

**University of South Carolina  
Time and Labor – TL/ABS Approver  
Enter Time Worked on a Holiday on Behalf of  
Exempt Employee**

**How to enter time worked on a holiday on behalf of an exempt employee:**

This job aid outlines how a TL/ABS Approver can enter time worked on a holiday on behalf of an exempt employee. TL/ABS Approvers have access to enter and/or adjust timesheets on behalf of employees in their assigned department/college/division/campus.

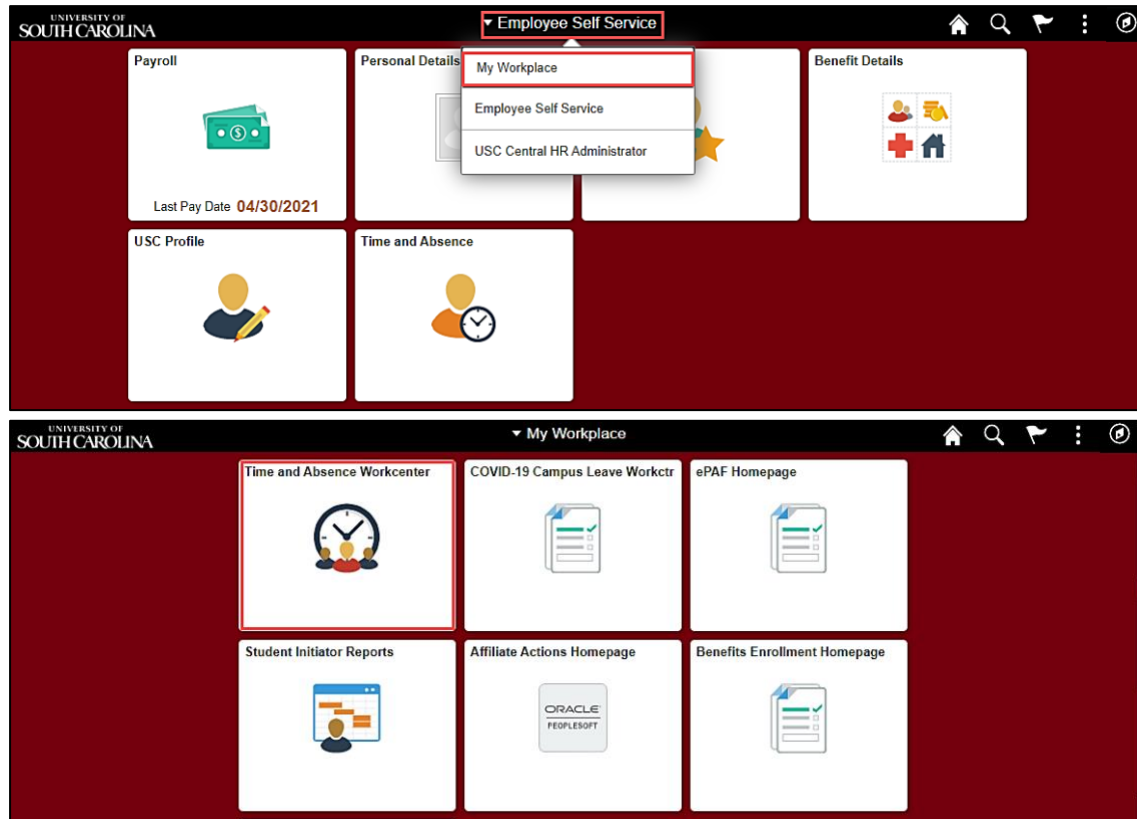
**Navigation:** Employee Self Service > My Workplace > Time and Absence Workcenter

