

# **TIME AND ABSENCE SYSTEM**

## **MANAGER**

# **QUERIES/REPORTS TRAINING**

April 14, 2022



# TODAY'S AGENDA

## New Time and Absence Queries/Reports

- Where to Find the Queries/Reports
- Time and Labor Queries/Reports
- Absence Management Queries/Reports

## Additional Time and Absence System Topics

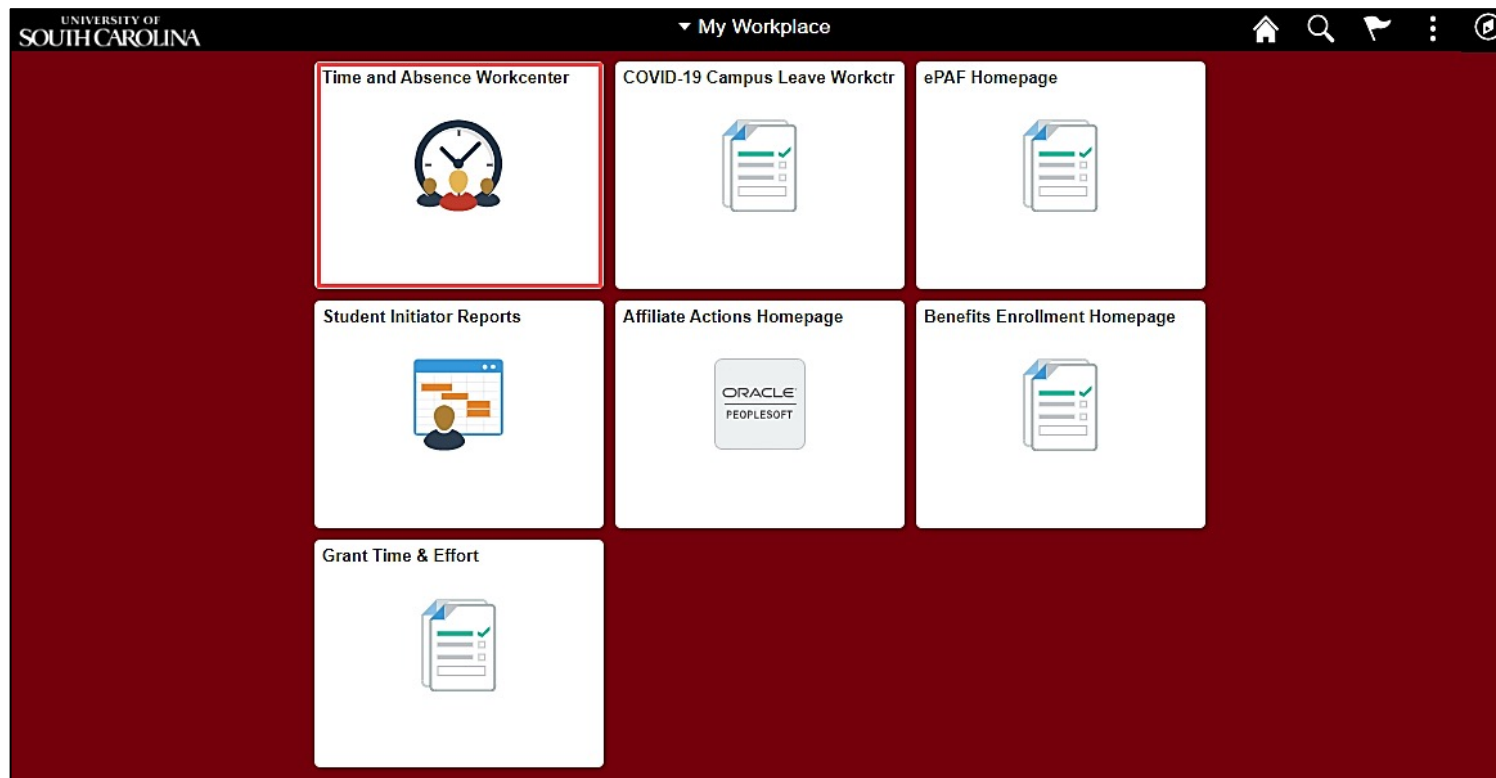
- Eligibility Groups for Absence Management
- Payable Time Status
- Review of Employee Types
- Absence Approvals
- Approve Multiple Absence Requests Page
- New System Features

# WHERE TO FIND THE QUERIES/REPORTS

All queries are available in the Time and Absence WorkCenter for individuals that approve timesheets and absence requests as either manager or TL/ABS approver.

To access the **Time and Absence WorkCenter**, go to [hcm.ps.sc.edu](http://hcm.ps.sc.edu).

**Navigation: Employee Self Service > My Workplace/My Homepage > Time and Absence WorkCenter**



# TL AND ABS QUERIES AVAILABLE ON WORKCENTER

The screenshot displays the 'Manager Self Service' interface. At the top, there is a navigation bar with a back arrow, the text 'Manager Self Service', and a highlighted box containing 'Time and Labor WorkCenter'. To the right of the navigation bar are icons for home, search, notifications, and a menu. The main content area is divided into a left-hand navigation menu and a right-hand expanded menu.

**Left-hand Navigation Menu:**

- Scope
  - My Scope
- My Work
  - Exceptions
  - Approvals
- Links
  - Approve Time and Absence
  - Manage Time and Absence
  - Absence Processing
  - Leave Donations
  - Queries**
    - Time and Labor
    - Absence Management
  - Reports/Processes
    - Reports

**Right-hand Expanded Menu (under 'Time and Labor'):**

- Time and Labor
  - Saved Not Submitted - Reported Time
  - Reported Time Approval Status
  - Pending Approvals - Reported Time
  - Overtime Hours by Date Range
  - Schedule Not Met - Salary Non Exmpt
  - Current Comp Balances
  - Absence Management**
    - Unapproved Canceled Absences
    - Unapproved Absence Requests
    - Absence Balances by Employee
    - Canceled Absences by Employee
    - Leave Taken by Employee
    - YTD A/L and S/L Takes
    - Leave Clean-up Term Employee


A red arrow points from the 'Time and Labor' option in the 'Queries' section of the left-hand menu to the expanded 'Time and Labor' menu on the right.

