

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

This job aid outlines how a TL/ABS Approver can request holiday comp payout on an elapsed timesheet with a work order field on behalf of an employee. 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.

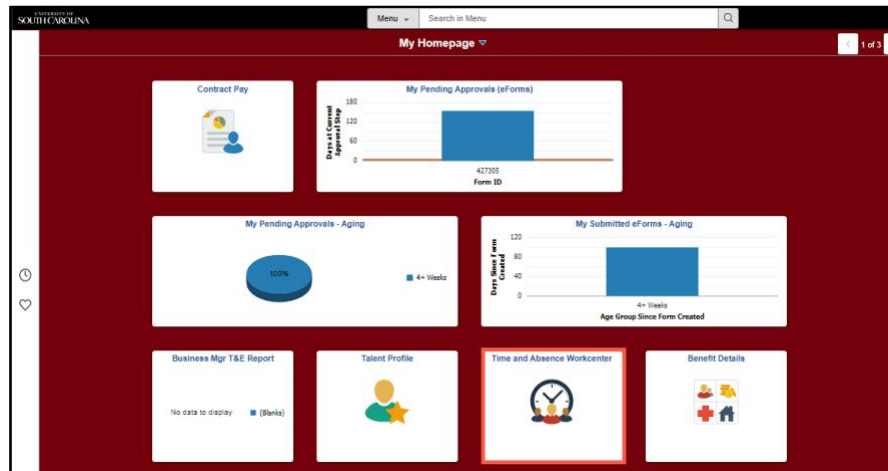
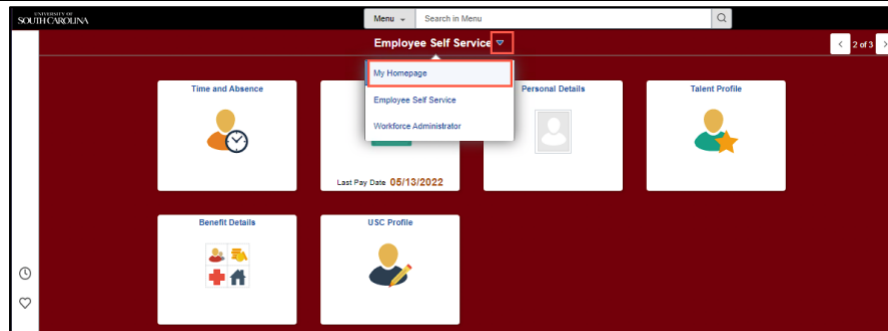
**Navigation:** Employee Self Service > My Workplace/My Homepage > Time and Absence Workcenter

