

University of South Carolina
Time and Labor - ESS
Request Holiday Comp Payout on a Punch Timesheet

How to request holiday comp payout on a punch timesheet:

This job aid outlines how an employee can request holiday comp payout on a punch timesheet instead of adding the hours to their holiday comp balance.

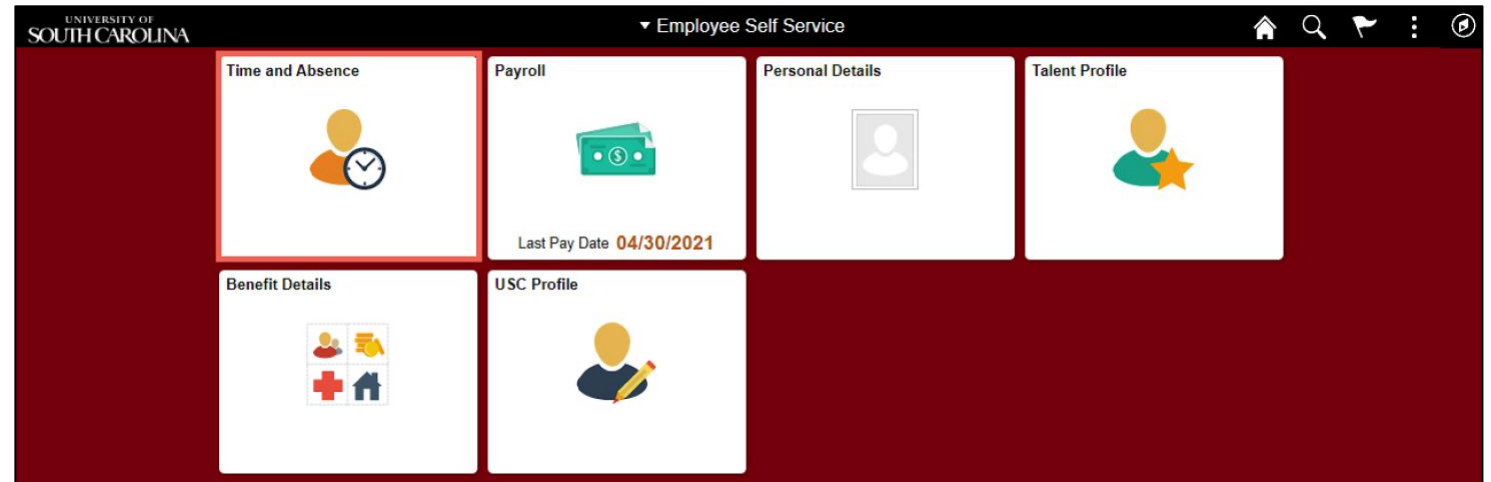
Note: Before indicating you would like to receive a payout for hours worked on a holiday, it is very important to receive approval from your manager. Although this option is available to all non-exempt employees, it is at the departments discretion whether they want to payout the hours worked or request you comp the hours for future use.

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

Processing Steps

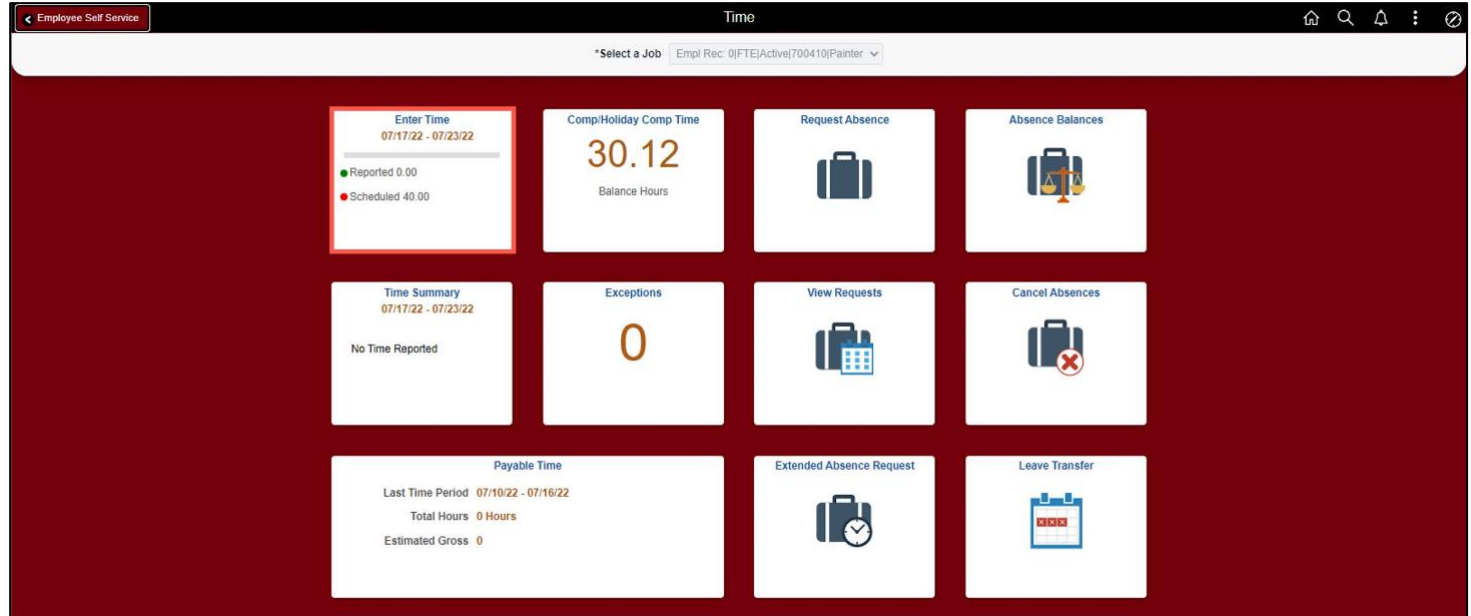
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screenshots



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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' labels, along with search and notification icons. Below this, a dropdown menu shows the selected job: '*Select a Job Empl Rec: 0(FTE)Active[700410]Painter'. The main content area features a grid of tiles:

- Enter Time** (07/17/22 - 07/23/22): Shows 'Reported 0.00' and 'Scheduled 40.00'. This tile is highlighted with a red border.
- Comp/Holiday Comp Time**: Displays '30.12 Balance Hours'.
- Request Absence**: Represented by a briefcase icon.
- Absence Balances**: Represented by a briefcase and scales icon.
- Time Summary** (07/17/22 - 07/23/22): Shows 'No Time Reported'.
- Exceptions**: Displays '0'.
- View Requests**: Represented by a briefcase and calendar icon.
- Cancel Absences**: Represented by a briefcase and a red 'X' icon.
- Payable Time**: Shows 'Last Time Period 07/10/22 - 07/16/22', 'Total Hours 0 Hours', and 'Estimated Gross 0'.
- Extended Absence Request**: Represented by a briefcase and clock icon.
- Leave Transfer**: Represented by a calendar icon with a red 'X'.