Time and Labor

# **QUERIES AND REPORTS**

# TIME/LABOR QUERIES/REPORTS

SC\_TL\_RPTD\_TIME\_SAVED - Rptd Time saved not submitted

\*Reported Date From  

\*Reported Date to  

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

First 1-3 of 3 Last

Row	ID	Empl Record	Name	Rpt Dt	TRC	Quantity	Dept ID	Descr
1	G6 [REDACTED]	0	[REDACTED]	01/10/2022	REGHR	6.000000	115300	DEPARTMENT OF EXERCISE SCIENCE
2	G6 [REDACTED]	0	[REDACTED]	01/11/2022	REGHR	6.000000	115300	DEPARTMENT OF EXERCISE SCIENCE
3	G6 [REDACTED]	0	[REDACTED]	01/12/2022	REGHR	6.000000	115300	DEPARTMENT OF EXERCISE SCIENCE

## Saved Not Submitted – Reported Time

**Report Name:** SC\_TL\_RPTD\_TIME\_SAVED - Rptd Time saved not submitted

**Selection Criteria:** Reported Date From and To (required)

**Data:** Data is real time

**Frequency:** Run this query prior to each payroll deadline to ensure all entered time is approved.

**Description:** Use this query to view timesheets that have been saved but not yet submitted for approval.

# TIME/LABOR QUERIES/REPORTS

SC\_TL\_RPTD\_TIME\_AUDIT\_WC - Reported Time

ID

\*From

\*To

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (2 kb)

[View All](#)

First 1-5 of 5 Last

Row	NAME	EMPLOYEE	EMPL RECORD	WORK_DATE	HOURS	TIME REPORTING CODE	WO_NUMBER	TIME REPORTED STATUS	UPDATED BY	TIMESTAMP
1		K6:	0	01/10/2022	7.500000	REGHR		Approved		01/14/2022 3:41:26PM
2		K6:	0	01/11/2022	7.500000	REGHR		Approved		01/14/2022 3:41:26PM
3		K6:	0	01/12/2022	7.500000	REGHR		Approved		01/14/2022 3:41:26PM
4		K6:	0	01/13/2022	7.500000	REGHR		Approved		01/14/2022 3:41:26PM
5		K6:	0	01/14/2022	7.500000	REGHR		Approved		01/14/2022 3:41:26PM

## Reported Time Approval Status

**Report Name:** SC\_TL\_RPTD\_TIME\_AUDIT\_WC - Reported Time

**Selection Criteria:** From and To Dates (required) and/or USCID for a specific employee

**Frequency:** Routinely monitor this query.

**Description:** Use this query to view timesheet status, see when a timesheet was approved, and who approved it.

# TIME/LABOR QUERIES/REPORTS

## SC\_TL\_PENDING\_APPROVALS\_WC- Pending Reported Time approval

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (13 kb)

View All First 1-27 of 27 Last

Row	ID	Empl Record	Name	Email	Rpt Dt	Reported Status	TRC	Quantity	Dept ID	Descr
1	C30	0		S@email.sc.edu	03/31/2022	Needs Approval	REGHR	1.000000	115300	DEPARTMENT OF EXERCISE SCIENCE
2	C30	0		S@email.sc.edu	04/01/2022	Needs Approval	REGHR	2.500000	115300	DEPARTMENT OF EXERCISE SCIENCE
3	E67	0		I@mailbox.sc.edu	03/28/2022	Needs Approval	REGHR	7.500000	115300	DEPARTMENT OF EXERCISE SCIENCE
4	E67	0		I@mailbox.sc.edu	03/29/2022	Needs Approval	REGHR	7.500000	115300	DEPARTMENT OF EXERCISE SCIENCE
5	E67	0		I@mailbox.sc.edu	03/30/2022	Needs Approval	REGHR	7.500000	115300	DEPARTMENT OF EXERCISE SCIENCE

## Pending Approvals – Reported Time

**Report Name:** SC\_TL\_RPTD\_TIME\_SAVED - Pending Reported Time approval

**Selection Criteria:** No selection criteria

**Data:** Data is real time

**Frequency:** Run this query weekly to ensure all pending timesheets are approved and employees compensated timely.

**Description:** Use this query to view timesheets currently pending your approval.



# TIME/LABOR QUERIES/REPORTS

SC\_TL\_PAYABLE\_TIME\_OVT\_WC - OVT Payable Time

ID

\*From 02/06/2022

\*To 02/12/2022

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (52 kb)

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First 1-100 of 113 Last

Row	ID	Empl Record	Name	Rpt Dt	TRC	Descr	Sum Quantity	Work Order	Status	Dept ID	Descr
1	A0	0		02/11/2022	OVT	Overtime @1.5	5.000000		Distributed	600200	ATHLETICS
2	A0	0		02/11/2022	OVT	Overtime @1.5	5.000000		Distributed	600200	ATHLETICS
3	A3	1		02/08/2022	OVT	Overtime @1.5	0.500000		Distributed	111500	CLINICAL PHARM AND OUTCOME SCI
4	A3	1		02/09/2022	OVT	Overtime @1.5	2.000000		Distributed	111500	CLINICAL PHARM AND OUTCOME SCI
5	A3	1		02/10/2022	OVT	Overtime @1.5	2.000000		Distributed	111500	CLINICAL PHARM AND OUTCOME SCI
6	A3	1		02/11/2022	OVT	Overtime @1.5	2.000000		Distributed	111500	CLINICAL PHARM AND OUTCOME SCI

## Overtime Hours by Date Range

**Report Name:** SC\_TL\_PAYABLE\_TIME\_OVT\_WC - OVT Payable Time

**Selection Criteria:** USCID for a specific employee and From and To Dates (all required)

**Data:** Data is real time

**Frequency:** Monitor this data to ensure only authorized employees are working overtime hours.

**Description:** Use this query to view overtime hours for an employee within a specified date range.

# TIME/LABOR QUERIES/REPORTS

## SC\_TL\_MISSING\_TIMESHEETS\_WC - Missing Timesheet

\*From Rpt Dt

\*To Rpt Dt

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (5 kb)

[View All](#)

First 1-11 of 11 Last

Row	ID	Empl Record	Name	Dept ID	Descr	Total Scheduled Hours	Total Reported Hours	Total Absence Hours	Total Holiday	Variance
1	K5	2		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	0.00000	0.00000	0.00000	-37.50
2	M3	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	0.00000	0.00000	0.00000	-37.50
3	U0	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	0.00000	0.00000	0.00000	-37.50
4	E6	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	37.50000	0.00000	0.00000	0.00
5	E9	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	37.50000	0.00000	0.00000	0.00
6	K8	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	37.50000	0.00000	0.00000	0.00
7	P4	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	37.50000	0.00000	0.00000	0.00
8	Q8	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	30.00000	7.50000	0.00000	0.00
9	U8	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	7.50000	30.00000	0.00000	0.00
10	X7	0		115300	DEPARTMENT OF EXERCISE SCIENCE	30.00	30.00000	0.00000	0.00000	0.00
11	X7	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	39.50000	0.00000	0.00000	2.00

## Schedule Not Met – Salary Non-Exempt

**Report Name:** SC\_TL\_MISSING\_TIMESHEETS\_WC - Missing Timesheet

**Selection Criteria:** Reported Date From and To (required) **\*Only select a 7-day Sunday to Saturday range for data to be accurate\***

**Data:** Data is real time

**Frequency:** Run this query weekly to ensure all employees are meeting scheduled hours.

**Description:** Use this query to verify that your salary non-exempt employees met their schedule. Salaried non-exempt employee types are FTE, Research Grant, and Time Limited.

