

**University of South Carolina**  
**Time and Labor – TL/ABS Approver**  
**Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders**

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

This job aid outlines how a TL/ABS Approver can earn holiday 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.

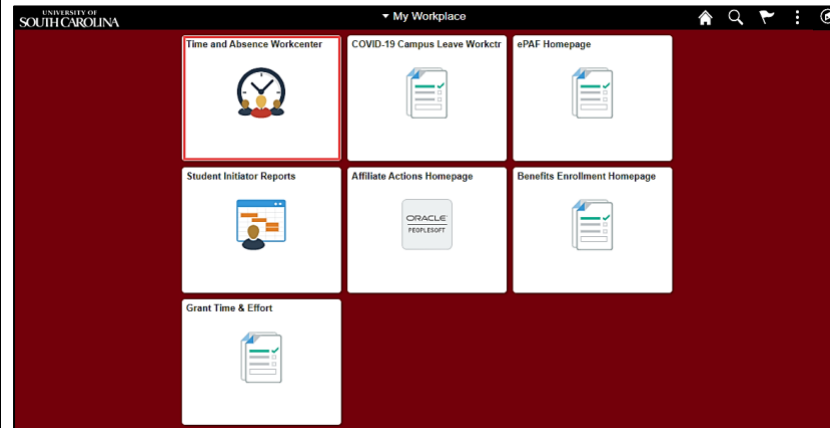
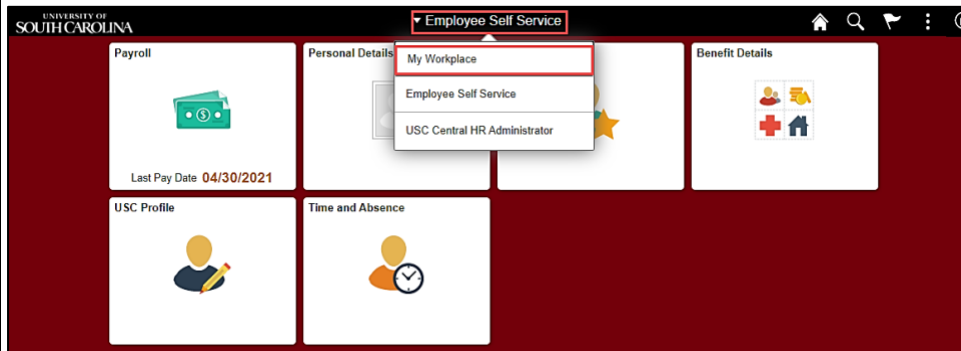
**Navigation:** Employee Self Service > My Workplace > Time and Absence Workcenter