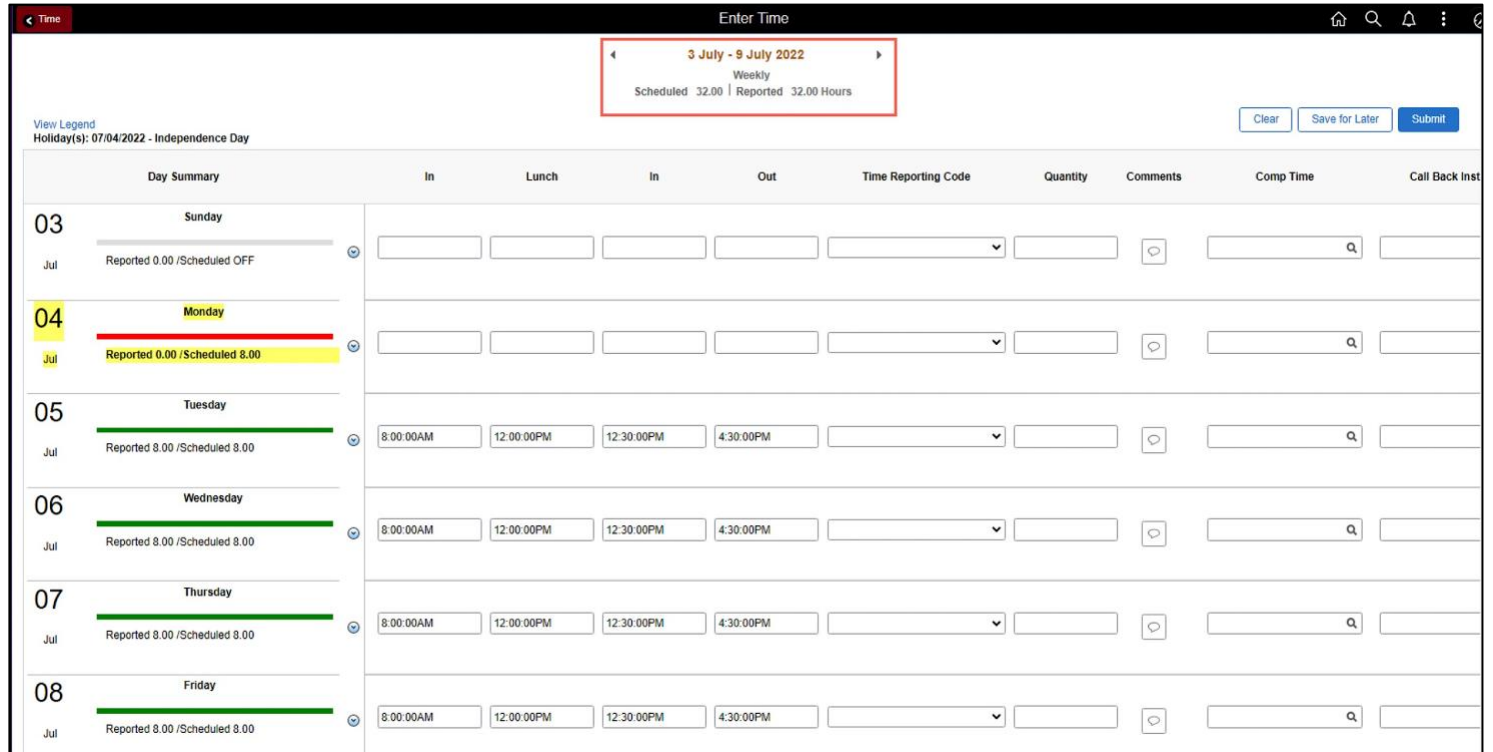
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A **Punch Timesheet** is used to create shifts that define specific work times. Punch shifts are defined by an In punch and the first subsequent instance of an Out punch. There can be other punches, such as lunch, between the In and Out punches.

Due to regulatory guidelines employees that are eligible for call back, on call, and/or shift differential will utilize Time and Labor punch timesheets to track time worked.

Notice an employee's weekly work schedule is automatically populated.

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



Enter Time

3 July - 9 July 2022
Weekly
Scheduled 32.00 | Reported 32.00 Hours

View Legend
Holiday(s): 07/04/2022 - Independence Day

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Inst
03 Sunday Jul Reported 0.00 / Scheduled OFF									
04 Monday Jul Reported 0.00 / Scheduled 8.00									
05 Tuesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM					
06 Wednesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM					
07 Thursday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM					
08 Friday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM					

University of South Carolina Time and Labor - ESS Request Holiday Comp Payout on a Punch Timesheet

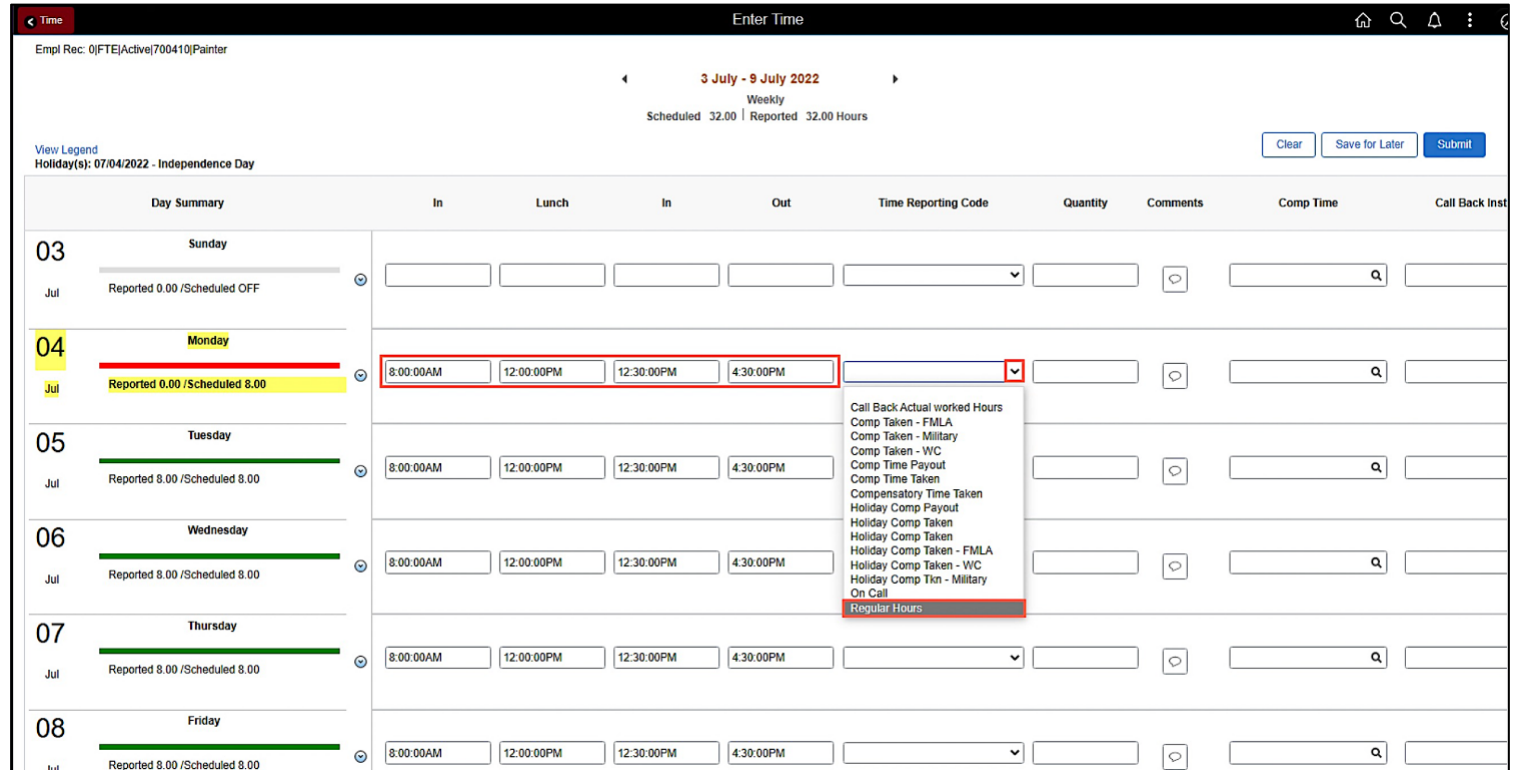
For this example, the employee worked just one work order each day. To add hours worked for multiple work orders, view the **Enter/Adjust Time on a Punch Timesheet for Multiple Work Orders** job aid.

