

# **NEW TIME AND ABSENCE SYSTEM TL/ABS APPROVER TOUCHPOINT**

August 26, 2021



# TODAY'S AGENDA

- Requesting a Leave of Absence
- Cancel an Absence Request
- Approving Canceled Absence Requests
- Leave Balance Updates
- Compensatory Time vs. Overtime Pay
- Indicating Compensatory Time vs. Overtime Pay on the Timesheet
- Using Earned Compensatory Time
- Partial Day Absence Request
- Employee Types that Enter Regular Hours on a Timesheet
- Employee Types that Do Not Enter Regular Hours on a Timesheet
- FMLA – Extended Leave
- Managing Exceptions
- How to Request the TL/ABS Approver Role
- Tips and Reminders
- Fixes on the Way and What's Fixed

# REQUESTING A LEAVE OF ABSENCE

Earned compensatory time and holiday compensatory time are taken/entered directly on the timesheet.

All other leave types must be initiated through the request an absence process and cannot be entered directly on the timesheet.

The image displays two screenshots from an Employee Self Service portal. The top screenshot shows the 'Time' dashboard with a grid of widgets: 'Enter Time' (08/16/21 - 08/31/21) showing 0.00 reported and 82.50 scheduled hours; 'Comp/Holiday Comp Time' showing 0.00 balance hours; 'Request Absence' (highlighted with a red box); 'Absence Balances'; 'Time Summary' (08/16/21 - 08/31/21) showing no time reported; 'Exceptions' showing 0; 'View Requests'; 'Cancel Absences'; 'Payable Time' (08/01/21 - 08/15/21) showing 75 total hours and 0 USD estimated gross; 'Extended Absence Request'; and 'Leave Transf'. A red arrow points from the 'Request Absence' widget to the 'Request Absence' modal below. The modal shows 'Job Record: Program Manager II' and a dropdown menu for '\*Absence Name' with the following options: Administrative Leave, Amer. Red Cross Crt. Disaster, Annual Leave, Blood Drive and Donation, Bone Marrow, Court Leave, Death in Immediate Family, Leave of Absence (LWOP), Military Leave, Organ Donor Leave, Select Absence Name (highlighted), Sick Leave, Sick Leave Advance, and Voting Leave. A 'Submit' button is visible in the top right of the modal.

# REQUESTING A LEAVE OF ABSENCE

Absences entered through the request an absence process are visible (view only) on the timesheet for a combined and complete picture of work and leave hours for a given time period.

To add **REGHR - Regular Hours**, scroll all the way to the right to click the **+ Plus** button. This will add an additional row where hours worked can be entered in the daily time entry fields.

**Enter Time**

Administrative Coordinator I  
[Return to Select Employee](#)

