

Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field

How to request holiday comp payout on an elapsed timesheet with work order field:

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

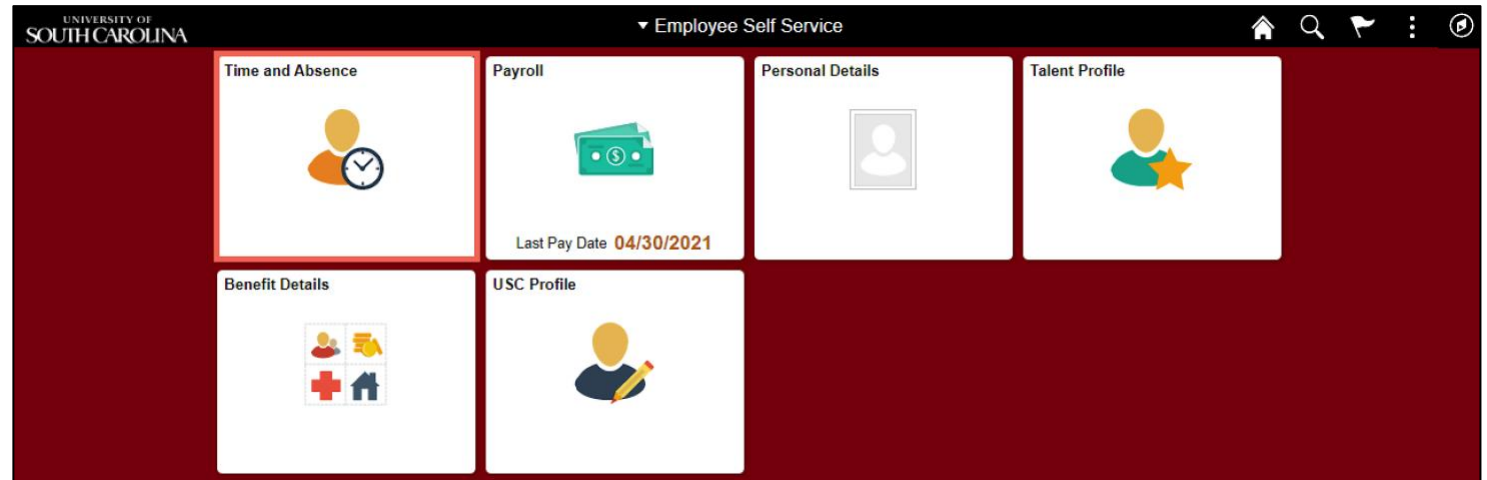
Note: Before indicating you would like to receive a payout for hours worked on a holiday, it is very important to receive approval from your manager. Although this option is available to all non-exempt employees, it is at the departments discretion whether they want to payout the hours worked or request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

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

Processing Steps

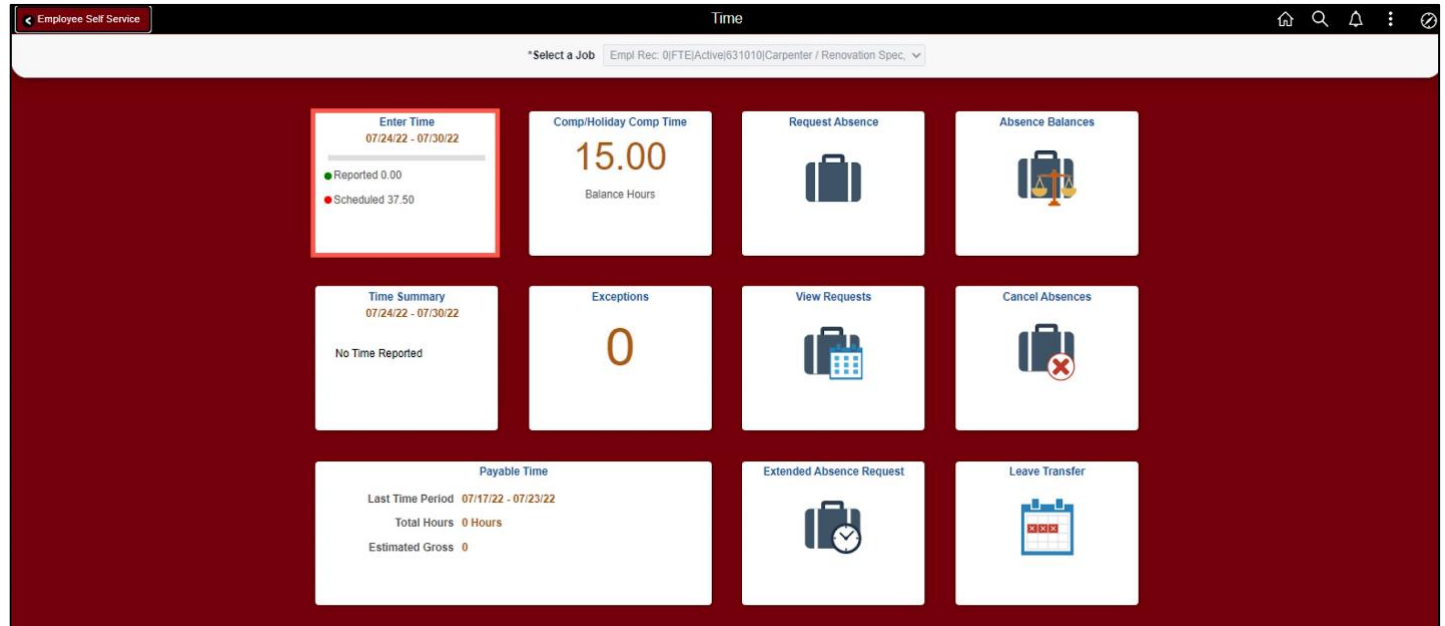
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screenshots



