

How to earn comp time on an elapsed timesheet for multiple work orders on behalf of an employee:

This job aid outlines how a TL/ABS Approver can earn comp time on an elapsed timesheet with multiple work orders on an employee’s behalf. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

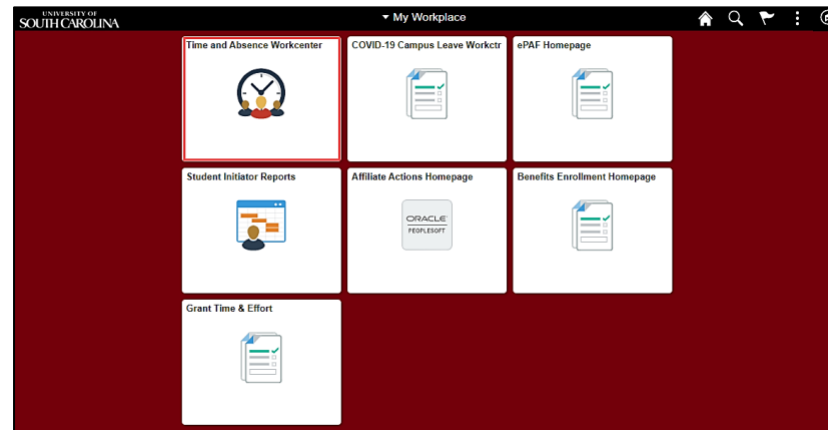
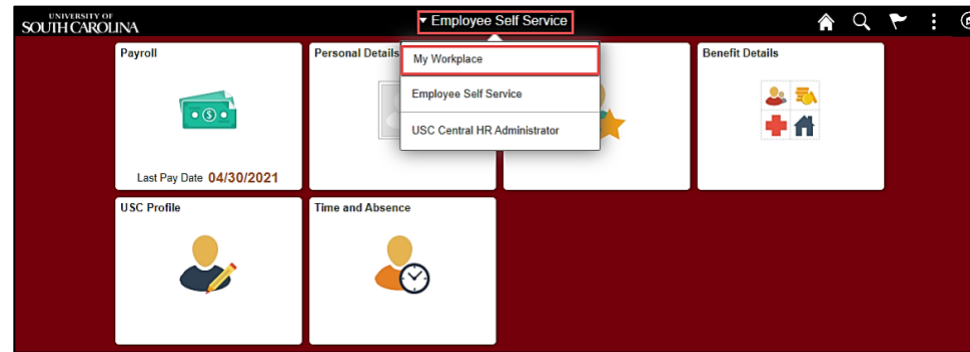
Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter

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.

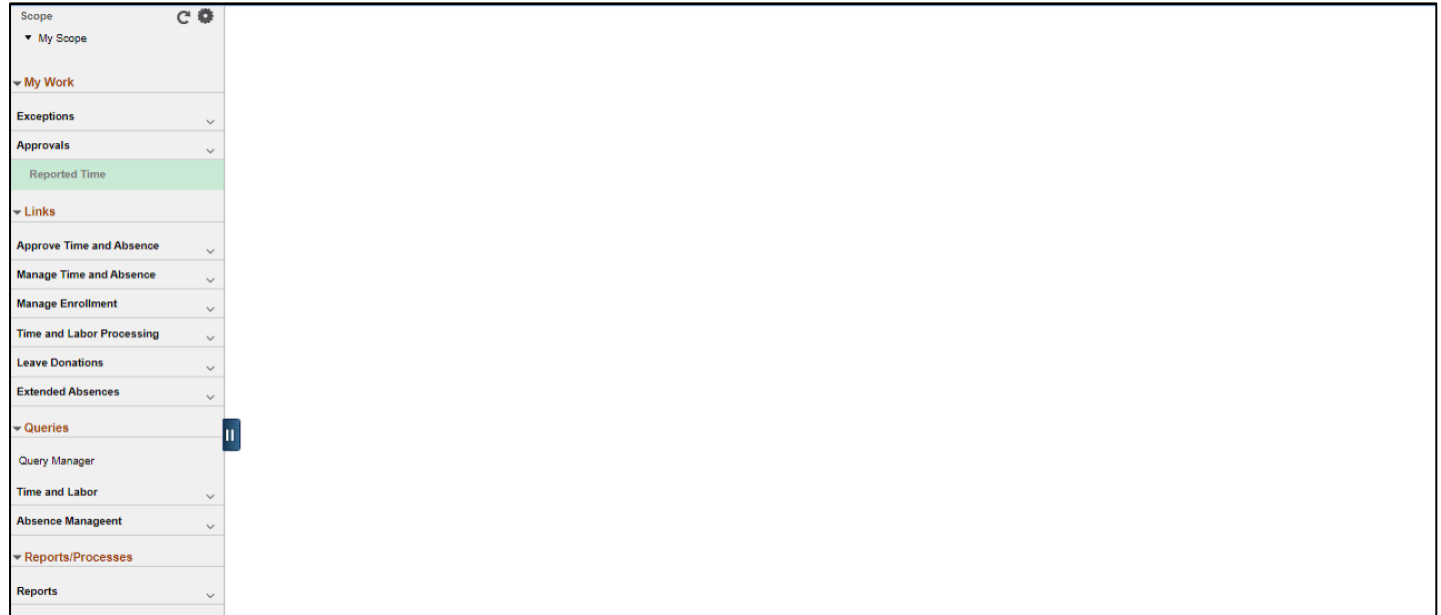
Screenshots



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.

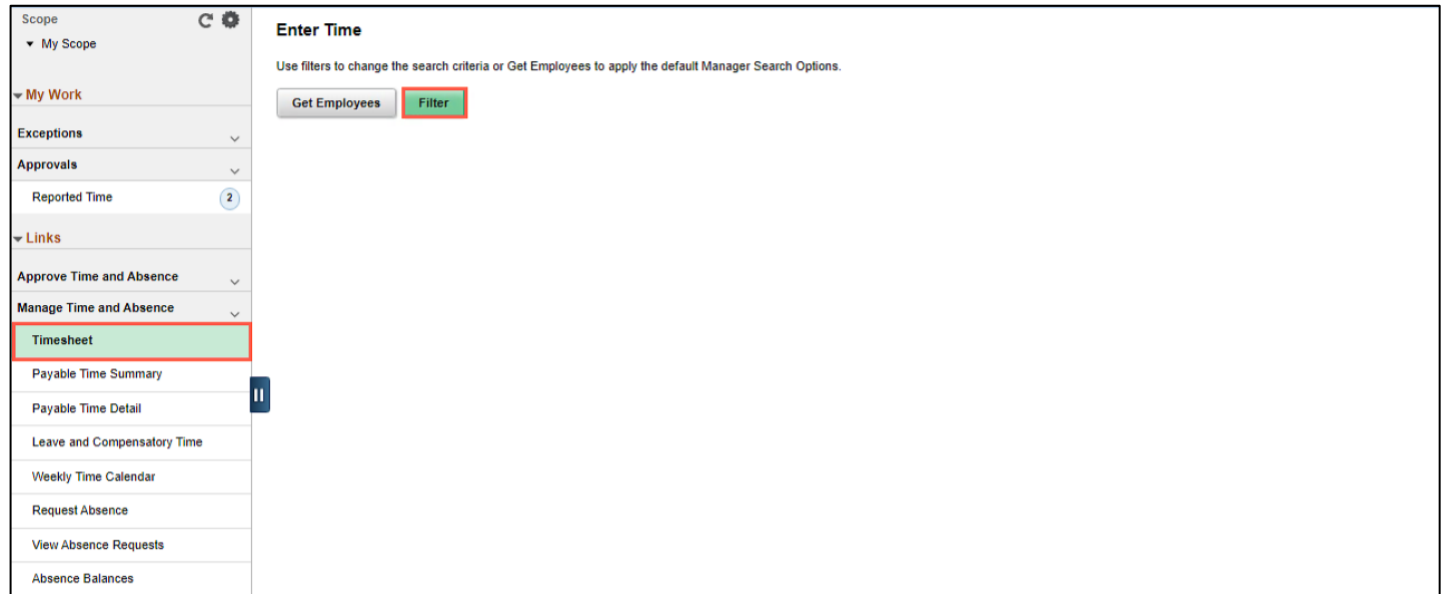
The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