15 August - 21 August 2021  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 3.75 Hours | Unapproved Time 0.00

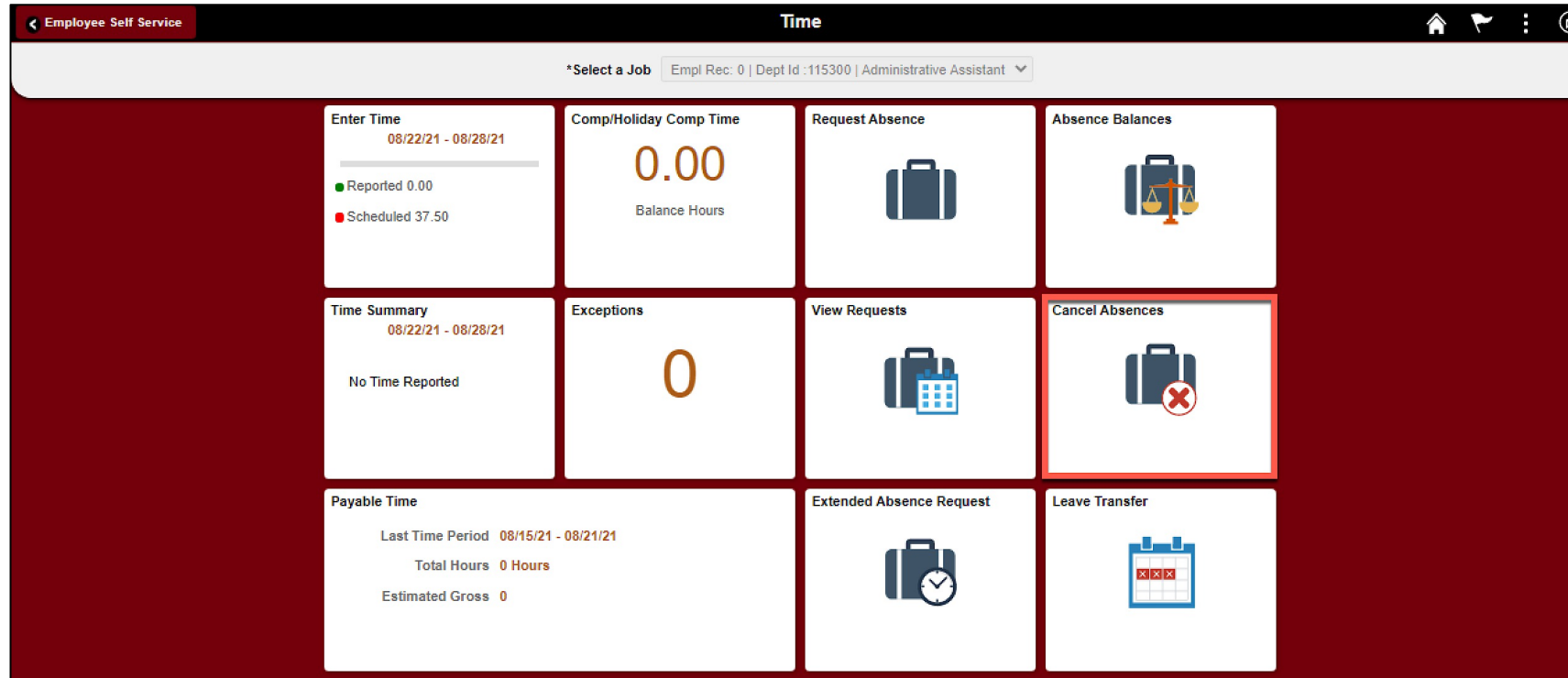
[View Legend](#) [Save for Later](#) [Submit](#)

*Time Reporting Code	15-Sunday	16-Monday	17-Tuesday	18-Wednesday	19-Thursday	20-Friday	21-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 3.75	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
SICK - Sick Leave					3.75			
Comments								

**+ Plus**

# CANCEL AN ABSENCE

If an employee needs to cancel an absence request, including those that have already been approved, they must initiate an absence cancellation request through employee self-service.



Please note that neither managers nor TL/ABS Approvers can cancel an absence request on behalf of the employee. The project team is researching how to give managers and TL/ABS Approvers the ability to cancel absences on behalf of the employee.

# CANCEL AN ABSENCE

Time **Cancel Absences**

Job Record Administrative Coordinator I

View Requests 3 rows

Annual Leave Approved	08/31/2021 7.5 Hours	>
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Sick Leave Submitted

Sick Leave Approved

Select the appropriate request and click the **Cancel Absence** button.

**Note:** If the absence request has been approved, the manager will need to approve the canceled request before another absence can be requested and it is no longer visible on the timesheet.

Cancel Absences **Cancel Absence**

[Return to Cancel Absences](#)

**Absence Details**

Job Record Administrative Coordinator I

Absence Name Annual Leave

Reason Personal

Start Date 08/31/2021

End Date 08/31/2021

Duration 7.50 Hours

Status Approved

Comments

**Attachments**

You have not added any Attachments.

[Add Attachment](#)

**Cancel Details**

Comments

Request History >

# APPROVING CANCELED ABSENCE REQUESTS

All approved absence requests that are canceled, must be approved by the manager. To approve the canceled request, scroll to the right on the **Multiple Absence Requests** page and click the **Cancel Absence Requests** link. This will take you to the Cancel Absence Request page.