**University of South Carolina
Time and Labor - ESS
Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field**

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



The screenshot displays the 'Time' section of the Employee Self Service (ESS) portal. At the top, there is a navigation bar with 'Employee Self Service' and 'Time'. Below this, a dropdown menu shows 'Select a Job' with the selected job being 'Empl Rec: 0[FTE]Active\631010\Carpenter / Renovation Spec.'. The main content area features several interactive tiles:

- Enter Time:** 07/24/22 - 07/30/22. Shows a progress bar with 'Reported 0.00' and 'Scheduled 37.50'. This tile is highlighted with a red border.
- Comp/Holiday Comp Time:** 15.00 Balance Hours.
- Request Absence:** Icon of a briefcase.
- Absence Balances:** Icon of a briefcase and scales.
- Time Summary:** 07/24/22 - 07/30/22. Shows 'No Time Reported'.
- Exceptions:** 0.
- View Requests:** Icon of a briefcase and calendar.
- Cancel Absences:** Icon of a briefcase with a red 'X'.
- Payable Time:** Last Time Period 07/17/22 - 07/23/22. Shows 'Total Hours 0 Hours' and 'Estimated Gross 0'.
- Extended Absence Request:** Icon of a briefcase and clock.
- Leave Transfer:** Icon of a calendar with a red 'X'.

Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field

For this example, the employee worked just one work order for the week of July 4 – July 10. To add hours worked for multiple work orders, view the **Enter/Adjust Time on an Elapsed Timesheet for Multiple Work Orders** job aid.

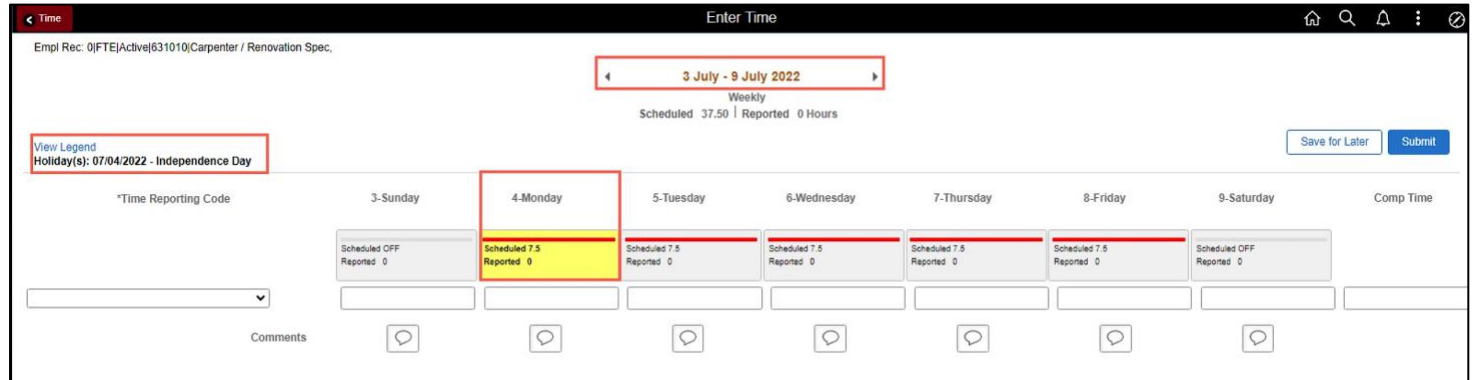
Step 3: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

Notice the holiday is highlight in yellow and under the View Legend link the holiday date and name is spelled out in bold.

Begin by selecting the appropriate **Time Reporting Code (TRC)**. You can only have one TRC per line.

Step 4: Click the **Time Reporting Code** drop-down arrow.

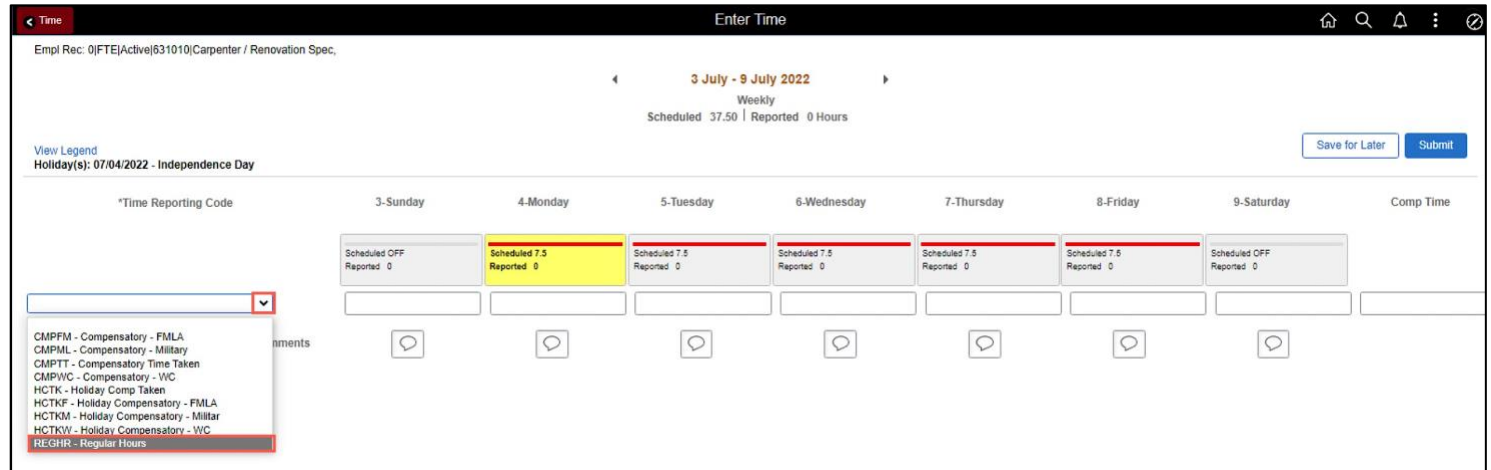
Step 5: Select **REGHR – Regular Hours**.