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



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

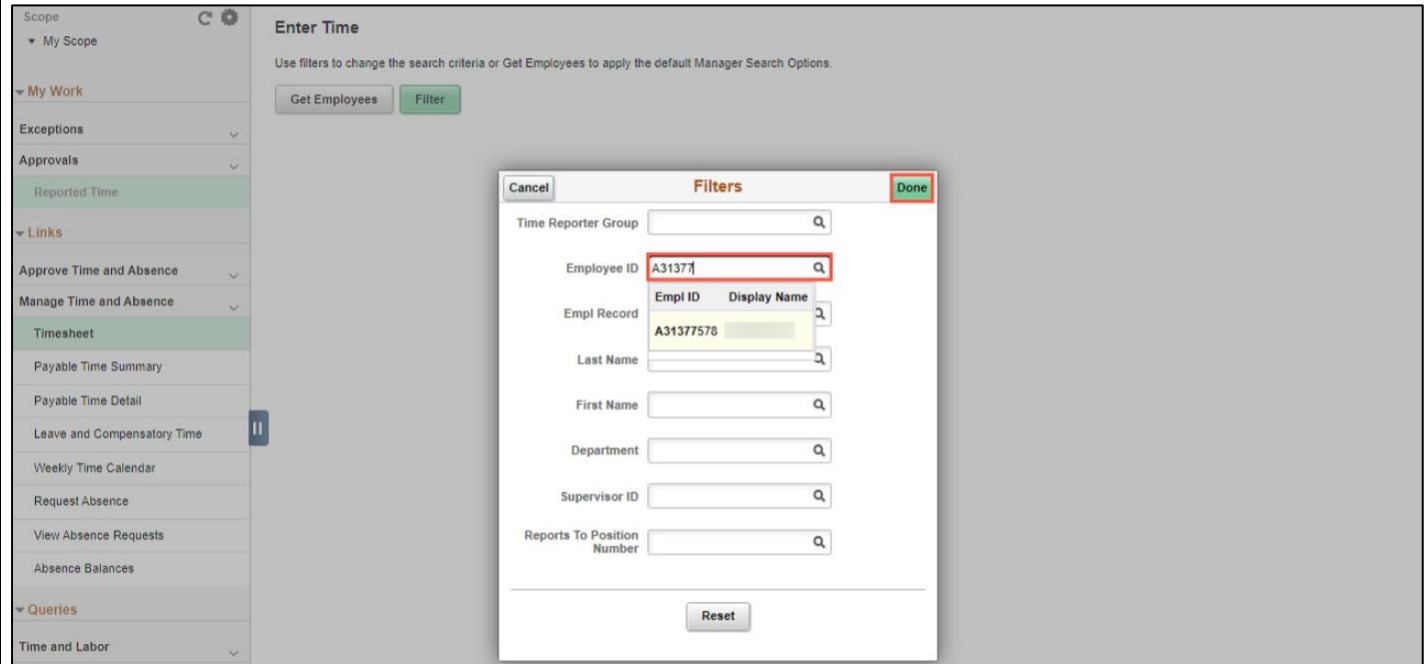
Step 5: To enter time for a specific employee, begin by clicking the **Filter** button.



The screenshot displays the 'Enter Time' interface. On the left, a navigation menu includes options like 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Reported Time', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Timesheet' (highlighted in green), 'Payable Time Summary', 'Payable Time Detail', 'Leave and Compensatory Time', 'Weekly Time Calendar', 'Request Absence', 'View Absence Requests', and 'Absence Balances'. 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' (highlighted in green).

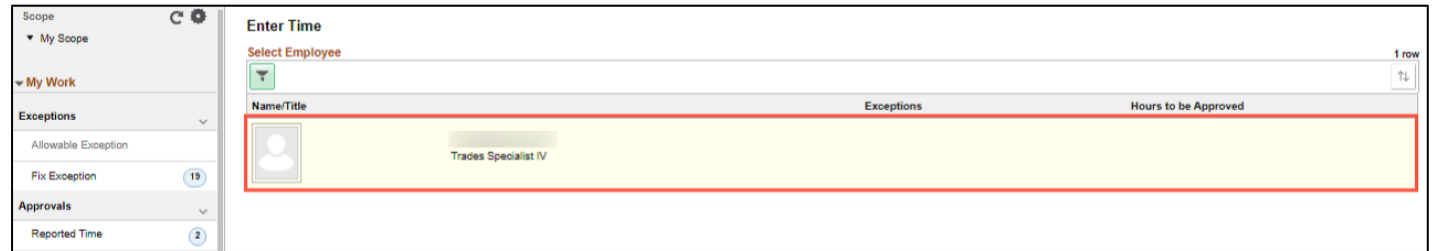
Step 6: To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

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



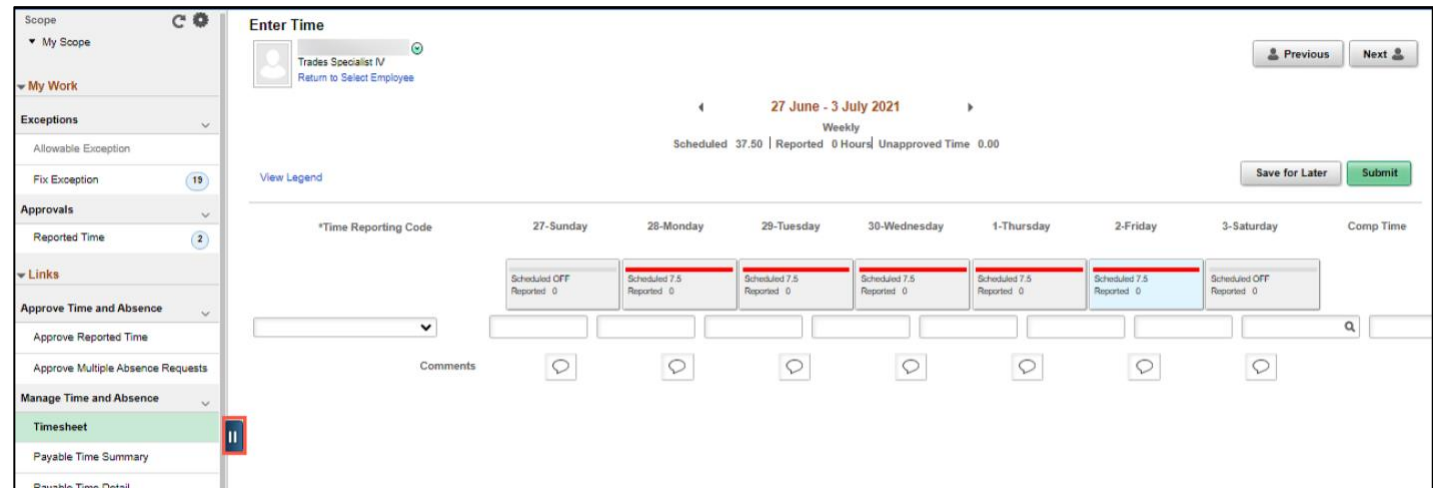
The screenshot shows the 'Enter Time' interface. On the left is a navigation menu with categories: Scope (My Scope), My Work, Exceptions, Approvals, Reported Time, Links, Approve Time and Absence, Manage Time and Absence, Timesheet (highlighted), Payable Time Summary, Payable Time Detail, Leave and Compensatory Time, Weekly Time Calendar, Request Absence, View Absence Requests, Absence Balances, Queries, and Time and Labor. The main area is titled 'Enter Time' and contains a search filter dialog box. The dialog box has a title 'Filters' and buttons for 'Cancel', 'Done', and 'Reset'. It includes the following fields: Time Reporter Group, Employee ID (with 'A31377' entered and highlighted), Empl Record (with a table showing 'A31377578'), Last Name, First Name, Department, Supervisor ID, and Reports To Position Number. Below the dialog box are 'Get Employees' and 'Filter' buttons.