**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.

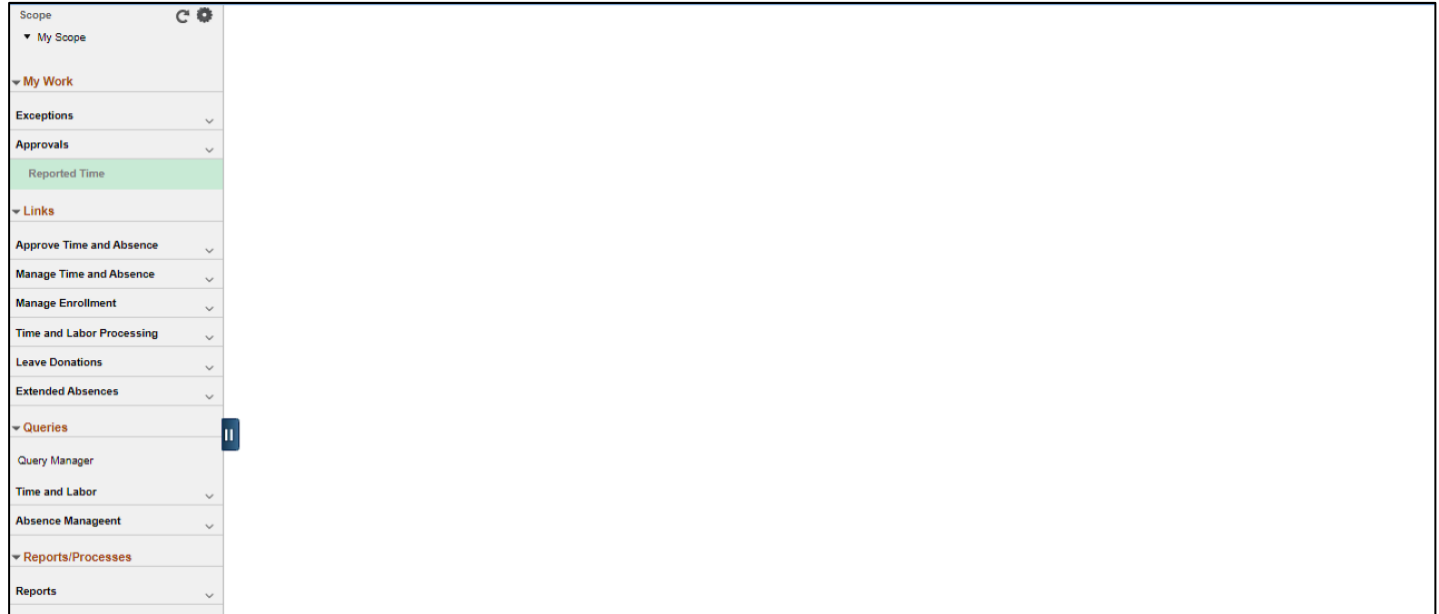
**Screenshots**



**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.

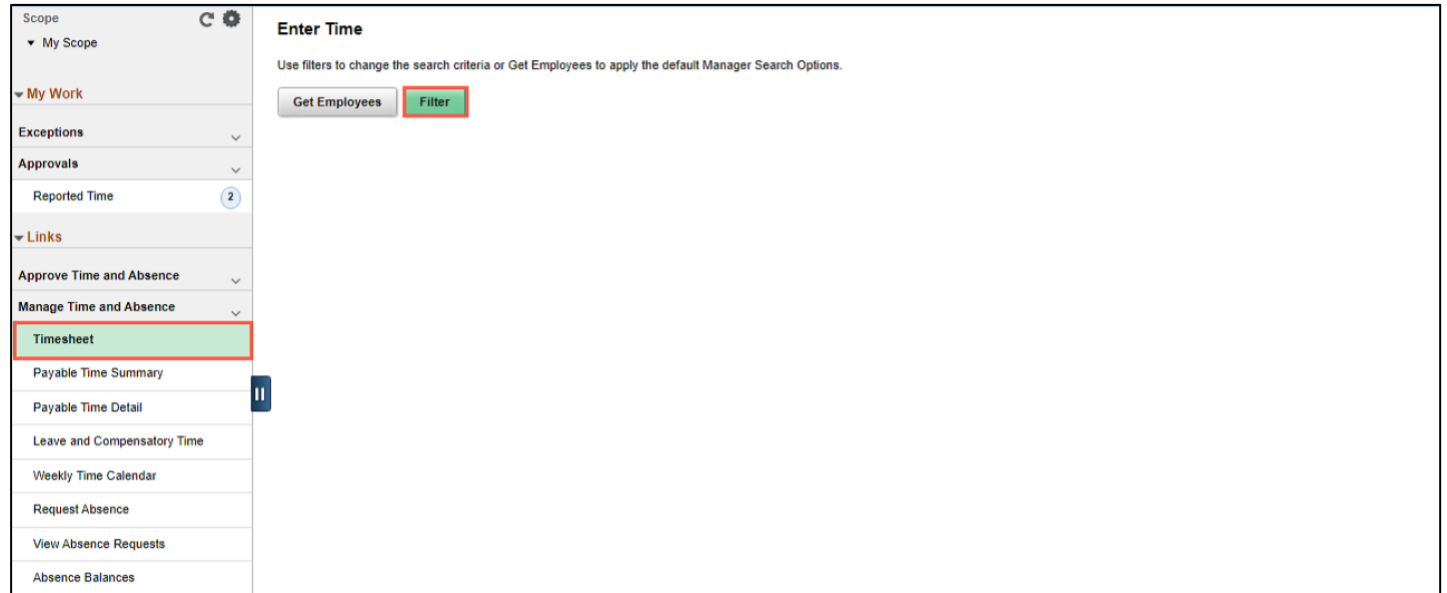
**Step 3:** Click the **Manage Time and Absence** drop-down arrow.



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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.

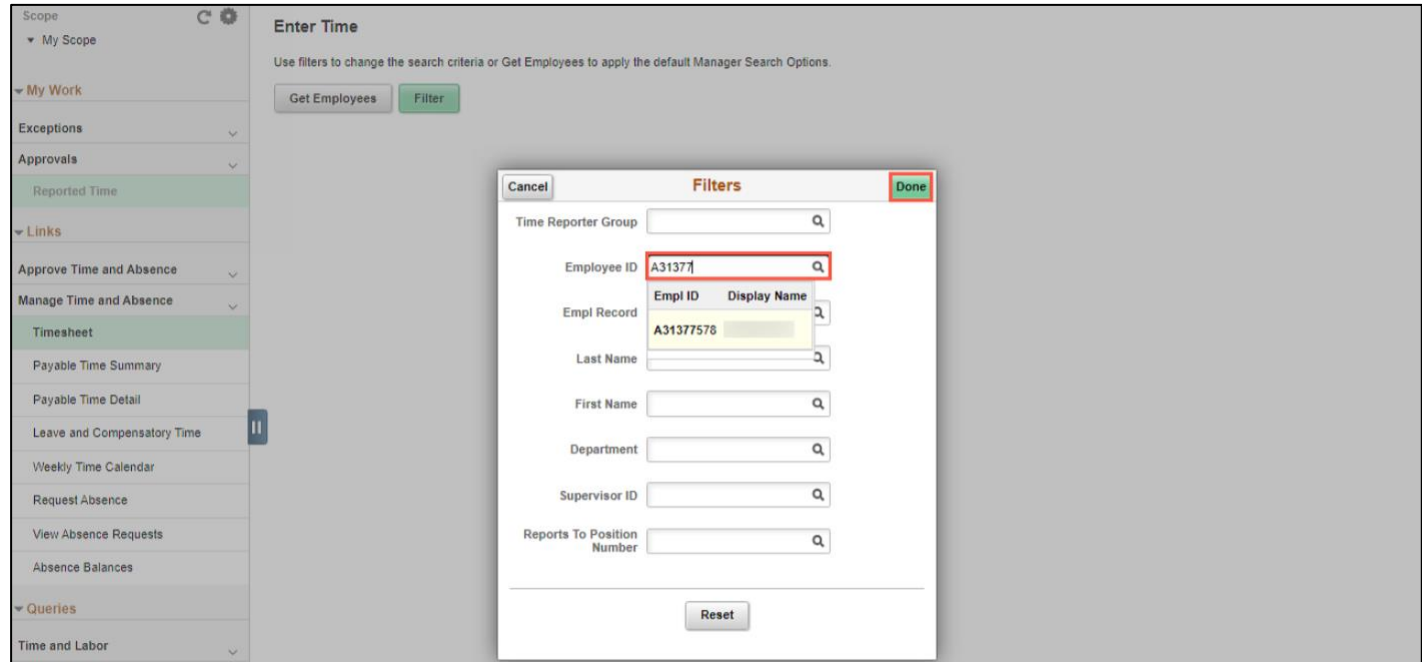


The screenshot displays the 'Enter Time' interface. On the left is a navigation menu with the following items: Scope (My Scope), My Work, Exceptions, Approvals, Reported Time (2), Links, Approve Time and Absence, Manage Time and Absence, **Timesheet** (highlighted with a red box), Payable Time Summary, 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 includes 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 with a red box).

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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.