# TIME/LABOR QUERIES/REPORTS

SC\_TL\_COMP\_BALANCE\_WC- Comp Balances as of sysdate

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

[First](#) [1-4 of 4](#) [Last](#)

Row	ID	Empl Record	Name	Plan Descr	End Bal	Dept ID	Descr
1	K5	2		Sal NE Holiday Comp Earned	7.500	115300	DEPARTMENT OF EXERCISE SCIENCE
2	Q8	0		Salary Non Exempt OT Comp	24.500	115300	DEPARTMENT OF EXERCISE SCIENCE
3	U3	0		Sal NE Holiday Comp Earned	12.000	115300	DEPARTMENT OF EXERCISE SCIENCE
4	Y9	0		Sal NE Holiday Comp Earned	5.000	115300	DEPARTMENT OF EXERCISE SCIENCE

## Current Comp Balances

**Report Name:** SC\_TL\_COMP\_BALANCE\_WC- Comp Balances as of sysdate

**Selection Criteria:** No selection criteria

**Data:** Data is real time.

**Frequency:** Routinely monitor this query to stay up-to-date on employees with current comp balances.

**Description:** Use this query to find employees with a current compensatory time balance. The balances will include comp time and holiday comp time.

Absence Management

# **QUERIES AND REPORTS**

# ABSENCE MANAGEMENT QUERIES/REPORTS

## SC\_AMS\_PEND\_CANCEL\_INPROG\_A\_VW- Unapproved Canceled Absences

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

First 1-1 of 1 Last

Row	ID	Empl Record	Name	Begin Date	End Date	Absence	Duration Hours	Days	Datetime Submitted	Requester OPERID	Thread ID	Dept ID	Pay Group	Approver ID	Approver User ID
1	Q83	0		04/28/2022	04/29/2022	Annual Leave	15.00	2.00	03/01/2022 3:56:07PM		2950	115300	P12	T35	

## Unapproved Canceled Absences

**Report Name:** SC\_AMS\_PEND\_CANCEL\_INPROG\_A\_VW- Unapproved Canceled Absences

**Selection Criteria:** No selection criteria


**Data:** Data is real time

**Frequency:** Run this query in accordance with absence approval deadlines to ensure all pending absences are approved for the payroll in which the absence occurs.

**Description:** Use this query to view canceled absence requests that are currently pending approval (unapproved).

# ABSENCE MANAGEMENT QUERIES/REPORTS


## SC\_AMS\_UNAPPROVED\_LEAVE\_A\_VW - Unapproved Absence Requests

Beginning of Next Pay Period  

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (96 kb)

[View All](#)

First 1-100 of 168  Last

Row	Empl ID	Empl Record	Name	Dept ID	Pay Status	Absence	Begin Date	End Date	Duration Hours	Submit Date	WF Status	Approved	Source	Approver ID	Approver User ID
1	A0	0		941000	Active	Sick Leave	03/29/2022	03/30/2022	15.00	03/28/2022	Rework	N	Employee Absence Request	S9	
2	A0	0		911403	Active	Annual Leave	03/04/2022	03/04/2022	7.50	03/10/2022	Submitted	N	Employee Absence Request	S9	
3	A0	0		911403	Active	Sick Leave	02/28/2022	02/28/2022	7.50	03/10/2022	Submitted	N	Employee Absence Request	S9	
4	A0	0		911403	Active	Sick Leave	03/02/2022	03/02/2022	7.50	03/10/2022	Submitted	N	Employee Absence Request	S9	
5	A0	0		911403	Active	Sick Leave	03/09/2022	03/09/2022	7.50	03/11/2022	Submitted	N	Employee Absence Request	S9	

## Unapproved Absence Requests

**Report Name:** SC\_AMS\_UNAPPROVED\_LEAVE\_A\_VW - Unapproved Absence Requests

**Selection Criteria:** Beginning of Next Pay Period Date

**Data:** Data is real time

**Frequency:** Run this query in accordance with absence approval deadlines to ensure all pending absences are approved for the payroll in which the absence occurs.

**Description:** Use this query to view absence requests that are currently pending approval (unapproved). Approvals should occur timely for the payroll in which the absence occurred to ensure accurate leave balances.

# ABSENCE MANAGEMENT QUERIES/REPORTS

## SC\_AMS\_BALANCES\_APPR- Absence Balances by Employee

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (49 kb)

[View All](#)

First 1-56 of 56 Last

Row	Empl ID	Empl Record	Name	Pay Status	Reg/Temp	Annual Leave Balance	Sick Leave Balance	Balance Date	Elig Grp	Position	Resp Code	Dept ID	Dept. Name	College/Div	Group	FLSA Stat	Approver ID	Approver User ID
1	A6	1		A	Research Grant	243.880000	243.880000	03/31/2022	USCRTLALL	00773357	CL034	115300	ASPH Exercise Science	Arnold School of Public Health	P12	T	T3	
2	B3	2		A	Research Grant	46.900000	46.900000	03/31/2022	USCRTLALL	00773682	CL034	115300	ASPH Exercise Science	Arnold School of Public Health	P12	T	T3	
3	B5	0		A	Regular	365.640000	535.900000	03/31/2022	USCFTE12M	00092979	CL034	115300	ASPH Exercise Science	Arnold School of Public Health	C12	T	T3	
4	B8	0		A	Regular	380.460000	1378.140000	03/31/2022	USCFTE12M	00102252	CL034	115300	ASPH Exercise Science	Arnold School of Public Health	C12	T	T3	

## Absence Balances by Employee

**Report Name:** SC\_AMS\_BALANCES\_APPR- Absence Balances by Employee

**Selection Criteria:** No selection criteria

**Data:** As of the calendar date shown

**Frequency:** Routinely monitor this query to stay up to date on absence balances for your employees.

**Description:** Use this query to view current absence balances for all your leave earning employees.

# ABSENCE MANAGEMENT QUERIES/REPORTS

## SC\_AMS\_CANCELED\_ABS\_APPR - Canceled Absences by Employee

Begin Date From

Begin Date To

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (4 kb)

[View All](#)

[First](#) [1-10 of 10](#) [Last](#)