**Processing Steps**

**Step 1:** On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **My Workplace/My Homepage** from the list.

**Step 2:** Click the **Time and Absence Workcenter** tile.

**Screenshots**

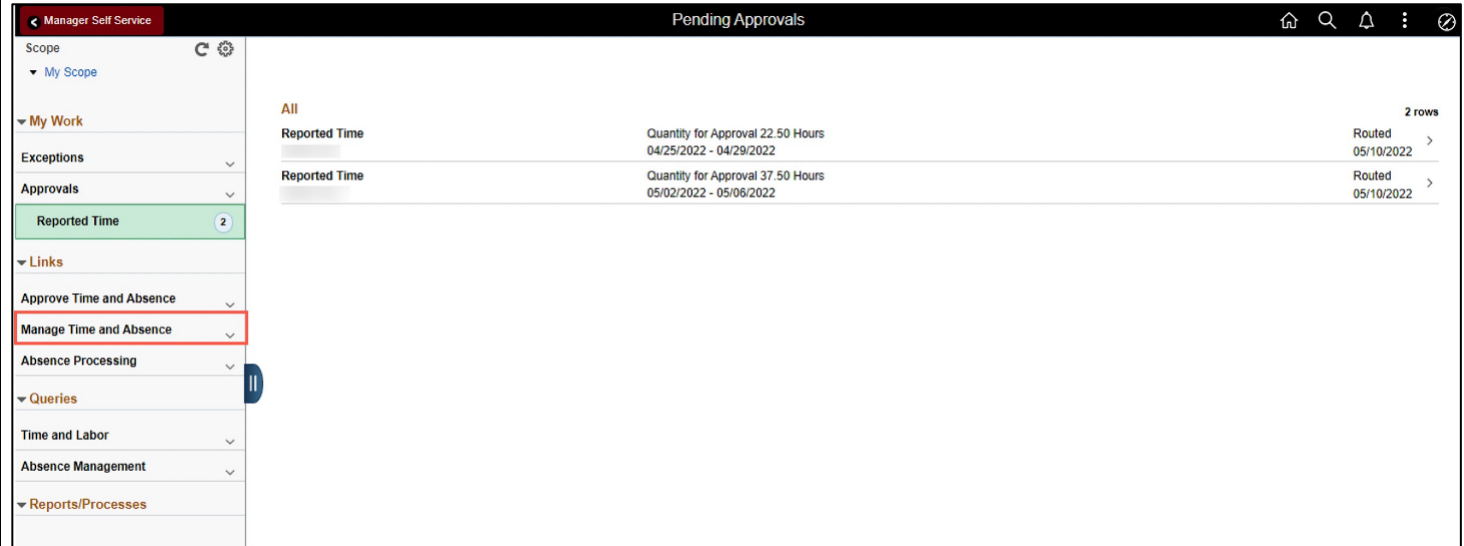


**Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field on Behalf of an Employee**

**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.

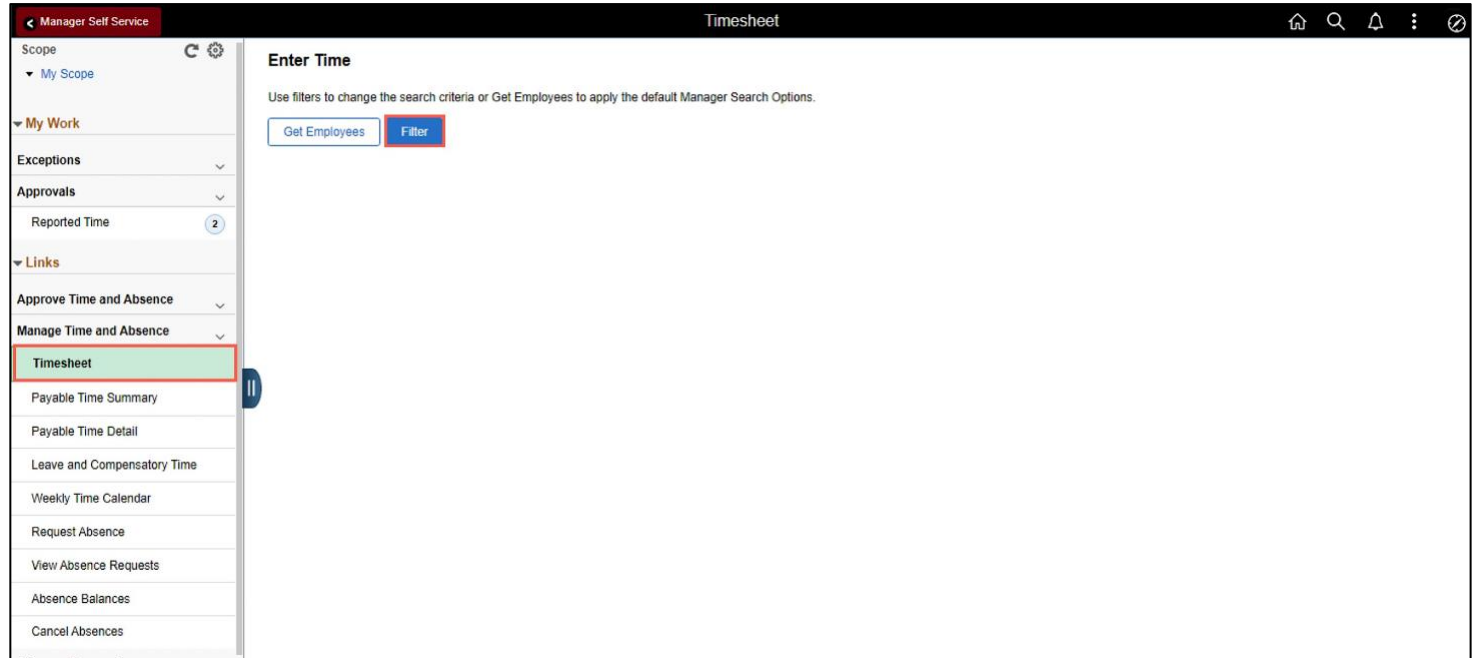


| Pending Approvals |                                   |            |        |
|-------------------|-----------------------------------|------------|--------|
| All               |                                   |            |        |
| Reported Time     | Quantity for Approval 22.50 Hours | Routed     | 2 rows |
|                   | 04/25/2022 - 04/29/2022           | 05/10/2022 | >      |
| Reported Time     | Quantity for Approval 37.50 Hours | Routed     |        |
|                   | 05/02/2022 - 05/06/2022           | 05/10/2022 | >      |

**Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field on Behalf of an Employee**

**Step 4:** Click the **Timesheet** option from the list.

**Step 5:** To enter time for a specific employee, begin by clicking the **Filter** button.

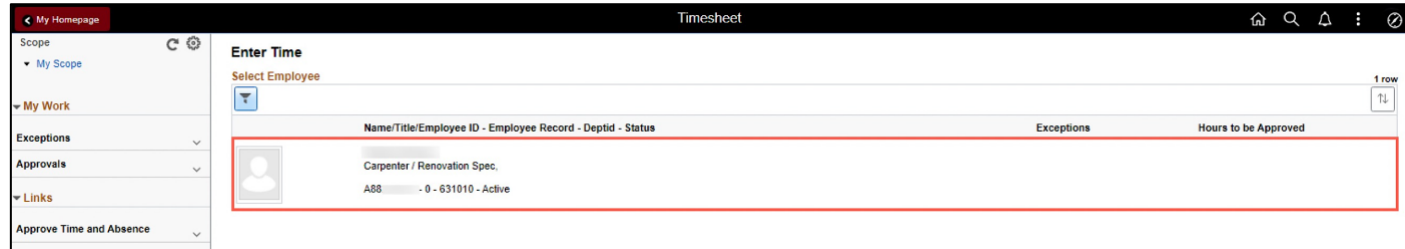
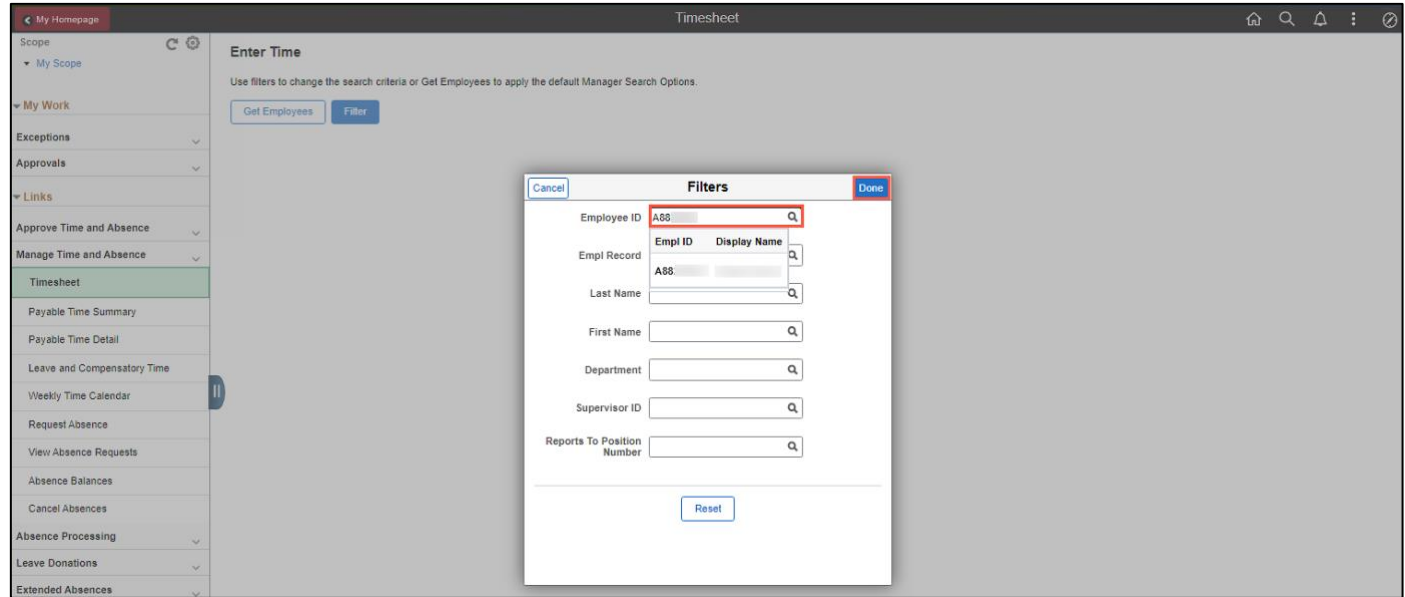


**Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field on Behalf of an Employee**

**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.

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



**Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field on Behalf of an Employee**

For this example, the employee worked just one work order for the week of July 3. As the TL/ABS Approver, you can enter time on behalf of employees in your area.

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

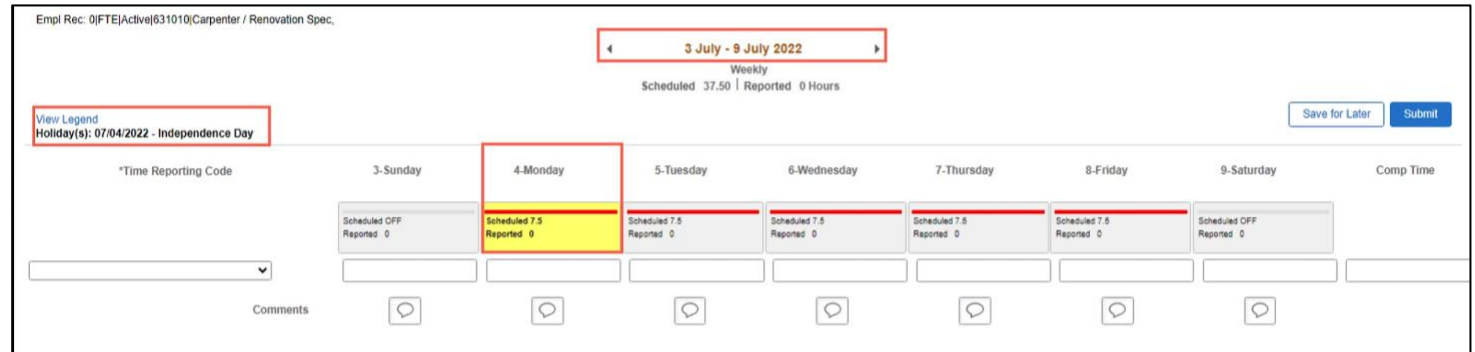
Notice the holiday is highlight in yellow and under the View Legend link the holiday date and name is spelled out in bold.

**Note:** If an Absence has been requested, it will appear on the timesheet as a view only row and is not editable on the timesheet. To add another Time Reporting Code row, scroll to the right and click the plus + button.

