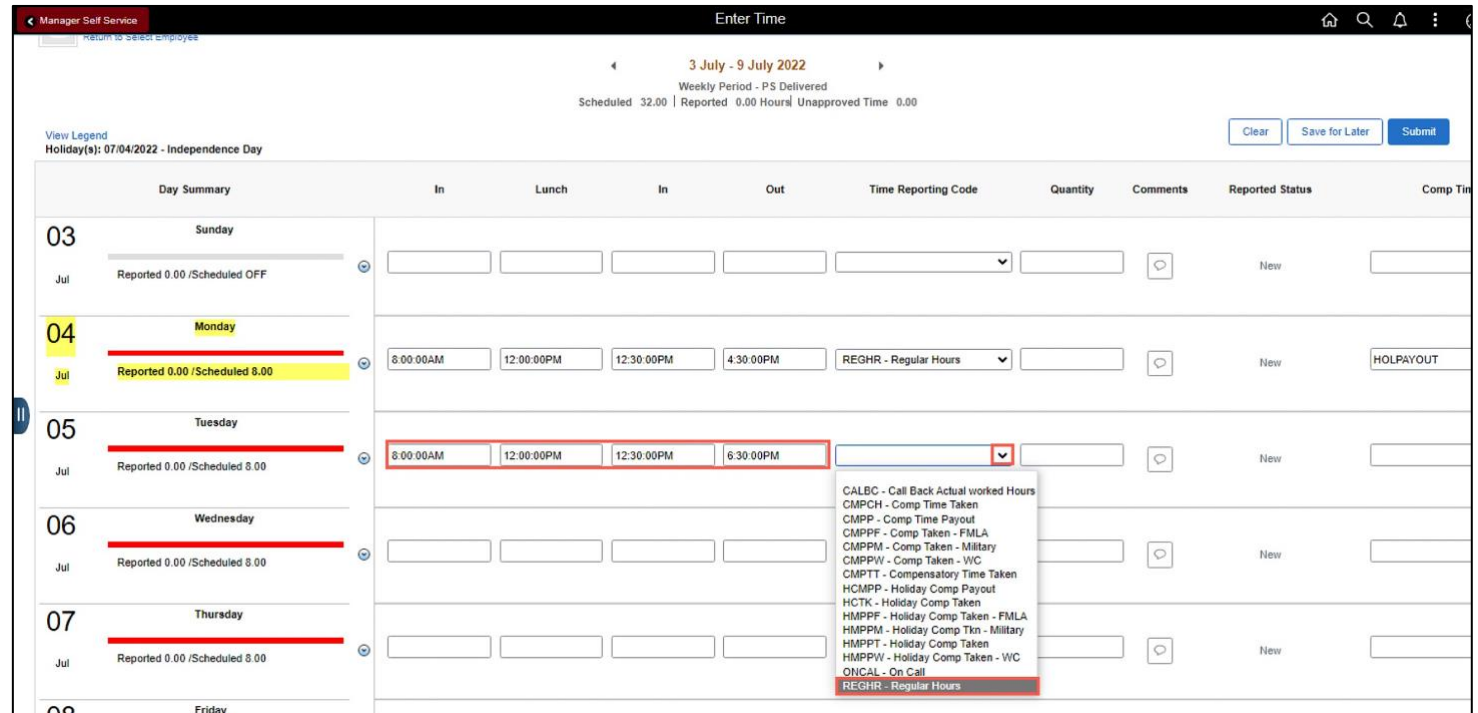
To earn comp time, the hours entered will need to be more than the scheduled hours.

For this example, the employee worked 2 hours more than their scheduled hours.

Step 15: To enter the hours worked begin by entering 8:00am in the **In** field, 12:00pm in the **LUNCH** field, 12:30pm in the second **IN** field, and 6:30pm in the **OUT** field.

Step 16: Click the **Time Reporting Code** drop-down arrow and select **REGHR – Regular Hours**.

You can only have one TRC per line.