**Multiple Absence Requests**

Cancel Absence Requests

	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Entry Source	Status
it	09/09/2021	09/10/2021	Annual Leave	Personal	15 Hours	<a href="#">View</a>	353.75 Hours	Employee Absence Request	Submitted
it	09/22/2021	09/23/2021	Annual Leave	Personal	15 Hours	<a href="#">View</a>	353.75 Hours	Employee Absence Request	Submitted
it	08/13/2021	08/13/2021	Sick Leave	Personal	7.5 Hours	<a href="#">View</a>	1133.34 Hours	Employee Absence Request	Submitted
I	09/10/2021	09/10/2021	Annual Leave	Personal	7.5 Hours	<a href="#">View</a>	191.40 Hours	Employee Absence Request	Submitted
I	08/06/2021	08/06/2021	Annual Leave	Personal	7.5 Hours	<a href="#">View</a>	191.40 Hours	Employee Absence Request	Submitted

Push Back Forecast

# LEAVE BALANCE UPDATES

Leave balances do not update until the date(s) on which the leave hours were taken have been extracted for payroll. Leave balances do not update at time of submission nor manager or TL/ABS approver approval of the leave hours.

Employee Self Service - Time

\*Select a Job | Empl Rec: 0 | Dept Id: 115300 | Administrative Assistant

<b>Enter Time</b> 08/22/21 - 08/28/21 Reported 0.00 Scheduled 37.50	<b>Comp/Holiday Comp Time</b> 0.00 Balance Hours	<b>Request Absence</b>	<b>Absence Balances</b>
<b>Time Summary</b> 08/22/21 - 08/28/21 No Time Reported	<b>Exceptions</b> 0	<b>View Requests</b>	<b>Cancel Absences</b>
<b>Payable Time</b> Last Time Period 08/15/21 - 08/21/21 Total Hours 0 Hours Estimated Gross 0	<b>Extended Absence Request</b>	<b>Leave Transfer</b>	

**Note:** In preparation for payroll this week, all leave hours taken have been extracted for payroll and updated balances are now available on the Absence Balances page in Employee Self Service.

Time | Balances

Calendar Year 2021

**Leave Data**

Empl ID	Name	Leave Accrual Date	Avg. Work Hours per Week	Avg. Work Hours per Day
X7		12/01/2010	37.50	7.50

**Absence Balances**

Absence Type	Carried Forward Hours	YTD Accrued Hours	YTD Taken Hours	Balances as of 08/31/2021
Annual Leave	97.980	81.280	125.000	54.260
Sick Leave	52.980	75.040	82.500	45.520

**Monthly Accrual Detail**

Month of Accrual	Annual Leave Hours	Sick Leave Hours
August	10.160	9.380

**Year-to-Date (YTD) Absence Record – Other Paid Leave**

Absence Type	YTD Hours Taken
Bone Marrow	0.00
Court Leave	0.00
Death Of Imm Family	0.00
Mandatory Furloug	0.00
Mil Leave	0.00
Organ Donor	0.00

**\*\*Disclaimer:** The current balance does not reflect absences that have not been processed. Also, monthly accruals prior to August 1, 2021 are reflected in the YTD Accrued Hours of the Absence Balances section. Therefore, the Monthly Accrual Detail for 2021 will start with August and forward. Furthermore, Year-to-Date Hours Taken for Other Paid Leave does not include absences taken before August 1, 2021.

Forecast Balance



# COMPENSATORY TIME VS. OVERTIME PAY

Compensatory time and overtime pay are the two ways UofSC may compensate salary non-exempt employees for hours worked over 40 in an FLSA work week (Sunday – Saturday).

- **Comp time** is a type of earned leave that is accrued at 1.5 hours for every 1 hour worked over 40 in the workweek. Employees must use comp time by the close of the fiscal year in which the comp time was earned, unused comp time balance will pay out at the overtime rate at the close of the fiscal year.
- **Overtime** compensation is paid at 1.5 times the normal hourly rate (aka – time and a half) for hours worked over 40 in the workweek, included on the paycheck for that week. \*Note employees in non-leave earning positions (temps, students, and some RGP/TL depending on how the position was established) are not eligible to earn compensatory time, so all hours worked over 40 in an FLSA workweek are automatically paid at the overtime rate.

