

**How to earn comp time on an elapsed timesheet for multiple work orders:**

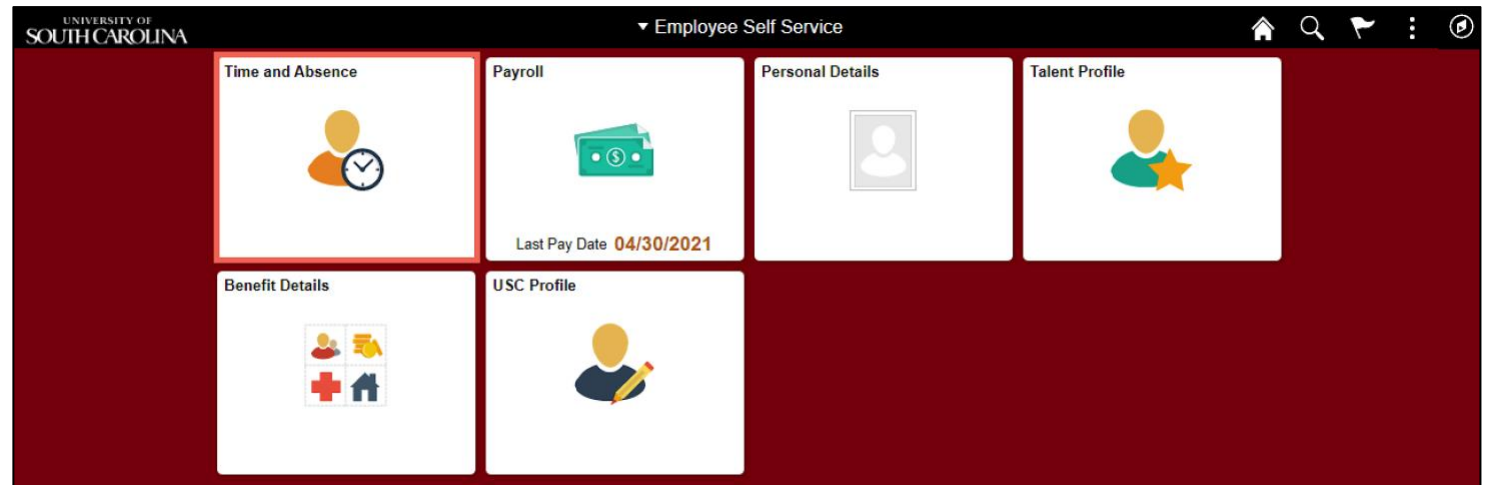
This job aid outlines how an employee can earn comp time on an elapsed timesheet with multiple work orders.

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

**Processing Steps**

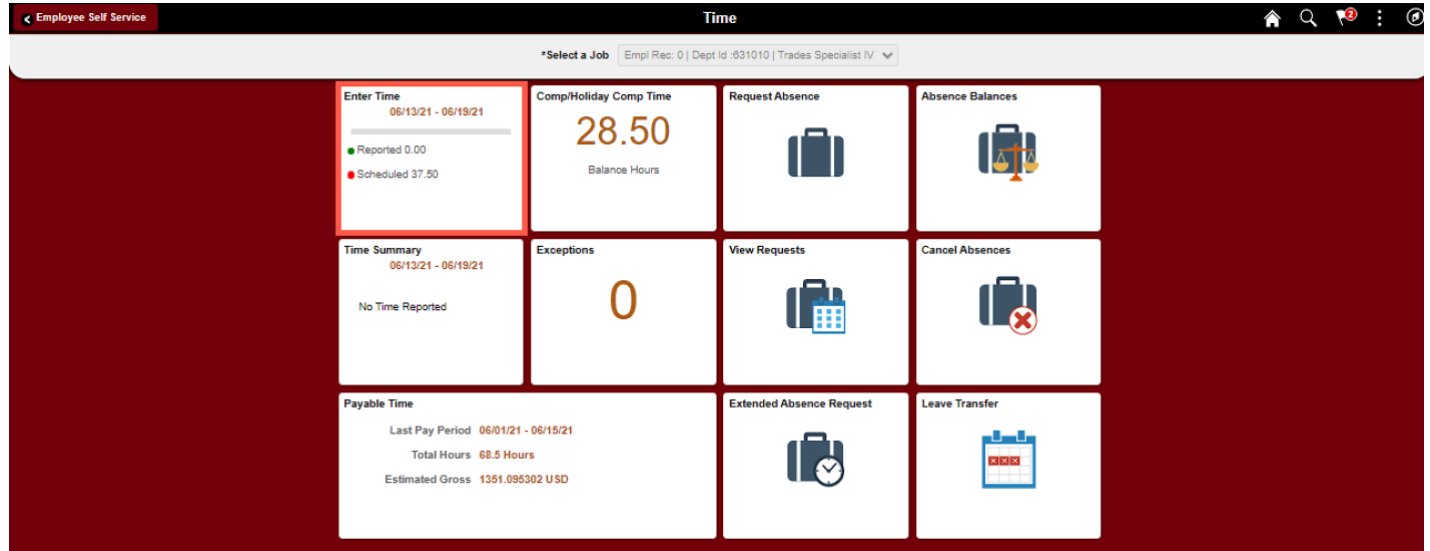
**Step 1:** On the Employee Self Service landing page, click the **Time and Absence** tile.