Notice Monday is highlighted in yellow indicating it is a UofSC holiday and therefore is not a scheduled workday. This employee received manager approval to work the holiday and request to receive a payout for the hours worked.

Step 4: The scheduled hours are not populated for Monday because it is a holiday. To enter the hours worked begin by entering 8:00am in the **In** field, 12:00pm in the **LUNCH** field, 12:30pm in the second **IN** field, and 4:30pm in the **OUT** field.

Step 5: Click the **Time Reporting Code** drop-down arrow and select **REGHR – Regular Hours**.

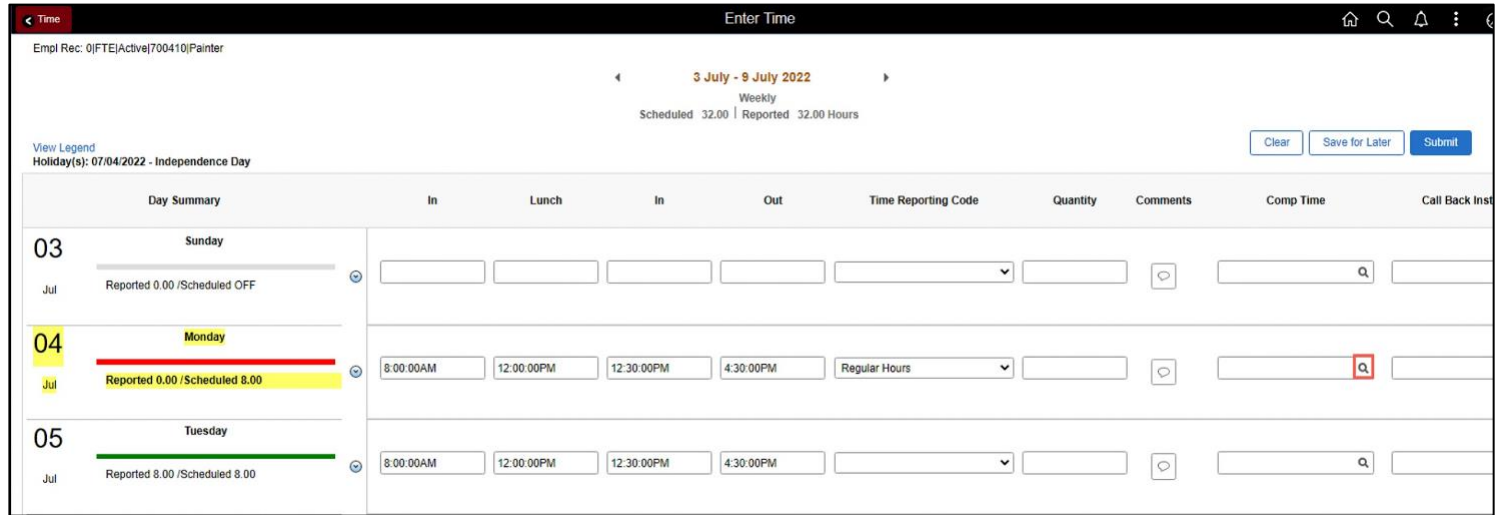
You can only have one TRC per line.



Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Inst
03 Sunday Jul Reported 0.00 / Scheduled OFF									
04 Monday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR				
05 Tuesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM					
06 Wednesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM					
07 Thursday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM					
08 Friday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM					

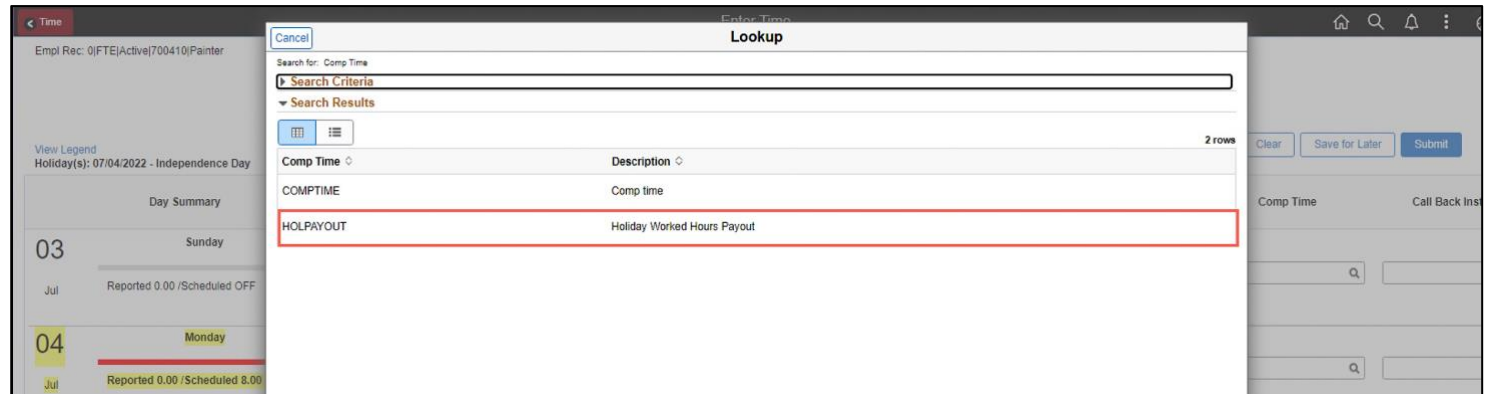
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Step 6: To request a payout for the hours worked on the holiday, click the **Look up Comp** button.



Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Inst
03 Sunday Jul Reported 0.00 / Scheduled OFF									
04 Monday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			<input type="button" value="Look up Comp"/>	
05 Tuesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM				<input type="button" value="Look up Comp"/>	

Step 7: Click to select the **Holiday Worked Hours Payout (HOLPAYOUT)** option from the list.



Cancel

Lookup

Search for: Comp Time

Search Criteria

Search Results

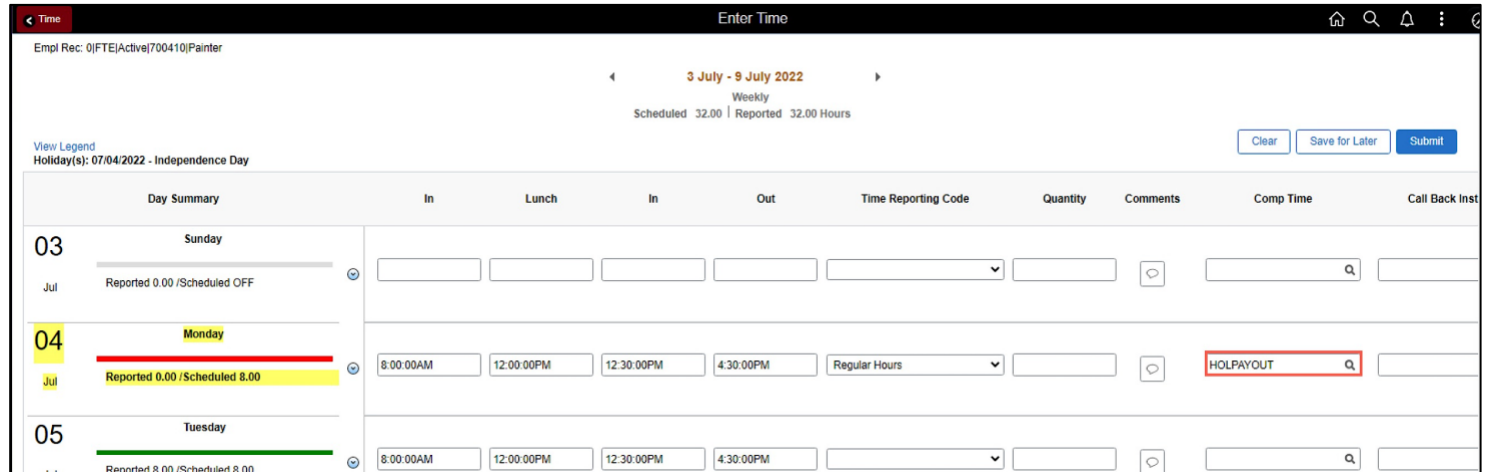
Comp Time	Description
COMPTIME	Comp time
HOLPAYOUT	Holiday Worked Hours Payout

2 rows

University of South Carolina Time and Labor - ESS Request Holiday Comp Payout on a Punch Timesheet

Notice that **HOLPAYOUT** is now populated in the Comp Time field. This prompts the system to payout the time worked on the holiday.

Step 8: 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.

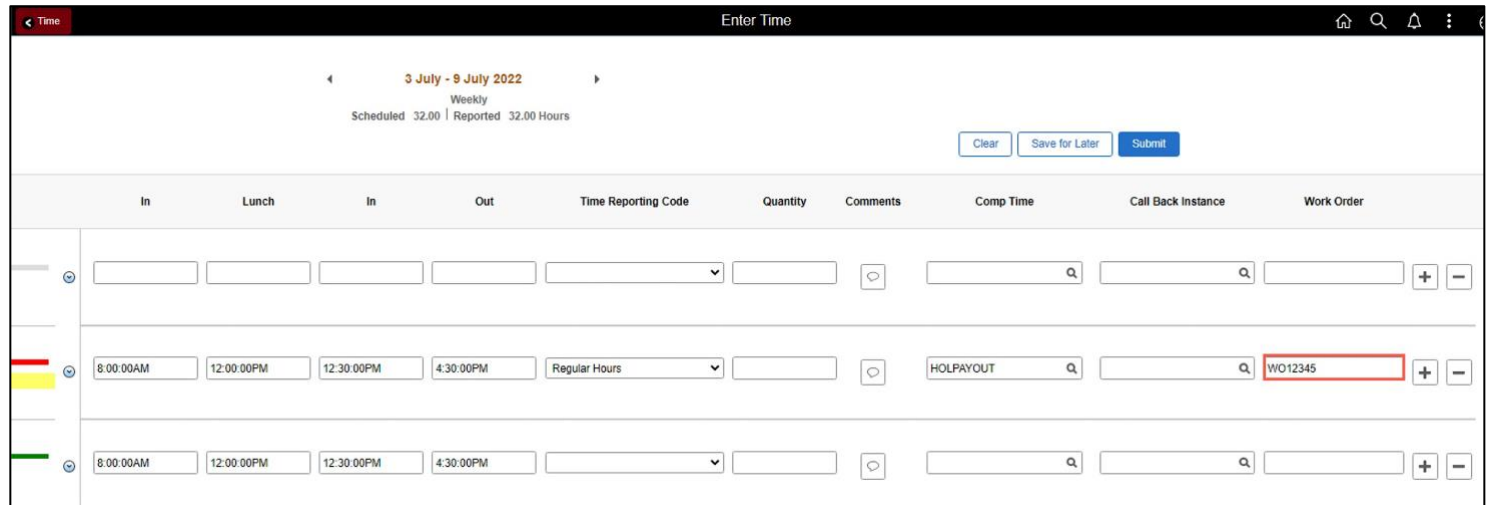


Empl Rec: 0[FTE]Active[700410]Painter

3 July - 9 July 2022
Weekly
Scheduled 32.00 | Reported 32.00 Hours

View Legend
Holiday(s): 07/04/2022 - Independence Day

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Inst
03 Sunday Jul Reported 0.00 / Scheduled OFF									
04 Monday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			HOLPAYOUT	
05 Tuesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM					