**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**

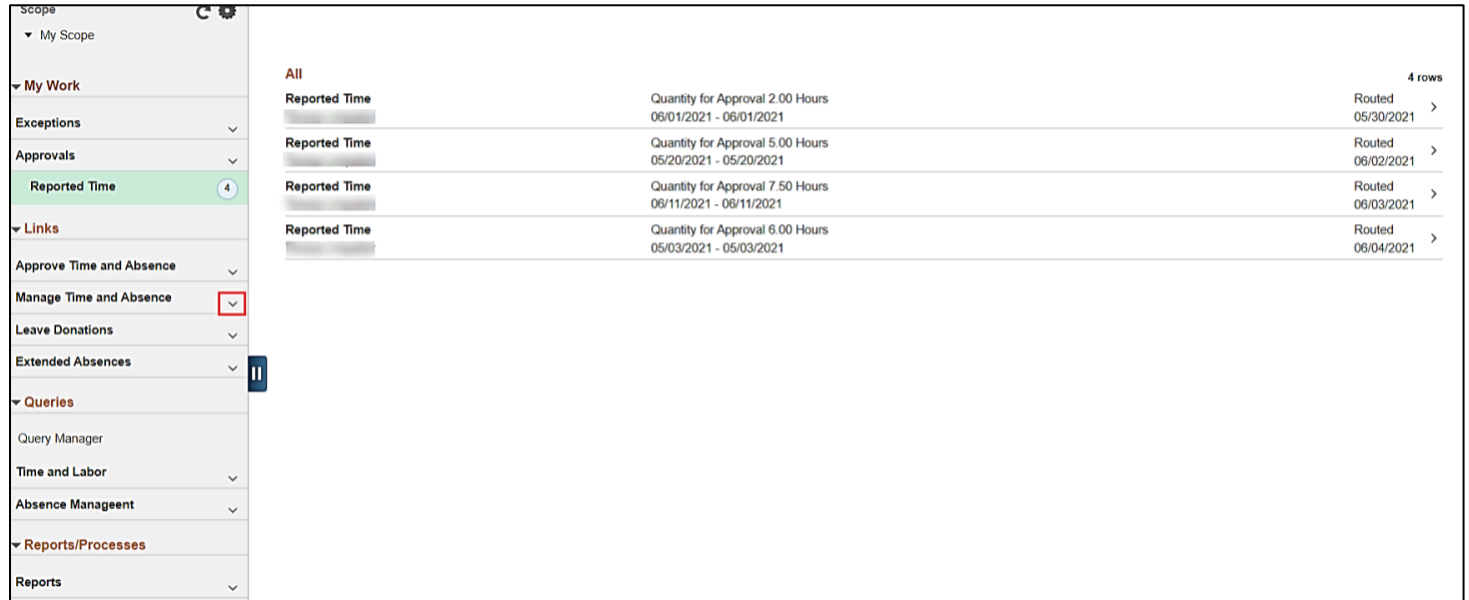


## University of South Carolina Time and Labor – TL/ABS Approver Enter Time Worked on a Holiday on Behalf of Exempt Employee