**Screenshots**



## University of South Carolina Time and Labor - ESS Earn Comp Time on an Elapsed Timesheet for Multiple Work Orders

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



The screenshot displays the 'Time' section of the Employee Self Service (ESS) portal. At the top, there is a navigation bar with 'Employee Self Service' and 'Time'. Below this, a dropdown menu shows '\*Select a Job' with details: 'Empl Rec: 0 | Dept Id: 831010 | Trades Specialist IV'. The main content area features a grid of tiles:

- Enter Time** (06/13/21 - 06/19/21): A progress bar shows 'Reported 0.00' and 'Scheduled 37.50'. This tile is highlighted with a red border.
- Comp/Holiday Comp Time**: Shows a balance of 28.50 hours.
- Request Absence**: Represented by a briefcase icon.
- Absence Balances**: Represented by a scale icon.
- Time Summary** (06/13/21 - 06/19/21): Shows 'No Time Reported'.
- Exceptions**: Shows a balance of 0.
- View Requests**: Represented by a briefcase and calendar icon.
- Cancel Absences**: Represented by a briefcase and 'X' icon.
- Payable Time**: Shows 'Last Pay Period 06/01/21 - 06/15/21', 'Total Hours 68.5 Hours', and 'Estimated Gross 1351.095302 USD'.
- Extended Absence Request**: Represented by a briefcase and clock icon.
- Leave Transfer**: Represented by a calendar icon.

Earn Comp Time on an Elapsed Timesheet for Multiple Work Orders

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

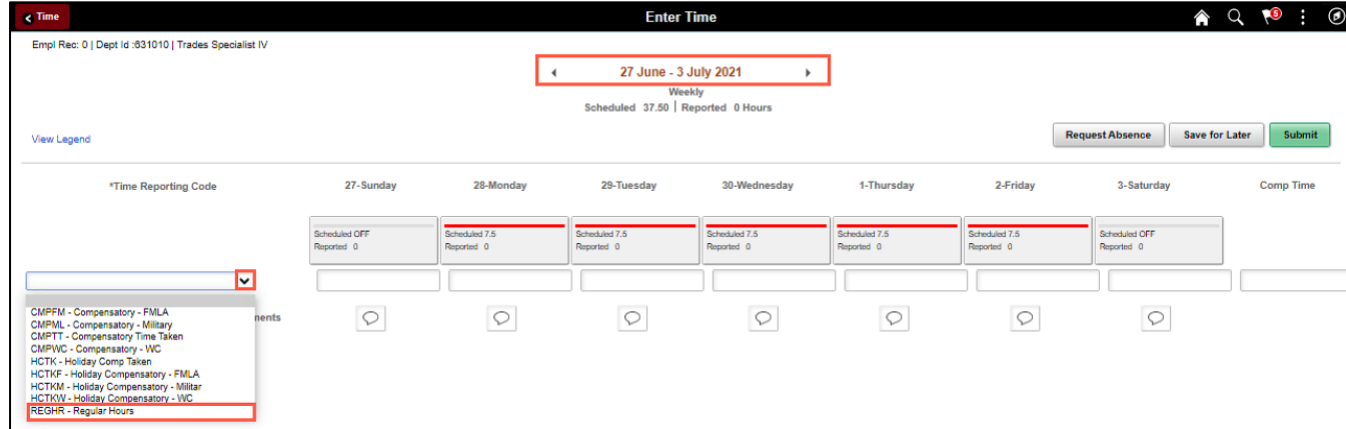
Begin by selecting the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

**Step 4/Work Order Line#1:** Click the **Time Reporting Code** drop-down arrow.

**Step 5:** Select **REGHR – Regular Hours**.

**Step 6:** 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.

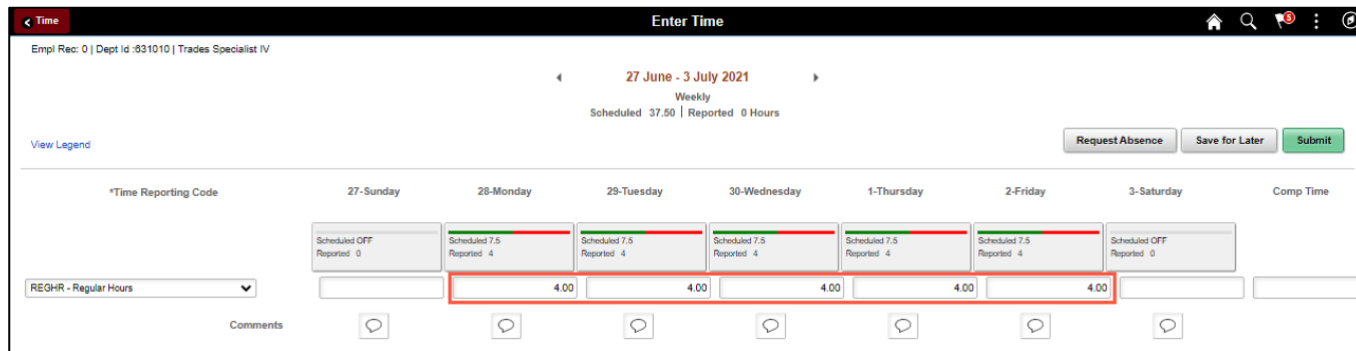


Enter Time  
Empl Rec: 0 | Dept Id: 031010 | Trades Specialist IV

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

Request Absence Save for Later Submit

*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 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
CMPFM - Compensatory - FMLA CMPML - Compensatory - Military CMPPT - Compensatory Time Taken CMPWC - Compensatory - WC HCTK - Holiday Comp Taken HCTKF - Holiday Compensatory - FMLA HCTKM - Holiday Compensatory - Militar HCTKW - Holiday Compensatory - WC REGHR - Regular Hours								



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
	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 OFF Reported 0	
REGHR - Regular Hours		4.00	4.00	4.00	4.00	4.00		