Row	Empl ID	Empl Record	Begin Date	End Date	Absence	Datetime	Requester OPERID	Trans Nbr	Parent Id	Thread ID	Approver ID	Approver User ID
1	D2	0	04/13/2022	04/15/2022	Annual Leave	01/25/2022 9:09:27AM		4083	2272	2272	S9	
2	E8	0	04/15/2022	04/15/2022	Annual Leave	03/24/2022 12:10:30PM		61697	3267	3267	S9	
3	J4	0	04/11/2022	04/13/2022	Annual Leave	03/11/2022 3:03:32PM		64828	3092	3092	S9	
4	K0	0	04/13/2022	04/18/2022	Annual Leave	03/14/2022 11:38:11AM		60237	2956	2956	S9	
5	S5	0	04/11/2022	04/18/2022	Annual Leave	03/07/2022 11:42:15AM		67944	3023	3023	S9	
6	U9	0	04/12/2022	04/12/2022	Sick Leave	03/31/2022 10:48:26AM		71667	3357	3357	S9	
7	V0	0	04/14/2022	04/15/2022	Annual Leave	03/30/2022 12:40:29PM		64298	3356	3356	S9	
8	W2	0	04/13/2022	04/13/2022	Sick Leave	03/18/2022 10:44:18AM		68613	3169	3169	S9	
9	W2	0	04/15/2022	04/15/2022	Annual Leave	03/07/2022 3:48:09PM		61249	3020	3020	S9	
10	W3	0	04/11/2022	04/15/2022	Annual Leave	02/21/2022 9:04:10AM		61192	2859	2859	S9	

## Canceled Absences by Employee

**Report Name:** SC\_AMS\_CANCELED\_ABS\_APPR - Canceled Absences by Employee

**Selection Criteria:** Begin Date From and To

**Data:** As of the calendar date shown

**Frequency:** Run this query when you need a wholistic view of cancelled absences.

**Description:** Use this query to view canceled absences that occurred during a specified date range. This is vital information as cancelled absences do not appear in an employee's **'View Absence Request'** which provides a history of absences.



**South Carolina**



# ABSENCE MANAGEMENT QUERIES/REPORTS

## SC\_AMS\_TAKES\_APPR\_VW - Leave Taken by Employee

ID

Leave Type

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

First 1-3 of 3 Last

Row	ID	Empl Record	Name	Dept ID	Pay Status	Absence	Absence Reason	Begin Date	End Date	Duration Hours	Source	Submit Date	Approved	WF Status	Calendar Group	Process Dt	Approver ID	Approver User ID
1	A01	0		911602	R	Annual Leave	Personal	10/25/2021	10/25/2021	7.50	Employee Absence Request	10/20/2021	Y	Approved	2121_CUR	11/05/2021	S97	
2	A01	0		911602	R	Annual Leave	Personal	11/01/2021	11/03/2021	22.50	Employee Absence Request	08/17/2021	Y	Approved	2122_CUR	11/18/2021	S97	
3	A01	0		911602	R	Annual Leave	Personal	01/07/2022	01/07/2022	7.50	Employee Absence Request	12/13/2021	Y	Approved	2201_CUR	01/06/2022	S97	

## Leave Taken by Employee

**Report Name:** SC\_AMS\_TAKES\_APPR\_VW - Leave Taken by Employee

**Selection Criteria:** Employee USCID and Leave Type (optional)

**Data:** As of the calendar date shown

**Frequency:** Run this query when you need to inquire about absences taken by a specific employee.

**Description:** Use this query to view all absences for a specific employee.

# ABSENCE MANAGEMENT QUERIES/REPORTS

SC\_AMS\_YTD\_TAKES\_APPR\_VW- YTD A/L and S/L Takes

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(7 kb\)](#)

View All

First 1-19 of 19 Last

Row	Empl ID	Empl Record	Name	Absence	YTD Takes	Calendar Group	Pay Group	Approver User ID	Approver ID
1	E6	0		Annual Leave Takes	26.250000	2206_CUR	C12	T3:	
2	E6	0		Sick Leave Takes	27.500000	2206_CUR	C12	T3:	
3	E9	0		Annual Leave Takes	7.000000	2206_CUR	C12	T3:	
4	E9	0		Sick Leave Takes	6.000000	2206_CUR	C12	T3:	
5	K6	0		Annual Leave Takes	21.000000	2206_CUR	C12	T3:	
6	K6	0		Sick Leave Takes	10.000000	2206_CUR	C12	T3:	
7	P4	0		Annual Leave Takes	30.000000	2206_CUR	C12	T3:	
8	Q8	0		Annual Leave Takes	22.500000	2206_LAG	P12	T3:	
9	T2	0		Annual Leave Takes	22.500000	2206_CUR	C12	T3:	
10	U3	0		Annual Leave Takes	68.000000	2206_CUR	C12	T3:	
11	U3	0		Sick Leave Takes	24.750000	2206_CUR	C12	T3:	
12	U8	0		Annual Leave Takes	15.000000	2206_CUR	C12	T3:	
13	U8	0		Sick Leave Takes	45.000000	2206_CUR	C12	T3:	
14	V4	0		Annual Leave Takes	7.500000	2206_CUR	C12	T3:	
15	V4	0		Sick Leave Takes	3.750000	2206_CUR	C12	T3:	
16	V8	0		Sick Leave Family	11.000000	2206_CUR	C12	T3:	
17	V8	0		Sick Leave Takes	11.000000	2206_CUR	C12	T3:	
18	X7	0		Annual Leave Takes	11.500000	2206_CUR	C12	T3:	
19	X7	0		Sick Leave Takes	18.750000	2206_CUR	C12	T3:	

## YTD A/L and S/L Takes

**Report Name:** SC\_AMS\_YTD\_TAKES\_APPR\_VW- YTD A/L and S/L Takes

**Selection Criteria:** No selection criteria

**Data:** As of the calendar date shown

**Frequency:** Run this query when you need year-to-date summary data of annual and/or sick leave taken for all your employees.

**Description:** Use this query to view year-to-date annual and sick leave takes for all leave earning employees. The query is sorted by EMPL ID.