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



The screenshot shows the 'Enter Time' interface. On the left is a sidebar with navigation options: Scope (My Scope), My Work, Exceptions (Allowable Exception, Fix Exception with 19 items), Approvals (Reported Time with 2 items), and Links. The main area is titled 'Enter Time' and includes a 'Select Employee' dropdown. Below this is a table with columns for 'Name/Title', 'Exceptions', and 'Hours to be Approved'. A single row is visible, highlighted in yellow, for 'Trades Specialist IV'.

Step 9: Click the **Expand Page** icon to see a full view of the Enter Time page. This will reduce the amount of scrolling you will have to do to complete the task.



The screenshot shows the expanded 'Enter Time' page for 'Trades Specialist IV'. The page title is 'Enter Time' and includes a 'Return to Select Employee' link. The main content area displays a weekly timesheet for the period '27 June - 3 July 2021'. It shows 'Scheduled 37.50 | Reported 0 Hours | Unapproved Time 0.00'. Below this is a table with columns for days of the week and 'Comp Time'. Each day has a status box (e.g., 'Scheduled OFF Reported 0' or 'Scheduled 7.5 Reported 0') and a 'Comments' field. A 'Save for Later' button and a 'Submit' button are visible. On the left sidebar, the 'Timesheet' link is highlighted, and a red box highlights the 'Expand Page' icon (two vertical bars) next to it.

In this scenario the employee worked extra hours the week of 7/27. The employee forgot to enter their time worked and the week has now passed. As the TL/ABS Approver, you can enter time on behalf of employees in your area. You can go back and enter timesheets 60 days prior to the current day on behalf of an employee.

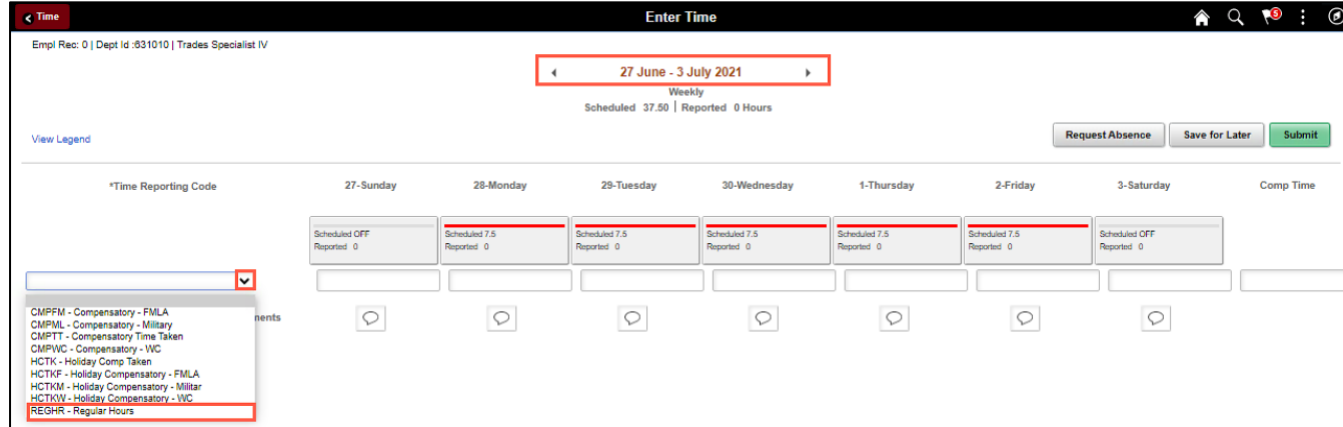
Note: If an Absence has been requested, it is not editable on the timesheet. Scroll to the right and click the plus + button to add another Time Reporting Code row.

Step 10: 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.

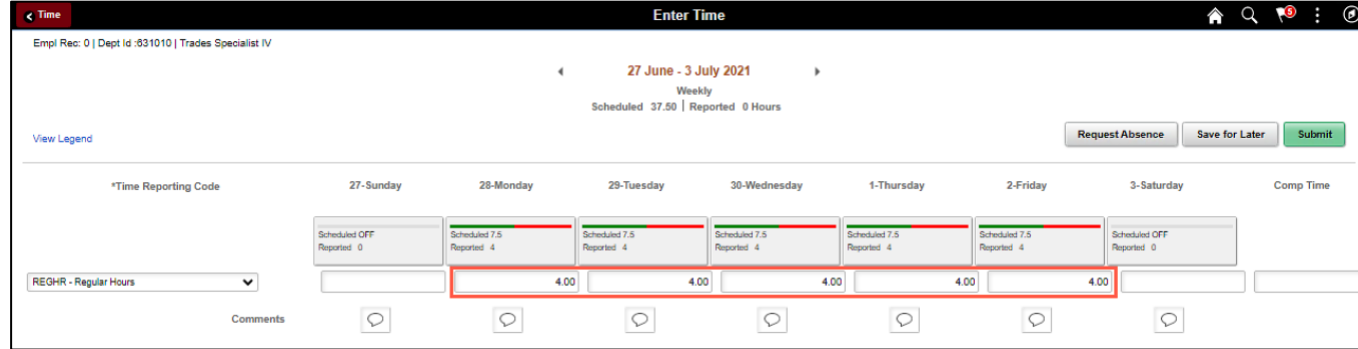
Step 11/Work Order Line#1: Click the **Time Reporting Code** drop-down arrow.

Step 12: Select **REGHR – Regular Hours**.



The screenshot displays the 'Enter Time' interface for a user with EmpID: 0 and Dept ID: 031010. The selected week is 27 June - 3 July 2021, with 37.50 hours scheduled and 0 hours reported. A dropdown menu for 'Time Reporting Code' is open, listing various codes such as CMPFM, CMPML, CMPPT, CMPIWC, HCTK, HCTKM, HCTKW, and REGHR. The REGHR code is highlighted. The calendar grid shows scheduled hours for each day (7.5) and reported hours (0). Buttons for 'Request Absence', 'Save for Later', and 'Submit' are present.

Step 13: Click in the **Time Entry** field and enter hours worked for each day. This week you worked a few hours more than your scheduled hours and you would like to have the hours added to your comp balance.