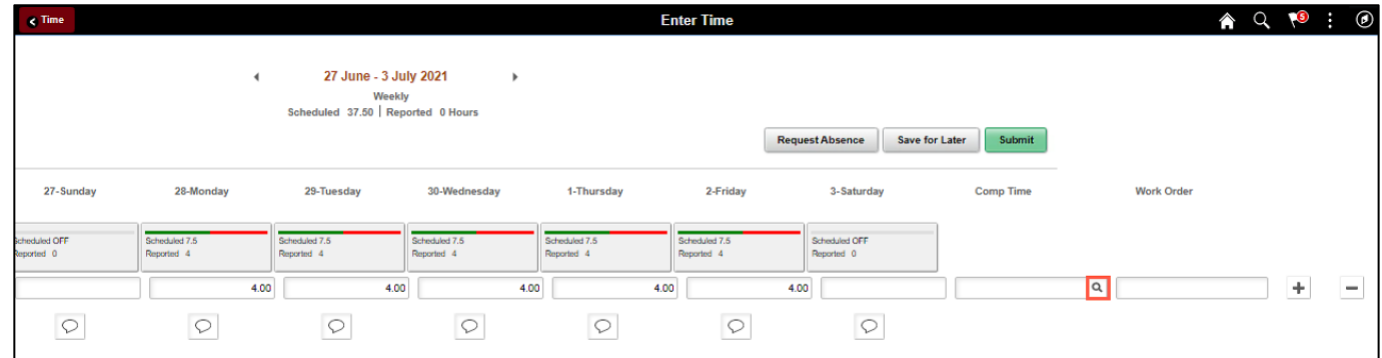
## University of South Carolina Time and Labor - ESS Earn Comp Time on an Elapsed Timesheet for Multiple Work Orders

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

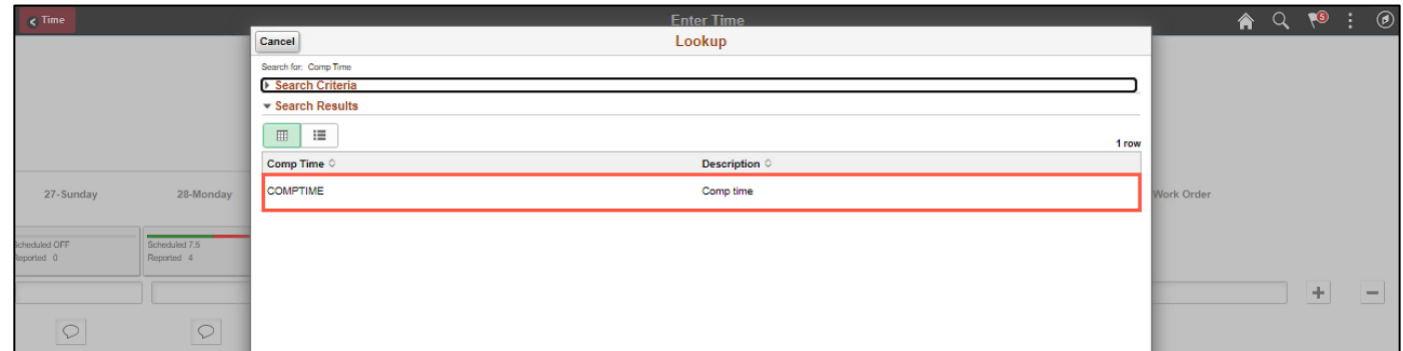
**Step 7:** To earn comp time for the extra hours worked, scroll to the right, and click the **Comp Time** Lookup button.

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

**Step 8:** Click to select **Comp Time** from the list.



The screenshot shows the 'Enter Time' interface for the week of 27 June - 3 July 2021. The interface displays a weekly summary with 'Scheduled 37.50' and 'Reported 0 Hours'. Below this, there are buttons for 'Request Absence', 'Save for Later', and 'Submit'. The main area shows a grid of days from Sunday to Saturday, each with a 'Scheduled' and 'Reported' section. A search bar is visible on the right side of the grid, and a 'Comp Time' button is highlighted with a red box.



The screenshot shows the 'Comp Time Lookup' dialog box. The search criteria is 'Comp Time' and the search results show 'COMPTIME' with a description of 'Comp time'. The dialog box is overlaid on the 'Enter Time' interface.

Earn Comp Time on an Elapsed Timesheet for Multiple Work Orders

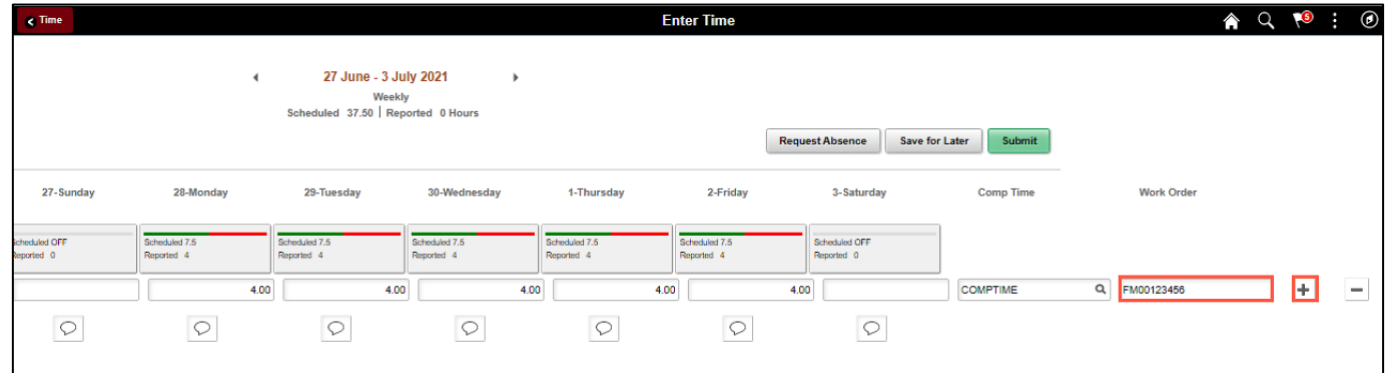
Notice **COMPTIME** is now populated in the **Comp Time** field.

**Step 9:** Click in the **Work Order** field and enter the order number that corresponds with the hours worked for the first line.