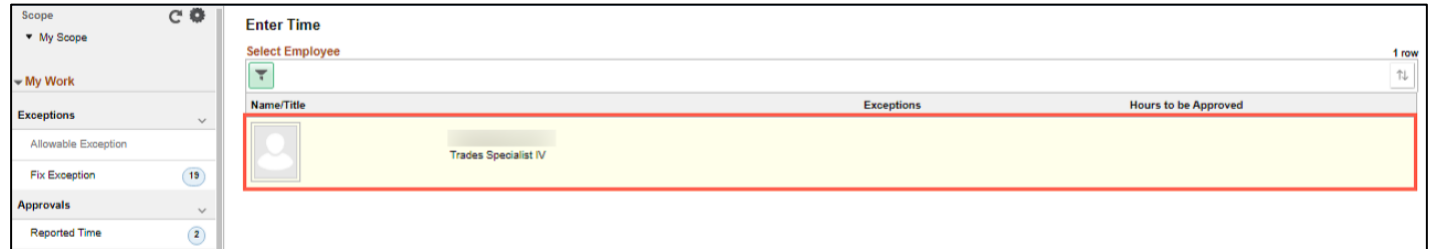
**Step 7:** Click **Done** to move on to the Enter Time page.



The screenshot shows the 'Enter Time' interface. On the left is a navigation menu with categories: Scope, My Work, Exceptions, Approvals, Reported Time, Links, Approve Time and Absence, Manage Time and Absence, Timesheet, 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 'Timesheet' option is highlighted. The main 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 are 'Get Employees' and 'Filter' buttons. A 'Filters' modal is open, showing search criteria: Time Reporter Group, Employee ID (with 'A31377' entered), Empl Record (with a dropdown showing 'A31377578'), Last Name, First Name, Department, Supervisor ID, and Reports To Position Number. A 'Reset' button is at the bottom of the modal. The modal has 'Cancel' and 'Done' buttons at the top.

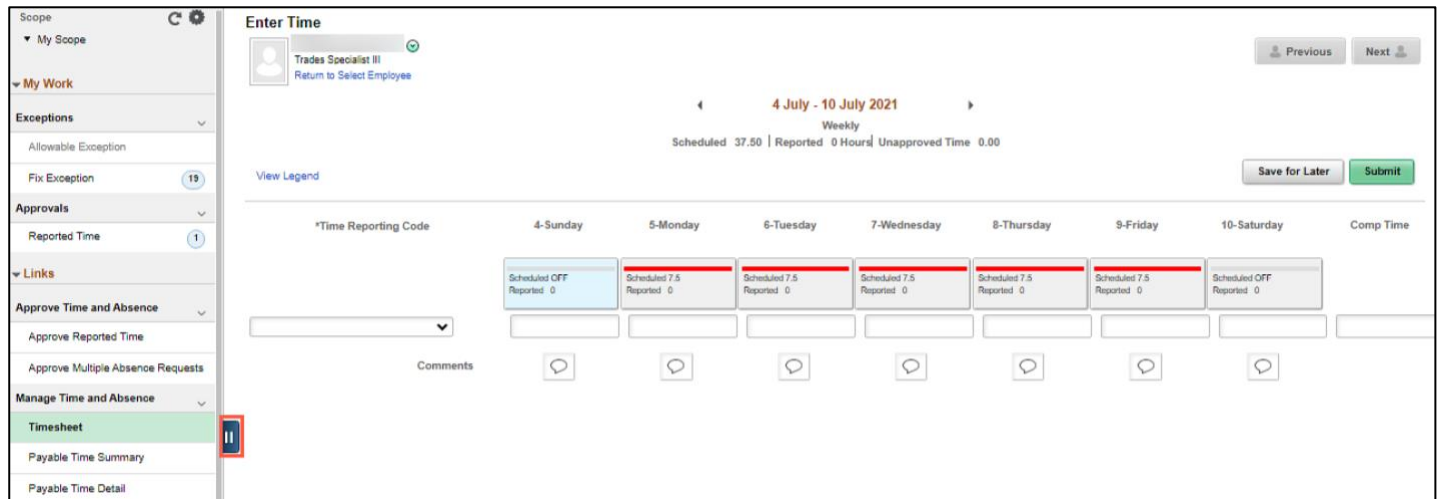
## University of South Carolina Time and Labor – TL/ABS Approver Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

**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: My Scope, My Work, Exceptions (19), Approvals (2), and Reported Time (2). The main area is titled 'Enter Time' and includes a 'Select Employee' dropdown. Below it is a table with columns for Name/Title, Exceptions, and Hours to be Approved. A single row for 'Trades Specialist IV' is highlighted in yellow and has a red border around it.

**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.



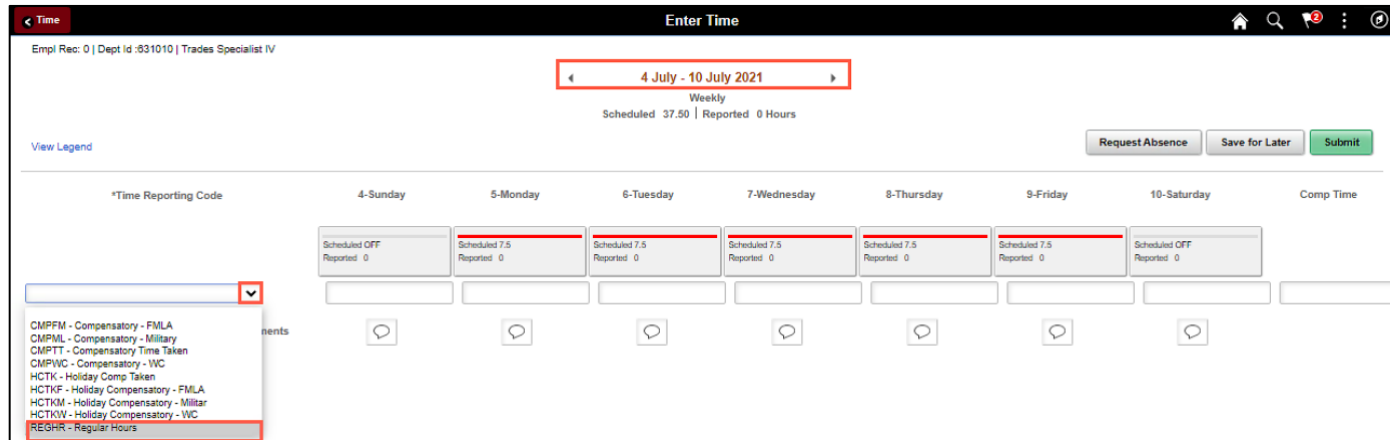
The screenshot shows the expanded 'Enter Time' page for 'Trades Specialist III'. It displays a weekly timesheet for the period '4 July - 10 July 2021'. The interface includes a 'View Legend' link, a 'Save for Later' button, and a 'Submit' button. The timesheet table has columns for days of the week and a 'Comp Time' column. Each day's cell contains a box with 'Scheduled' and 'Reported' values. For example, Sunday is 'Scheduled OFF Reported 0', Monday through Friday are 'Scheduled 7.5 Reported 0', and Saturday is 'Scheduled OFF Reported 0'. A red box highlights the 'Expand Page' icon in the sidebar.