Enter Time

Empl Rec: 0 | Dept Id: 031010 | Trades Specialist IV

27 June - 3 July 2021

Weekly
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

View Legend

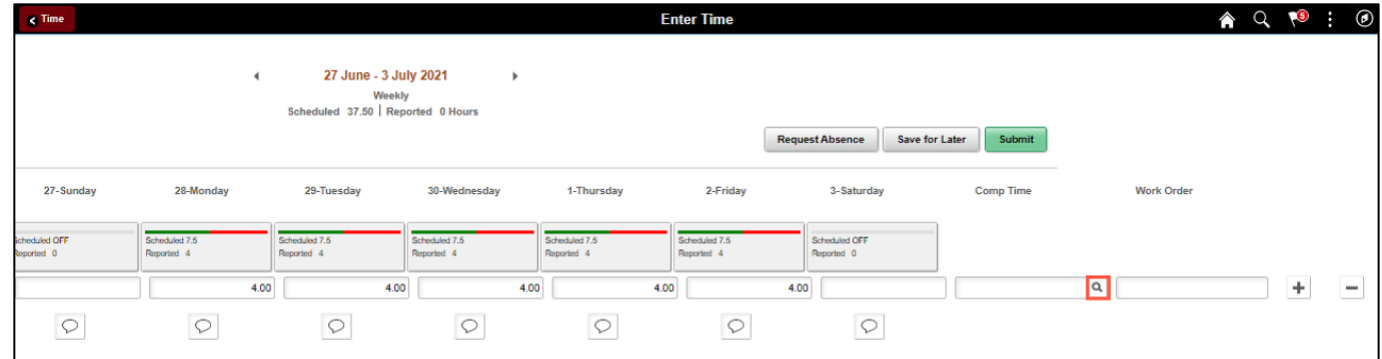
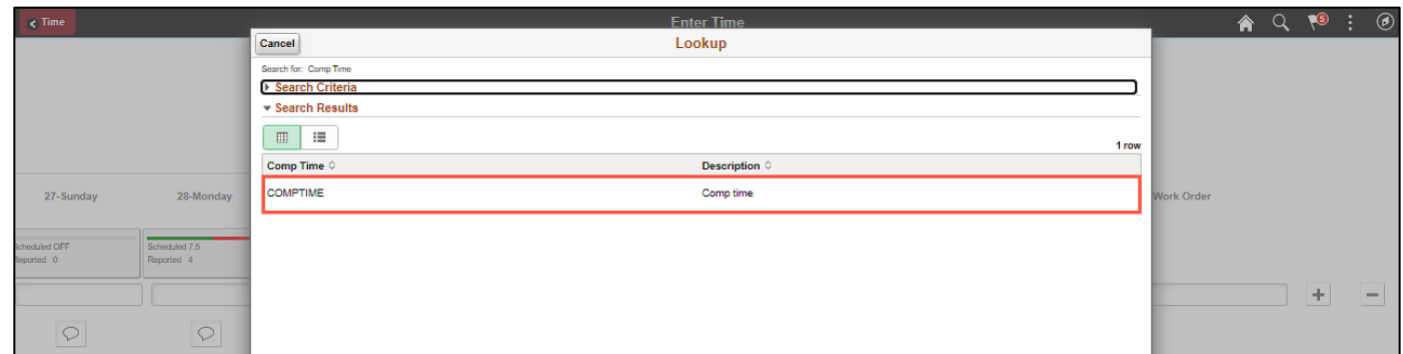
*Time Reporting Code	27-Sunday	28-Monday	29-Tuesday	30-Wednesday	1-Thursday	2-Friday	3-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 4	Scheduled 7.5 Reported 4	Scheduled 7.5 Reported 4	Scheduled 7.5 Reported 4	Scheduled 7.5 Reported 4	Scheduled 7.5 Reported 4	Scheduled OFF Reported 0	
REGHR - Regular Hours		4.00	4.00	4.00	4.00	4.00		
Comments								

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

Step 14: To earn comp time for the extra hours worked, scroll to the right, and click the **Comp Time** Lookup button.

Note: The Comp Time indicator will need to be added to every line added to the timesheet.

Step 15: Click to select **Comp Time** from the list.

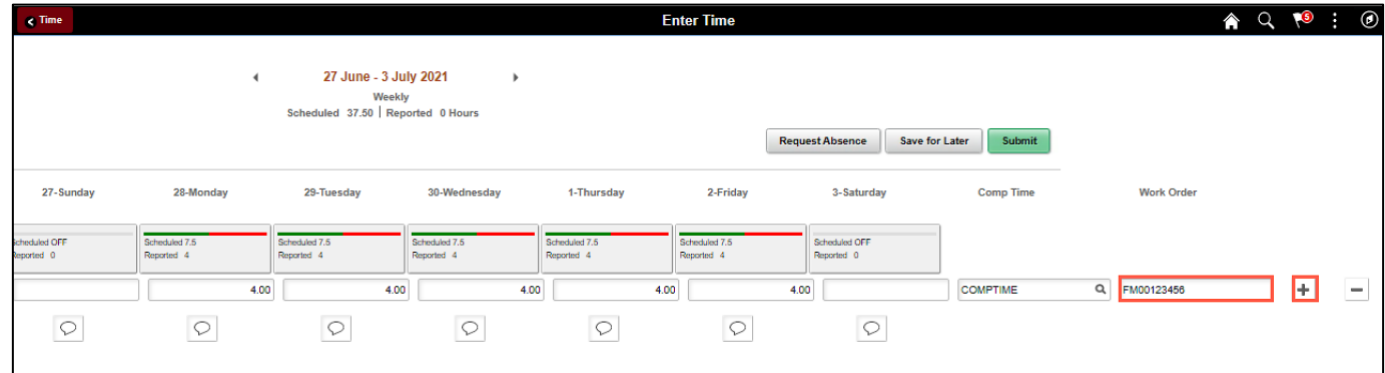
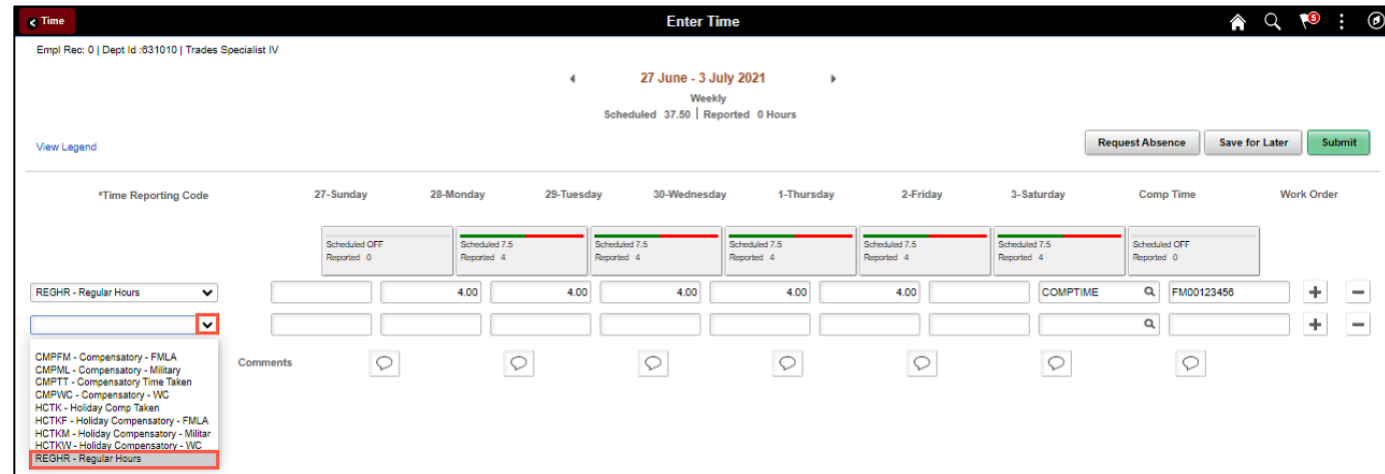
Notice **COMPTIME** is now populated in the **Comp Time** field.

Step 16: Click in the **Work Order** field and enter the order number that corresponds with the hours worked for the first line.