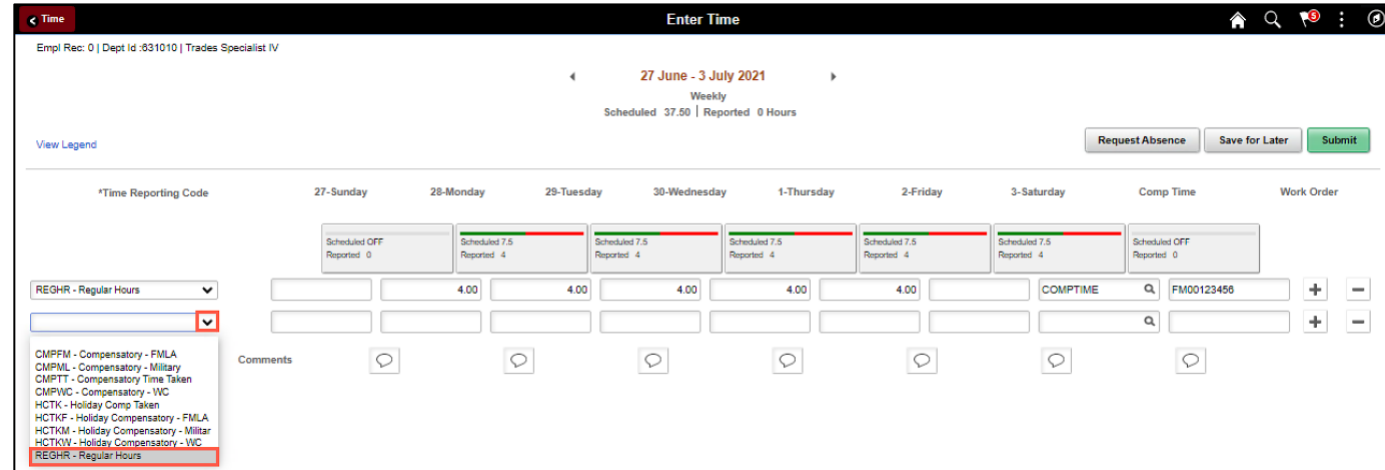
**Step 10:** Click the **+** (plus) button to add an additional line for the second work order you worked that week.

**Step 11/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 12:** Select **REGHR – Regular Hours**.



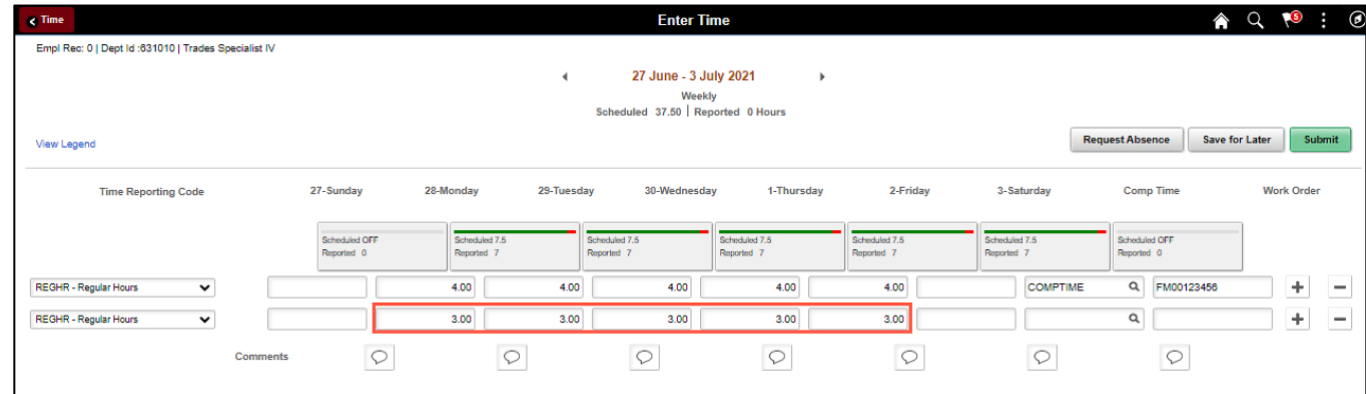
The screenshot shows the 'Enter Time' interface for the week of 27 June - 3 July 2021. The user is currently viewing the '27-Sunday' entry. The 'Comp Time' field is set to 'COMPTIME' and the 'Work Order' field contains 'FM00123456'. The interface includes buttons for 'Request Absence', 'Save for Later', and 'Submit'.



The screenshot shows the 'Enter Time' interface for the week of 27 June - 3 July 2021. The user is currently viewing the '27-Sunday' entry. The 'Time Reporting Code' dropdown menu is open, showing options like 'REGHR - Regular Hours', 'CMPFM - Compensatory - FMLA', 'CMPML - Compensatory - Military', 'CMPTT - Compensatory Time Taken', 'CMPWC - Compensatory - WC', 'HCTK - Holiday Comp Taken', 'HCTKF - Holiday Compensatory - FMLA', 'HCTKM - Holiday Compensatory - Military', 'HCTKW - Holiday Compensatory - WC', and 'REGHR - Regular Hours'. The 'Work Order' field contains 'FM00123456'. The interface includes buttons for 'Request Absence', 'Save for Later', and 'Submit'.