Units may determine internal procedures for utilizing comp time vs. overtime pay for their non-exempt leave earning employees. See Policy [HR 1.84](#) for additional information on overtime compensation

# INDICATING COMPENSATORY TIME VS. OVERTIME PAY ON THE TIMESHEET

The system will automatically pay the **overtime** rate for all hours worked over 40 in an FLSA workweek, no action needed other than manager or TL/ABS approver approval of the timesheet.

If your area has internal procedures for **compensatory time**, the employee must add the comp time indicator to their timesheet (the manager or TL/ABS approver can add during the approval process).

Reporting Code	22-Sunday	23-Monday	24-Tuesday	25-Wednesday	26-Thursday	27-Friday	28-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 10	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
	7.50	7.50	7.50	10.00	10			
Comments								

Time Banking

Bank Comp.

Proceed

**Note:** You must scroll to the far right of the timesheet to add the comp time indicator in the field next to Saturday's hours as shown above.

# USING EARNED COMPENSATORY TIME

Comp time hours earned are not credited to the employee's available comp time balance until the timesheet in which the hours were earned is approved and pulled for payroll and the time has been extracted and converted into payable time.

When available, earned comp time can be used on the timesheet by selecting the appropriate comp time/holiday comp time code.

**Enter Time**

Empl Rec: 0 | Dept Id :115300 | Administrative Assistant

22 August - 28 August 2021  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours

View Legend Save for Later Submit

*Time Reporting Code	22-Sunday	23-Monday	24-Tuesday	25-Wednesday	26-Thursday	27-Friday	28-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 OFF Reported 0	

Comments

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

# PARTIAL DAY ABSENCE REQUEST

Job Record Administrative Coordinator I

\*Absence Name

\*Reason

\*Start Date

End Date

Duration  Hours

Partial Days

If your absence is only one day (meaning the start and end date are the same) the Partial Days drop-down will display the following two options (not including the default of 'None'): All days and Start Day only. These two options do the exact same thing since the request is only for one day. Selecting either option will reflect properly for the time taken for the one-day absence request.

Cancel **Partial Days** Done

Partial Days

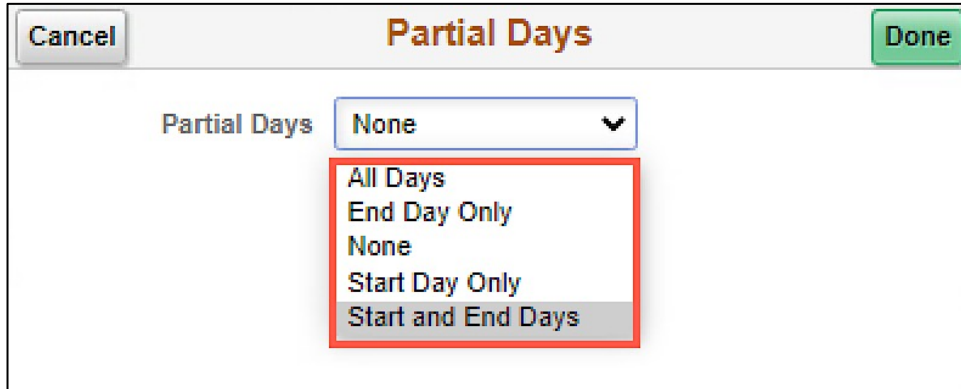
- All Days
- None
- Start Day Only

**All Days or Start Day Only** – You need to take one partial day absence from work.

- *Example:* The cable technician is coming to your home to correct connectivity issues, they gave a window of 1-4pm. You must be home during this timeframe so you request to take annual leave for the afternoon.
- *Example:* You have an appointment with your doctor at 9am but will come to work after. You need to request sick leave for a couple hours that morning.

# PARTIAL DAY ABSENCE REQUEST

If your absence is two or more days long the **Partial Days** drop-down will display the following four options (not including the default of 'None'): All days, End Day Only, Start Day Only, and Start and End Day Only.



Cancel Partial Days Done

Partial Days None

- All Days
- End Day Only
- None
- Start Day Only
- Start and End Days

**All Days** – You need to take the exact same number of leave hours each day of the absence request.

- *Example:* Your child has half days at school all week and you need to take annual leave from 12:30-5pm Monday through Friday to care for your child.