Manager Self Service Enter Time

3 July - 9 July 2022
Weekly Period - PS Delivered
Scheduled 32.00 | Reported 0.00 Hour | Unapproved Time 0.00

Clear Save for Later Submit

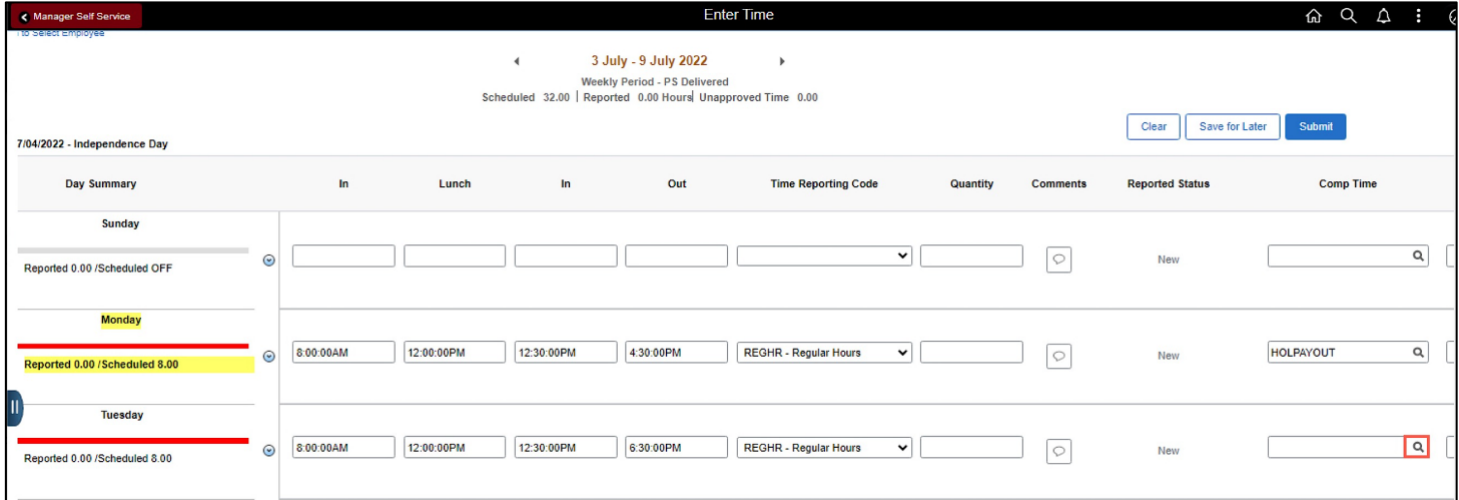
View Legend
Holiday(s): 07/04/2022 - Independence Day

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time
03 Sunday Jul Reported 0.00 /Scheduled OFF								New	
04 Monday Jul Reported 0.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	HOLPAYOUT
05 Tuesday Jul Reported 0.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	6:30:00PM	REGHR - Regular Hours			New	
06 Wednesday Jul Reported 0.00 /Scheduled 8.00								New	
07 Thursday Jul Reported 0.00 /Scheduled 8.00								New	
08 Friday									

- CALBC - Call Back Actual worked Hours
- CMPCH - Comp Time Taken
- CMPPT - Comp Time Payout
- CMPFF - Comp Taken - FMLA
- CMPPM - Comp Taken - Military
- CMPPW - Comp Taken - WC
- CMPTT - Compensatory Time Taken
- HCMPF - Holiday Comp Payout
- HCTK - Holiday Comp Taken
- HMPPF - Holiday Comp Taken - FMLA
- HMPPM - Holiday Comp Taken - Military
- HMPPW - Holiday Comp Taken - WC
- ONCAL - On Call
- REGHR - Regular Hours**

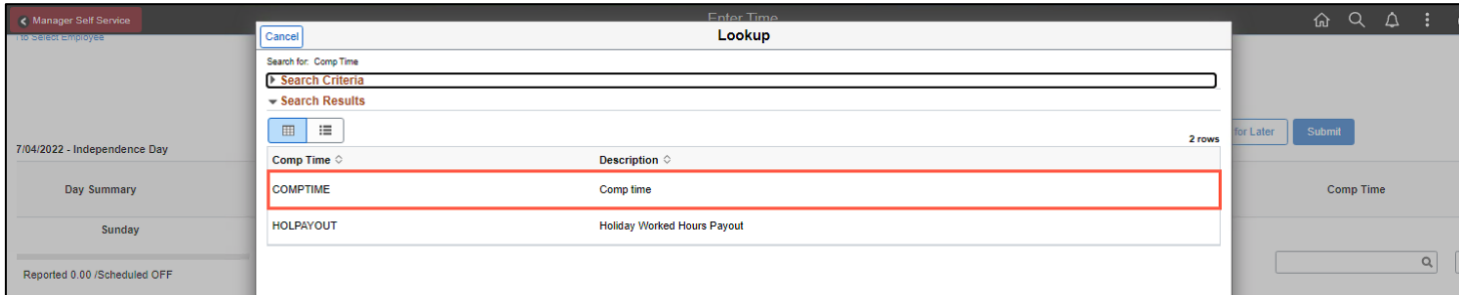
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Step 17: To earn comp time for the extra hours worked, click the **Comp Time Lookup** button.



Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time
Sunday Reported 0.00 / Scheduled OFF								New	
Monday Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	HOLPAYOUT
Tuesday Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	6:30:00PM	REGHR - Regular Hours			New	

Step 18: Select **Comp Time** from the list.