## University of South Carolina Time and Labor – TL/ABS Approver Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

In this scenario the employee worked regularly scheduled hours on the university holiday 7/5/2021 for Independence Day. 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.



The screenshot displays the 'Enter Time' interface for an employee (EmpID: 031010, Dept: 031010, Title: Trades Specialist IV) for the week of July 4-10, 2021. The interface shows a weekly timesheet with a total of 37.50 scheduled hours and 0 reported hours. A dropdown menu is open on the left, showing various Time Reporting Codes, with 'REGHR - Regular Hours' selected. The timesheet grid shows 'Scheduled OFF' for Sunday and Saturday, and 'Scheduled 7.5' for Monday through Friday. A red box highlights the date range '4 July - 10 July 2021' at the top.

*Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-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	

## University of South Carolina Time and Labor – TL/ABS Approver Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

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

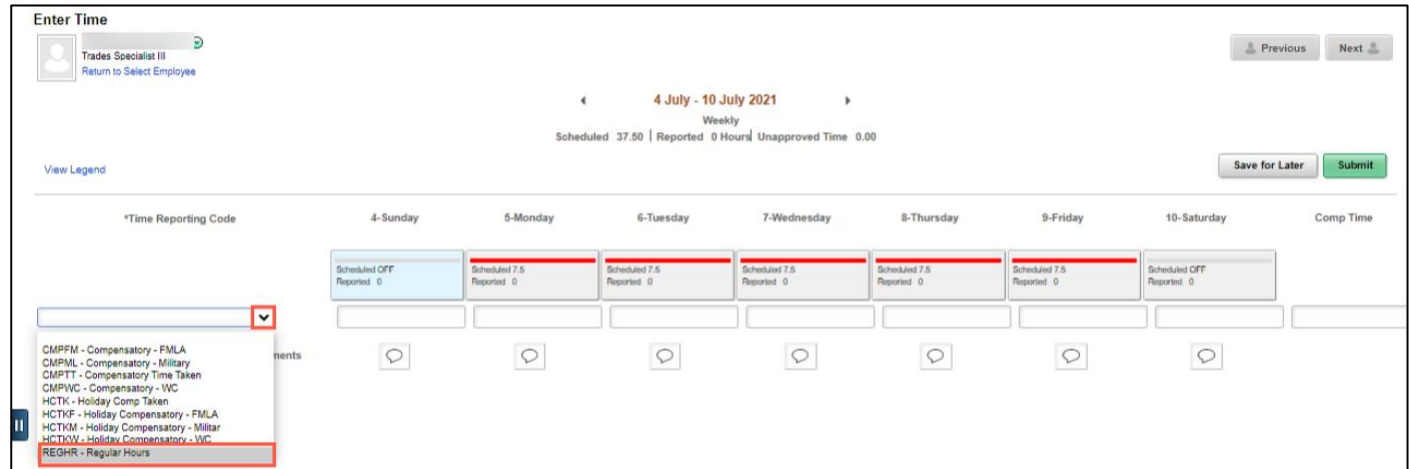
You can only have one TRC per line.

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

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

**Step 13:** Click in the **Time Entry** field and enter hours worked for each day. For this example, enter hours worked July 5, the Independence Day holiday for UofSC.

**Note:** There is no Time Reporting Code for working a holiday. Just enter the time worked on the holiday and the system will know to add that time to the employee’s holiday comp balance.



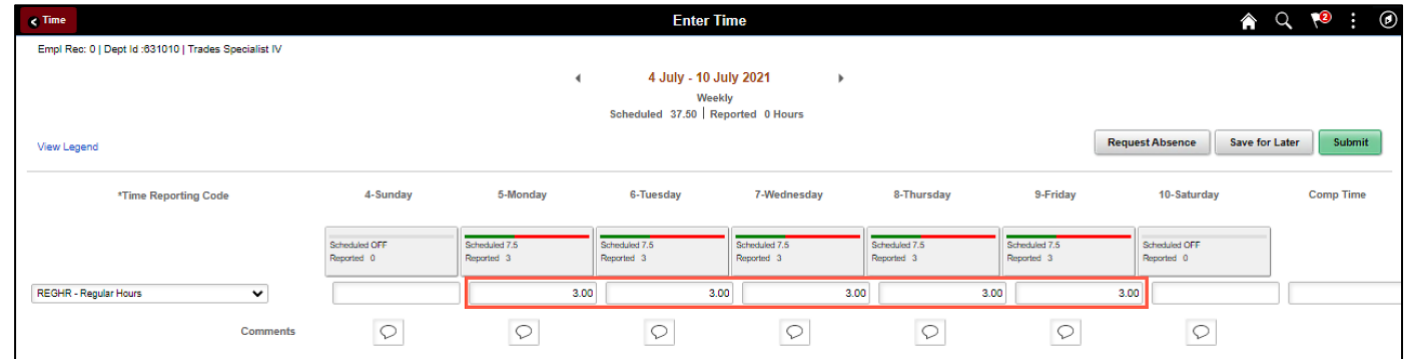
**Enter Time**  
Trades Specialist III  
Return to Select Employee

4 July - 10 July 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours | Unapproved Time 0.00

View Legend

*Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-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 7.5 Reported 0	Scheduled OFF Reported 0	