**End Day Only** – You will work (or utilize another leave type) some portion of the last day of the absence request, so you only need leave hours to account for a portion of the day.

- *Example:* You are returning from vacation (annual leave) to attend an important division-wide staff meeting. You will be at work from 3-5pm which means leave hours are only needed for the first part of the day.

**Start Day Only** - You will work (or utilize another leave type) some portion of the first day (the start day) of the absence request, so you only need leave hours to account for a portion of the day.

- *Example:* You are catching a flight to New York at 6pm. You will drive to the airport directly from work which means you plan to work until 2pm. You only need leave hours for time scheduled after 2pm.

**Start and End Days** – You need to take the exact same number of leave hours both the start and end days of the absence request. *\*Note for a two day absence this is the same as using the All Days option.*

- *Example:* You are taking an extended weekend trip with odd hours so you want to take the least amount of annual leave time possible. You are leaving at 12pm Friday and returning 11am Monday so you would like to request partial day leave on both days in the amount of 4 hours. Note the amount of leave must be the same for both days.

# PARTIAL DAY ABSENCE REQUEST

Using the partial day indicator:

**Partial Days**

Cancel Done

Partial Days **End Day Only** ▼

End Date 08/27/2021

End Day Is Half Day  Yes

The default for any of the four partial day selections is half day, this means the system will automatically populate leave hours on the selected day(s) to align with your work schedule. If you are a 37.5 hour per week employee on a standard schedule, meaning you work 7.5 hours a day Monday through Friday, the default half day will be account for 3.75 hours. If the half day is what you want to request, no further action needed. Click the Done button.

**Partial Days**

Cancel Done

Partial Days **End Day Only** ▼

End Date 08/27/2021

End Day Is Half Day  No

Duration **3** Hours

If you need to request a partial day that is not exactly half of your assigned work schedule click the 'End Day is a Half Day' toggle button to No. Upon clicking the toggle a new field for duration of hours will appear. This field is for the duration of leave hours you are requesting to utilize that day. Say you are a 37.5 hour per week employee on a standard schedule, meaning you work 7.5 hours a day Monday through Friday, and you plan to work 4.5 hours (not a half day) so you need to request a partial day absence for the remaining hours. You would enter 3 hours in the duration field, this is your normal schedule of 7.5 hours – 4.5 hours = 3 hours of leave needed to make you 'whole' for the day. Click the Done button.

# EMPLOYEE TYPES THAT ENTER REGULAR HOURS

Only **Hourly** and **Non-Exempt** employees are required to enter REGHR - Regular Hours worked on the timesheet.

## Salaried Non-Exempt TRCs

CMPFM - Compensatory - FMLA
CMPML - Compensatory - Military
CMPTT - 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

## Hourly TRCs

REGHR - Regular Hours
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# EMPLOYEE TYPES THAT DO NOT ENTER REGULAR HOURS

**Salaried Exempt** employees are known as 'exception time reporters' and only report hours worked during UofSC's two exceptions:

1. worked on a holiday
2. worked during authorized hazardous weather event

## Salaried Exempt TRCs

HCTK - Holiday Comp Taken  
HCTKF - Holiday Compensatory - FMLA  
HCTKM - Holiday Compensatory - Militar  
HCTKW - Holiday Compensatory - WC  
HOLEX - Worked on Holiday

**Salaried Exempt Temp** employees do not enter working hours into a timesheet. Only exempt temporary staff will be entering:

1. Leave of absence personal for a full scheduled day request into a timesheet
2. Leave of absence sick for a scheduled work week into a timesheet

## Salaried Exempt Temp TRCs

LOAP - Leave of Absence Personal  
LOAS - Leave of Absence Sick



# EXTENDED LEAVE REQUEST (FMLA) IN ESS

To request extended leave (FMLA), the employee will use the Extended Absence Request tile in ESS. All FMLA requests are **approved** by the **Central Leave Administrator** in the Benefit's Office.