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

**Step 10:** Click the **Time Reporting Code** drop-down arrow.

**Step 11:** Select **REGHR – Regular Hours**.

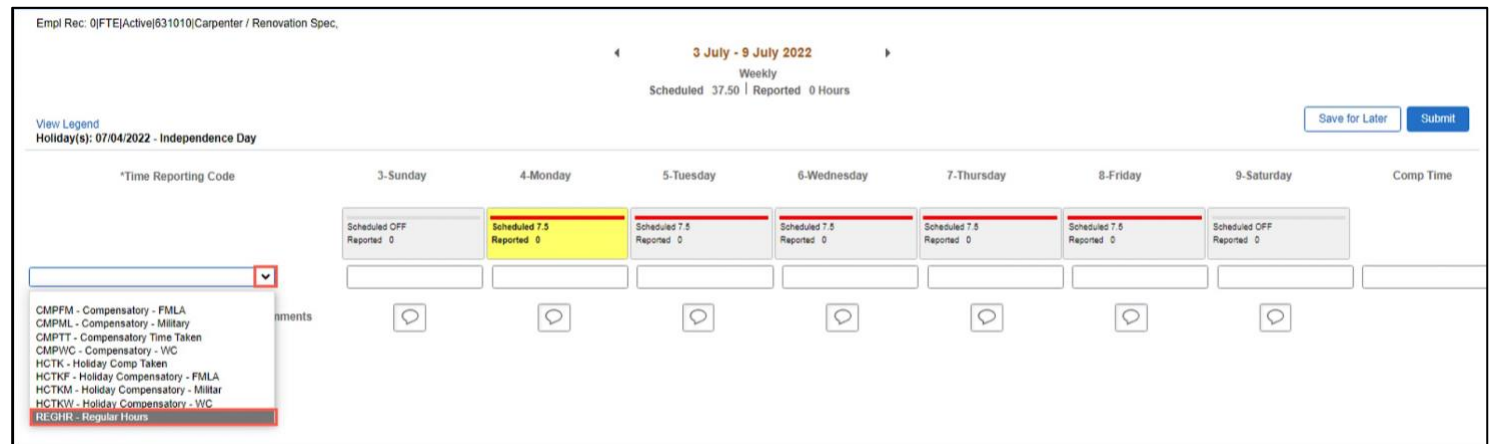


Empl Rec: 0\FTE\Active\631010\Carpenter / Renovation Spec.

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<br>Reported 0 | Scheduled OFF<br>Reported 0 | Scheduled 7.5<br>Reported 0 | Scheduled 7.5<br>Reported 0 | Scheduled 7.5<br>Reported 0 | Scheduled 7.5<br>Reported 0 | Scheduled 7.5<br>Reported 0 | Scheduled OFF<br>Reported 0 |           |
|                             |                             |                             |                             |                             |                             |                             |                             |           |
| Comments                    |                             |                             |                             |                             |                             |                             |                             |           |



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

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

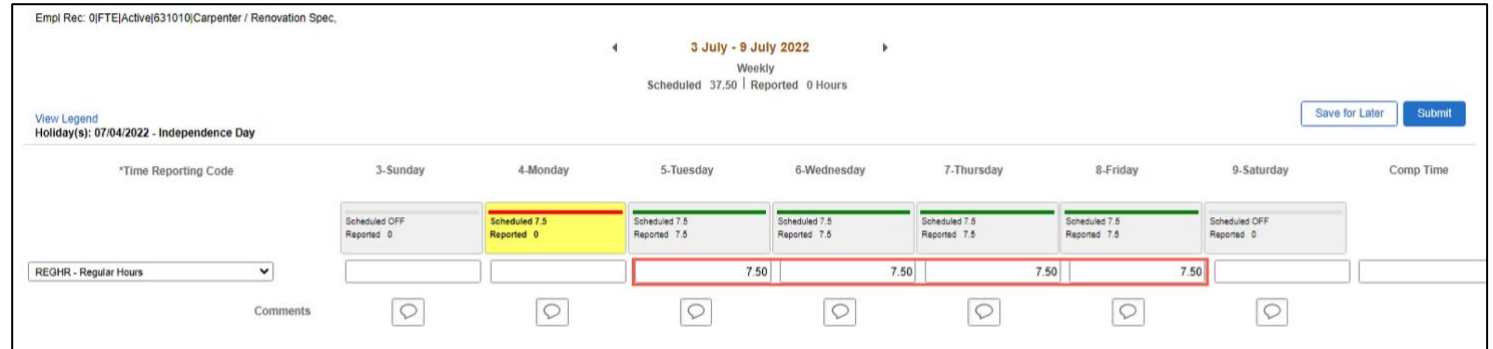
View Legend  
Holiday(s): 07/04/2022 - Independence Day

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

- CMPFM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMPPT - Compensatory Time Taken
- CMPWG - Compensatory - WC
- HCTK - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Military
- HCTKW - Holiday Compensatory - WC
- REGHR - Regular Hours**

**Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field on Behalf of an Employee**

**Step 12:** On this first line, click in the **Time Entry** field and enter hours worked for each day that is not a holiday.



Empl Rec: 01FTE|Active|631010|Carpenter / Renovation Spec.

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

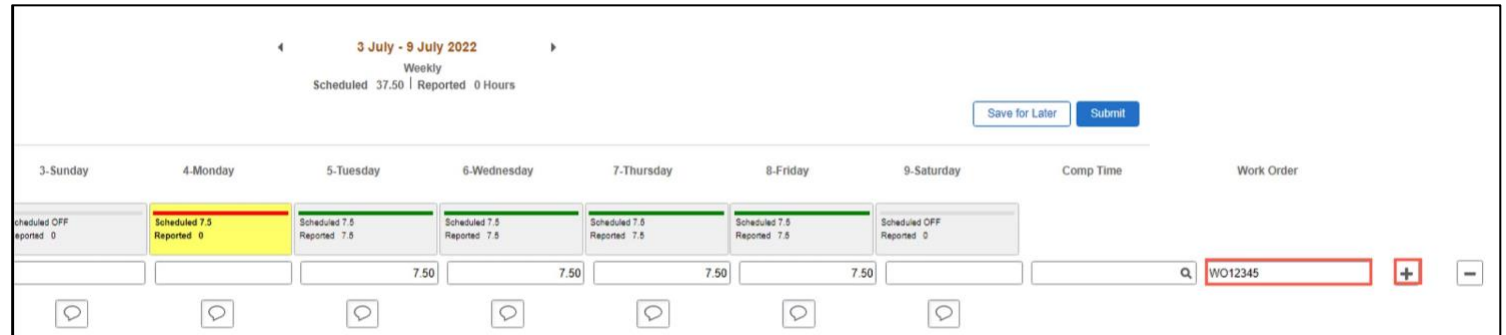
View Legend  
Holiday(s): 07/04/2022 - Independence Day