Enter Time
Empl Rec: 0[FTE]Active[631010]Carpenter / Renovation Spec.
3 July - 9 July 2022
Weekly
Scheduled 37.50 | Reported 0 Hours
Save for Later Submit

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

*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-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	
Comments								



Enter Time
Empl Rec: 0[FTE]Active[631010]Carpenter / Renovation Spec.
3 July - 9 July 2022
Weekly
Scheduled 37.50 | Reported 0 Hours
Save for Later Submit

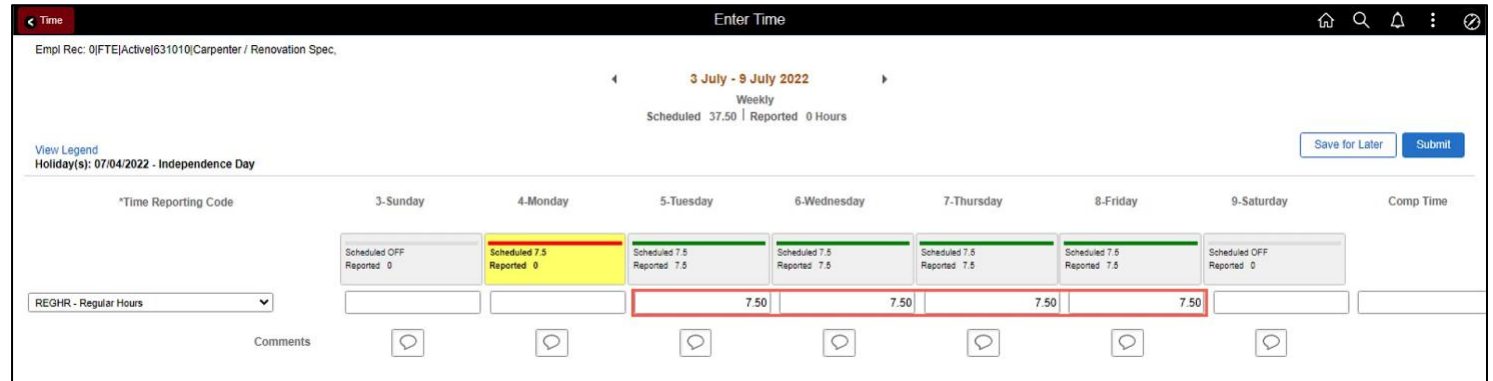
View Legend
Holiday(s): 07/04/2022 - Independence Day

*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-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	
Comments								

CMPFM - Compensatory - FMLA
 CMPML - Compensatory - Military
 CMPPTT - Compensatory Time Taken
 CMPWVC - Compensatory - VC
 HCTK - Holiday Comp Taken
 HCTKF - Holiday Compensatory - FMLA
 HCTKM - Holiday Compensatory - Military
 HCTKW - Holiday Compensatory - VC
REGHR - Regular Hours

Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field

Step 6: On this first line, click in the **Time Entry** field and enter hours worked for each day that is not a holiday.

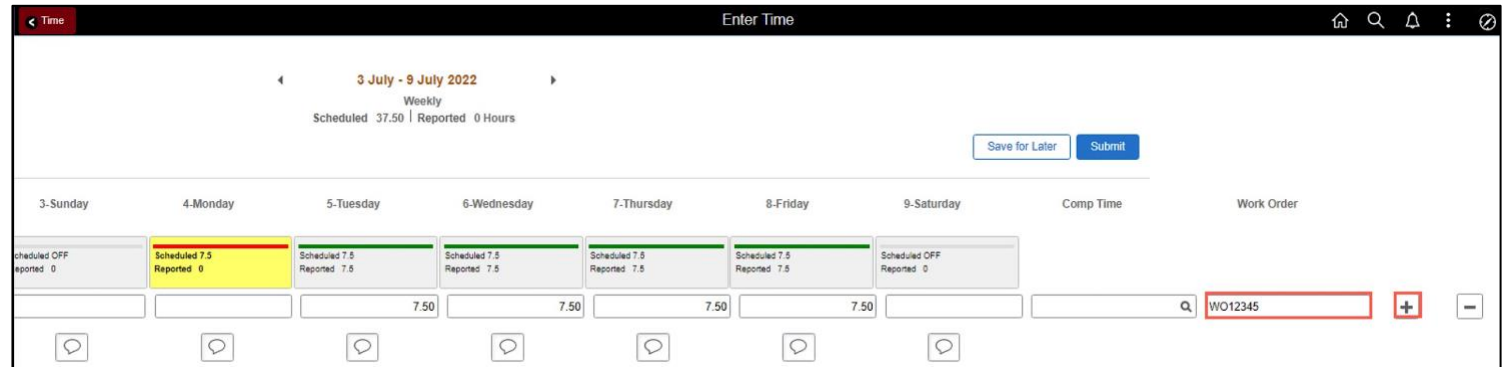


Empl Rec: 0[FTE]Active[631010]Carpenter / Renovation Spec,
3 July - 9 July 2022
Weekly
Scheduled 37.50 | Reported 0 Hours