REGHR - Regular Hours



**Enter Time**

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

4 July - 10 July 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

Request Absence | Save for Later | Submit

*Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled OFF Reported 0	

REGHR - Regular Hours

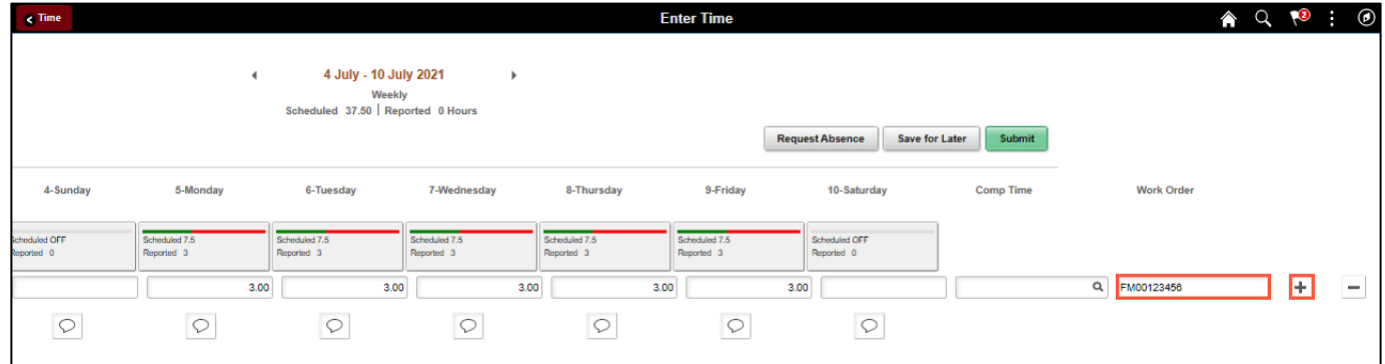
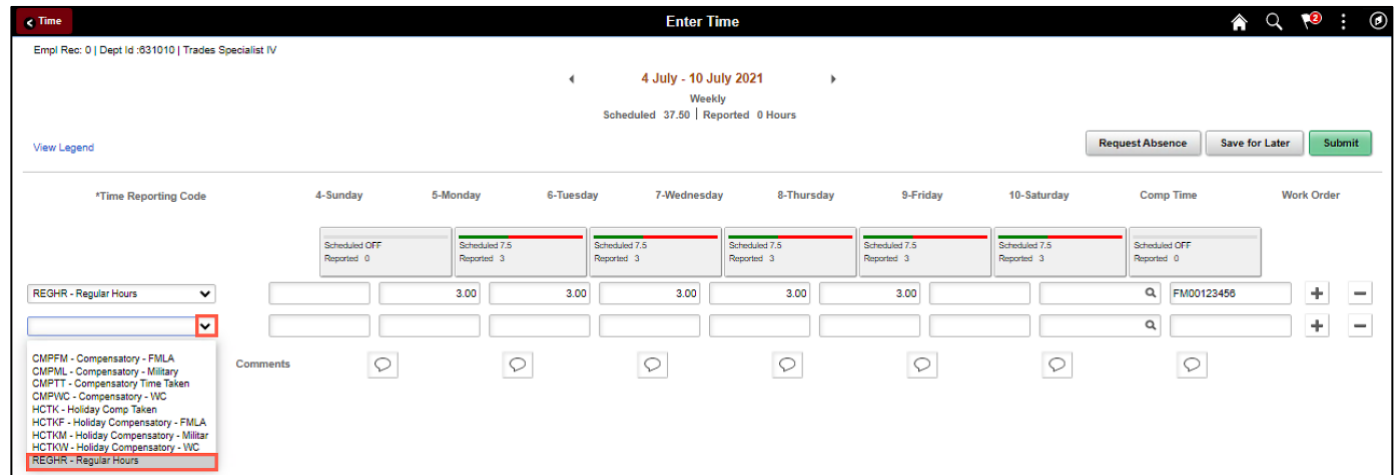
## University of South Carolina Time and Labor – TL/ABS Approver Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