\*Time Reporting Code

| 3-Sunday                    | 4-Monday                    | 5-Tuesday                     | 6-Wednesday                   | 7-Thursday                    | 8-Friday                      | 9-Saturday                  | Comp Time |
|-----------------------------|-----------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-----------------------------|-----------|
| Scheduled OFF<br>Reported 0 | Scheduled 7.5<br>Reported 0 | Scheduled 7.5<br>Reported 7.5 | Scheduled 7.5<br>Reported 7.5 | Scheduled 7.5<br>Reported 7.5 | Scheduled 7.5<br>Reported 7.5 | Scheduled OFF<br>Reported 0 |           |
|                             |                             | 7.50                          | 7.50                          | 7.50                          | 7.50                          |                             |           |
| Comments                    |                             |                               |                               |                               |                               |                             |           |

REGHR - Regular Hours

**Step 13:** 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

Save for Later Submit

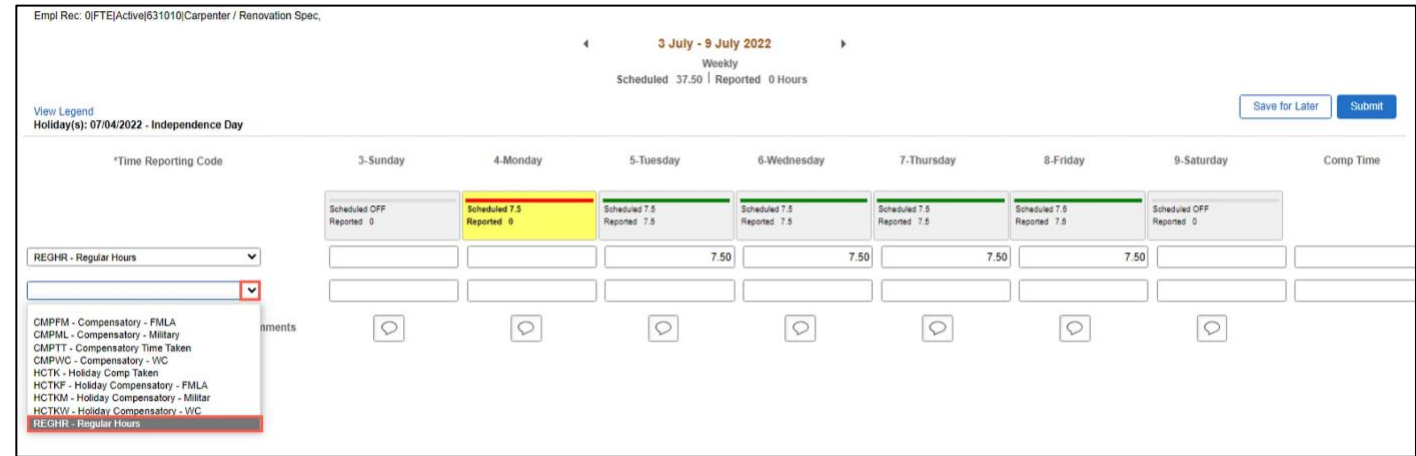
| 3-Sunday                    | 4-Monday                    | 5-Tuesday                     | 6-Wednesday                   | 7-Thursday                    | 8-Friday                      | 9-Saturday                  | Comp Time | Work Order |
|-----------------------------|-----------------------------|-------------------------------|--------------------------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

**Step 14:** 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 on Behalf of an Employee

**Step 15:** Scroll back to the left to enter time worked on the holiday. Click the **Time Reporting Code** drop-down arrow.

**Step 16:** 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

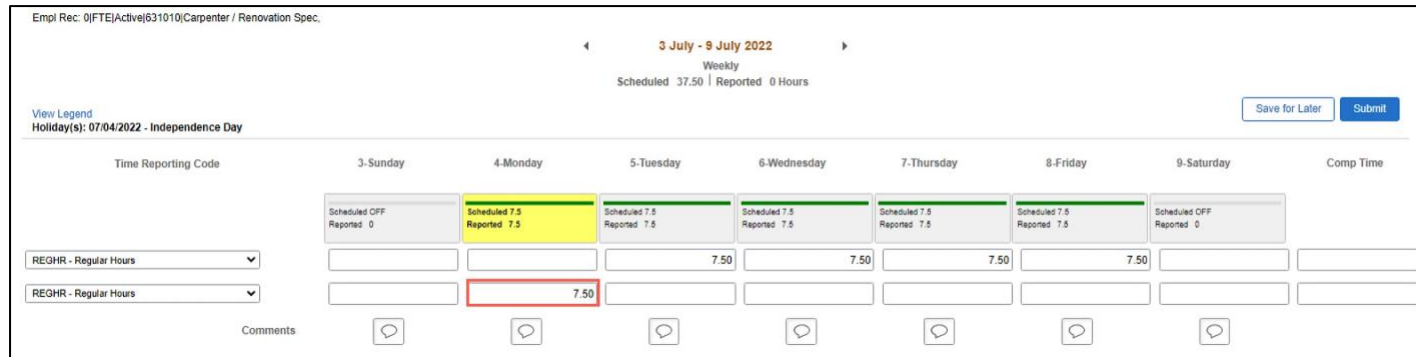
View Legend  
Holiday(s): 07/04/2022 - Independence Day