Empl Rec: 0[FTE]Active[700410]Painter

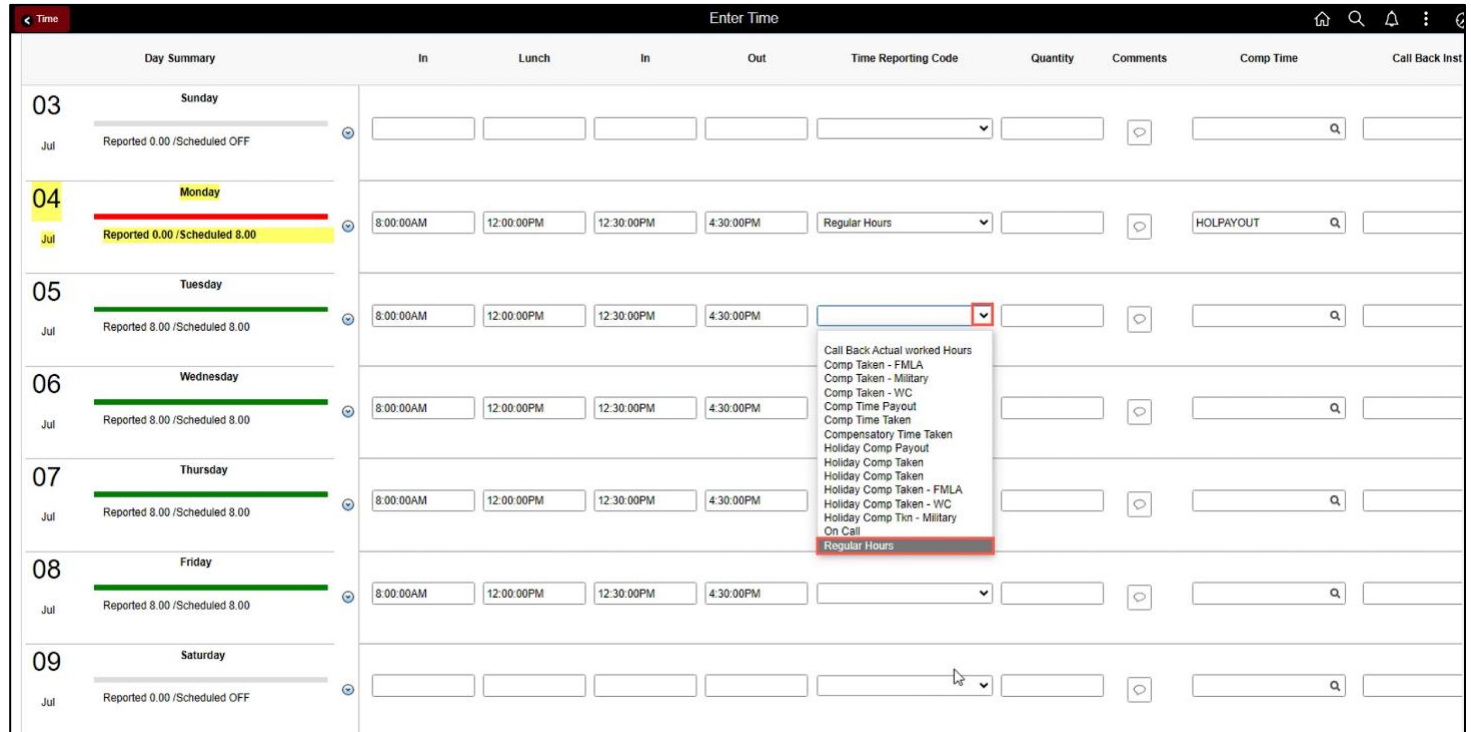
3 July - 9 July 2022
Weekly
Scheduled 32.00 | Reported 32.00 Hours

In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Instance	Work Order
8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			HOLPAYOUT		WO12345
8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM						

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Step 9: Add the Time Reporting Codes for the remaining days. For this example, click the **Time Reporting Code** drop-down arrow and select **REGHR – Regular Hours**.

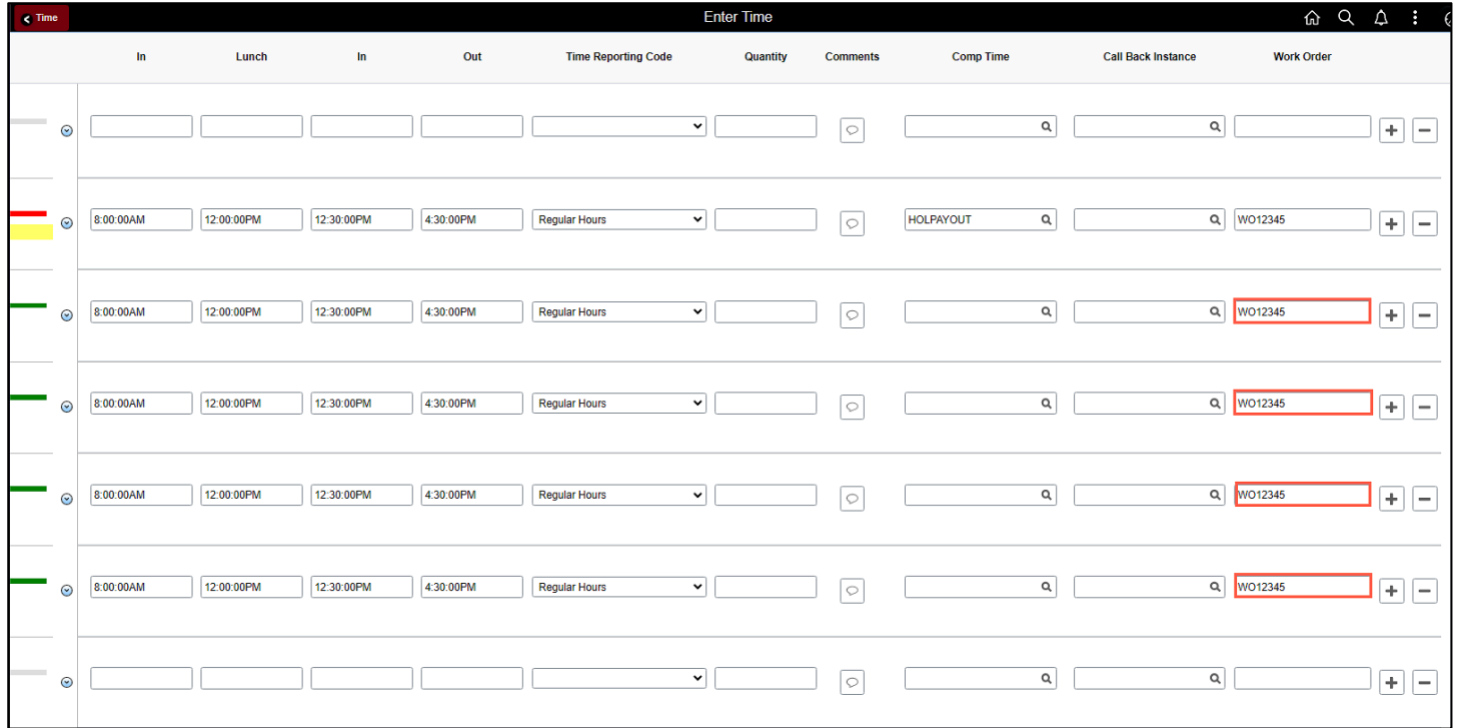
You can only have one TRC per line.



	Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Inst
03	Sunday Jul Reported 0.00 / Scheduled OFF									
04	Monday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			HOLPAYOUT	
05	Tuesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	▼				
06	Wednesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM					
07	Thursday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM					
08	Friday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM					
09	Saturday Jul Reported 0.00 / Scheduled OFF									

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Step 10: Scroll over to the right, click in the **Work Order** field and enter the order number that corresponds with the hours worked each day. For this example, the employee only worked with one work order for the entire week.