## University of South Carolina Time and Labor - ESS Earn Comp Time on an Elapsed Timesheet for Multiple Work Orders

**Step 13:** Click in the **Time Entry** field and enter hours worked for each day.



Emp# Rec: 0 | Dept Id :931010 | Trades Specialist IV

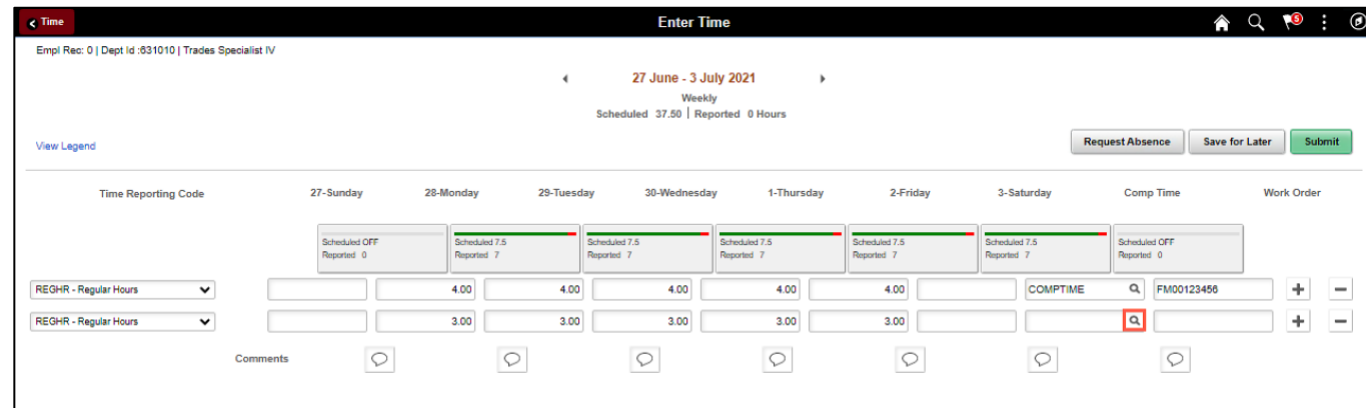
27 June - 3 July 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

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 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	
REGHR - Regular Hours		4.00	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			

**Step 14:** 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.



Emp# Rec: 0 | Dept Id :931010 | Trades Specialist IV

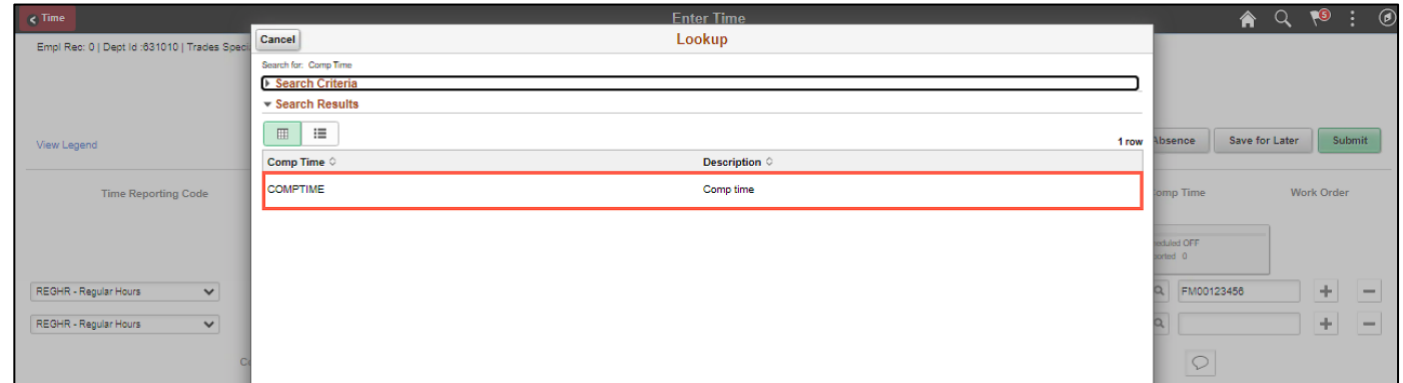
27 June - 3 July 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

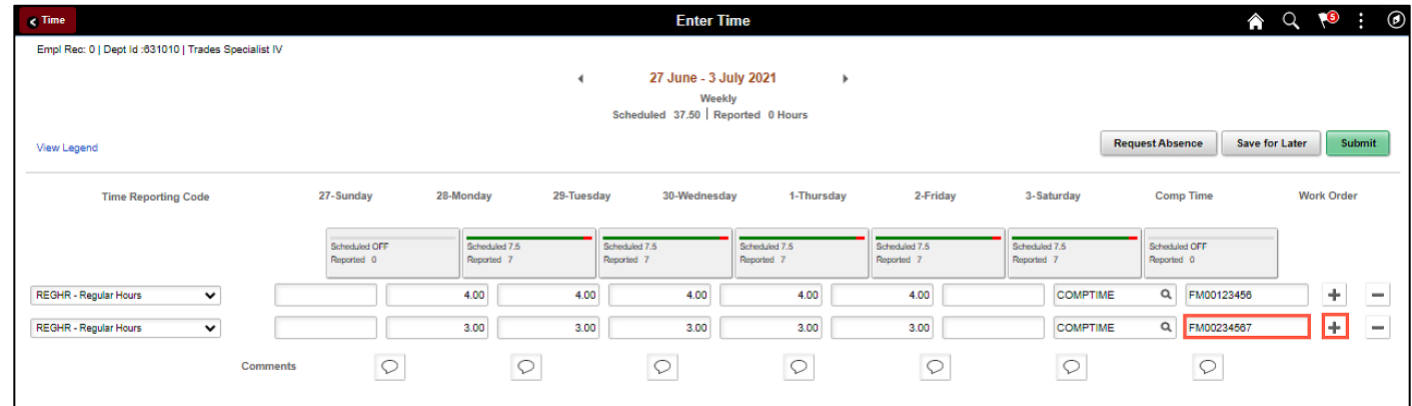
Time Reporting Code	27-Sunday	28-Monday	29-Tuesday	30-Wednesday	1-Thursday	2-Friday	3-Saturday	Comp Time	Work Order
REGHR - Regular Hours	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7	Scheduled 7.5 Reported 7	Scheduled 7.5 Reported 7	Scheduled 7.5 Reported 7	Scheduled 7.5 Reported 7	Scheduled 7.5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