# ABSENCE MANAGEMENT QUERIES/REPORTS

## SC\_AMS\_TERM\_EE\_LV\_APPR\_VW- Leave Clean-up Term Employee

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (6 kb)

View All

First 1-12 of 12 Last

Row	ID	Empl Record	Name	Pay Status	Dept ID	Term Date	Absence	Begin Date	End Date	Duration Hours	WF Status	Approved	Source	Submit Date	Calendar Group	Approver ID	Approver User ID
1	C8	0		Terminated	986060	09/30/2021	Annual Leave	10/08/2021	10/08/2021	7.50	A	Y	Employee Absence Request	08/05/2021		S97	
2	C8	0		Terminated	986060	09/30/2021	Annual Leave	10/11/2021	10/11/2021	7.50	A	Y	Employee Absence Request	08/05/2021		S97	
3	J1	0		Terminated	631000	04/01/2022	Annual Leave	08/15/2022	08/15/2022	7.50	A	Y	Employee Absence Request	09/27/2021		S97	
4	K0	0		Terminated	181900	03/18/2022	Sick Leave	04/05/2022	04/05/2022	8.00	A	Y	Employee Absence Request	02/02/2022		S97	
5	K0	0		Terminated	181900	03/18/2022	Sick Leave	05/26/2022	05/26/2022	1.75	A	Y	Employee Absence Request	02/02/2022		S97	

## Leave Clean-up Term Employee

**Report Name:** SC\_AMS\_TERM\_EE\_LV\_APPR\_VW- Leave Clean-up Term Employee

**Selection Criteria:** No selection criteria

**Data:** As of the calendar date shown

**Frequency:** Run this query in accordance with absence approval deadlines to ensure all pending absences for separated employees are approved or cancelled as applicable.

**Description:** Use this query to view absences for separated/inactive employees that were submitted prior to the date of separation and absences that are approved for dates past the employee's date of separation. Both types require clean-up to ensure proper annual leave payout or leave transfer if moving to another State of SC agency.



**South Carolina**

Time and Absence System

# **ADDITIONAL TOPICS**

# ELIGIBILITY GROUPS FOR ABSENCE MANAGEMENT

SC\_AMS\_BALANCES\_APPR- Absence Balances by Employee

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (49 kb)

View All First 1-56 of 56 Last

Row	Empl ID	Empl Record	Name	Pay Status	Reg/Temp	Annual Leave Balance	Sick Leave Balance	Balance Date	Elig Grp	Position	Resp Code	Dept ID	Dept. Name	College/Div	Group	FLSA Stat	Approver ID	Approver User ID
1	A6	1		A	Research Grant	243.880000	243.880000	03/31/2022	USCRTLALL	00773357	CL034	115300	ASPH Exercise Science	Arnold School of Public Health	P12	T	T3	
2	B3	2		A	Research Grant	46.900000	46.900000	03/31/2022	USCRTLALL	00773682	CL034	115300	ASPH Exercise Science	Arnold School of Public Health	P12	T	T3	
3	B5	0		A	Regular	365.640000	535.900000	03/31/2022	USCFTE12M	00092979	CL034	115300	ASPH Exercise Science	Arnold School of Public Health	C12	T	T3	
4	B8	0		A	Regular	380.460000	1378.140000	03/31/2022	USCFTE12M	00102252	CL034	115300	ASPH Exercise Science	Arnold School of Public Health	C12	T	T3	

**Eligibility Groups** are used to differentiate certain position attributes that are associated with leave eligibility and are assigned to employees to control which type(s) of leave are received.

For example, FTE faculty working less than 52 weeks per year do not earn annual leave.

Additionally, Research Grant or Time Limited employees may or may not be eligible for annual and/or sick leave, which is determined by grant or project funding.

# UNDERSTANDING TIMESHEET STATUS

## Report Time Status

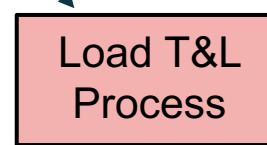
- Saved
- Submitted for Approval
- Pushed Back
- Denied
- **Approved**

## Payable Time Status

- Estimated

## Loaded Time Status

- Taken by Payroll
- Rejected by Payroll
- Closed
- Distributed



**Approved:** Reported time that is approved but not processed by Time Administration.

**Estimated:** Approved reported time that has been processed by Time Administration and available to load to Payroll following the payroll calendar for that job.

**Taken by Payroll:** Estimated payable time that has been loaded to Payroll for payment.

**Rejected by Payroll:** Estimated payable time that was rejected during the load to Payroll. Some TRCs are supposed to reject as part of the process.

**Closed:** Estimated payable time that was manually closed by Payroll. Some TRCs are supposed to be manually closed as part of the design.

**Distributed:** Payable time that has been processed and paid through payroll.

Employee Type	Employee Class	ABS	TL
<b>Hourly:</b> Temporary and student employees who enter all time worked into the timesheet (your offer letter mentioned an FLSA status of Non-Exempt and a pay type of hourly).	Temporary (includes Students)	Not enrolled**	Record all worked hours
<b>Salary Non-Exempt (Leave Earning):</b> Staff employees in FTE, Research Grant, or Time Limited positions who enter all time worked into the timesheet. These employees are often referred to as 'Salaried Non-Exempt' (your offer letter mentioned an FLSA Status of Non-Exempt but referenced an annual salary amount not an hourly rate as shown for Hourly employees).	FTE, RGP & TML who earn at least one type of leave (to include Police)	Enrolled Can request all leave types	Earn & Use Compensatory Time Earn & Use Holiday Comp Time Record all worked hours Record Hazardous Weather Record on call hours* Record call back hours*
<b>Salary Non-Exempt (Non-Leave Earning)</b>	RGP & TML who earn no leave	Not enrolled**	Record all worked hours
<b>Salary Exempt (Leave Earning):</b> Staff and faculty employees in FTE, Research Grant, or Time Limited positions who are Exempt from the FLSA and as such do not enter regular working hours into a timesheet. These employees only do exception time reporting in a timesheet (working on a holiday or hazardous weather). They are often referred to as 'Salaried Exempt' (your offer letter mentioned an FLSA Status of Exempt and referenced an annual salary amount).	FTE, RGP & TML who earn at least one type of leave	Enrolled Can request eligible leave types	Record Time Worked on a holiday Use Holiday Comp Time Record Hazardous Weather
<b>Salary Exempt (Non-Leave Earning):</b> Temporary and student employees in positions which are Exempt from the FLSA and as such do not enter working hours into a timesheet (your offer letter mentioned an FLSA Status of Exempt and referenced an annual salary amount). (Note: For purposes of this Time and Absence system, only exempt temporary staff will be entering leave of absence hours into a timesheet. TFAC (adjuncts) and exempt student employees do not enter any time worked or leave of absence into the timesheet).	RGP & TML who earn no leave and Temporary (excludes Students)	Not enrolled**	Record LOA for Personal & Sick