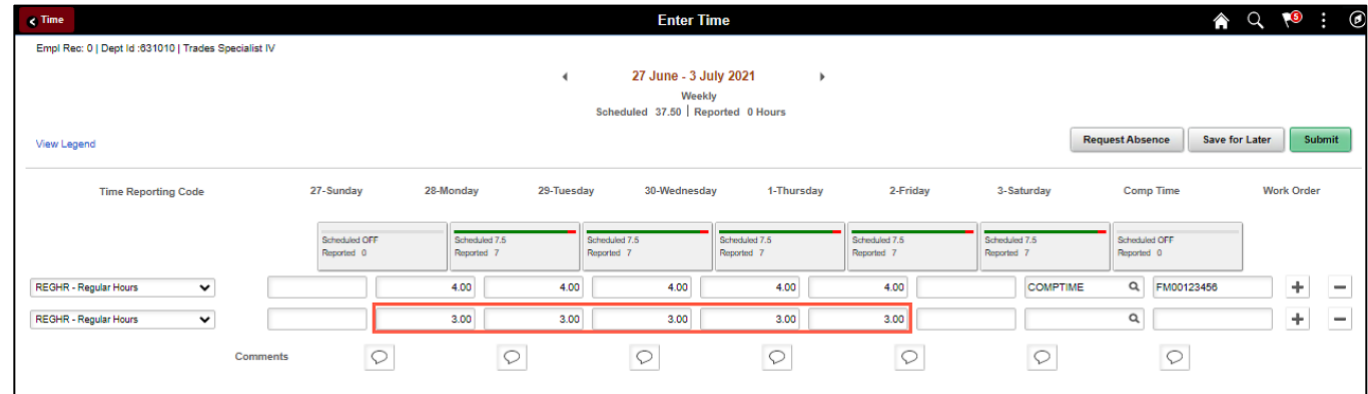
Step 17: Click the **+** (plus) button to add an additional line for the second work order you worked that week.

Step 18/Work Order Line #2: Scroll back to the left to enter time worked for the second work order. Click the **Time Reporting Code** drop-down arrow.

Step 19: Select **REGHR – Regular Hours**.

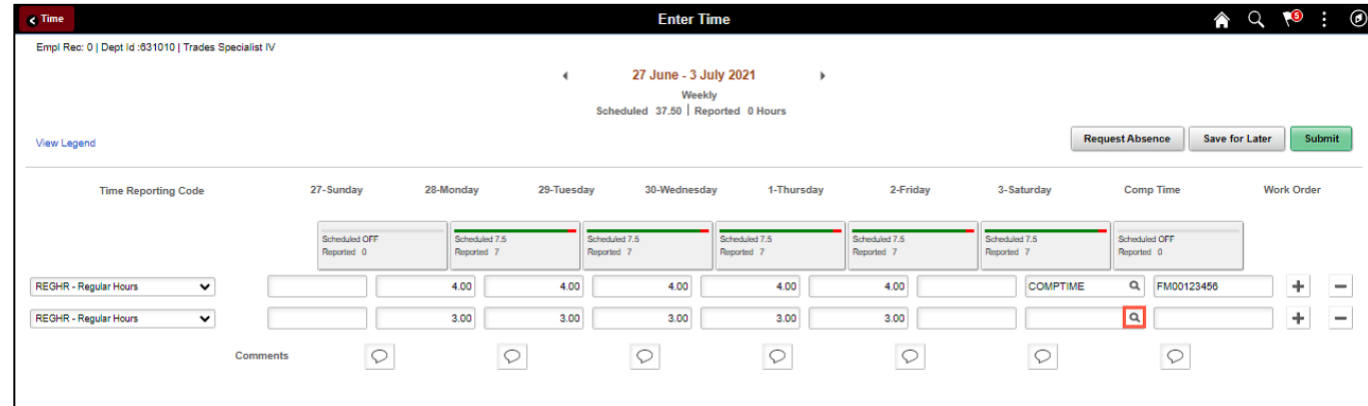
Step 20: Click in the **Time Entry** field and enter hours worked for each day.



Time Reporting Code	27-Sunday	28-Monday	29-Tuesday	30-Wednesday	1-Thursday	2-Friday	3-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0	Scheduled 7.5 Reported 7	Scheduled 7.5 Reported 7	Scheduled 7.5 Reported 7	Scheduled 7.5 Reported 7	Scheduled 7.5 Reported 7	Scheduled 7.5 Reported 7	Scheduled OFF Reported 0	COMPTIME	FM00123456
REGHR - Regular Hours		4.00	4.00	4.00	4.00	4.00			
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00			
Comments									

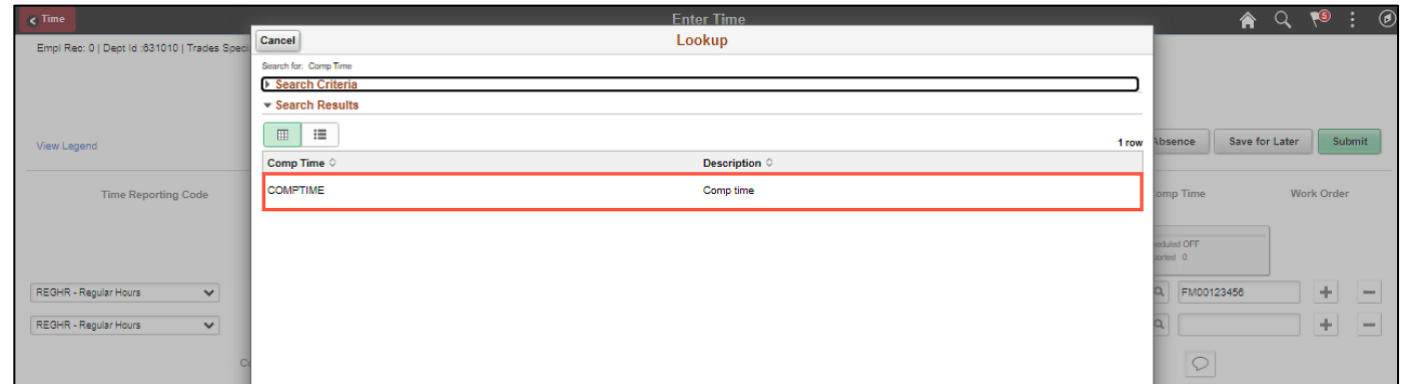
Step 21: To earn comp time for the extra hours worked, scroll to the right, and click the **Comp Time** Lookup button.

Note: Comp Time will need to be added to every line added to the timesheet.



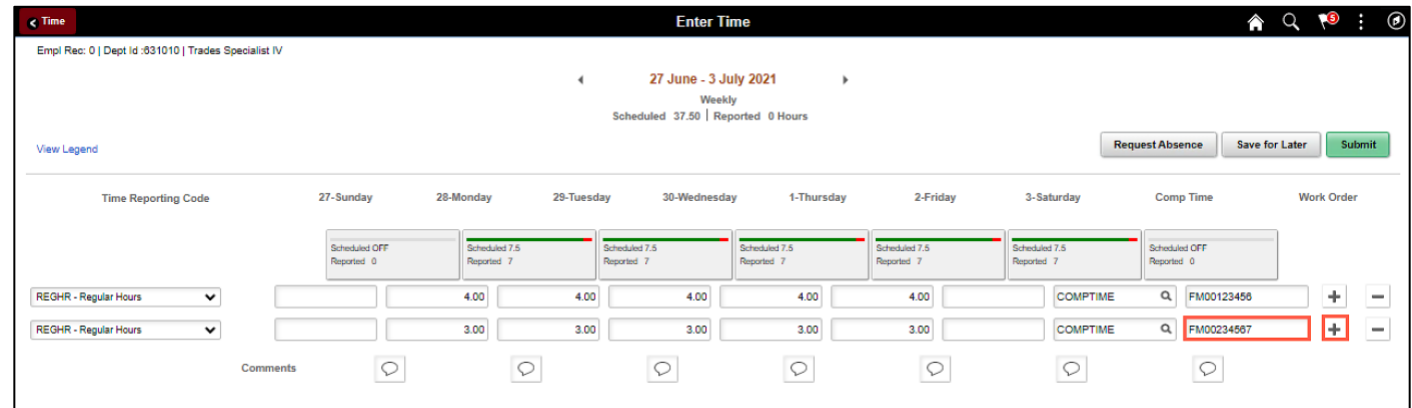
Time Reporting Code	27-Sunday	28-Monday	29-Tuesday	30-Wednesday	1-Thursday	2-Friday	3-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0	Scheduled 7.5 Reported 7	Scheduled 7.5 Reported 7	Scheduled 7.5 Reported 7	Scheduled 7.5 Reported 7	Scheduled 7.5 Reported 7	Scheduled 7.5 Reported 7	Scheduled OFF Reported 0	COMPTIME	FM00123456
REGHR - Regular Hours		4.00	4.00	4.00	4.00	4.00			
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00			
Comments									

Step 22: Click to select **Comp Time** from the list.