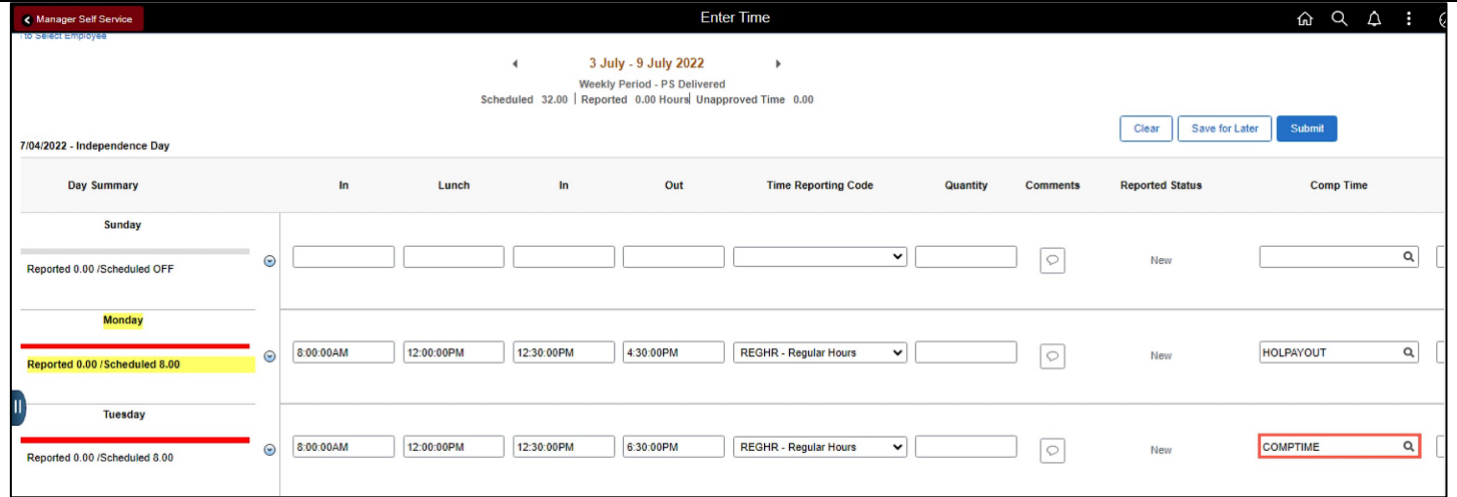
Comp Time	Description
COMPTIME	Comp time
HOLPAYOUT	Holiday Worked Hours Payout

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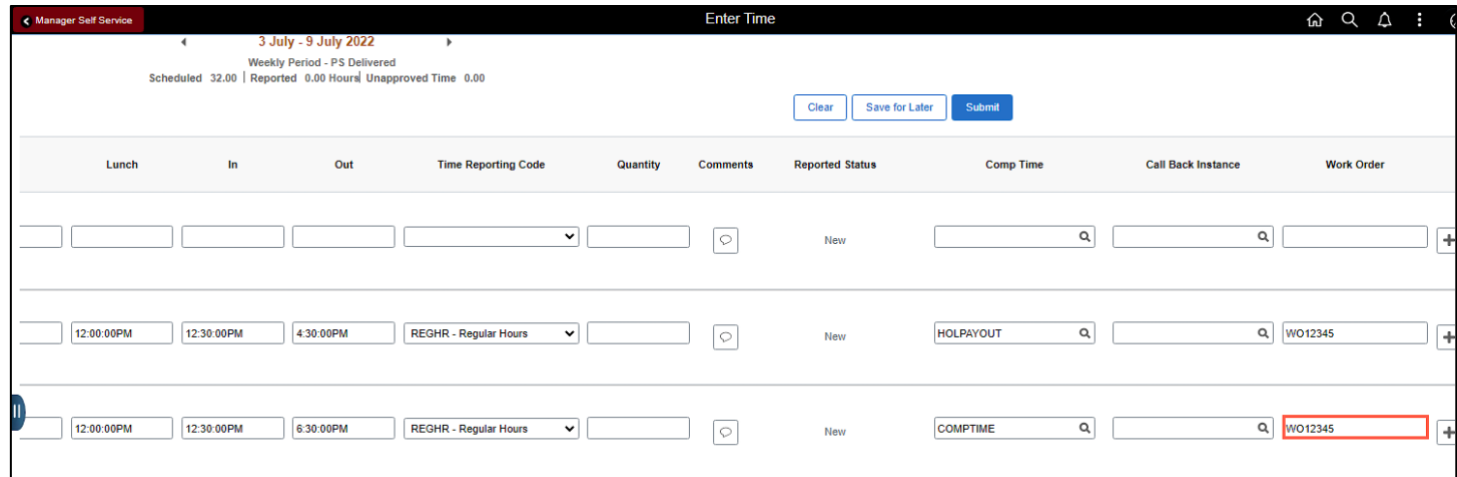
Step 19: Notice **COMPTIME** is now populated in the Comp Time field.

NOTE: To earn comp time for the overtime hours, the comp time indicator must be added to **ALL** the lines for which time is entered.

Step 20: Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the overtime hours.