## University of South Carolina Time and Labor - ESS Earn Comp Time on an Elapsed Timesheet for Multiple Work Orders

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



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



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

Earn Comp Time on an Elapsed Timesheet for Multiple Work Orders

**Step 18/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 19:** Select **REGHR – Regular Hours**.

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



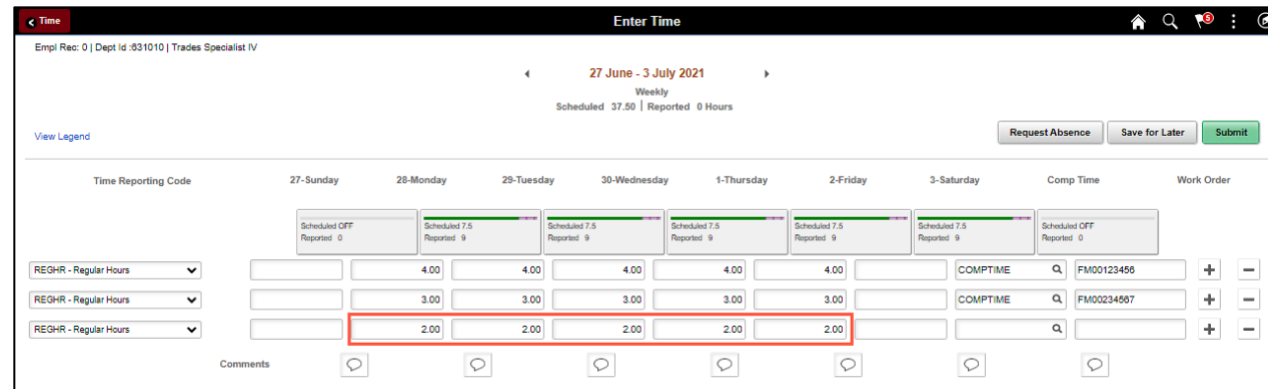
Empi Rec: 0 | Dept Id: 031010 | Trades Specialist IV

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
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	FM00234567
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00		COMPTIME	
REGHR - Regular Hours									

Comments



Empi 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
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	FM00234567
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			

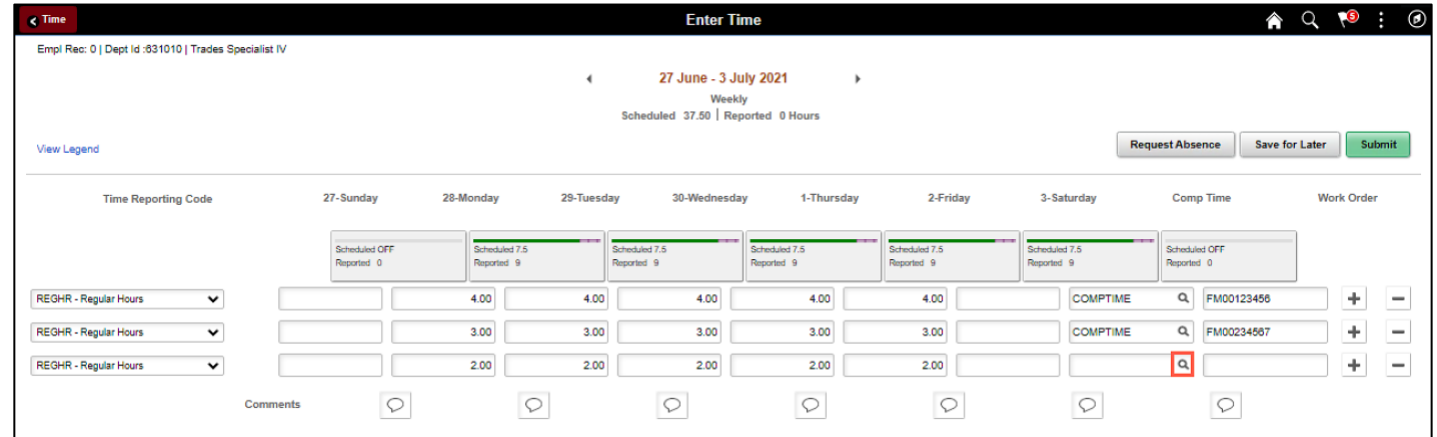
Comments



## University of South Carolina Time and Labor - ESS Earn Comp Time on an Elapsed Timesheet for Multiple Work Orders

**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.



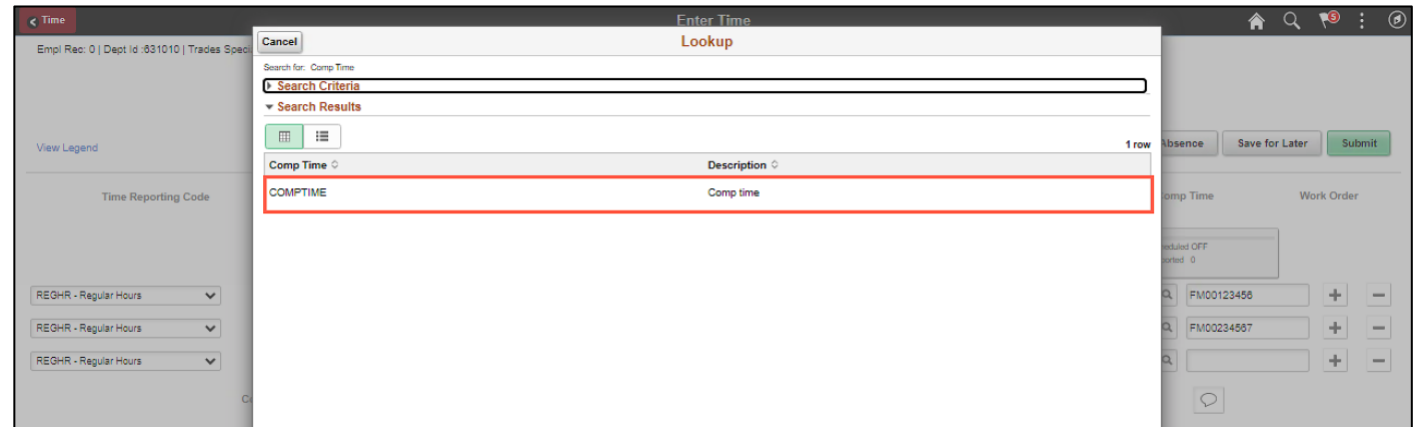
Empl Rec: 0 | Dept Id :831010 | Trades Specialist IV

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	COMPTIME	FM00123456
REGHR - Regular Hours		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		COMPTIME	
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			