Step 23: Click in the **Work Order** field and enter the order number that corresponds with the hours worked for the second line.


Step 24: Click the **+** (plus) button to add an additional line for the third work order you worked that week.



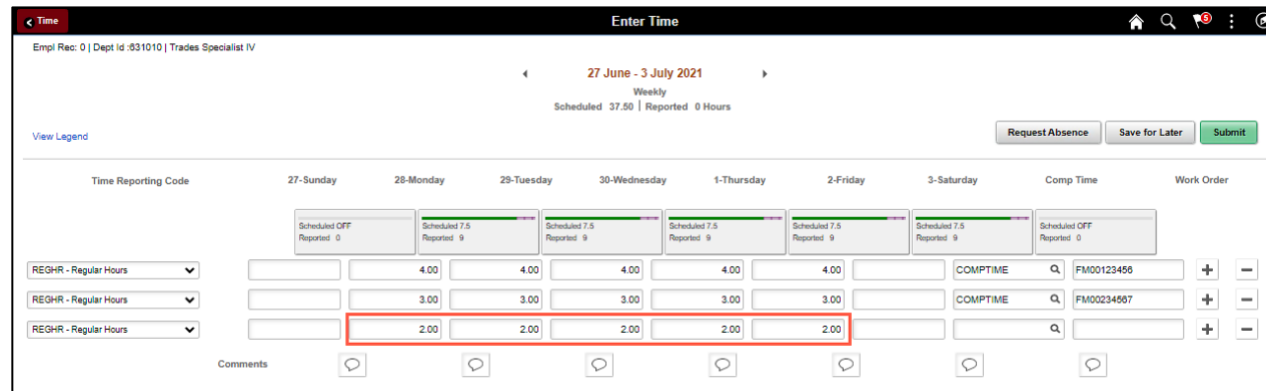
Step 25/Work Order Line #3: Scroll back to the left to enter time worked for the third work order. Click the **Time Reporting Code** drop-down arrow.

Step 26: Select **REGHR – Regular Hours**.

Step 27: Click in the **Time Entry** field and enter hours worked for each day.



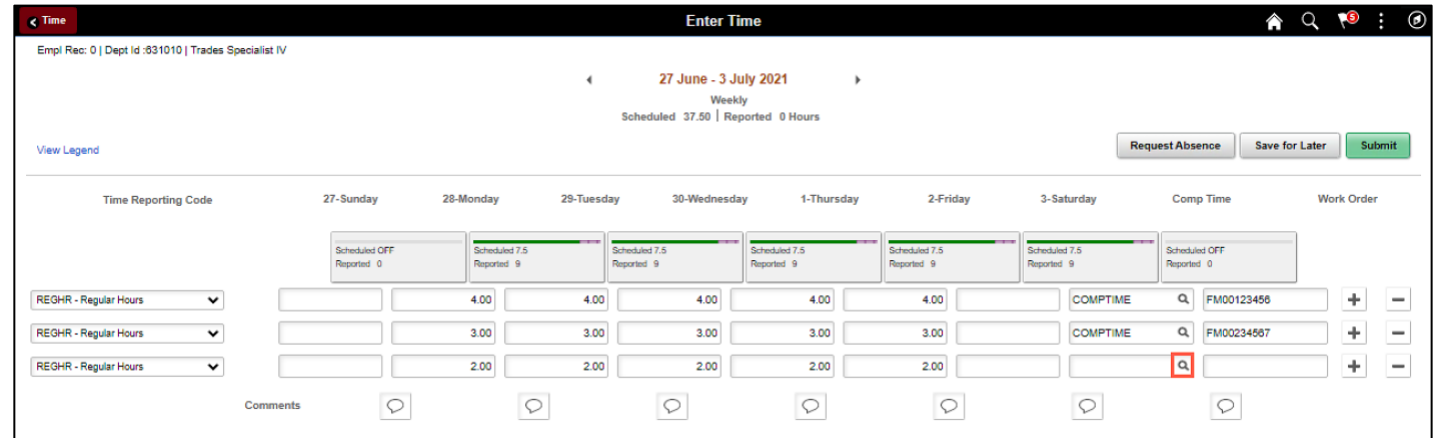
Time Reporting Code	27-Sunday	28-Monday	29-Tuesday	30-Wednesday	1-Thursday	2-Friday	3-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0	Scheduled 7.5 Reported 7	Scheduled 7.5 Reported 7	Scheduled 7.5 Reported 7	Scheduled 7.5 Reported 7	Scheduled 7.5 Reported 7	Scheduled 7.5 Reported 7	Scheduled OFF Reported 0	COMPTIME	FM00123456
REGHR - Regular Hours		4.00	4.00	4.00	4.00	4.00		COMPTIME	FM00123456
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00		COMPTIME	FM00234567
REGHR - Regular Hours									



Time Reporting Code	27-Sunday	28-Monday	29-Tuesday	30-Wednesday	1-Thursday	2-Friday	3-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0	Scheduled 7.5 Reported 9	Scheduled 7.5 Reported 9	Scheduled 7.5 Reported 9	Scheduled 7.5 Reported 9	Scheduled 7.5 Reported 9	Scheduled 7.5 Reported 9	Scheduled OFF Reported 0	COMPTIME	FM00123456
REGHR - Regular Hours		4.00	4.00	4.00	4.00	4.00		COMPTIME	FM00123456
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00		COMPTIME	FM00234567
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			

Step 28: To earn comp time for the extra hours worked, scroll to the right, and click the **Comp Time** Lookup button.

Note: Comp Time will need to be added to every line added to the timesheet.