**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.

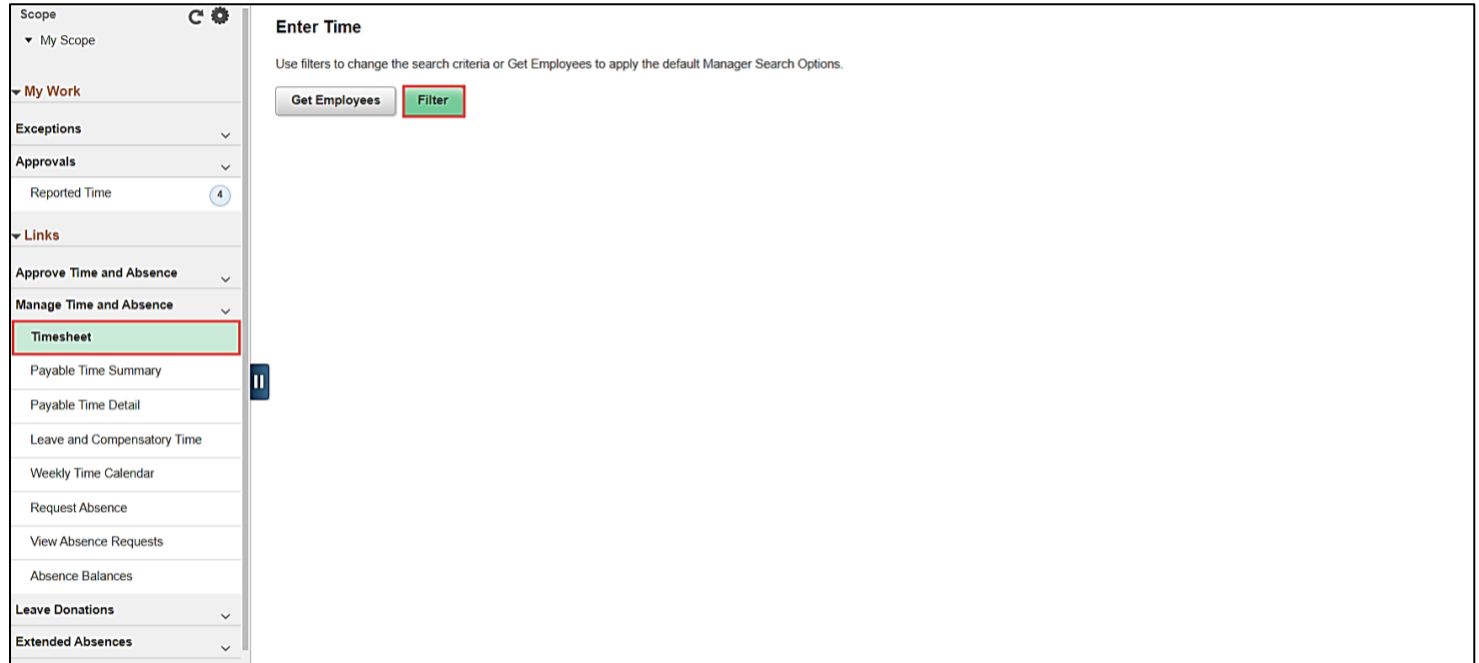


All			4 rows
Reported Time	Quantity for Approval 2.00 Hours 06/01/2021 - 06/01/2021	Routed	05/30/2021 >
Reported Time	Quantity for Approval 5.00 Hours 05/20/2021 - 05/20/2021	Routed	06/02/2021 >
Reported Time	Quantity for Approval 7.50 Hours 06/11/2021 - 06/11/2021	Routed	06/03/2021 >
Reported Time	Quantity for Approval 6.00 Hours 05/03/2021 - 05/03/2021	Routed	06/04/2021 >

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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.