**Step 14:** Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the first line.

**Step 15:** Click the **+ (plus)** button to add an additional line for the second work order you worked that week.

**Step 16/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 17:** Select **REGHR – Regular Hours**.

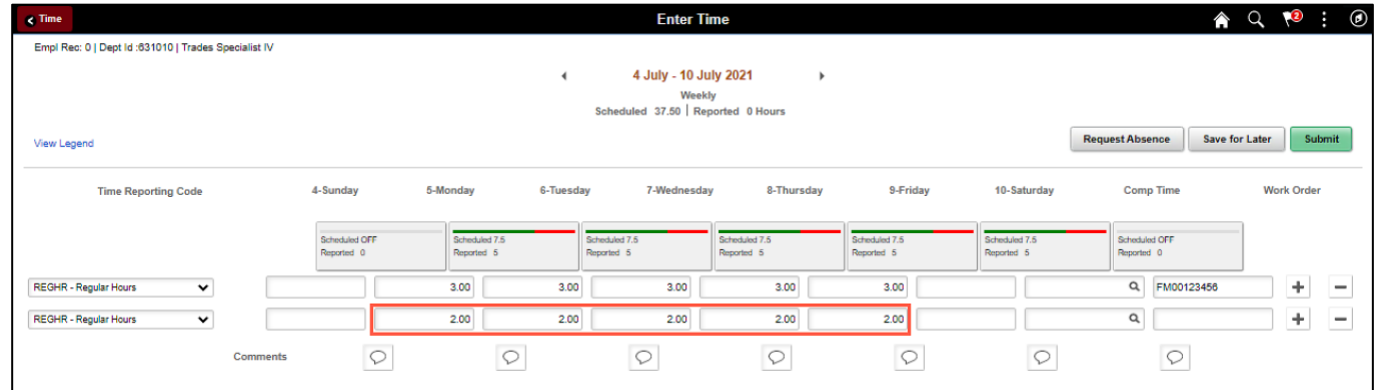





## University of South Carolina Time and Labor – TL/ABS Approver

### Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

**Step 18:** Click in the **Time Entry** field and enter hours worked for each day.



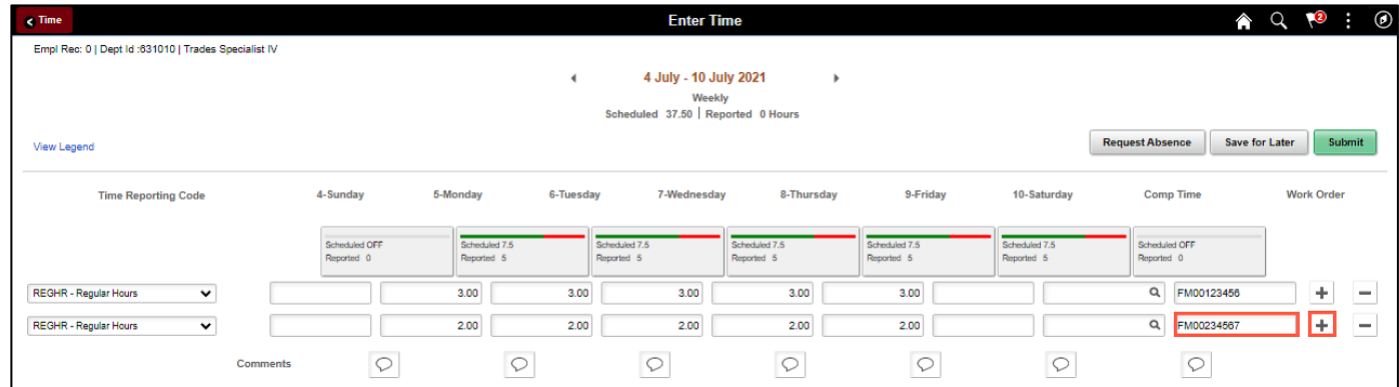
Empi Rec: 0 | Dept Id :831010 | Trades Specialist IV

4 July - 10 July 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

View Legend Request Absence Save for Later Submit

Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled OFF Reported 0	
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00			FM00123456 + -
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			
Comments									

**Step 19:** Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the second line.



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

4 July - 10 July 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

View Legend Request Absence Save for Later Submit

Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled OFF Reported 0	
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00			FM00123456 + -
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			FM00234567 + -
Comments									

**Step 20:** Click the **+** (plus) button to add an additional line for the third work order you worked that week.

## University of South Carolina Time and Labor – TL/ABS Approver

### Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

**Step 21/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 22:** Select **REGHR – Regular Hours**.

**Step 23:** Click in the **Time Entry** field and enter hours worked for each day.



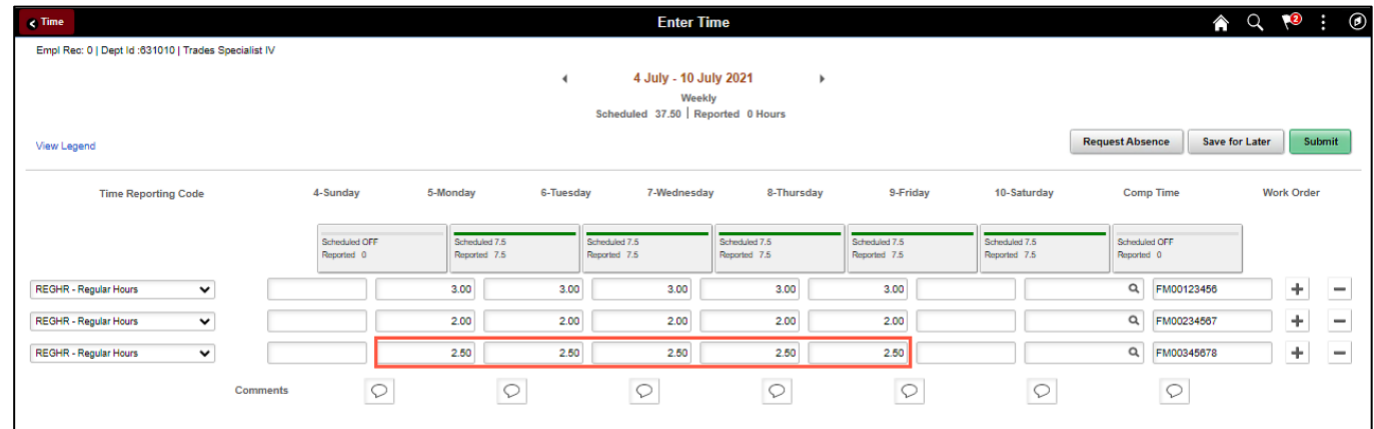
Empi Rec: 0 | Dept Id: 031010 | Trades Specialist IV

4 July - 10 July 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

Request Absence Save Later Submit

Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time	Work Order
REGHR - Regular Hours	Scheduled OFF Reported 0	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled OFF Reported 0	FM00123456
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00			FM00234567
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			

Comments



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

4 July - 10 July 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

Request Absence Save Later Submit

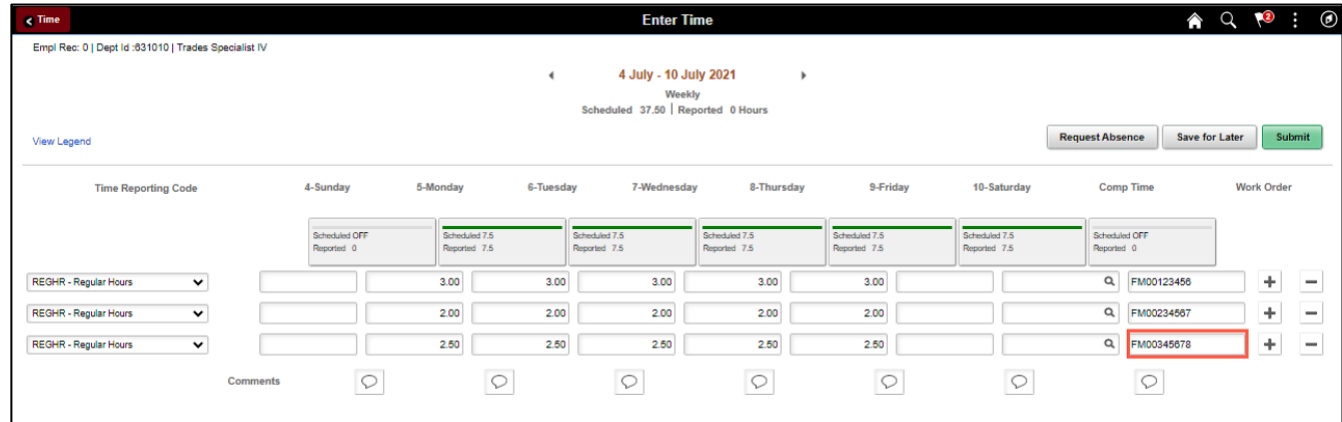
Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time	Work Order
REGHR - Regular Hours	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	FM00123456
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00			FM00234567
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50			FM00345678