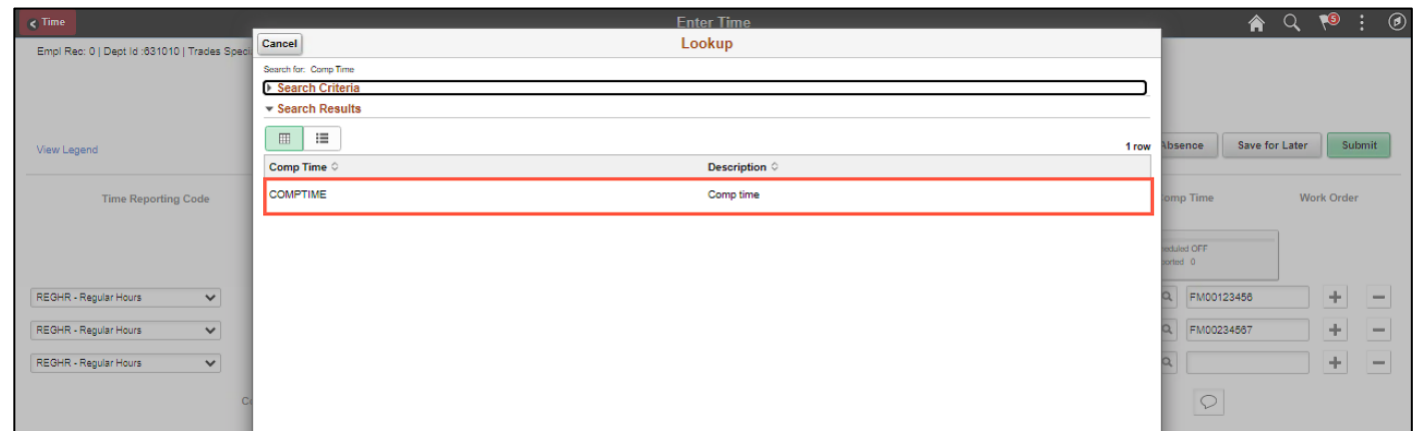


Enter Time
Empl Rec: 0 | Dept Id :031010 | Trades Specialist IV
27 June - 3 July 2021
Weekly
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

Time Reporting Code	27-Sunday	28-Monday	29-Tuesday	30-Wednesday	1-Thursday	2-Friday	3-Saturday	Comp Time	Work Order
REGHR - Regular Hours	Scheduled OFF Reported 0	Scheduled 7.5 Reported 9	Scheduled 7.5 Reported 9	Scheduled 7.5 Reported 9	Scheduled 7.5 Reported 9	Scheduled 7.5 Reported 9	Scheduled 7.5 Reported 9	Scheduled OFF Reported 0	FM00123456
REGHR - Regular Hours		4.00	4.00	4.00	4.00	4.00	4.00	COMPTIME	FM00234567
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00	3.00	COMPTIME	FM00234567
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00	2.00	COMPTIME	

Step 29: Click to select **Comp Time** from the list.



Enter Time
Lookup

Search for: Comp Time

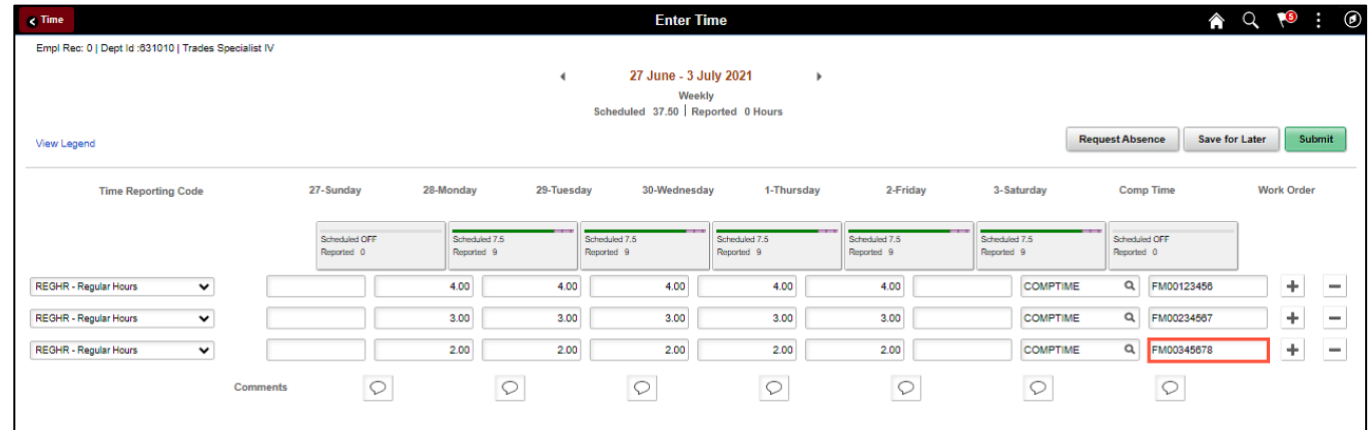
Search Criteria

Search Results

Comp Time	Description
COMPTIME	Comp time

Step 30: Click in the **Work Order** field and enter the order number that corresponds with the hours worked for the third line.

Note: If you need to enter hours for additional work orders, follow steps 25 through 30.



Emp# Rec: 0 | Dept Id: 531010 | Trades Specialist IV


27 June - 3 July 2021
Weekly
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

Time Reporting Code	27-Sunday	28-Monday	29-Tuesday	30-Wednesday	1-Thursday	2-Friday	3-Saturday	Comp Time	Work Order
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 9	Scheduled 7.5 Reported 9	Scheduled 7.5 Reported 9	Scheduled 7.5 Reported 9	Scheduled 7.5 Reported 9	Scheduled 7.5 Reported 9	Scheduled OFF Reported 0	
REGHR - Regular Hours		4.00	4.00	4.00	4.00	4.00		COMPTIME	FM00123456
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00		COMPTIME	FM00234567
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		COMPTIME	FM00345678
Comments									

Step 31: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.

Enter Time

 Trades Specialist IV
[Return to Select Employee](#)

[Previous](#) [Next](#)

◀ **27 June - 3 July 2021** ▶

Weekly

Scheduled 37.50 | Reported 45 Hours | Unapproved Time 45.00

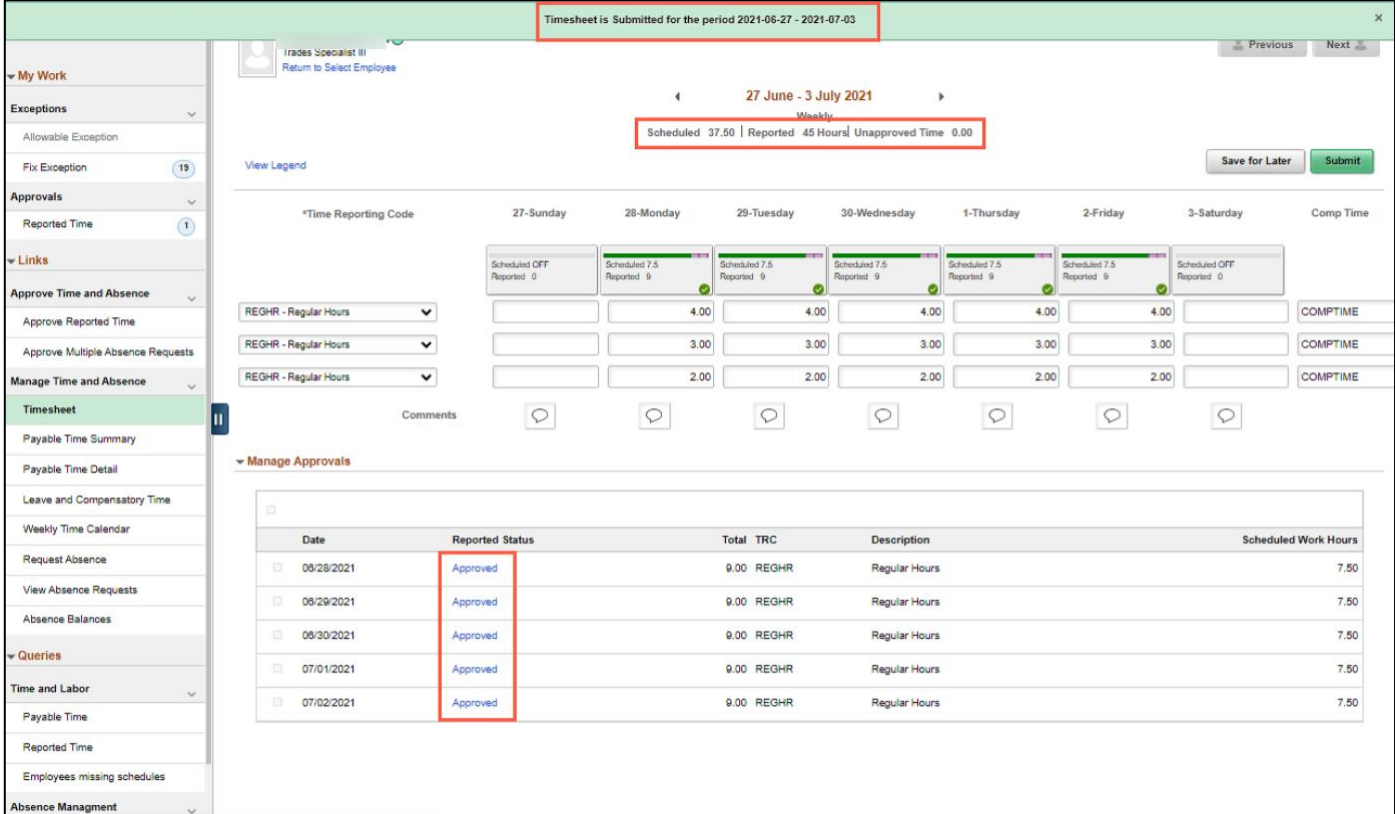
[Save for Later](#) [Submit](#)