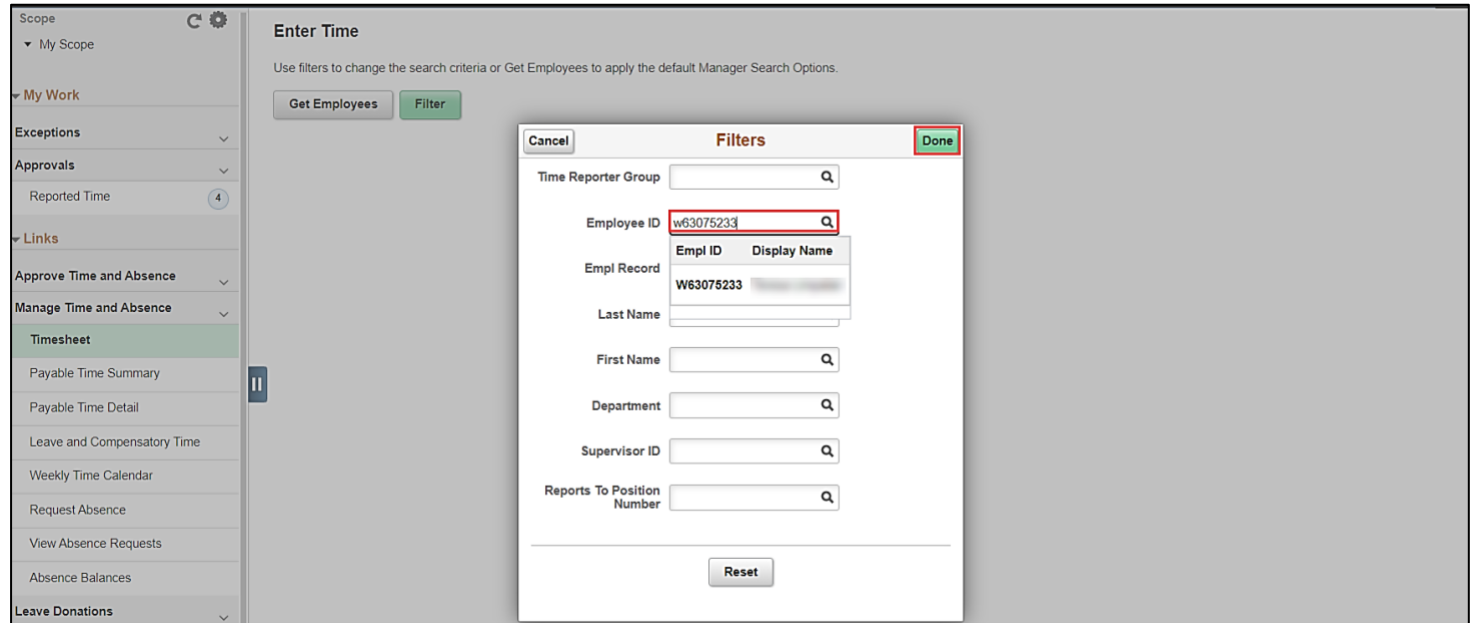


The screenshot displays the 'Enter Time' interface. On the left, a navigation menu is visible with the following items: Scope (My Scope), My Work, Exceptions, Approvals, Reported Time (4), Links, Approve Time and Absence, Manage Time and Absence, **Timesheet** (highlighted in green), Payable Time Summary, Payable Time Detail, Leave and Compensatory Time, Weekly Time Calendar, Request Absence, View Absence Requests, Absence Balances, Leave Donations, and Extended Absences. 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 in green).

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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 like 'My Work', 'Exceptions', 'Approvals', 'Links', and 'Timesheet'. The main area is titled 'Enter Time' and contains a search filter dialog box. The dialog box has a 'Done' button highlighted in red. The 'Employee ID' field is populated with 'w63075233' and is also highlighted in red. Below this field, a table shows search results:

Empl ID	Display Name
W63075233	[Redacted]

Other fields in the filter dialog include 'Time Reporter Group', 'First Name', 'Department', 'Supervisor ID', and 'Reports To Position Number'. A 'Reset' button is located at the bottom of the dialog.

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

In this scenario the employee worked regularly scheduled hours on the university holiday 7/5/2021 for the 4<sup>th</sup> of July observed. Since this was an observed holiday and exempt employees do not enter regular work hours on their timesheet, the employee forgot to enter their time worked on 7/5/2021. As the TL/ABS Approver, you can enter time on behalf of the employee.