Comments

## University of South Carolina Time and Labor – TL/ABS Approver Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

**Step 24:** Scroll over to the right, 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 20 through 24.



Emp# Rec: 0 | Dept Id :631010 | Trades Specialist IV

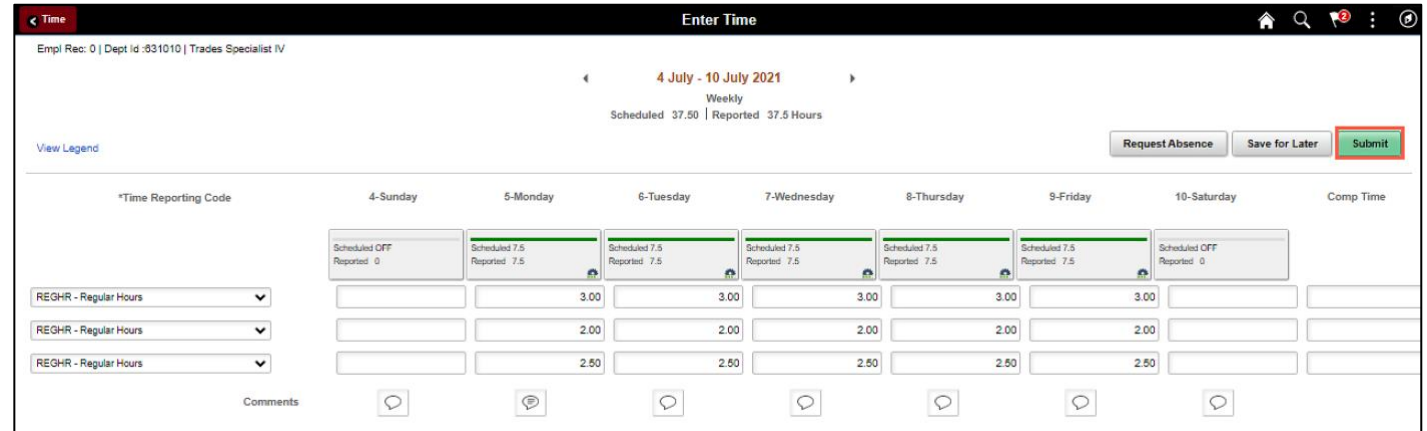
4 July - 10 July 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time	Work Order
REGHR - Regular Hours	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	FM00123456
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00			FM00234567
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			FM00345678
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50			FM00345678
Comments									

## University of South Carolina Time and Labor – TL/ABS Approver Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

**Step 22:** The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.



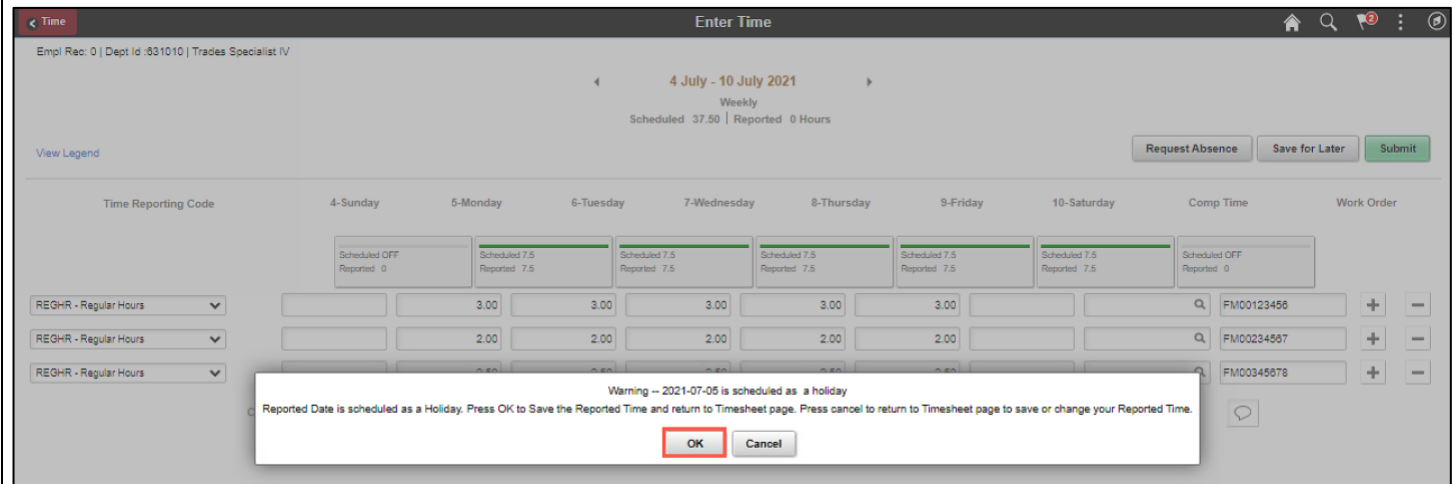
EmpI Rec: 0 | Dept Id: 031010 | Trades Specialist IV

4 July - 10 July 2021  
Weekly  
Scheduled 37.50 | Reported 37.5 Hours

Request Absence Save for Later **Submit**

*Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
Scheduled OFF Reported: 0	Scheduled 7.5 Reported: 7.5	Scheduled 7.5 Reported: 7.5	Scheduled 7.5 Reported: 7.5	Scheduled 7.5 Reported: 7.5	Scheduled 7.5 Reported: 7.5	Scheduled 7.5 Reported: 7.5	Scheduled OFF Reported: 0	
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00		
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50		

**Step 23:** 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.



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

4 July - 10 July 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later **Submit**

Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time	Work Order
Scheduled OFF Reported: 0	Scheduled 7.5 Reported: 7.5	Scheduled 7.5 Reported: 7.5	Scheduled 7.5 Reported: 7.5	Scheduled 7.5 Reported: 7.5	Scheduled 7.5 Reported: 7.5	Scheduled 7.5 Reported: 7.5	Scheduled OFF Reported: 0		
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00			FM00123456 + -
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			FM00234567 + -
REGHR - Regular Hours									FM00345678 + -

Warning -- 2021-07-05 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.