*Time Reporting Code	27-Sunday	28-Monday	29-Tuesday	30-Wednesday	1-Thursday	2-Friday	3-Saturday	Comp Time
Schedul Off Reported 0	Schedul 7.5 Reported 9	Schedul 7.5 Reported 9	Schedul 7.5 Reported 9	Schedul 7.5 Reported 9	Schedul 7.5 Reported 9	Schedul 7.5 Reported 9	Schedul Off Reported 0	
REGHR - Regular Hours ▼	<input type="text" value="4.00"/>	<input type="text" value="4.00"/>	<input type="text" value="4.00"/>	<input type="text" value="4.00"/>	<input type="text" value="4.00"/>	<input type="text" value="4.00"/>	<input type="text" value="0.00"/>	COMPTIME
REGHR - Regular Hours ▼	<input type="text" value="3.00"/>	<input type="text" value="3.00"/>	<input type="text" value="3.00"/>	<input type="text" value="3.00"/>	<input type="text" value="3.00"/>	<input type="text" value="3.00"/>	<input type="text" value="0.00"/>	COMPTIME
REGHR - Regular Hours ▼	<input type="text" value="2.00"/>	<input type="text" value="2.00"/>	<input type="text" value="2.00"/>	<input type="text" value="2.00"/>	<input type="text" value="2.00"/>	<input type="text" value="2.00"/>	<input type="text" value="0.00"/>	COMPTIME
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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.

When submitted, the summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view. The Reported time reflects the additional hours worked that week.

Step 32: Notice the time for each day is automatically approved at submission. When time is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required.



Timesheet is Submitted for the period 2021-06-27 - 2021-07-03

27 June - 3 July 2021
Weekly
Scheduled 37.50 | Reported 45 Hours | Unapproved Time 0.00

Save for Later Submit

*Time Reporting Code	27-Sunday	28-Monday	29-Tuesday	30-Wednesday	1-Thursday	2-Friday	3-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 9	Scheduled 7.5 Reported 9	Scheduled 7.5 Reported 9	Scheduled 7.5 Reported 9	Scheduled 7.5 Reported 9	Scheduled 7.5 Reported 9	Scheduled OFF Reported 0	COMPTIME
REGHR - Regular Hours	4.00	4.00	4.00	4.00	4.00	4.00		COMPTIME
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00		COMPTIME
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		COMPTIME





Comments

Manage Approvals

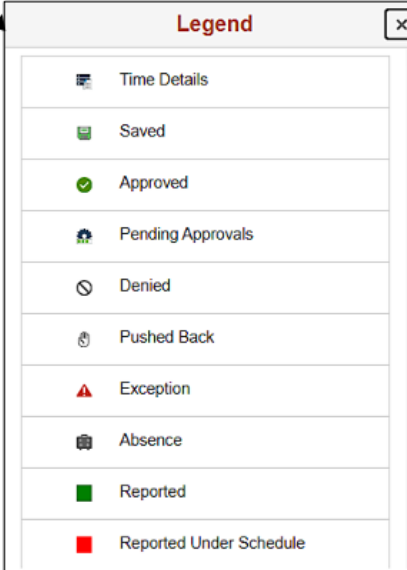
Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
06/28/2021	Approved	9.00	REGHR	Regular Hours	7.50
06/29/2021	Approved	9.00	REGHR	Regular Hours	7.50
06/30/2021	Approved	9.00	REGHR	Regular Hours	7.50
07/01/2021	Approved	9.00	REGHR	Regular Hours	7.50
07/02/2021	Approved	9.00	REGHR	Regular Hours	7.50

Step 33: When submitted, the **Approval** icon appears for the days' time is entered indicating the timesheet is waiting for approval. 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:

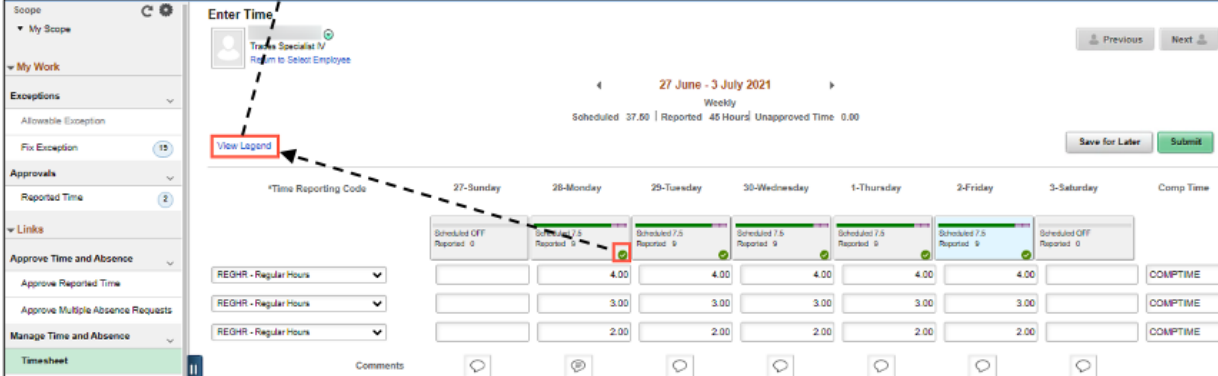
-  The user has an exception that needs to be fixed before submitting the timesheet.
-  The timesheet has been saved for later.
-  The time entered has been submitted and is pending approval.
-  The entered time has been approved.

You successfully learned how to earn comp time on an elapsed timesheet for multiple work orders on behalf of an employee.



Legend

-  Time Details
-  Saved
-  Approved
-  Pending Approvals
-  Denied
-  Pushed Back
-  Exception
-  Absence
-  Reported
-  Reported Under Schedule



Enter Time

Travis Specialist IV
Return to Select Employees

27 June - 3 July 2021
Weekly
Scheduled 37.00 | Reported 45 Hours | Unapproved Time 0.00

Save for Later Submit

*Time Reporting Code	27-Sunday	28-Monday	29-Tuesday	30-Wednesday	1-Thursday	2-Friday	3-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7/5 Reported 0	Scheduled 7/5 Reported 4	Scheduled 7/5 Reported 4	Scheduled 7/5 Reported 4	Scheduled 7/5 Reported 4	Scheduled 7/5 Reported 4	Scheduled OFF Reported 0	COMPTIME
REGHR - Regular Hours		4.00	4.00	4.00	4.00	4.00		COMPTIME
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00		COMPTIME
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		COMPTIME

Comments