The screenshot shows the 'Time' dashboard in ESS. It includes several tiles: 'Enter Time' (08/16/21 - 08/31/21) with Reported 0.00 and Scheduled 82.50; 'Comp/Holiday Comp Time' (0.00 Balance Hours); 'Request Absence'; 'Absence Balances'; 'Time Summary' (08/16/21 - 08/31/21) with No Time Reported; 'Exceptions' (0); 'View Requests'; 'Cancel Absences'; 'Payable Time' (Last Time Period: 08/01/21 - 08/15/21, Total Hours: 75 Hours, Estimated Gross: 0 USD); and 'Extended Absence Request'.

The screenshot shows the 'USC Extended Absence Request' form, Step 2 of 4: Absence Details. The form includes a sidebar with steps: 1 General Information (Visited), 2 Absence Details (Visited), 3 Attachments & Notes (Not Started), and 4 Review and Submit (Not Started). The main content area contains several questions and input fields:

- Are you a transfer from another state agency or state funded University?  No
- Does your spouse work for the same company?  No
- Does your spouse work for another state agency or state funded University?  No
- According to HR 1.07 FMLA policy, you are required to use sick leave during your own serious health condition. If your sick leave balance is insufficient, will you use annual leave?  No
- \*Start Date: 08/25/2021
- \*Expected Return Date: [Calendar Icon]
- Actual Return Date: [Calendar Icon]
- \*Absence Reason: Select Absence Reason (dropdown menu)
- Current Balance: [Input Field]
- Comments: [Text Area]

The dropdown menu for 'Absence Reason' is open, showing the following options: Birth, Adoption or Foster care; Family Serious Health Condition; Military-Fam Illness/Injury; Military-Qualifying Exigency; Own Serious Health Condition; Parent Serious Health Cond.; and Select Absence Reason.

If the employee is not able to request Extended Leave in ESS, the Central Leave Administrator can do it on their behalf.

# MANAGING EXCEPTIONS

The most common exceptions you see on the Time and Absence Workcenter:

- **Invalid Employee Status – High Severity**
- Quantity cannot be zero – High Severity
- More than 24 Hours Reported - High Severity
- Work Order Number is Missing – High Severity (Facilities and Housing only)
- Partial Sick Absence (LOAS – scheduled work week) – High Severity (Salaried Exempt Temps only)
- Personal Leave Validation (LOAP – full scheduled day) – High Severity (Salaried Exempt Temps only)
- HOLEX only on holiday – High Severity (exempt employee)

High Severity - timesheet will submit but will not be processed by Time and Labor or Payroll until fixed.

All exceptions must be managed. Please encourage employees and managers to pay close attention to error messages.

Currently the Fixed Exceptions area of the Workcenter is not working but there are some work arounds. Job Aids are available on the Time/Labor and Absence Management Implementation page.

Managing exceptions job aids are available on the [Time/Labor and Absence Management Implementation](#) webpage.

# HOW TO REQUEST THE TL/ABS APPROVER ROLE

To request the TL/ABS Approver role going forward follow the below steps:

1. Complete the HCM All Access Form and upload to a ServiceNow ticket for HCM Access/Inquiry
2. Once approved, the individual will receive a message as a comment in ServiceNow letting them know the Time and Absence Approver Training tile is available on the Employee Self Service landing page in HCM PeopleSoft
3. Individual completes 5 activity steps, including reviewing a recorded webinar and completing a short quiz.
4. When the individual receives 80% or higher on the required quiz, the HCM Support team will reach out to the security team to assign the TL/ABS Approver. When the role is assigned the Time and Absence Approver Training tile will no longer appear in Employee Self Service.

Use steps 1 and 2 to:

1. requesting access to additional departments for an individual that already has the TL/ABS Approver role
2. to remove the role or department

# NEW TL/ABS APPROVER REQUEST PROCESS

The screenshot displays the 'Employee Self Service' interface. At the top, the University of South Carolina logo is on the left, and navigation icons (home, search, flag, menu, refresh) are on the right. The main content area is divided into several sections:

- Last Pay Date:** 07/30/2021
- Action Required:** A placeholder for a user profile picture.
- USC Profile:** A section with a person and pencil icon.
- Company Directory:** A section with a person and organizational chart icon.
- New Employee Onboarding Sur...:** A section with an icon of people at a desk and a count of 0.
- Time and Absence Approver Trng:** A section with a clock and money icon and a count of 1.