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

REGHR - Regular Hours

- CMPFM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMPPT - Compensatory Time Taken
- CMPWC - Compensatory - WC
- HCTK - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Militar
- HCTKW - Holiday Compensatory - WC
- REGHR - Regular Hours

**Step 17:** Click in the **Time Entry** field and enter hours worked for each day.



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

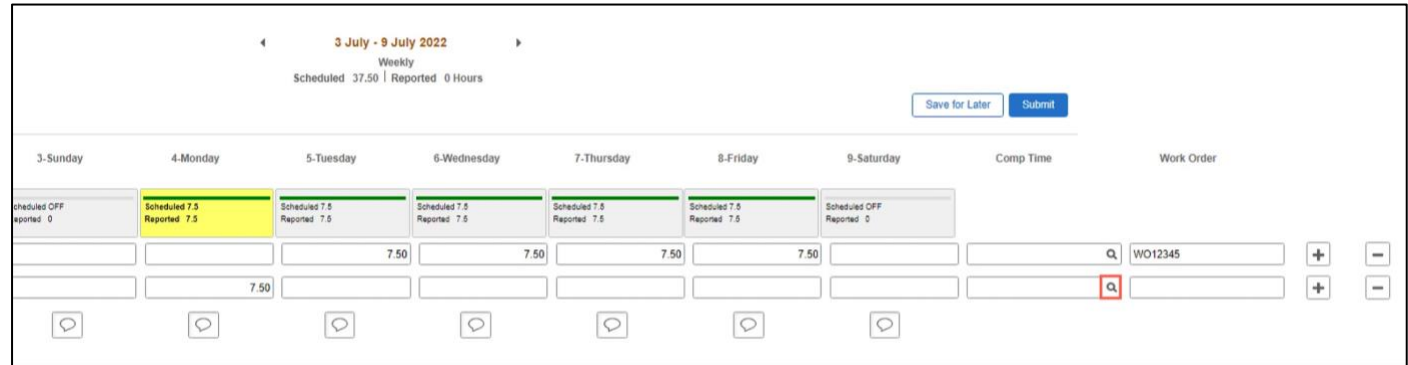
3 July - 9 July 2022  
Weekly  
Scheduled 37.50 | Reported 0 Hours

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<br>Reported 0 | Scheduled 7.5<br>Reported 7.5 | Scheduled 7.5<br>Reported 7.5 | Scheduled 7.5<br>Reported 7.5 | Scheduled 7.5<br>Reported 7.5 | Scheduled 7.5<br>Reported 7.5 | Scheduled 7.5<br>Reported 7.5 | Scheduled OFF<br>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 on Behalf of an Employee**

**Step 18:** To request a payout for the hours worked on the holiday, scroll to the right and click the **Look up Comp** button.