	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Instance	Work Order
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours	<input type="text"/>	<input type="text"/>	HOLPAYOUT	<input type="text"/>	WO12345
	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	WO12345
	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	WO12345
	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	WO12345
	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	WO12345
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

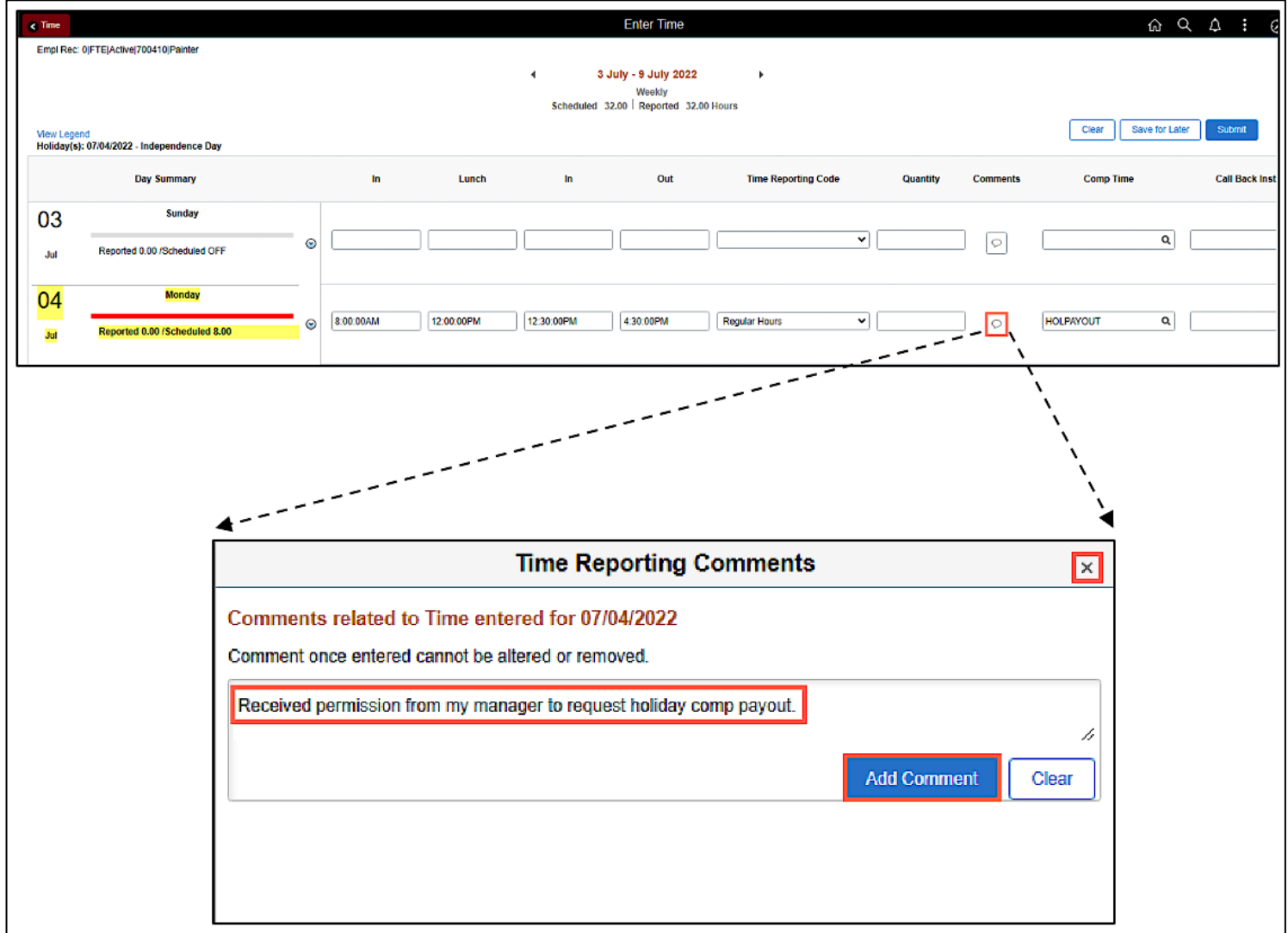
Step 11: Click the **Comments** button.

Use the **Comments** page to enter comments for the reported time. This would be a great place to indicate that approval was received to request holiday comp payout.

Step 12: Click in the **Comment** field and enter a comment applicable to the time entered.

Step 13: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

Step 14: Click the **X** to close the Time Reporting Comments page.



The screenshot shows the 'Enter Time' interface for employee 0[FTE]Active[700410]Painter. The date is 3 July - 9 July 2022, Weekly, with 32.00 hours scheduled and 32.00 hours reported. A holiday is listed for 07/04/2022 - Independence Day. The punch timesheet shows a row for Monday, 07/04/2022, with a reported time of 8.00 AM and a scheduled time of 8.00 AM. A red box highlights the 'Comments' icon in the 'Comments' column for this entry. A dashed arrow points from this icon to a 'Time Reporting Comments' modal window. The modal window has a title bar with a close button (X). The main content area shows 'Comments related to Time entered for 07/04/2022' and a warning: 'Comment once entered cannot be altered or removed.' Below this is a text input field containing the comment 'Received permission from my manager to request holiday comp payout.' and two buttons: 'Add Comment' and 'Clear'.