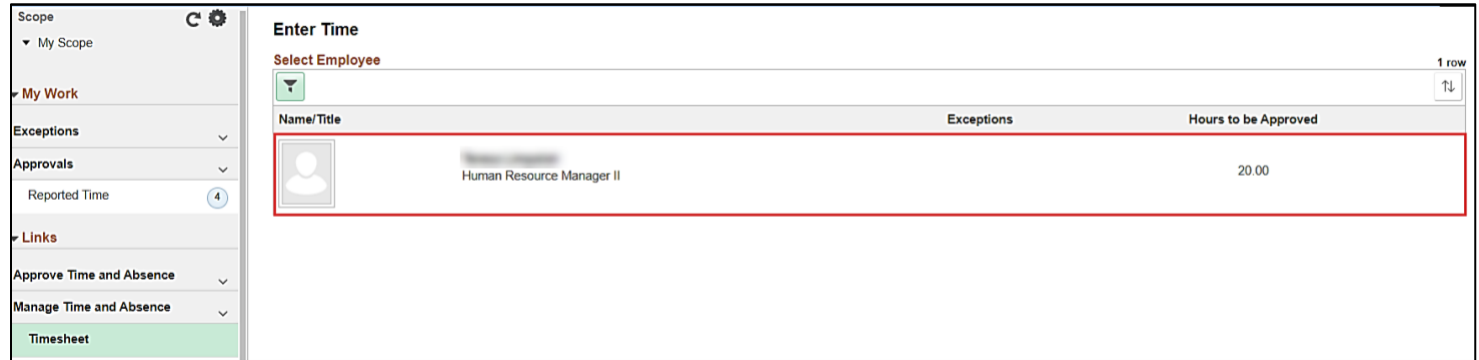
**Step 9:** Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

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

You can only have one TRC per line.

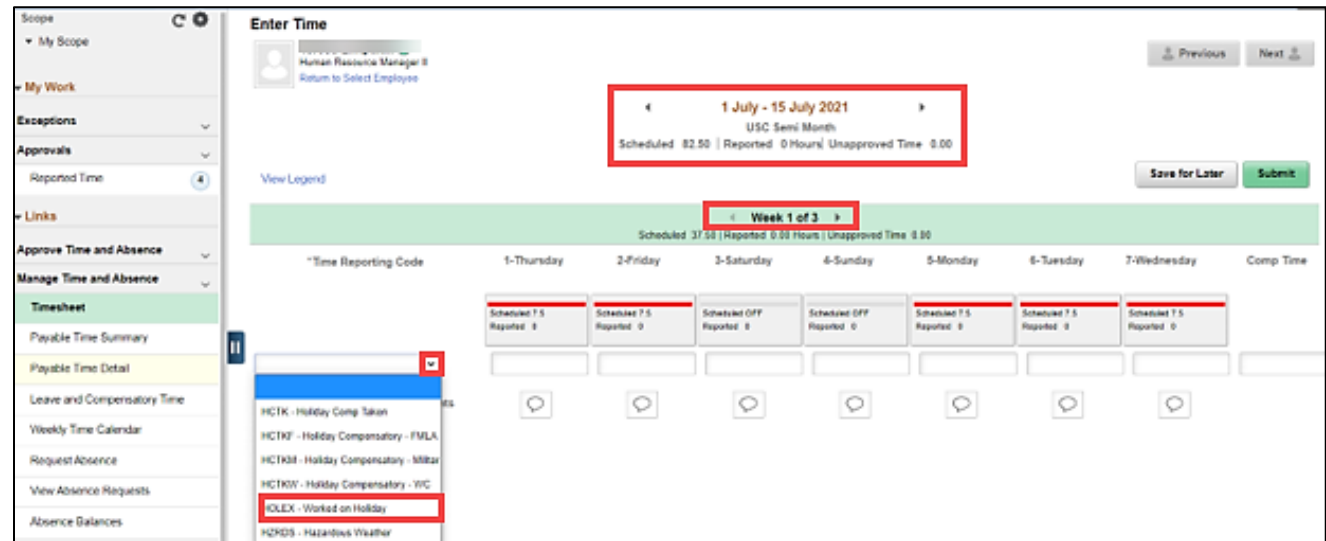
**Step 10:** To enter the time worked on the holiday, click the **Time Reporting Code** drop-down arrow.