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

*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 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 OFF Reported 0	
REGHR - Regular Hours			7.50	7.50	7.50	7.50		
Comments								

Step 7: 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.



3 July - 9 July 2022
Weekly
Scheduled 37.50 | Reported 0 Hours

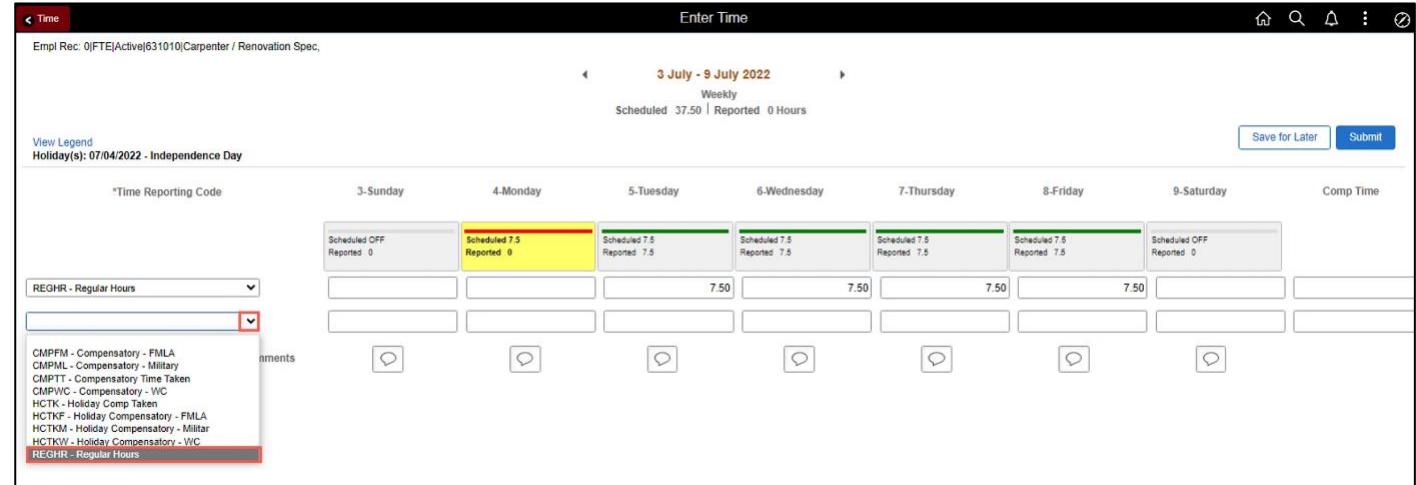
3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0		
		7.50	7.50	7.50	7.50			WO12345

Step 8: Click the **+** (plus) button to add an additional line for the hours worked on the holiday.

Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field

Step 9: Scroll back to the left to enter time worked on the holiday. Click the **Time Reporting Code** drop-down arrow.

Step 10: Select **REGHR – Regular Hours**.



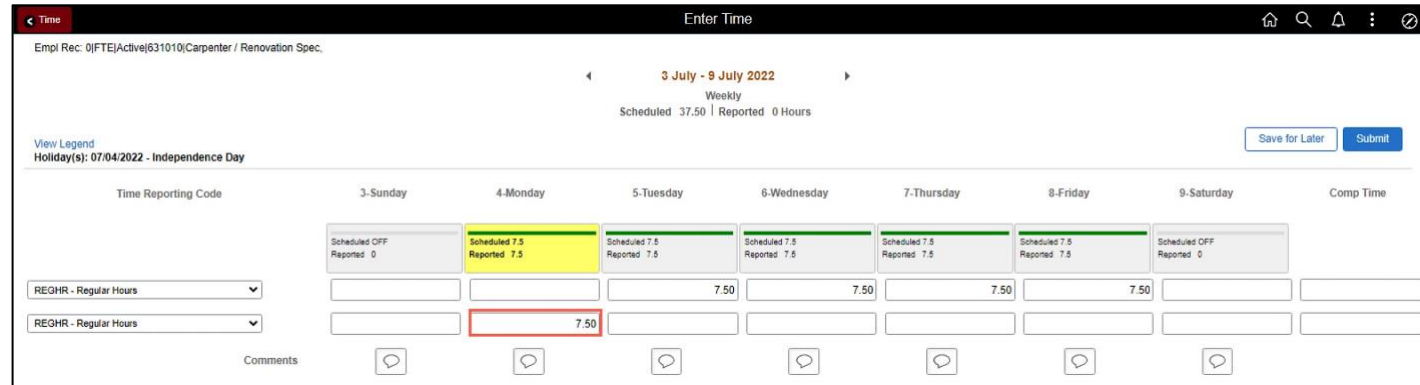
Empl Rec: 0[FTE]Active[631010]Carpenter / Renovation Spec.