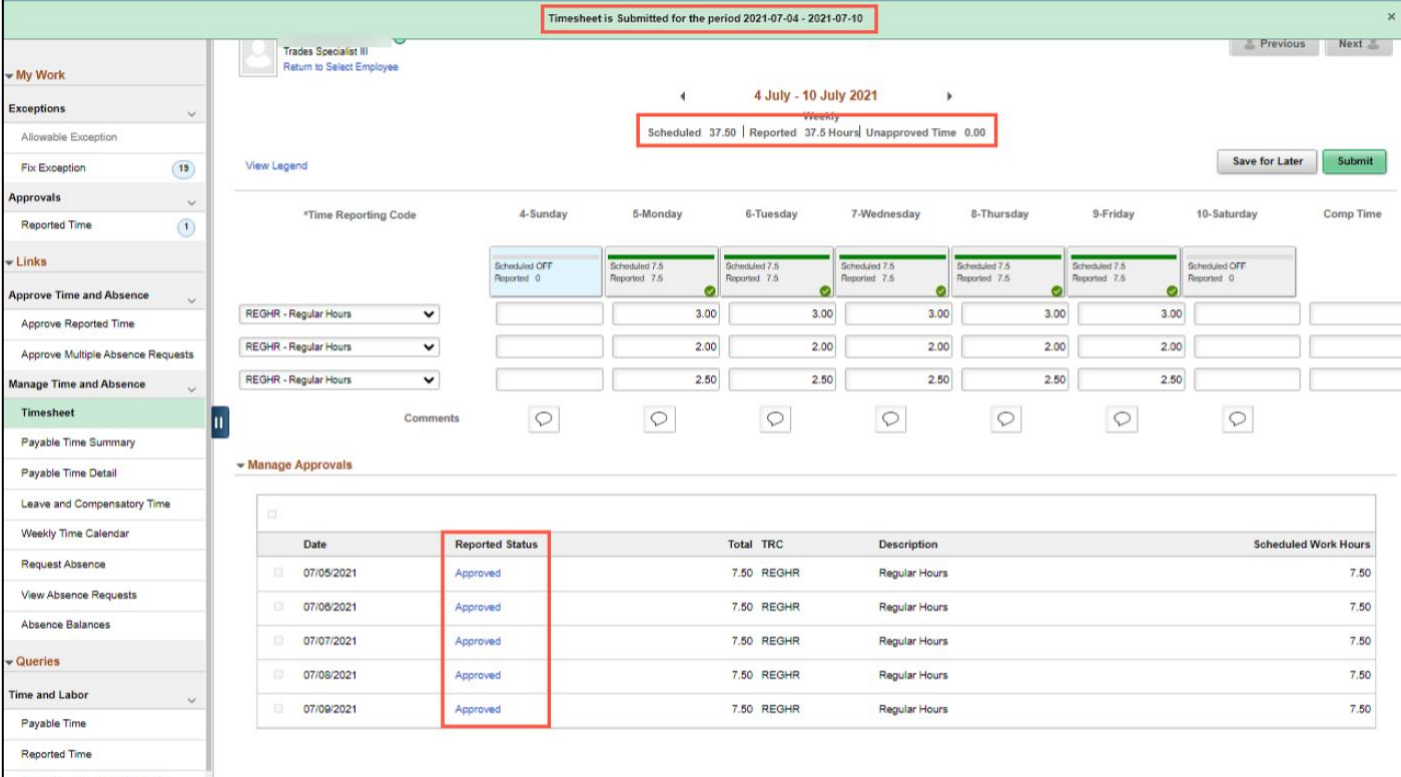
OK Cancel

## University of South Carolina Time and Labor – TL/ABS Approver Earn Holiday 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 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.

**Step 24:** 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 2021-07-04 - 2021-07-10

4 July - 10 July 2021  
Weekly  
Scheduled 37.50 | Reported 37.5 Hour | Unapproved Time 0.00

Save for Later Submit

\*Time Reporting Code

	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
REGHR - Regular Hours	3.00	3.00	3.00	3.00	3.00	3.00		
REGHR - Regular Hours	2.00	2.00	2.00	2.00	2.00	2.00		
REGHR - Regular Hours	2.50	2.50	2.50	2.50	2.50	2.50		

Comments





Manage Approvals

Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
07/05/2021	Approved	7.50	REGHR	Regular Hours	7.50
07/06/2021	Approved	7.50	REGHR	Regular Hours	7.50
07/07/2021	Approved	7.50	REGHR	Regular Hours	7.50
07/08/2021	Approved	7.50	REGHR	Regular Hours	7.50
07/09/2021	Approved	7.50	REGHR	Regular Hours	7.50

## University of South Carolina Time and Labor – TL/ABS Approver Earn Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders











**Step 25:** When submitted, the **Pending Approvals** 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 holiday comp time on an elapsed timesheet for multiple work orders on an employee's behalf.

**Legend**

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

Scope

- My Scope
- My Work
- Exceptions
  - Allowable Exception
  - Fix Exception 13
- Approvals
  - Reported Time 1
- Links
  - Approve Time and Absence
    - Approve Reported Time
    - Approve Multiple Absence Requests
  - Manage Time and Absence
  - Timesheet

**Enter Time**

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

4 July - 10 July 2021

Weekly  
Scheduled: 37.50 | Reported: 37.5 Hours | Unapproved Time: 0.00

Previous
Next

Save for Later
Submit

[View Legend](#)

*Time Reporting Code	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday	10-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
REGHR - Regular Hours	3.00	3.00	3.00	3.00	3.00	3.00		
REGHR - Regular Hours	2.00	2.00	2.00	2.00	2.00	2.00		
REGHR - Regular Hours	2.50	2.50	2.50	2.50	2.50	2.50		
Comments								