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

< Time
Enter Time
🏠 🔍 🔔 ⋮

Empl Rec: 0|FTE|Active|700410|Painter

3 July - 9 July 2022
Weekly
Scheduled 32.00 | Reported 32.00 Hours

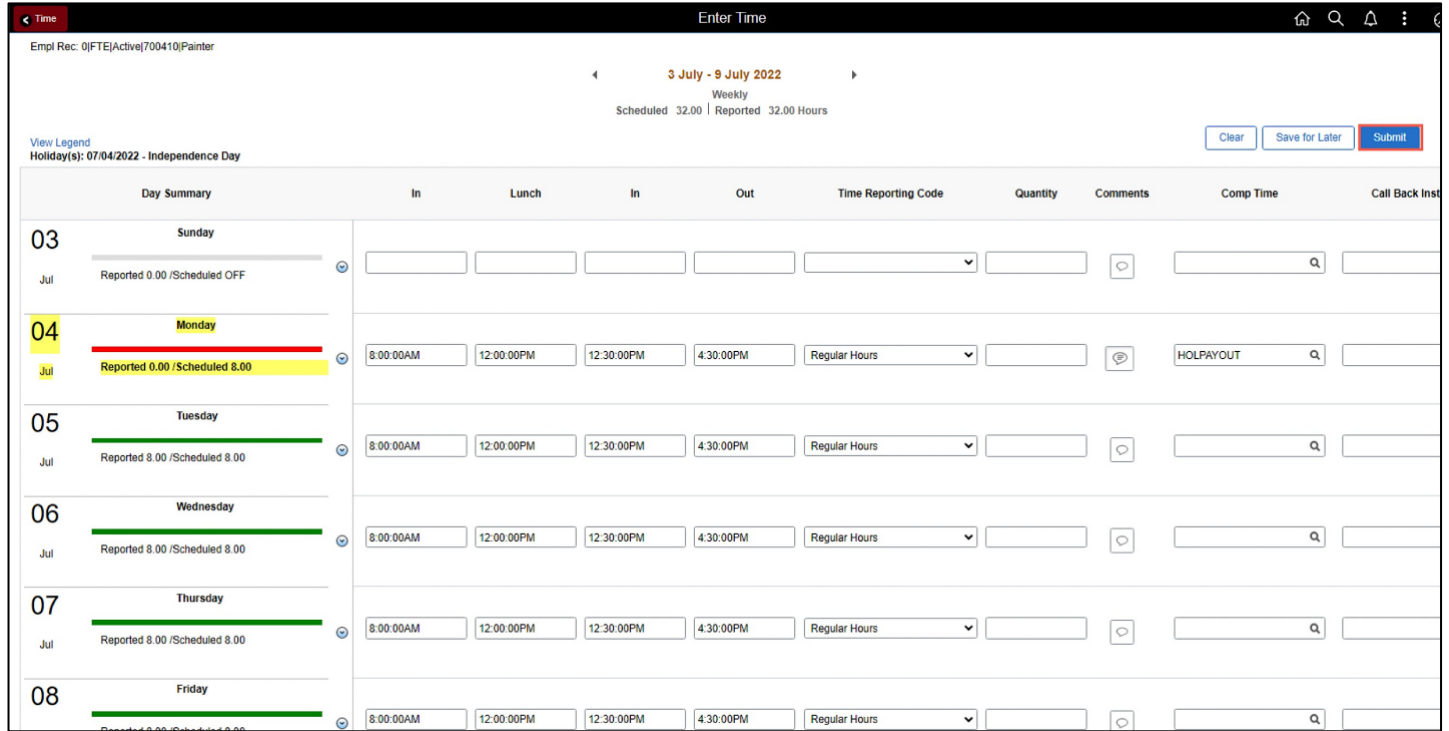
Clear Save for Later Submit

[View Legend](#)
Holiday(s): 07/04/2022 - Independence Day

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Ins
03 Sunday <small>Jul</small> Reported 0.00 / Scheduled OFF									
04 Monday <small>Jul</small> Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			HOLPAYOUT	
05 Tuesday <small>Jul</small> Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours				
06 Wednesday <small>Jul</small> Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours				
07 Thursday <small>Jul</small> Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours				
08 Friday <small>Jul</small> Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours				

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Step 15: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.



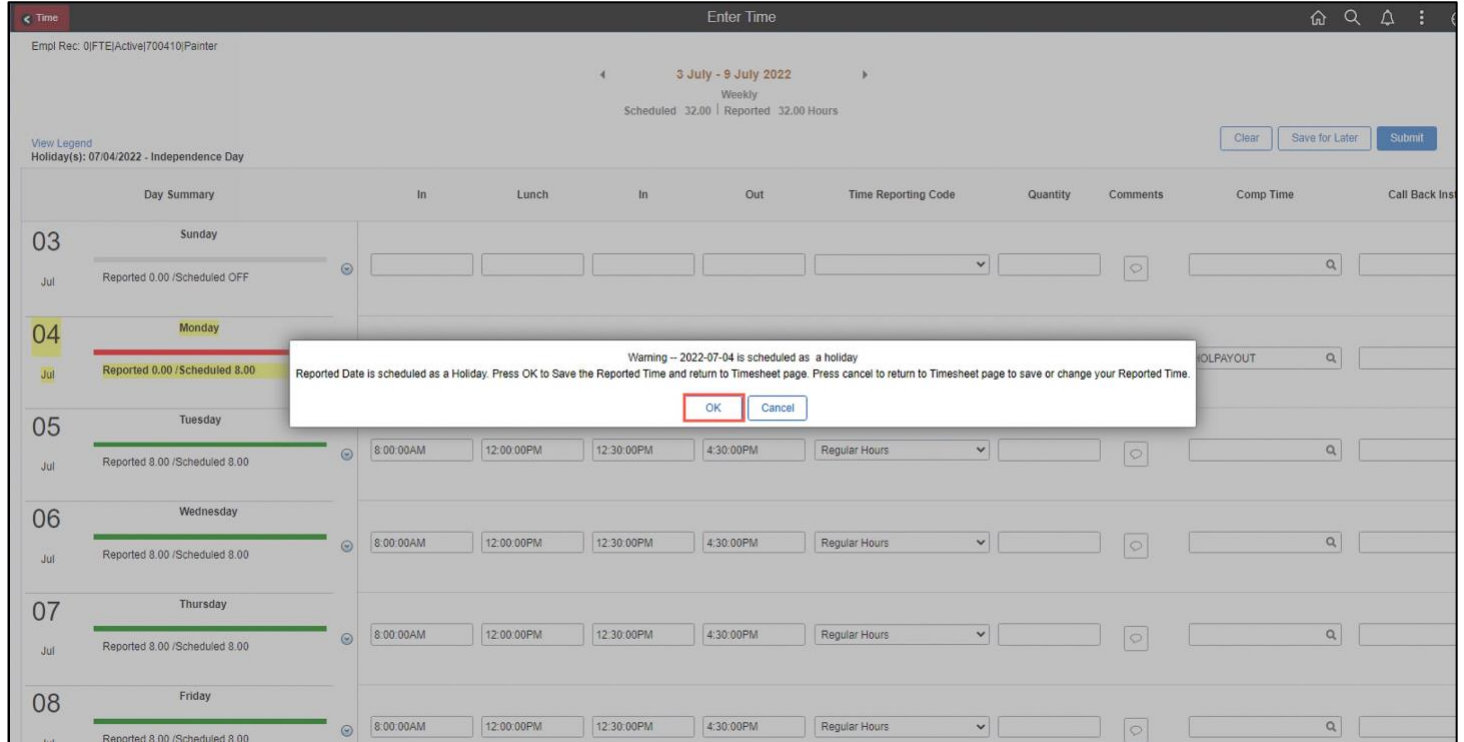
Time Enter Time
Empl Rec: 0[FTE]Active|700410|Painter
3 July - 9 July 2022
Weekly
Scheduled 32.00 | Reported 32.00 Hours
Clear Save for Later **Submit**

View Legend
Holiday(s): 07/04/2022 - Independence Day

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Inst
03 Sunday Jul Reported 0.00 / Scheduled OFF									
04 Monday Jul Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours		HOLFPAYOUT		
05 Tuesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours				
06 Wednesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours				
07 Thursday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours				
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Step 16: 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.



The screenshot shows the 'Enter Time' interface for employee 0[FTE|Active|700410|Painter] for the week of July 3-9, 2022. The interface displays a table for time reporting with columns for Day Summary, In, Lunch, In, Out, Time Reporting Code, Quantity, Comments, Comp Time, and Call Back Ins. A warning dialog is displayed over the interface, stating: "Warning -- 2022-07-04 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." The dialog has 'OK' and 'Cancel' buttons, with 'OK' highlighted by a red box.