3 July - 9 July 2022
Weekly
Scheduled 37.50 | Reported 0 Hours

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

*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 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 OFF Reported 0	
REGHR - Regular Hours			7.50	7.50	7.50	7.50		
Comments								

Step 11: Click in the **Time Entry** field and enter hours worked for each day.



Empl Rec: 0[FTE]Active[631010]Carpenter / Renovation Spec.

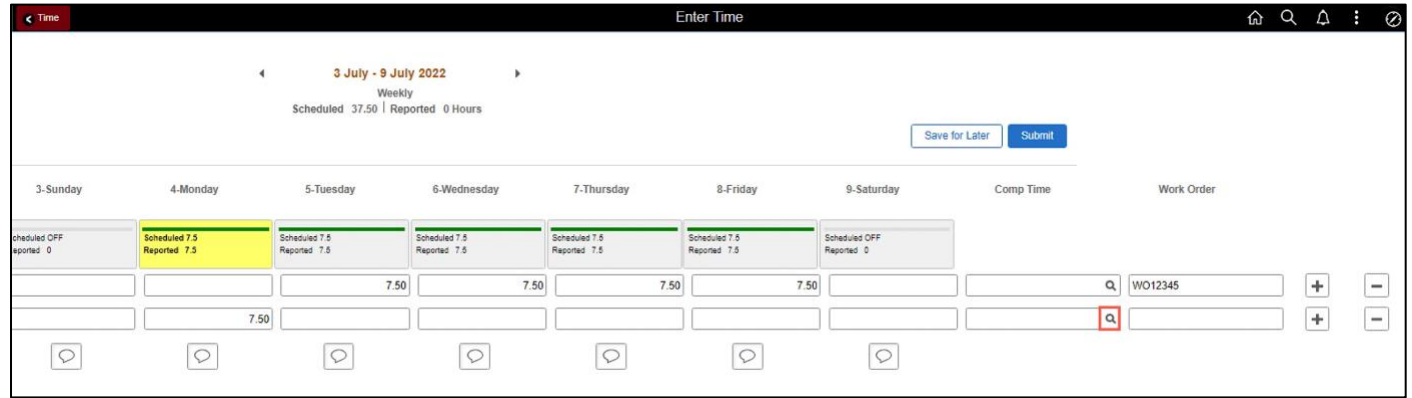
3 July - 9 July 2022
Weekly
Scheduled 37.50 | Reported 0 Hours

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

Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-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			7.50	7.50	7.50	7.50		
REGHR - Regular Hours		7.50						
Comments								

Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field

Step 12: To request a payout for the hours worked on the holiday, scroll to the right and click the **Look up Comp** button.



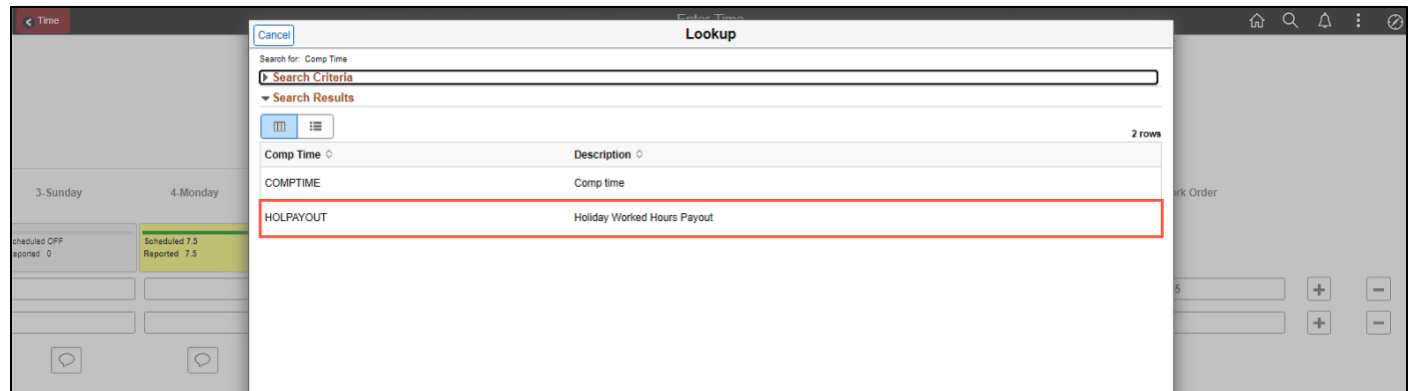
Enter Time

3 July - 9 July 2022
Weekly
Scheduled 37.50 | Reported 0 Hours

Save for Later Submit

3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-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 OFF Reported 0		
		7.50	7.50	7.50	7.50		WO12345	+ -
	7.50							+ -

Step 13: Click to select the **Holiday Worked Hours Payout (HOLPAYOUT)** option from the list.