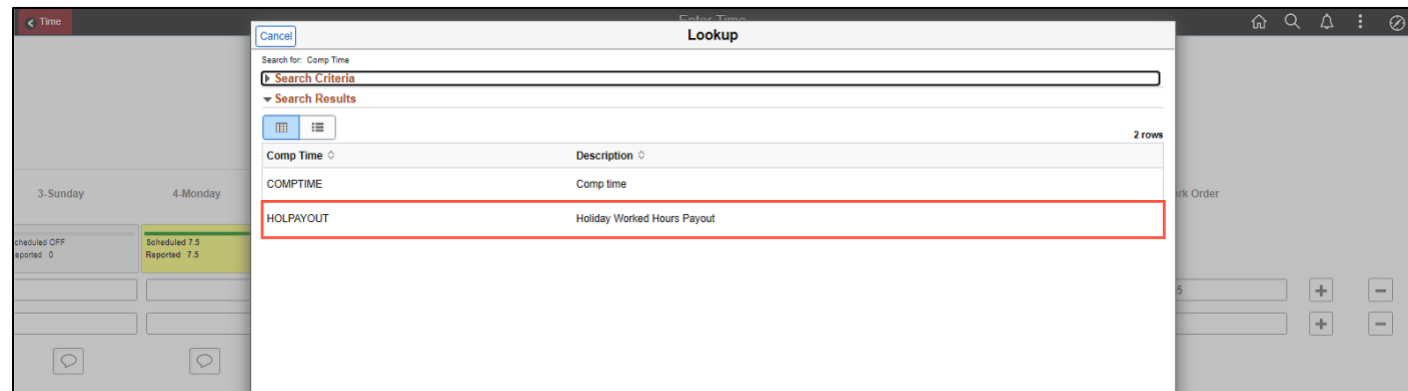


3 July - 9 July 2022  
Weekly  
Scheduled 37.50 | Reported 0 Hours

Save for Later Submit

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

**Step 19:** Click to select the **Holiday Worked Hours Payout (HOLPAYOUT)** option from the list.



Lookup

Search for: Comp Time

Search Criteria

Search Results

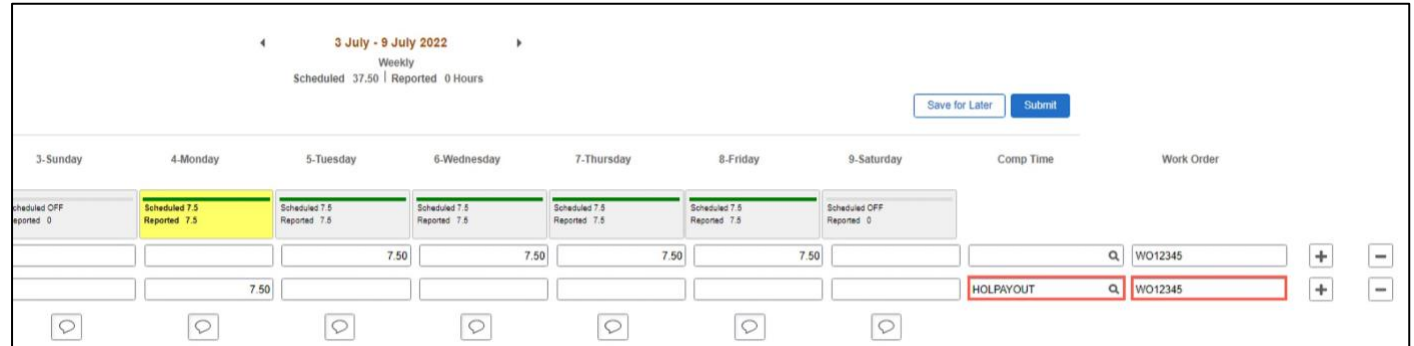
| Comp Time | Description                 |
|-----------|-----------------------------|
| COMPTIME  | Comp time                   |
| HOLPAYOUT | Holiday Worked Hours Payout |



**Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field on Behalf of an Employee**

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

**Step 20:** Click in the **Work Order** field and enter the order number that corresponds with the hours worked on the holiday.



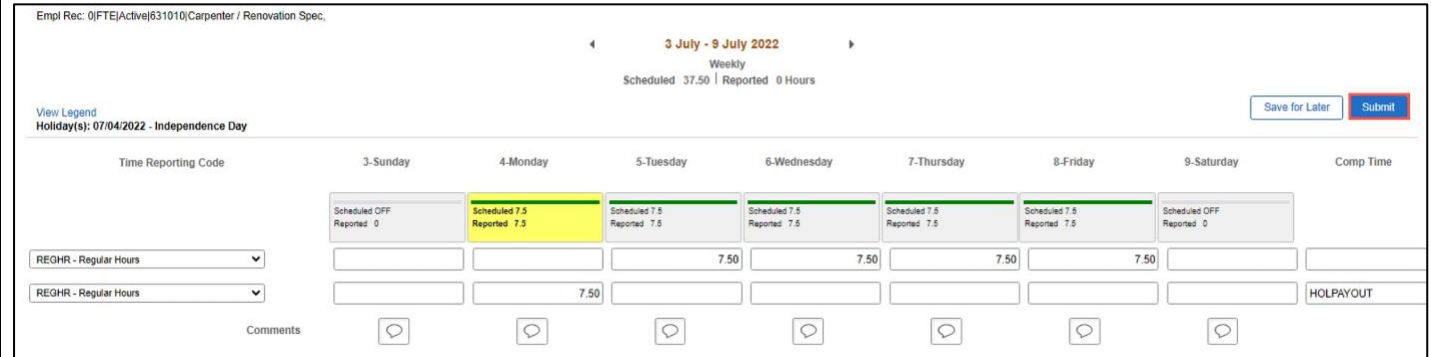
3 July - 9 July 2022  
Weekly  
Scheduled 37.50 | Reported 0 Hours

Save for Later Submit

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

**Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field on Behalf of an Employee**

**Step 21:** The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.



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

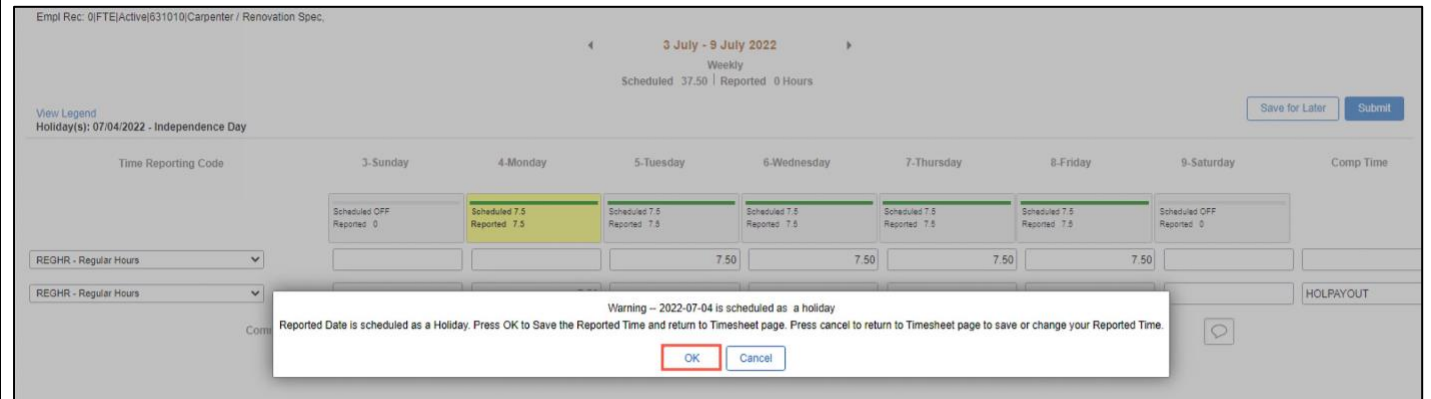
3 July - 9 July 2022  
Weekly  
Scheduled 37.50 | Reported 0 Hours