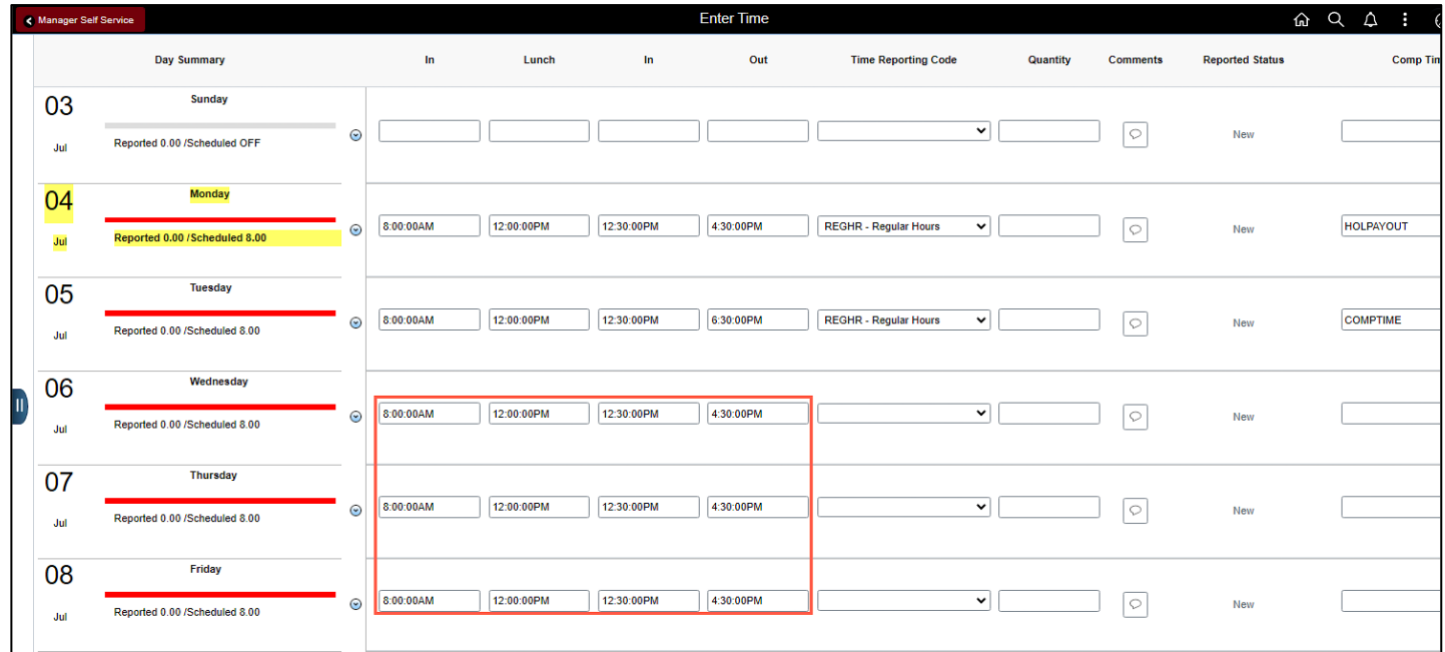
Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time
Sunday Reported 0.00 / Scheduled OFF								New	
Monday Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	HOLPAYOUT
Tuesday Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	6:30:00PM	REGHR - Regular Hours			New	COMPTIME



Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time	Call Back Instance	Work Order
						New			
	12:00:00PM	12:30:00PM	4:30:00PM		REGHR - Regular Hours	New	HOLPAYOUT		WO12345
	12:00:00PM	12:30:00PM	6:30:00PM		REGHR - Regular Hours	New	COMPTIME		WO12345

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Step 21: Enter the hours worked for the remaining workdays. Enter 8:00am in the **In** field, 12:00pm in the **LUNCH** field, 12:30pm in the second **IN** field, and 4:30pm in the **OUT** field for each day.