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



Empl Rec: 0 | Dept Id :831010 | Trades Specialist IV

Enter Time  
Lookup

Search for: Comp Time

Search Criteria

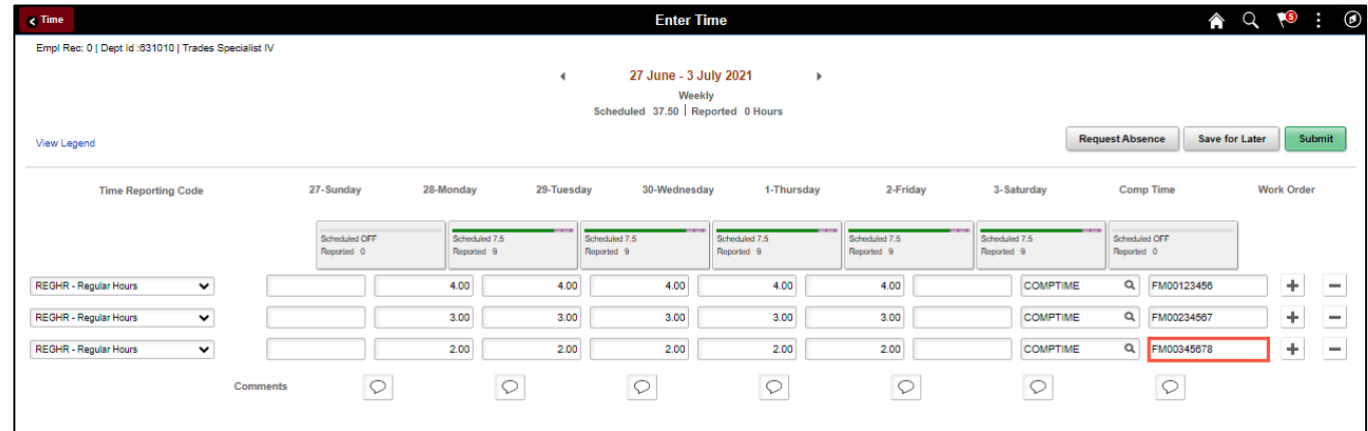
Search Results

Comp Time	Description
COMPTIME	Comp time

## University of South Carolina Time and Labor - ESS Earn Comp Time on an Elapsed Timesheet for Multiple Work Orders

**Step 23:** 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 17 through 23.



Emp# Rec: 0 | Dept Id :831010 | 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	COMPTIME	FM00123456
REGHR - Regular Hours		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		COMPTIME	FM00345678
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		COMPTIME	FM00456789

Comments

## University of South Carolina Time and Labor - ESS Earn Comp Time on an Elapsed Timesheet for Multiple Work Orders

You can enter comments about the time entries if you feel additional information is needed.

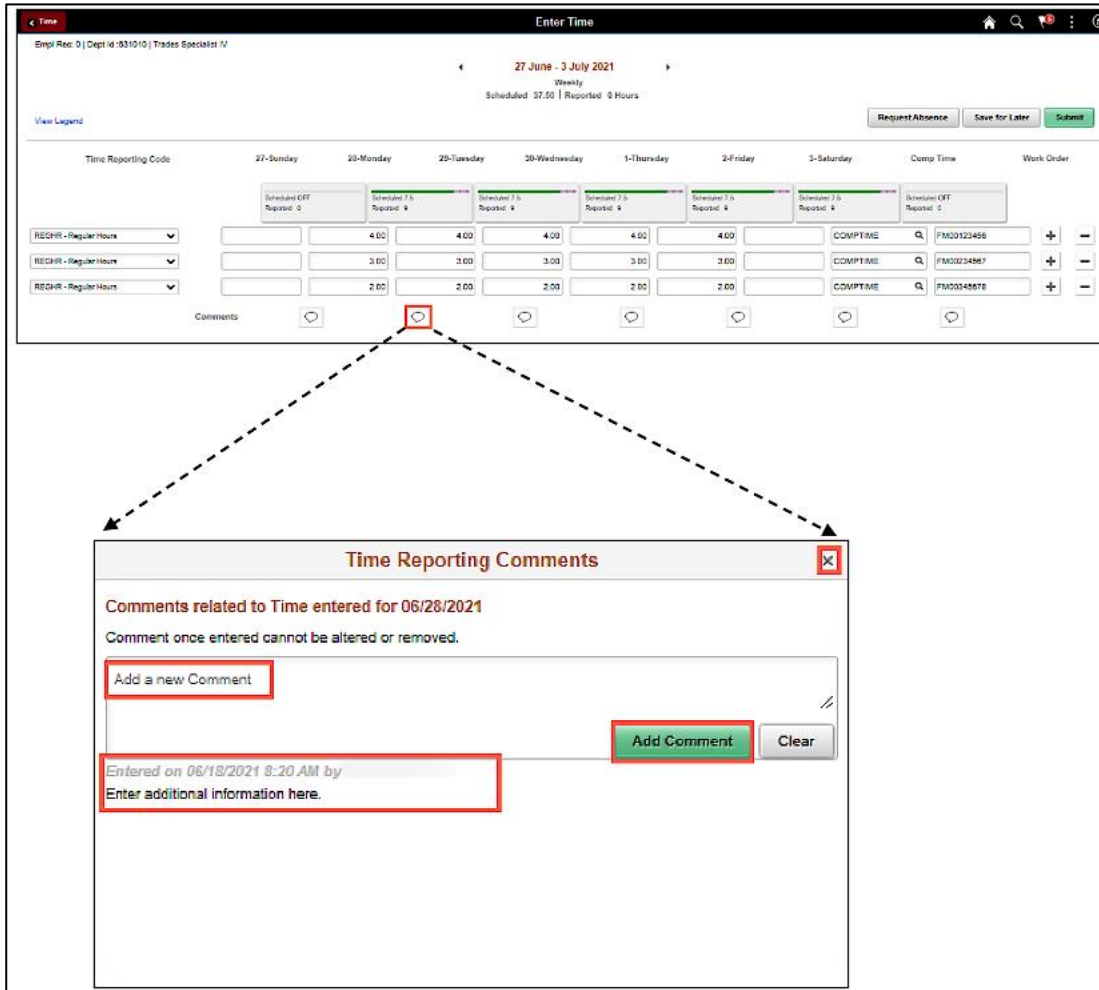
**Step 24:** Click the **Comments** button.