Lookup

Search for: Comp Time

Search Criteria

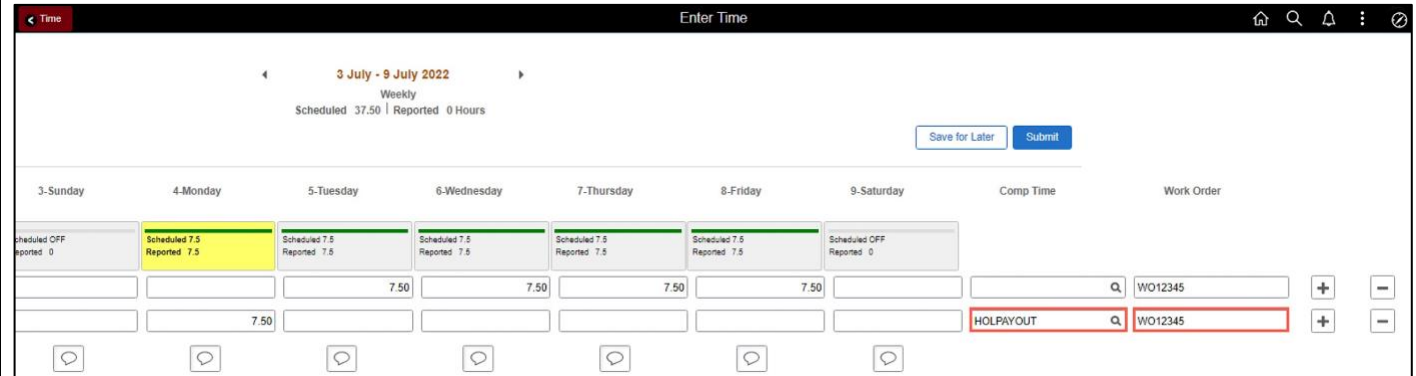
Search Results

Comp Time	Description
COMPTIME	Comp time
HOLPAYOUT	Holiday Worked Hours Payout

Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field

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

Step 14: Click in the **Work Order** field and enter the order number that corresponds with the hours worked on the holiday.



The screenshot shows the 'Enter Time' interface for the week of July 3-9, 2022. The '4-Monday' cell is highlighted in yellow, indicating a holiday. The 'Comp Time' field is populated with 'HOLPAYOUT' and the 'Work Order' field contains 'WO12345'.

3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-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 OFF Reported 0	HOLPAYOUT	WO12345
	7.50	7.50	7.50	7.50	7.50			
	7.50							

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

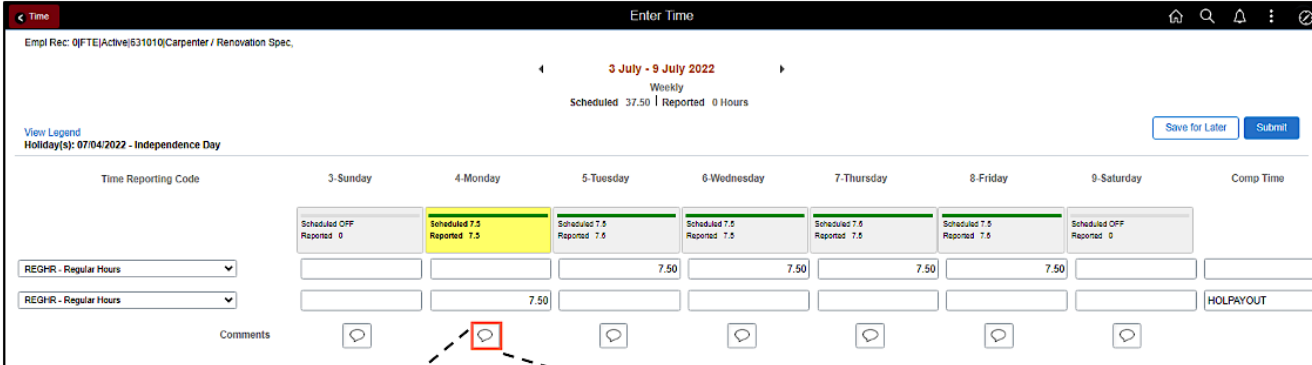
Step 15: Click the **Comments** button.

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

Step 17: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

Step 18: Click the **X** to close the Time Reporting Comments page.



Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-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 OFF Reported 0	
REGHR - Regular Hours			7.50	7.50	7.50	7.50		
REGHR - Regular Hours		7.50						HOLYPAYOUT
Comments								



Time Reporting Comments

Comments related to Time entered for 07/04/2022

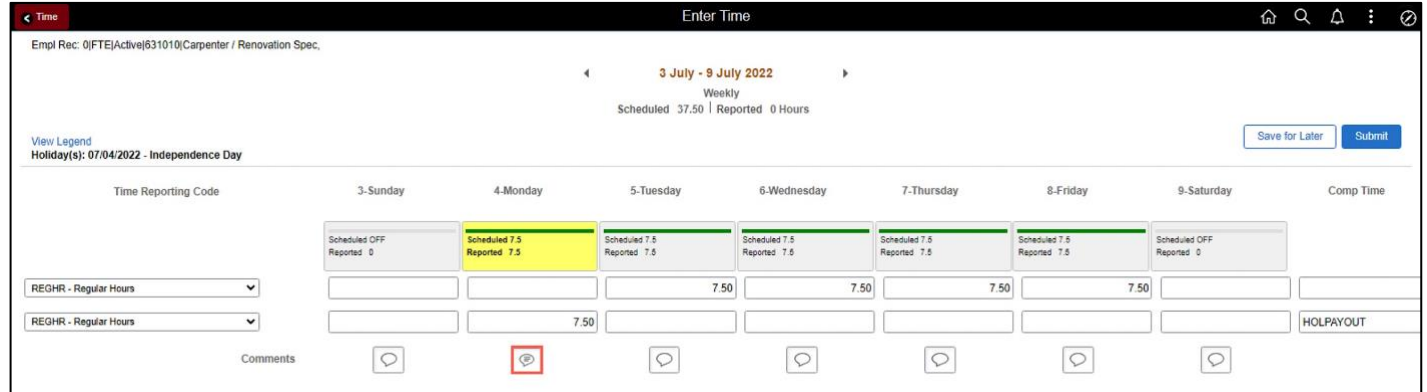
Comment once entered cannot be altered or removed.