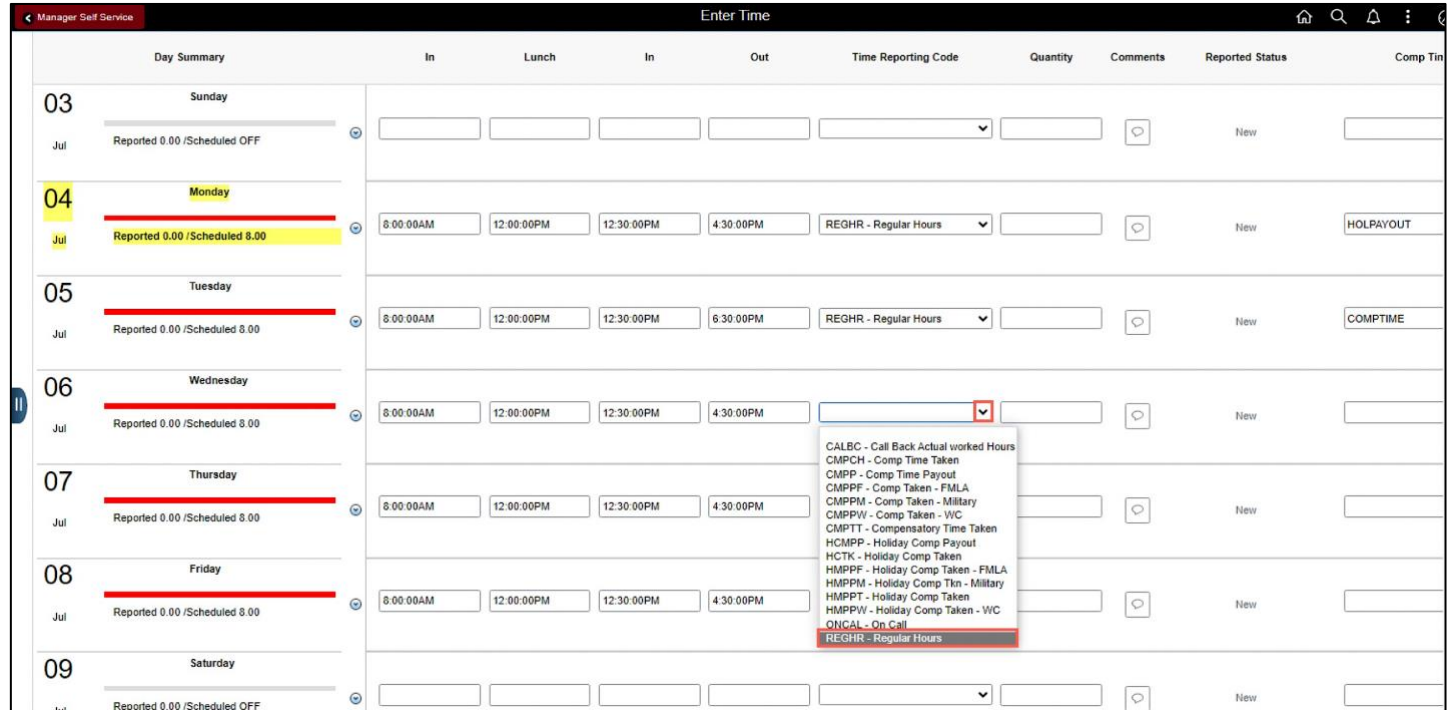


Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time
03 Sunday Jul Reported 0.00 / Scheduled OFF								New	
04 Monday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	HOLPAYOUT
05 Tuesday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	6:30:00PM	REGHR - Regular Hours			New	COMPTIME
06 Wednesday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM				New	
07 Thursday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM				New	
08 Friday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM				New	

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Step 22: Add the Time Reporting Codes for the remaining days. Click the **Time Reporting Code** drop-down arrow and select **REGHR – Regular Hours**.

You can only have one TRC per line.



Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Tim
03 Sunday Jul Reported 0.00 / Scheduled OFF								New	
04 Monday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	HOLPAYOUT
05 Tuesday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	6:30:00PM	REGHR - Regular Hours			New	COMPTIME
06 Wednesday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM				New	
07 Thursday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM				New	
08 Friday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM				New	
09 Saturday Jul Reported 0.00 / Scheduled OFF								New	

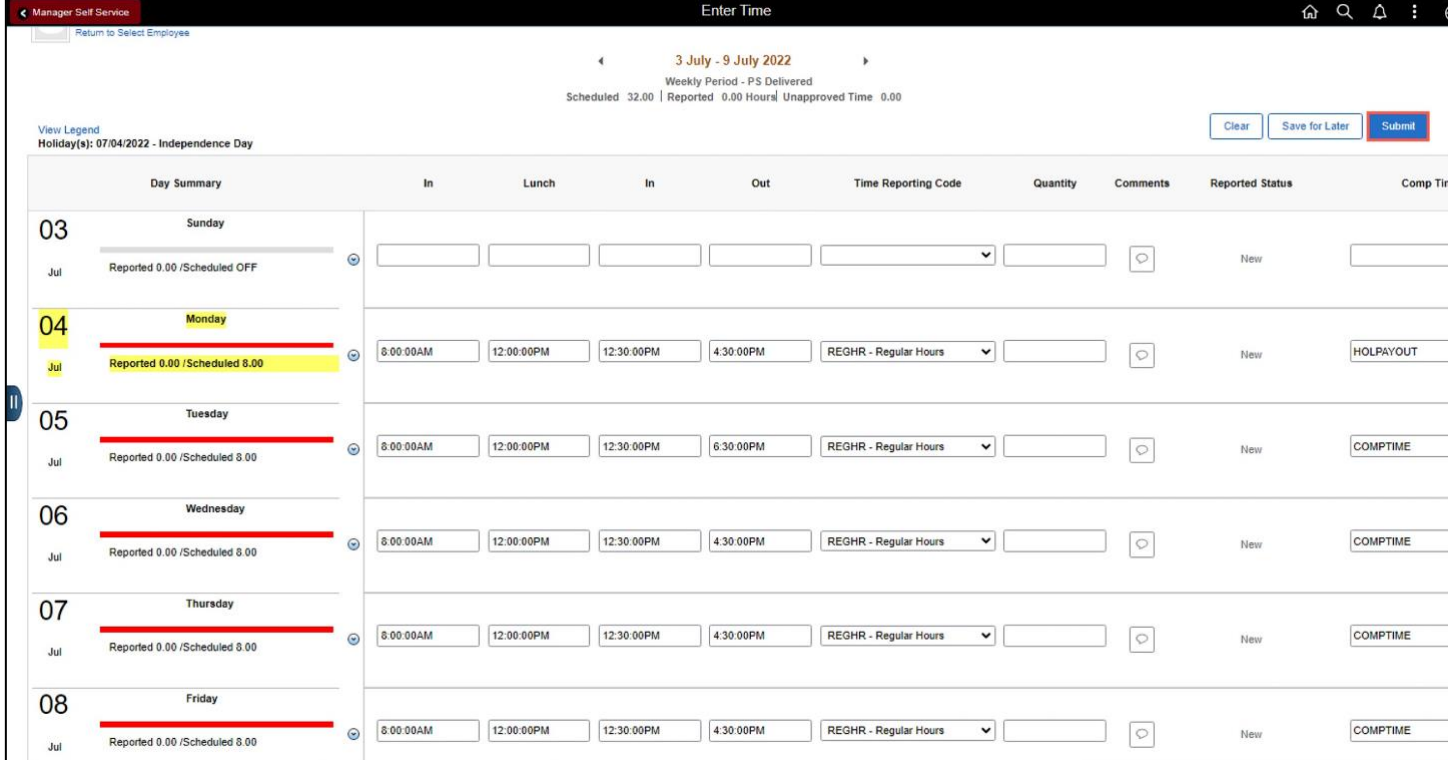
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Step 23: Scroll over to the right, click in the **Work Order** field and enter the order numbers that corresponds with the hours worked each day. For this example, the employee only worked with one work order for the entire week.