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

**Step 25:** Click in the **Comment** field and enter a comment applicable to the time entered.

**Step 26:** Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

**Step 27:** Click the **X** to close the Time Reporting Comments page.

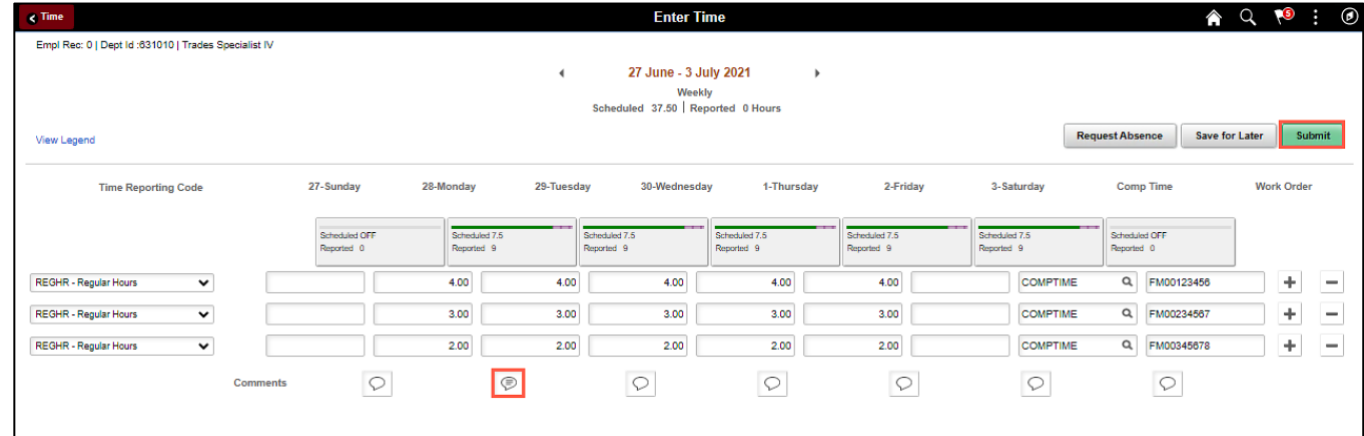


The screenshot shows the 'Enter Time' interface for a user named 'Trades Specialist IV'. The interface displays a weekly timesheet for the period of 27 June to 3 July 2021. The timesheet is currently showing 0 hours reported out of a scheduled 37.00 hours. A red box highlights a comment icon in the 'Comments' column for the first row of the timesheet. A dashed arrow points from this icon to a 'Time Reporting Comments' modal window. The modal window contains a text input field for adding a comment, an 'Add Comment' button, and a 'Clear' button. Below the input field, it shows the timestamp 'Entered on 06/18/2021 8:20 AM by' and a prompt to 'Enter additional information here.'.

## University of South Carolina Time and Labor - ESS Earn Comp Time on an Elapsed Timesheet for Multiple Work Orders

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

**Step 28:** The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.



Enter Time

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

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

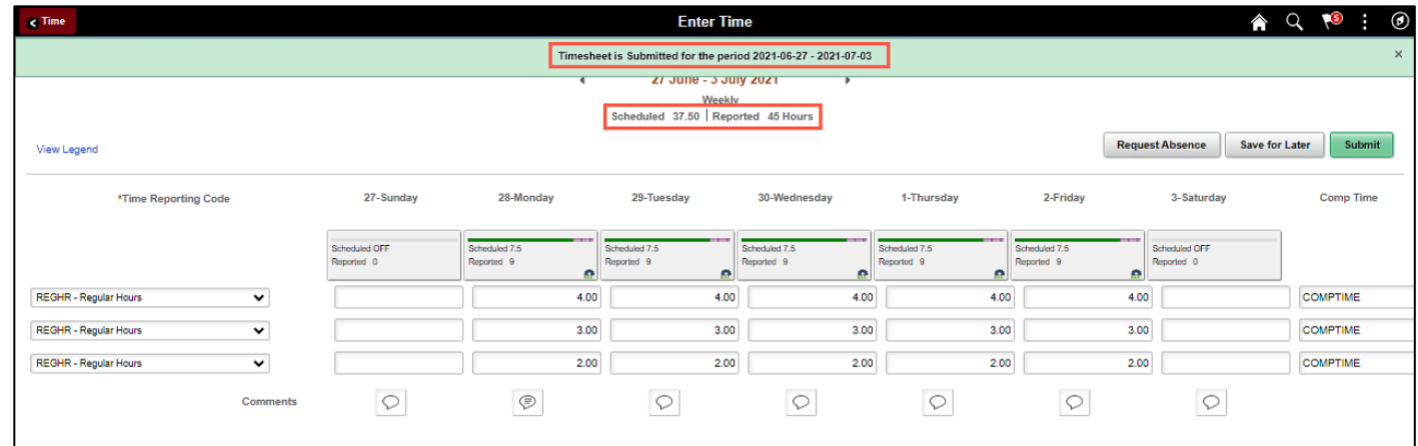
Request Absence Save for Later **Submit**

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	COMPTIME	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	FM00345678
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00	2.00	COMPTIME	FM00345678
	Comments								

## University of South Carolina Time and Labor - ESS Earn Comp Time on an Elapsed Timesheet for Multiple Work Orders

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.

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.



**Enter Time**

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





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

Request Absence Save for Later Submit

*Time Reporting Code	27-Sunday	28-Monday	28-Tuesday	30-Wednesday	1-Thursday	2-Friday	3-Saturday	Comp Time
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 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								

**Step 29:** When submitted, the **Pending Approvals** icon appear for the days' time 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.