# EMPLOYEE TYPES

\*APPLICABLE POSITIONS ONLY

\*\*FMLA IS MANAGED OUTSIDE OF PS



South Carolina

# ABSENCE APPROVALS

April 1 – April 15, 2022	Monday, April 4, 2022
April 16 – April 30, 2022	Monday, April 18, 2022
May 1 – May 15, 2022	Monday, May 2, 2022
May 16 – May 31, 2022	Tuesday, May 17, 2022
June 1 – June 15, 2022	Thursday, June 2, 2022
June 16 – June 30, 2022	Friday, June 17, 2022
July 1 – July 15, 2022	Wednesday, June 29, 2022
July 16 – July 31, 2022	Monday, July 18, 2022
August 1 – August 15, 2022	Tuesday, August 2, 2022
August 16 – August 31, 2022	Thursday, August 18, 2022
September 1 – September 15, 2022	Friday, September 2, 2022
September 16 – September 30, 2022	Monday, September 19, 2022
October 1 – October 15, 2022	Monday, October 3, 2022
October 16 – October 31, 2022	Tuesday, October 18, 2022
November 1 – November 15, 2022	Tuesday, November 1, 2022
November 16 – November 30, 2022	Tuesday, November 15, 2022
December 1 – December 15, 2022	Friday, December 2, 2022
December 16 – December 31, 2022	Friday, December 9, 2022

Managers and TL/ABS Approvers should ensure planned absence requests are submitted and approved in the [Time and Absence System](#) by **5:00 p.m.** on the dates listed.

Separating employees who are in a current pay group will receive annual leave payment on their last paycheck. Absences that are unapproved by the deadline listed above may result in an overpayment in the annual leave payout amount.

*Please note these deadlines are for planned absences only. Unforeseen absences should be submitted and approved as quickly as possible.*

To view the calendar, visit the [HR Toolbox](#) on the Human Resources website.



# APPROVE MULTIPLE ABSENCE REQUESTS PAGE

Multiple Absence Requests

Search

Work Flow Status: My Pendings

From Date: 01/11/2022 Through Date: 07/10/2022

Search

Absence Requests

Select	*Employee ID	Name^	Job Title	*Start Date ^	*End Date	*Absence Name	Reason	Duration	Attachment
<input type="checkbox"/>	H2		Student Services Manager I	04/04/2022	04/04/2022	Annual Leave	Personal	7.5 Hours	<a href="#">View</a>
<input type="checkbox"/>	Y3		Production Manager III	03/24/2022	03/25/2022	Annual Leave	Personal	14 Hours	<a href="#">View</a>
<input type="checkbox"/>	N8		Student Services Manager III	03/18/2022	03/18/2022	Sick Leave	Personal	7.5 Hours	<a href="#">View</a>
<input type="checkbox"/>	S0		Program Manager I	03/28/2022	03/28/2022	Sick Leave	Personal	7.5 Hours	<a href="#">View</a>
<input type="checkbox"/>	P2		Administrative Coordinator II	03/24/2022	03/24/2022	Annual Leave	Personal	2 Hours	<a href="#">View</a>

Pending

[Pending Cancellation of Absence Requests](#)

The link that takes you to the page where you can approve canceled absence requests has been renamed. This extended the link so that it is now visible on the page.

**Reminder:** The list will only include approvals up to 3 months. If you want to see a future dated absence beyond 3 months, the end date will need to be changed.

# APPROVE MULTIPLE ABSENCE REQUESTS PAGE

Multiple Absence Requests

Search

Absence Requests for Cancellation

Select	Employee ID	Name	Job Title	Start Date	End Date	Absence Name	Reason	Duration
<input type="checkbox"/>	K6	[Redacted]	Program Manager I	03/24/2022	03/28/2022	Annual Leave	Personal	22.5 Hours
<input type="checkbox"/>	C2	[Redacted]	IT Consultant I	05/09/2022	05/10/2022	Annual Leave	Personal	15 Hours
<input type="checkbox"/>	B6	[Redacted]	Human Resource Manager II	02/02/2022	02/02/2022	Sick Leave	Personal	7.5 Hours
<input type="checkbox"/>	X4	[Redacted]	Production Manager I	03/10/2022	03/11/2022	Annual Leave	Personal	15 Hours
<input type="checkbox"/>	S2	[Redacted]	Program Coordinator II	03/11/2022	03/11/2022	Annual Leave	Personal	7.5 Hours

Select All Deselect All

Approver Comments

Approve Deny

Absence Details

Program Manager I

Instructions  
View Request Status and Approval Details

Details ?

Start Date	03/24/2022	
End Date	03/28/2022	
Absence Name	Annual Leave	Current Balance 348.75 Hours**
Reason	Personal	
Partial Days	None	
Duration	22.50	Hours
Status	Approved	

Request History

Approval Process	Status	Name	Date	Comments
Absence Request	Submitted	[Redacted]	01/05/2022	
Absence Request	Approved	[Redacted]	01/26/2022	
Absence Cancellation	Submitted	[Redacted]	02/21/2022	

OK

# NEW FEATURES IN HCM PEOPLESOFT

**Notifications Panel (right of the homepage):** The Notification Panel displays your ‘To do list’.

- The **Actions** tab displays the workflow items you need to act on such as approving timesheets and absence requests. Unread notifications are highlighted in bold. Clicking on an action will take you to the page where you can approve.
- The **Alerts** tab displays items that you need to pay attention to as an employee such as messages indicating your timesheet and/or absence request has been approved, your W-2 form is available to print, and threshold messages letting you know an ePAF has been sitting at the same approval level for more than five days. The alerts can be deleted by clicking the X.

The screenshot displays the 'Employee Self Service' interface for the University of South Carolina. The main content area features several service tiles: 'Time and Absence', 'Payroll' (with 'Last Pay Date 02/15/2022'), 'Personal Details', 'Talent Profile', 'Benefit Details', and 'USC Profile'. On the right side, the 'Notifications' panel is open, showing two tabs: 'Actions' and 'Alerts'. The 'Alerts' tab is selected and contains a list of 35 alerts, including messages about pending approvals, W-2 form availability, and extended absence requests. A red arrow points from the 'Alerts' tab in the main interface to the 'Alerts' tab in the zoomed-in view of the Notifications panel.

# NEW FEATURES IN HCM PEOPLESOFT

**New Icons:** The icons throughout the Homepages, Search Bar, and Quick Access Bar have a new clean and simple look. The icons are distinct, and the use of color can be helpful. The icons also display in the search results and a Recent Items icon in the search bar helps you easily find what you are looking for.