Manager gave permission to receive a payout for the hours worked on the holiday.

Add Comment Clear

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



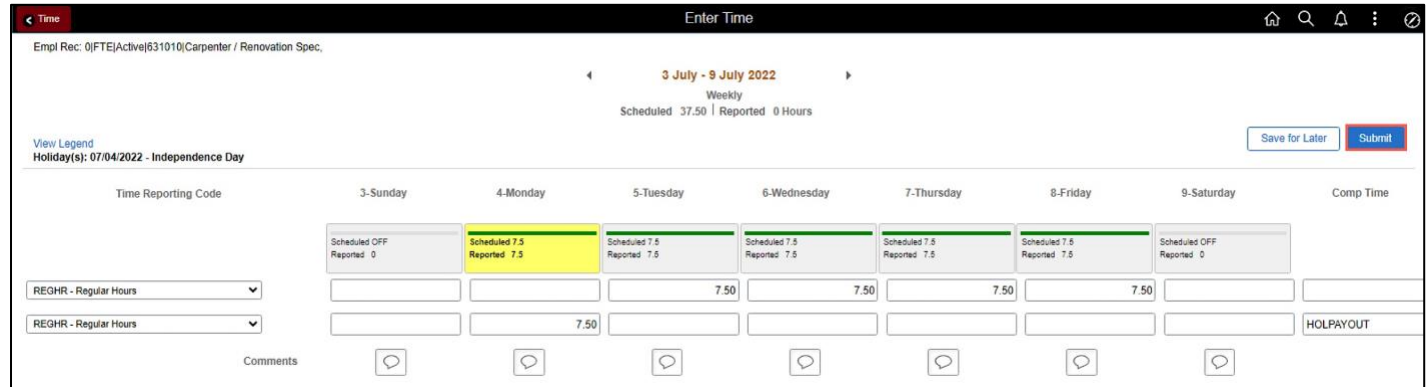
Empl Rec: 0[FTE]Active|631010|Carpenter / Renovation Spec.

3 July - 9 July 2022
Weekly
Scheduled 37.50 | Reported 0 Hours

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

Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-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			7.50	7.50	7.50	7.50		
REGHR - Regular Hours		7.50						HOLPAYOUT
Comments								

Step 19: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.



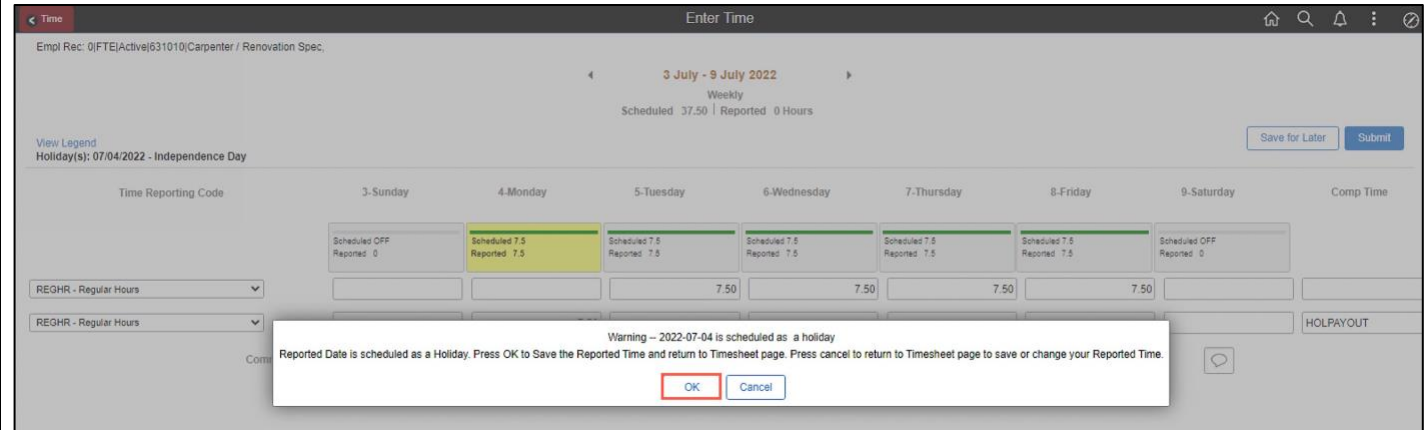
Empl Rec: 0[FTE]Active|631010|Carpenter / Renovation Spec.