**Step 11:** Select **HOLEX – Worked on Holiday**.



The screenshot shows the 'Enter Time' interface. On the left is a navigation menu with options like 'My Work', 'Exceptions', 'Approvals', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', and 'Timesheet'. The main area is titled 'Enter Time' and contains a 'Select Employee' dropdown. Below it is a table with the following data:

Name/Title	Exceptions	Hours to be Approved
Human Resource Manager II		20.00



The screenshot shows the 'Enter Time' interface for a weekly timesheet. The date range is '1 July - 15 July 2021' (USC Semi Month). The timesheet shows a total of 37.50 scheduled hours and 0.00 unapproved hours. The 'Time Reporting Code' dropdown menu is open, showing options like 'HCTK - Holiday Comp Taken', 'HCTNF - Holiday Compensatory - FMLA', 'HCTNMF - Holiday Compensatory - Military', 'HCTNWF - Holiday Compensatory - W/C', and 'HOLEX - Worked on Holiday' (which is highlighted in red). The timesheet grid shows scheduled hours for each day of the week.

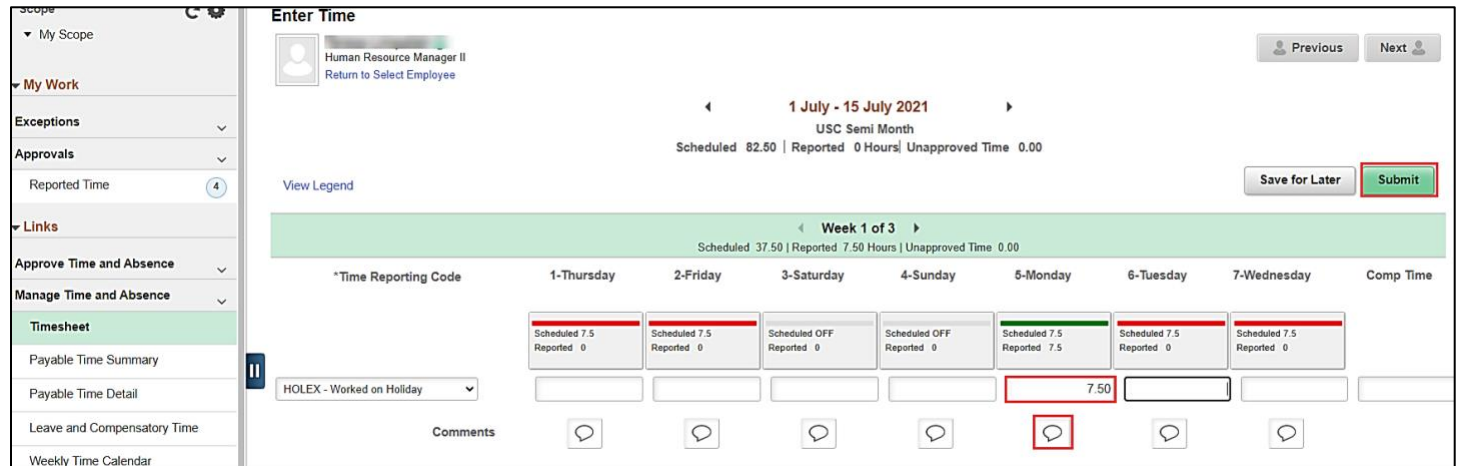
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**Step 12:** Click in the **Time Entry** field for 7/5/2021 and enter the hours worked on the university holiday.

**Step 13/Optional:** Click the **Comment** icon to add additional information.

**Step 14:** Click the **Submit** button to submit the timesheet for approval.

**Step 15:** Upon clicking submit a warning message appears since the time reported was on a university holiday. Click the **OK** button to save the time as reported.