Manager Self Service											Enter Time			
Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time	Call Back Instance	Work Order					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ -				
12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours	<input type="text"/>	<input type="text"/>	New	HOLPAYOUT	<input type="text"/>	WO12345	+ -				
12:00:00PM	12:30:00PM	6:30:00PM	REGHR - Regular Hours	<input type="text"/>	<input type="text"/>	New	COMPTIME	<input type="text"/>	WO12345	+ -				
12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours	<input type="text"/>	<input type="text"/>	New	COMPTIME	<input type="text"/>	WO12345	+ -				
12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours	<input type="text"/>	<input type="text"/>	New	COMPTIME	<input type="text"/>	WO12345	+ -				
12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours	<input type="text"/>	<input type="text"/>	New	COMPTIME	<input type="text"/>	WO12345	+ -				

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Step 24: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.



Manager Self Service Enter Time

Return to Select Employee

3 July - 9 July 2022
Weekly Period - PS Delivered
Scheduled 32.00 | Reported 0.00 Hours | Unapproved Time 0.00

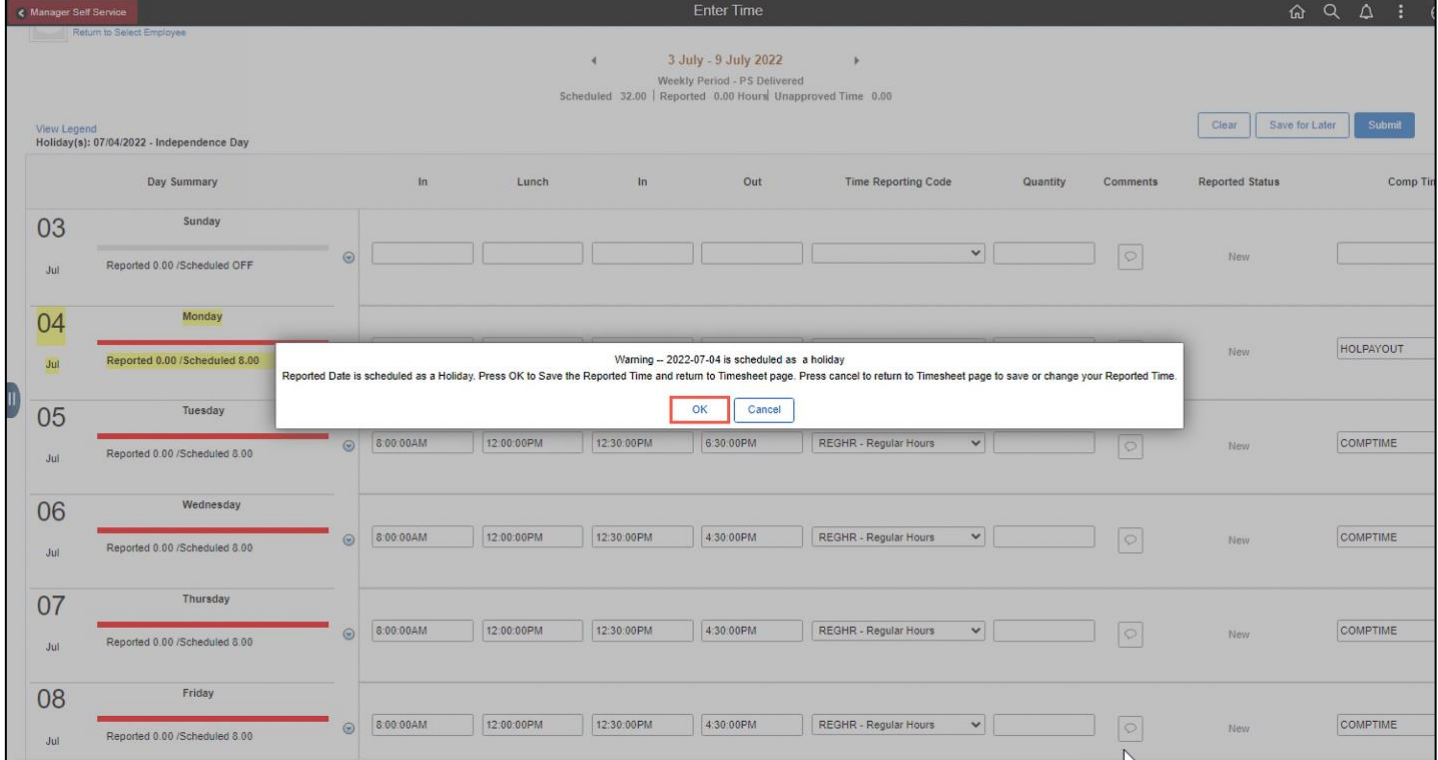
Clear Save for Later **Submit**

View Legend
Holiday(s): 07/04/2022 - Independence Day

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time
03 Sunday Jul Reported 0.00 / Scheduled OFF								New	
04 Monday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	HOLPAYOUT
05 Tuesday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	6:30:00PM	REGHR - Regular Hours			New	COMPTIME
06 Wednesday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	COMPTIME
07 Thursday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	COMPTIME