**Recently Visited:** recently visited pages that can be seen in the Search Bar and Quick Access Bar



**Favorites:** saved pages that can be seen in the Quick Access Bar



**Search List:** returned search items that can be seen in the Search Bar

# NEW FEATURES IN HCM PEOPLESOFT

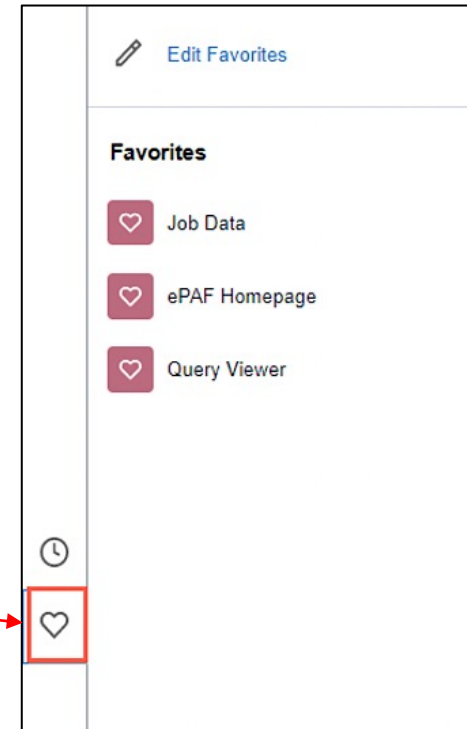
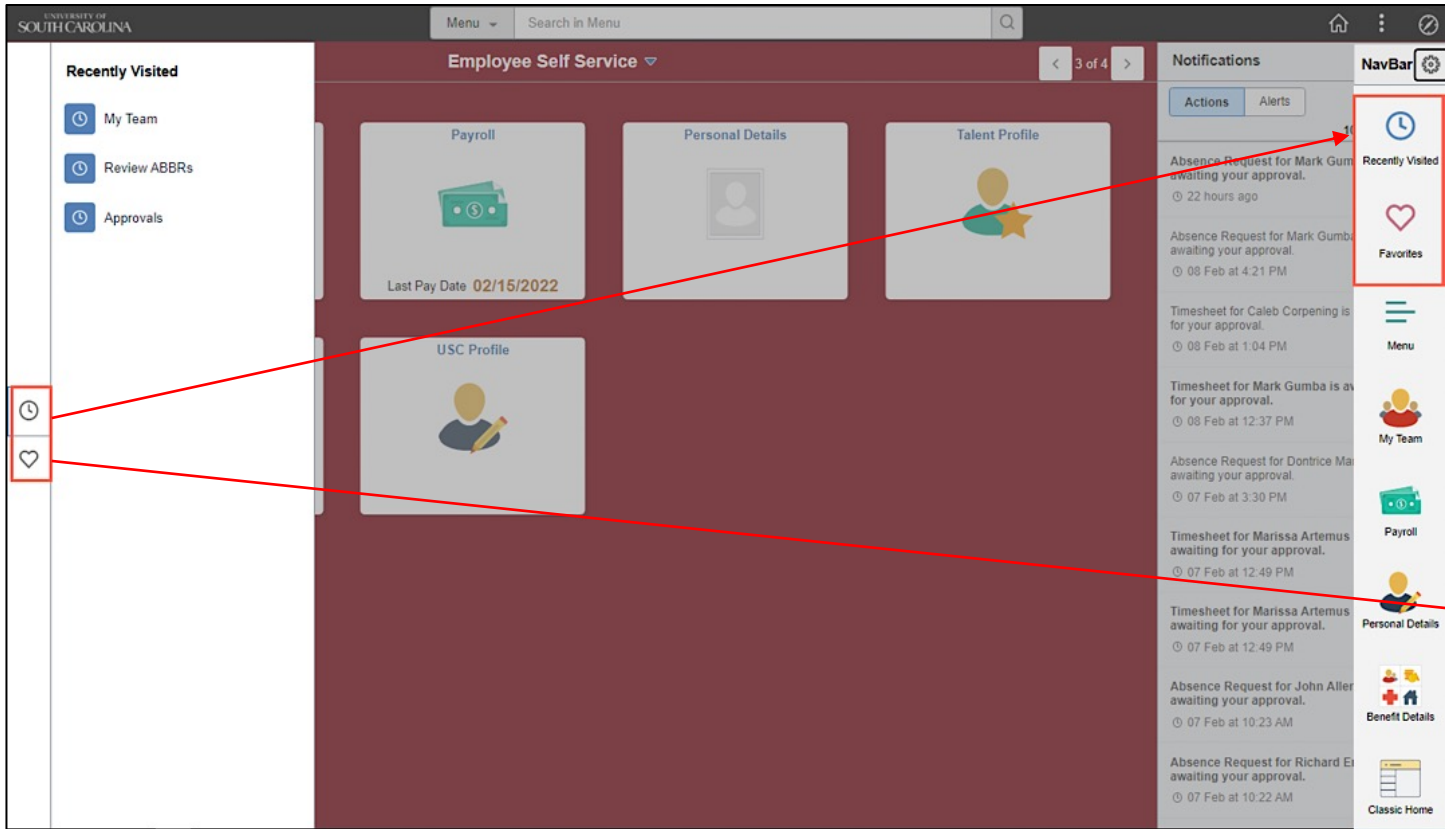
**Global Search Bar (top of homepage):** The search results you see will be combined with items you recently visited.

The screenshot displays the HCM PeopleSoft interface for the University of South Carolina. At the top, there is a 'Job Data' dropdown menu and a search bar containing the text 'enter employee's last name'. Below this, the 'Employee' profile card is visible, showing details like 'Job Data - [redacted]', 'Empl ID: [redacted]', and 'Empl Rcd: 0'. The main dashboard features several tiles: 'Time and Absence', 'Payroll' (with 'Last Pay Date 02/15/2022'), 'Personal Details', 'Talent Profile', 'Benefit Details', and 'USC Profile'. On the right, a 'Notifications' panel shows alerts such as 'Timesheet for Caleb Corpening is awaiting for your approval.' and 'Timesheet for Mark Gumba is awaiting for your approval.' A search menu is open, showing a 'Search in...' dropdown with options: 'Menu' (checked), 'Content', 'All', 'Company Directory', and 'Job Data' (highlighted with a red box). A red arrow points from the 'Job Data' option in the menu to the 'Job Data' dropdown at the top of the page.

You can view an employee's job data quickly by changing Menu to Job Data and entering the employee's last name. Selecting the appropriate name from the returned list will take you directly to the Job Data page.