**Enter Time**

Human Resource Manager II  
Return to Select Employee

1 July - 15 July 2021  
USC Semi Month  
Scheduled 82.50 | Reported 0 Hours | Unapproved Time 0.00

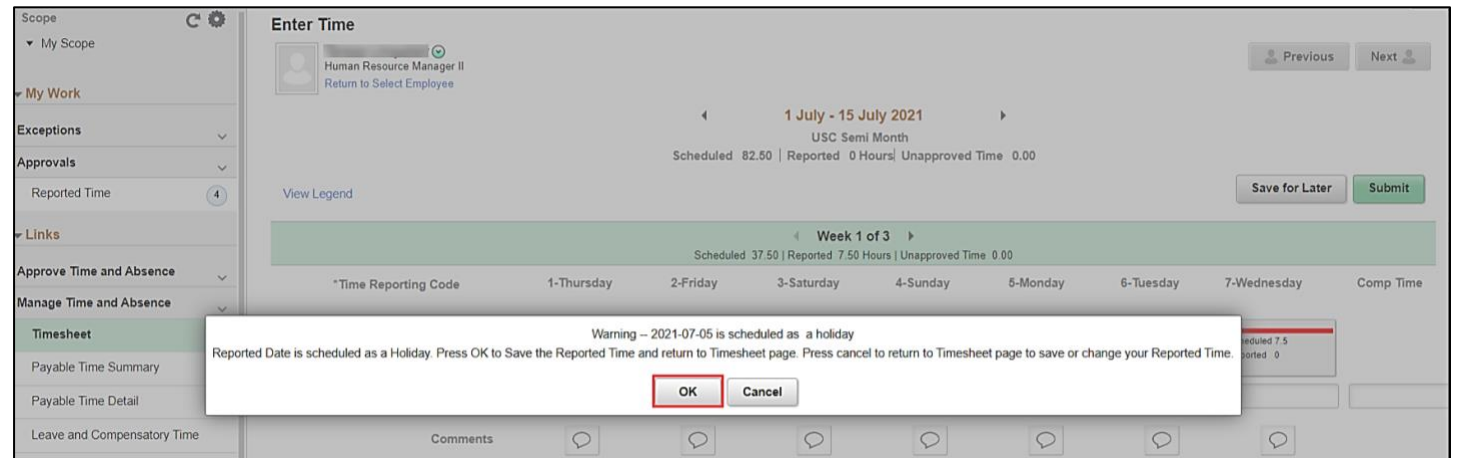
Save for Later **Submit**

View Legend

Week 1 of 3  
Scheduled 37.50 | Reported 7.50 Hours | Unapproved Time 0.00

*Time Reporting Code	1-Thursday	2-Friday	3-Saturday	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	Comp Time
	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	
					7.50			
Comments								

HOLEX - Worked on Holiday



**Enter Time**

Human Resource Manager II  
Return to Select Employee

1 July - 15 July 2021  
USC Semi Month  
Scheduled 82.50 | Reported 0 Hours | Unapproved Time 0.00

Save for Later **Submit**

View Legend

Week 1 of 3  
Scheduled 37.50 | Reported 7.50 Hours | Unapproved Time 0.00

*Time Reporting Code	1-Thursday	2-Friday	3-Saturday	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	Comp Time
	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	
					7.50			
Comments								

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.