3 July - 9 July 2022
Weekly
Scheduled 37.50 | Reported 0 Hours

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

Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-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			7.50	7.50	7.50	7.50		
REGHR - Regular Hours		7.50						HOLPAYOUT
Comments								

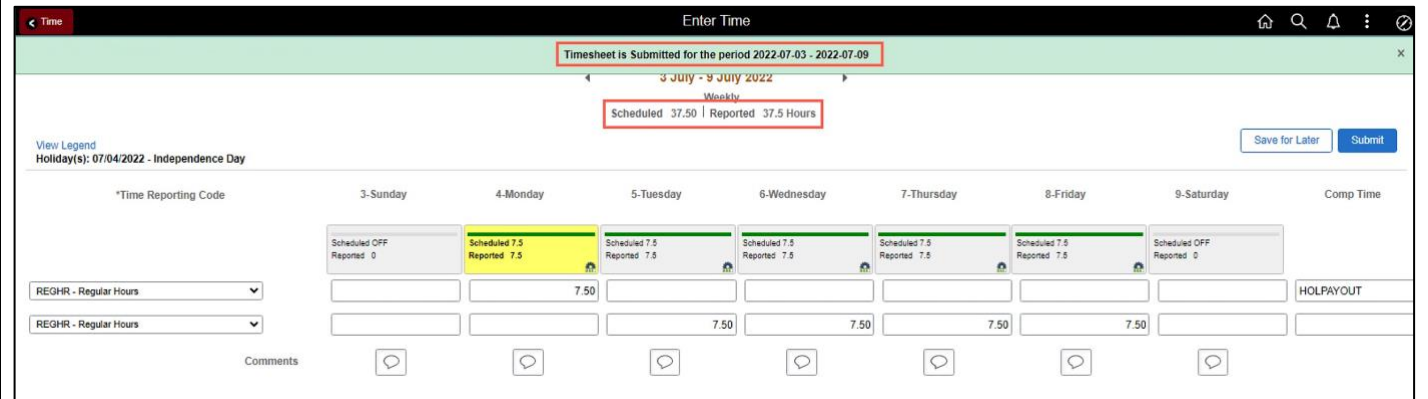
Step 20: When you enter time on a holiday, a warning message will appear informing you that the reported date is a holiday. Click the **OK** button to save the reported time and return to the timesheet.



The screenshot shows the 'Enter Time' interface for the week of July 3-9, 2022. A warning dialog box is displayed in the center, indicating that the reported date (July 4th) is a holiday. The dialog box contains the following text: "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. The background interface shows a table with columns for days of the week (3-Sunday to 9-Saturday) and a "Comp Time" column. The "4-Monday" column is highlighted in yellow, indicating the current date. The "Sched" and "Reported" values for Monday are both 7.5. The "Sched" and "Reported" values for Tuesday through Saturday are 7.5 and 0, respectively. The "Comp Time" column is currently empty.

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 and your supervisor's inbox.

When submitted, the summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view.







The screenshot shows the 'Enter Time' interface after successful submission. A green banner at the top displays the message: "Timesheet is Submitted for the period 2022-07-03 - 2022-07-09". Below the banner, the summary shows "Scheduled 37.50 | Reported 37.5 Hours". The background interface is the same as in the previous screenshot, but the "4-Monday" column is now highlighted in green, indicating it is the current date. The "Sched" and "Reported" values for Monday are both 7.5. The "Sched" and "Reported" values for Tuesday through Saturday are 7.5 and 0, respectively. The "Comp Time" column is currently empty.

Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field














Step 21: When submitted, the **Pending Approvals** icon appear for the days' time entered indicating the timesheet is waiting for approval. Click the **View Legend** link to view the legends used and a short description of each one.

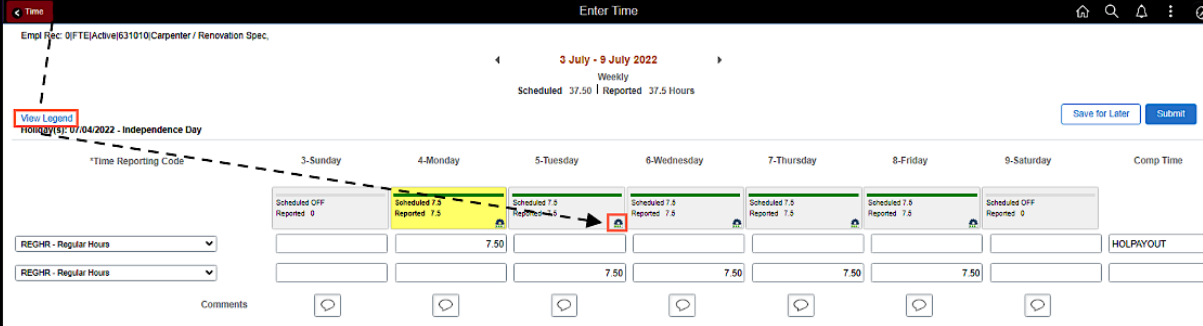
The most common icons that may appear in the **Daily Status** box are:

-  The user has an exception that needs to be fixed before submitting the timesheet.
-  The timesheet has been saved for later.
-  The time entered has been submitted and is pending approval.
-  The entered time has been approved.

You successfully learned how to request holiday comp payout on an elapsed timesheet with a work order field.

Legend ✕

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



The screenshot shows the 'Enter Time' interface for a weekly timesheet from July 3 to July 9, 2022. The user is logged in as 'Emel Fric (D|TE|Active|E31010|Carpenter / Renovation Spec.)'. The interface displays a grid of daily status boxes for each day of the week. A red box highlights the 'View Legend' link in the top left corner. A dashed arrow points from this link to the legend box above. Another red box highlights the 'Pending Approvals' icon in the status box for Friday, July 8th, with a dashed arrow pointing to the legend. The status boxes show 'Scheduled' and 'Reported' hours for each day, with a 'HOLYPAYOUT' button for Saturday, July 9th.