08 Friday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	COMPTIME

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Step 25: 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.



The screenshot shows the 'Enter Time' interface for the week of July 3-9, 2022. A warning dialog is displayed over the Monday, July 4th entry, stating: "Warning -- 2022-07-04 is scheduled as a holiday. Reported Date is scheduled as a Holiday. Press OK to Save the Reported Time and return to Timesheet page. Press cancel to return to Timesheet page to save or change your Reported Time." The dialog has 'OK' and 'Cancel' buttons. The background interface shows a table with columns for Day Summary, In, Lunch, In, Out, Time Reporting Code, Quantity, Comments, Reported Status, and Comp Time. The table entries for July 03 through 08 are visible, with July 04 highlighted in yellow and showing a 'Reported 0.00 / Scheduled 8.00' status.

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time
03 Sunday								New	
Jul Reported 0.00 / Scheduled OFF									
04 Monday								New	HOLPAYOUT
Jul Reported 0.00 / Scheduled 8.00									
05 Tuesday	8:00:00AM	12:00:00PM	12:30:00PM	6:30:00PM	REGHR - Regular Hours			New	COMPTIME
Jul Reported 0.00 / Scheduled 8.00									
06 Wednesday	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	COMPTIME
Jul Reported 0.00 / Scheduled 8.00									
07 Thursday	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	COMPTIME
Jul Reported 0.00 / Scheduled 8.00									
08 Friday	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			New	COMPTIME
Jul Reported 0.00 / Scheduled 8.00									

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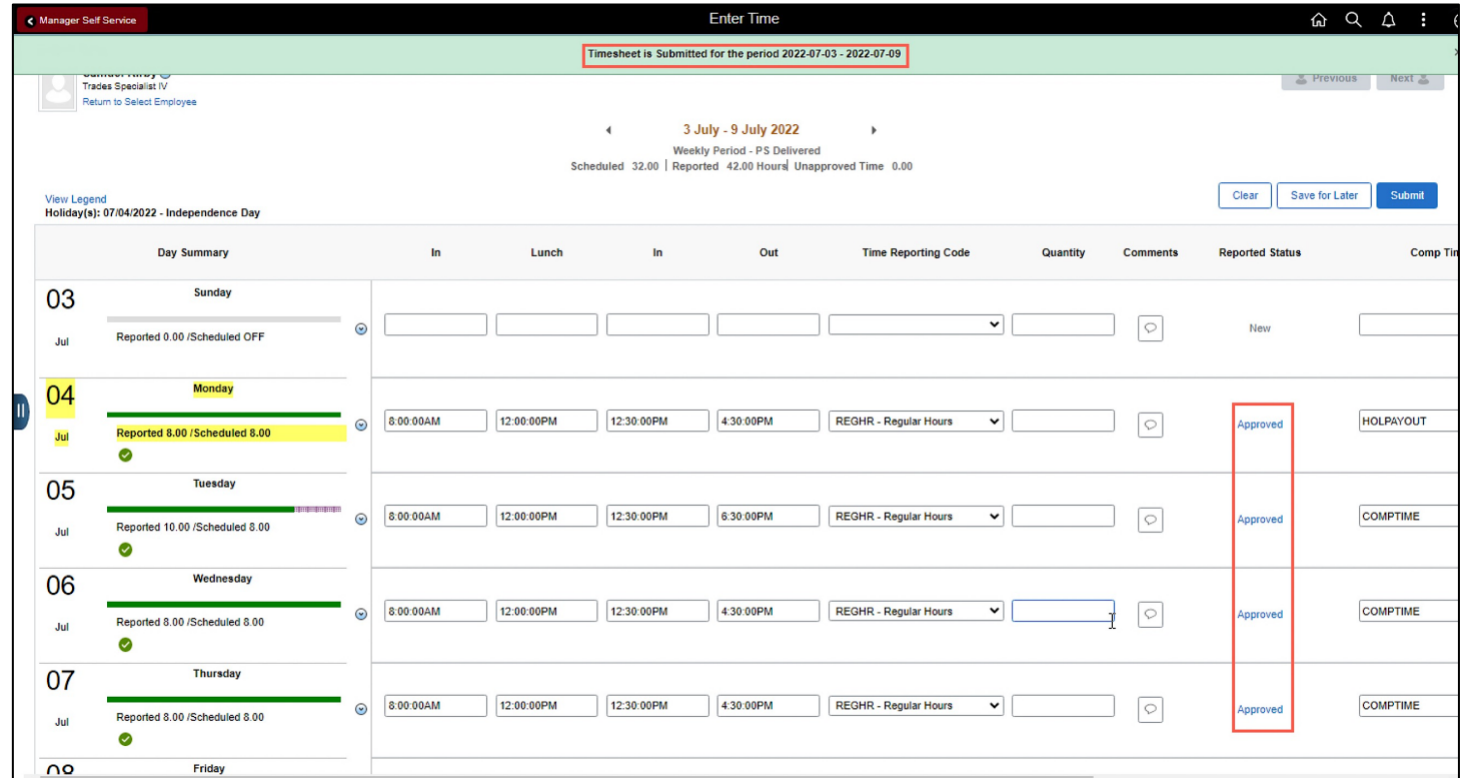
The timesheet will not submit when:

- A Time Reporting Code is missing
- When the Work Order Number is missing
- When the IN and OUT times do not match up

Error messages will appear indicating what needs to be fixed before the timesheet can be submitted.

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 26: Notice the time for each day is automatically approved at submission. When time is entered by a manager on behalf of an employee, additional approval is not required.



Enter Time

Timesheet is Submitted for the period 2022-07-03 - 2022-07-09

3 July - 9 July 2022
Weekly Period - PS Delivered
Scheduled 32.00 | Reported 42.00 Hours | Unapproved Time 0.00





View Legend
Holiday(s): 07/04/2022 - Independence Day

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time
03 Sunday Jul Reported 0.00 / Scheduled OFF								New	
04 Monday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			Approved	HOLPAYOUT
05 Tuesday Jul Reported 10.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	6:30:00PM	REGHR - Regular Hours			Approved	COMPTIME
06 Wednesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			Approved	COMPTIME
07 Thursday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours			Approved	COMPTIME
Friday									














**University of South Carolina
Time and Labor - MSS
Earn Comp Time and Request Holiday Comp Payout on a Punch Timesheet
On Behalf of an Employee**

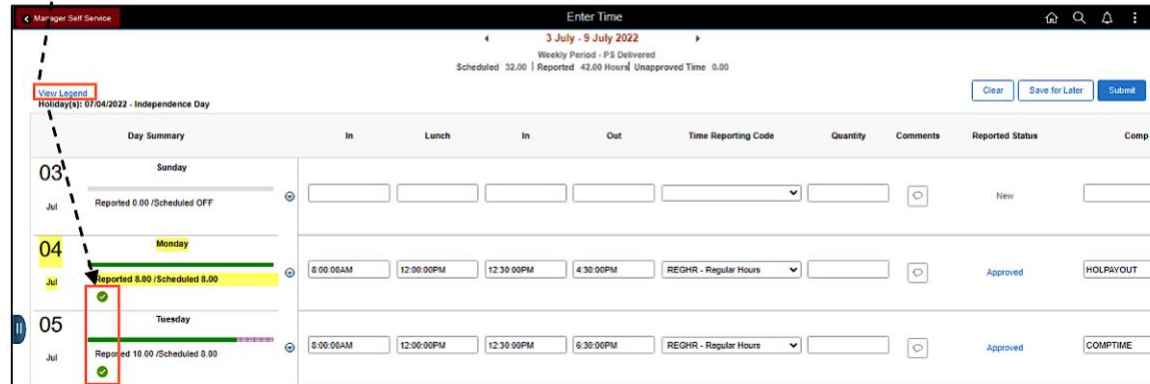
Step 27: When submitted, the **Approved** icon appears for the days' time is entered indicating the timesheet is approved. Click the **View Legend** link to view the legends used and a short description of each one.

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 earn comp time and request holiday comp payout on a punch timesheet on behalf of an employee.

Legend	
	Time Details
	Saved
	Approved
	Pending Approvals
	Denied
	Pushed Back
	Exception
	Absence
	Reported
	Reported Under Schedule
	Reported Over Schedule
	OFF Day
	Holiday



Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time
03 Sunday								New	
Jul Reported 0.00 / Scheduled OFF									
04 Monday								Approved	HOLYPAYOUT
Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours				
05 Tuesday								Approved	COMPTIME
Jul Reported 10.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	6:30:00PM	REGHR - Regular Hours				