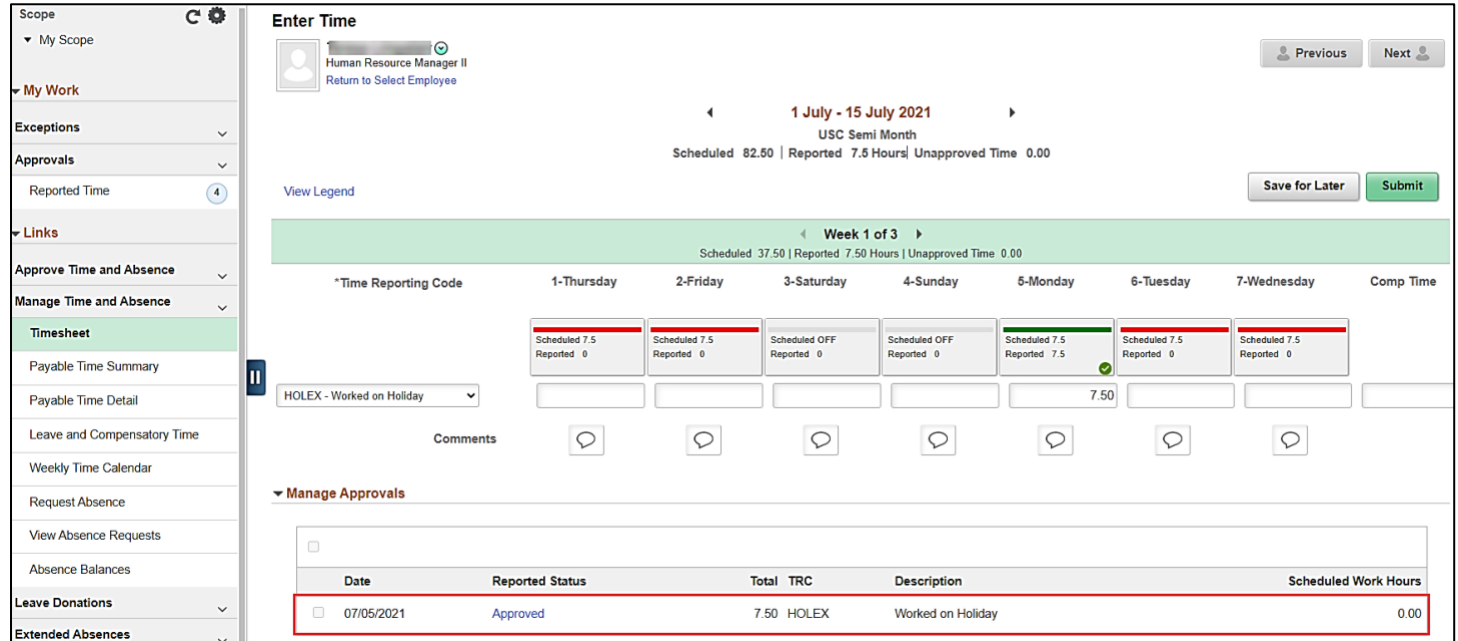
**OK** Cancel

## University of South Carolina Time and Labor – TL/ABS Approver Enter Time Worked on a Holiday on Behalf of Exempt Employee

**Step 16:** 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 17:** Notice the time for 7/5/2021 is automatically approved at submission. When time is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required.





Date	Reported Status	Total TRC	Description	Scheduled Work Hours
07/05/2021	Approved	7.50	HOLEX Worked on Holiday	0.00


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**Step 18:** When submitted, the Approved icon appears for the days time 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:

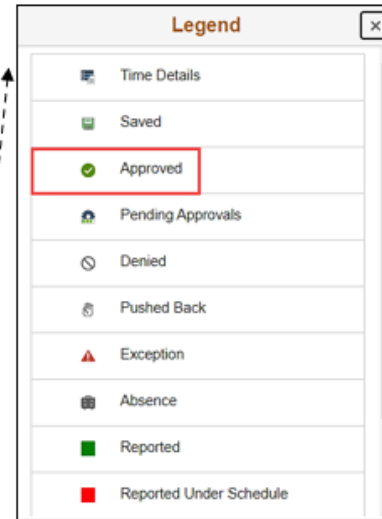
 The user has an exception that needs to be fixed before submitting the timesheet.

 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 enter time worked on a holiday on a timesheet on behalf of an exempt employee.



**Enter Time**

1 July - 15 July 2021  
USC Semi Month  
Scheduled: 82.00 | Reported: 7.50 Hours | Unapproved Time: 0.00

View Legend

*Time Reporting Code	1-Thursday	2-Friday	3-Saturday	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	Comp Time
Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	
HOLEX - Worked on Holiday					7.50			

Manage Approvals

Date	Reported Status	Total TRC	Description	Scheduled Work Hours
07/05/2021	Approved	7.50	HOLEX - Worked on Holiday	0.00