# NEW FEATURES IN HCM PEOPLESOFT

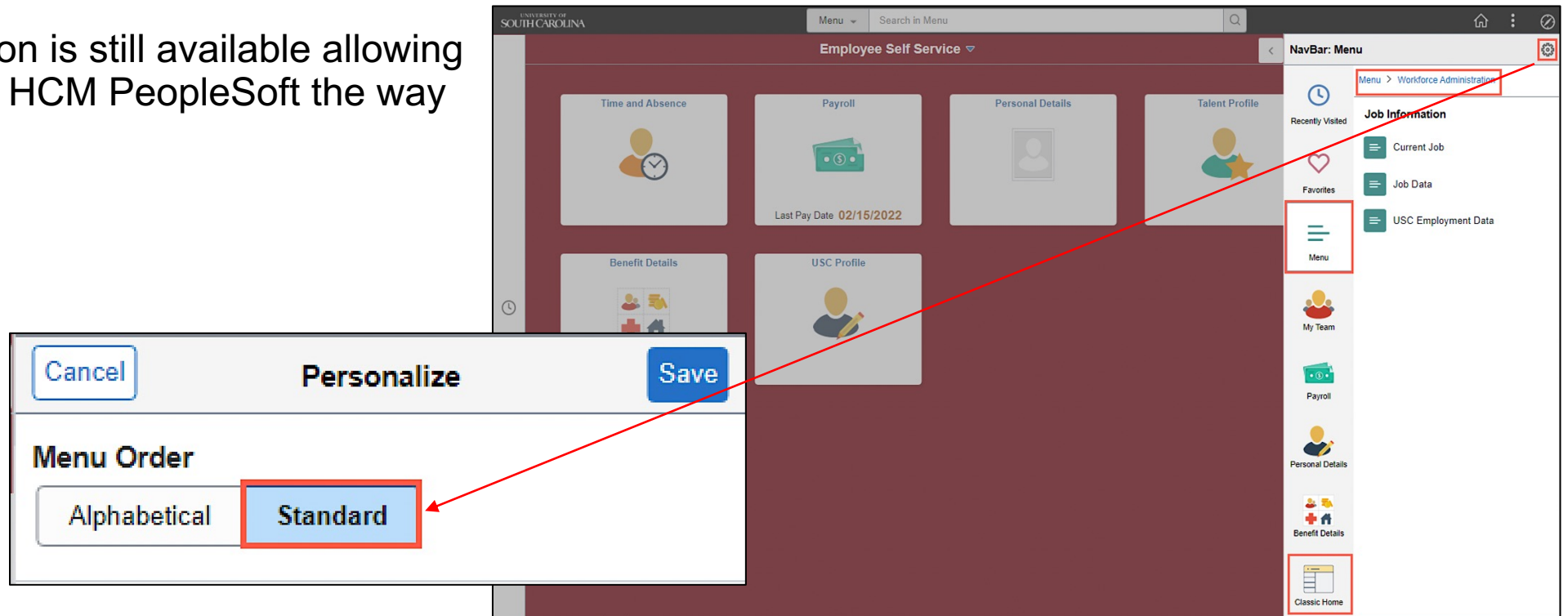
**Quick Access Bar (far left middle of the homepage):** Recently visited and favorite items can be accessed in both the Quick Access Bar and the NavBar. The Recently visited only displays 10 items at a time with the most recently visited at the top. The Creating Favorites job aid will show you how to save the pages you use the most in HCM PeopleSoft. Doing this will significantly decrease the number of clicks needed to get to the pages you use often!



# NEW FEATURES IN HCM PEOPLESOFT

**NavBar Menu (far top right):** the NavBar options have changed some.

- The Recently Visited and Favorites can be viewed from the NavBar.
- The **Navigator** has been renamed **Menu**. Menu folder & items are displayed in alphabetical order by default. You can change it back to a random display by clicking the Personalize NavBar icon
- **Breadcrumbs** in the NavBar allows you to go back to any point in the navigation hierarchy with just a click using the blue hyperlinks.
- The **Classic Menu** icon is still available allowing you to continue using HCM PeopleSoft the way you do today.



Payroll Department

Payroll Department

My Payroll

Pay Dates

Direct Deposit

International Payroll

Payroll Toolbox

Forms

Payroll Schedules

HCM PeopleSoft Resources

Time/Labor and Absence Management Implementation

Office Contacts

**Time/Labor and Absence Management Implementation**

August 1, 2021, UofSC employees started using a new time reporting and leave request system. This new system replaced ITAMS and implemented additional modules in HCM PeopleSoft bringing pay, time, and absence management together into one system.

**Login to the HCM PeopleSoft System**

To log in, use your Network Username and password. This requires two-factor authentication (DUO). The HCM PeopleSoft system replaces ITAMS.

**New Features Available in HCM PeopleSoft Starting March 21**

Due to a system upgrade, when you log into HCM PeopleSoft on or after Monday, March 21, 2022, you will notice some new features available on the Employee Self Service homepage. These new features are very interactive and easy to use. You can continue to use the Employee Self Service homepage the way you do today or choose to utilize these new features. You decide what works best for you!

To prepare for these new features, both the PeopleSoft HR/Payroll (HCM) and Finance systems will be unavailable the weekend of March 18. **The Finance system will be unavailable beginning at 3:00 p.m. on Friday, March 18 and the HR/Payroll (HCM) system will be unavailable beginning at 5:30 p.m.** Both systems will be back online and available to users no later than Monday, March 21, 2022 at 8 a.m.

For more detailed information about these new features, be sure to view the detailed quick reference guide about the features and a job aid that will help you save and edit favorites that will appear in the new Quick Access Bar.

- [New Features Reference for Employee Self Service \[pdf\]](#)
- [Saving and Editing Favorites \[pdf\]](#)

Expand all

- Student Job Aids (+)
- Employee Job Aids (+)
- Manager Job Aids (+)
- TL/ABS Approver Job Aids (+)
- TL/ABS Approver Touchpoint Resources (+)
- Time and Absence System Frequently Asked Questions (+)

# TIME/LABOR AND ABSENCE MANAGEMENT IMPLEMENTATION WEBPAGE

Job Aids and Reference Guides are available for:

- Employees
- Managers
- TL/ABS Approvers

Webpage URL:

[https://sc.edu/about/offices\\_and\\_divisions/payroll/payroll\\_toolbox/time\\_labor\\_and\\_absence\\_management/index.php](https://sc.edu/about/offices_and_divisions/payroll/payroll_toolbox/time_labor_and_absence_management/index.php)

Link to the Time and Absence System:

[hcm.ps.sc.edu](https://hcm.ps.sc.edu)



# CONTACT INFORMATION

For questions regarding **Timesheets** and **Exceptions**, please email Judy Timmons: [timmons5@mailbox.sc.edu](mailto:timmons5@mailbox.sc.edu).

For question regarding **Leave Requests** and **Balances**, please contact Central Benefits: [hrleave@mailbox.sc.edu](mailto:hrleave@mailbox.sc.edu).

**THANK YOU!**