On the right side, a task pane is open, showing a progress list and a task details window:

- Introduction:** Visited (green dot)
- Complete Training Videos:** Not Started (radio button)
- Quiz:** In Progress (yellow dot)
- Review Quiz Results:** Not Started (radio button)
- Summary:** Visited (green dot)

The task details window for 'Introduction' includes the Uof SC South Carolina logo, a welcome message to Christopher Poore, and instructions: 'The Time and Absence training is designed to provide you an overview of the time and absence process. There are a series of videos to watch which will walk you through how to complete key processes for recording and approving time and leave. Once you have completed the videos, there is a list of 7 questions to answer related to the videos. In order to receive the Time and Absence Approver security role, you cannot miss more than 1 out of the 7 questions.'

# TIPS AND REMINDERS

- Student Employees, where all jobs are terminated can no longer access ESS.
- Managers need to approve all time and absence requests before the employee's job is terminated. Once terminated, the TL/ABS Approver will have to approve on behalf of the manager.
- Please pay attention the exceptions and fix accordingly. If unsure how to fix an exception, please reach out to Judy Timmons.

# FIXES ON THE WAY

- Currently not taking any notification updates. The team needs to research and fix a problem before changes can be made. It is important to remember that at least one TL/ABS Approver per department is required to receive notifications.
- When a TL/ABS Approver submits their timesheet, it will auto approve at submission and no email approval notifications are sent to the Manager/Approvers. (In testing, so getting close!)

# WHAT'S FIXED

- Job descriptions are now correct on some timesheets.

Payroll Department

Payroll Department

My Payroll

Pay Dates

Direct Deposit

International Payroll

Payroll Toolbox

ITAMS Reference

Forms

Payroll Schedules

Student Account Codes

HCM PeopleSoft Resources

Time/Labor and Absence Management Implementation

Office Contacts

**Time/Labor and Absence Management Implementation**

Beginning August 1, 2021, UofSC employees will use a new time reporting and leave request system. Replacing ITAMS and implementing additional modules in HCM PeopleSoft brings pay, time and absence management together into one system.

**What is Time/Labor and Absence Management?**

**Time and Labor** is a PeopleSoft application that allows employees to report working hours and leave directly into the HCM PeopleSoft system using timesheets in Employee Self-Service.

**Absence Management** is where paid time off (Sick Leave, Annual Leave, and other types of leave) will be requested, approved and transferred to Time and Labor for payroll purposes.

**Who will be Impacted?**

All employees (students, staff and faculty), currently using ITAMS for time reporting, will be directly impacted.

**What are the Benefits of this New System?**

Here are just a few of the reasons why a new time reporting system is so important:

- Easy access to timesheets in Employee Self Service
- Pay stubs and timecards will be in one system
- Efficiency in payroll processing
- Manager validation of employee time
- Greater reporting capabilities for managers

**How will Employees (Students, Staff, and Faculty) Receive Support All Along the Way?**

One of the most important aspects of a successful implementation is providing proper training. We want to equip employees with the tools and confidence needed to enter time worked and request time off with ease. Online resources will be offered in an on-demand and self-paced format to include demo videos and printable job aids.

As implementation continues, we will add updates and resources to this webpage. If you have any questions, please contact CMTEAM@sc.edu.

Expand all

- Employee Self Service Training Resources for Students, Faculty, and Staff (+)
- Manager (Employees with Direct Reports) Self Service Training Resources (+)
- Time/Labor and Absence Management (TL/ABS) Approver Training Resources (+)
- View Only Access Training Resources (+)
- Find Your Departmental Facilitator (+)

# TIME/LABOR AND ABSENCE MANAGEMENT IMPLEMENTATION WEBPAGE

Job Aids are available for:

- Employees
- Managers
- TL/ABS Approvers

Listing of Departmental Facilitators, front line support for employees.

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)

**THANK YOU!**

**IF YOU HAVE ANY QUESTIONS, PLEASE  
REACH OUT TO  
CMTEAM@MAILBOX.SC.EDU**