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<br>Reported 0 | Scheduled 7.5<br>Reported 7.5 | Scheduled 7.5<br>Reported 7.5 | Scheduled 7.5<br>Reported 7.5 | Scheduled 7.5<br>Reported 7.5 | Scheduled 7.5<br>Reported 7.5 | Scheduled 7.5<br>Reported 7.5 | Scheduled OFF<br>Reported 0 |           |
| REGHR - Regular Hours       |                               |                               | 7.50                          | 7.50                          | 7.50                          | 7.50                          |                             |           |
| REGHR - Regular Hours       |                               | 7.50                          |                               |                               |                               |                               |                             | HOLPAYOUT |
| Comments                    |                               |                               |                               |                               |                               |                               |                             |           |

**Step 22:** 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.



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<br>Reported 0 | Scheduled 7.5<br>Reported 7.5 | Scheduled 7.5<br>Reported 7.5 | Scheduled 7.5<br>Reported 7.5 | Scheduled 7.5<br>Reported 7.5 | Scheduled 7.5<br>Reported 7.5 | Scheduled 7.5<br>Reported 7.5 | Scheduled OFF<br>Reported 0 |           |
| REGHR - Regular Hours       |                               |                               | 7.50                          | 7.50                          | 7.50                          | 7.50                          |                             |           |
| REGHR - Regular Hours       |                               | 7.50                          |                               |                               |                               |                               |                             | HOLPAYOUT |
| Comments                    |                               |                               |                               |                               |                               |                               |                             |           |

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.

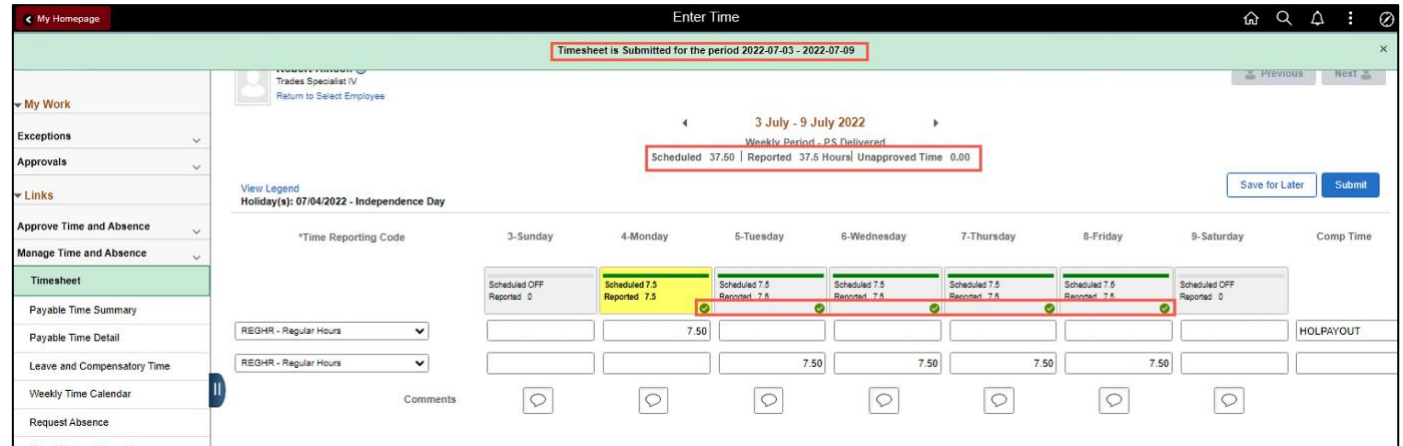
OK Cancel

**Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field on Behalf of an Employee**

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 a timesheet is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required as indicated by the white check in the green circle.

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



**Enter Time**

Timesheet is Submitted for the period 2022-07-03 - 2022-07-09

Trades Specialist IV  
Return to Select Employee

3 July - 9 July 2022  
Weekly Period - P.S. Delivered

Scheduled 37.50 | Reported 37.5 Hours | Unapproved Time 0.00

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<br>Reported 0 | Scheduled 7.5<br>Reported 7.5 | Scheduled 7.5<br>Reported 7.5 | Scheduled 7.5<br>Reported 7.5 | Scheduled 7.5<br>Reported 7.5 | Scheduled 7.5<br>Reported 7.5 | Scheduled 7.5<br>Reported 7.5 | Scheduled OFF<br>Reported 0 | HOLYPAYOUT |
| REGHR - Regular Hours       |                               | 7.50                          |                               |                               |                               |                               |                             |            |
| REGHR - Regular Hours       |                               |                               | 7.50                          | 7.50                          | 7.50                          | 7.50                          |                             |            |
| Comments                    |                               |                               |                               |                               |                               |                               |                             |            |

**Request Holiday Comp Payout on an Elapsed Timesheet with a Work Order Field on Behalf of an Employee**














**Step 23:** When submitted, the **Approved** icon appears for the days' time is 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 request holiday comp payout on an elapsed timesheet with a work order field on behalf of an employee.

**Legend** ✕

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