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Ins
03 Sunday Jul Reported 0.00 / Scheduled OFF									
04 Monday Jul Reported 0.00 / Scheduled 8.00									
05 Tuesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours				
06 Wednesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours				
07 Thursday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours				
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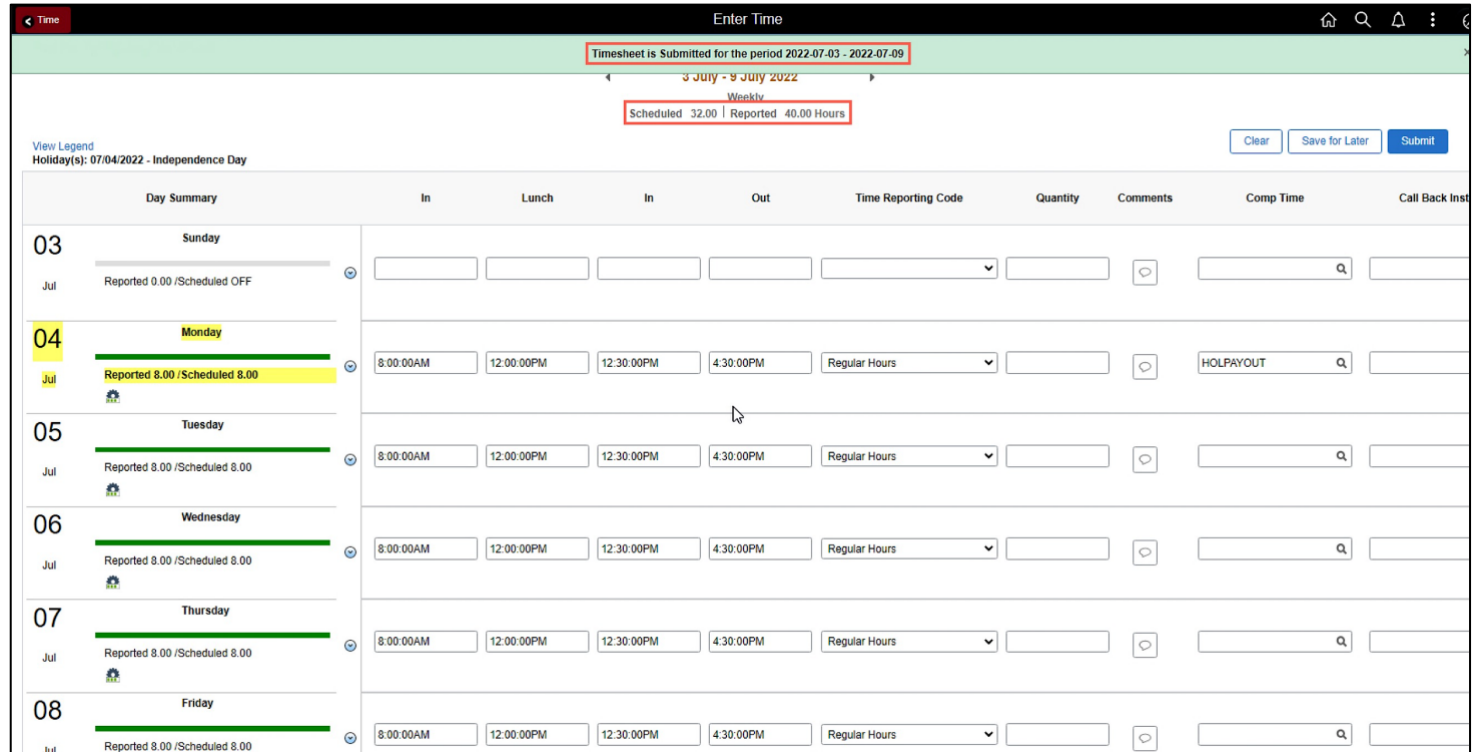
The timesheet will not submit when:

- A Time Reporting Code is missing
- When the Work Order Number is missing
- When the IN and OUT times do not match up

Error messages will appear indicating what needs to be fixed before the timesheet can be submitted.

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. Notice the reported hours includes the holiday hours.







Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Inst
03 Sunday Jul Reported 0.00 / Scheduled OFF									
04 Monday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours		HOLPAYOUT		
05 Tuesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours				
06 Wednesday Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours				
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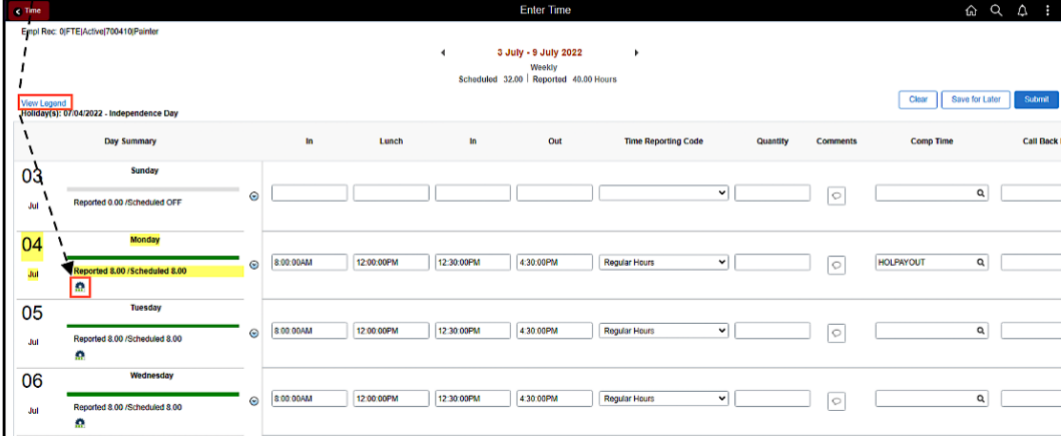
Step 17: When submitted, the **Pending Approvals** icon appear for the days' time is entered indicating the timesheet is waiting for approval. Click the **View Legend** link to view the legends used and a short description of each one.

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 request holiday comp payout on a punch timesheet.

Legend	
	Time Details
	Saved
	Approved
	Pending Approvals
	Denied
	Pushed Back
	Exception
	Absence
	Reported
	Reported Under Schedule
	Reported Over Schedule
	OFF Day
	Holiday



Enter Time

Emp/ Rec: 01FTE(Active)/700410/Painter

3 July - 9 July 2022

Weekly

Scheduled 32.00 | Reported 40.00 Hours

Clear Save for Later Submit

View Legend

Holiday(s): 07/04/2022 - Independence Day

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Inst
03 Sunday									
Jul Reported 0.00 / Scheduled OFF									
04 Monday									
Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours			HOLYPAYOUT	
05 Tuesday									
Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours				
06 Wednesday									
Jul Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Regular Hours				