

How to earn overtime and request holiday comp payout on a timesheet for a 28 day police Upstate employee:

This job aid outlines how a 28 day police Upstate employee can earn overtime and request holiday comp payout on a timesheet.

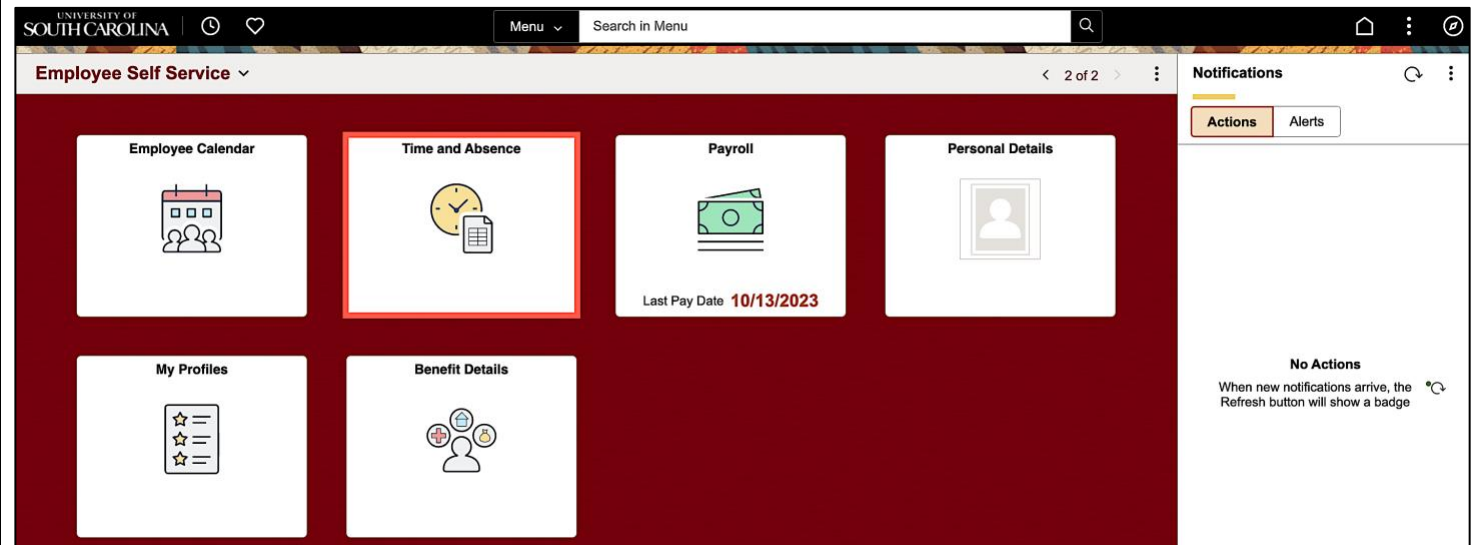
Note: Before indicating you would like to receive a payout for hours worked on a holiday, it is very important to receive approval from your manager. Although this option is available to all non-exempt employees, it is at the departments discretion whether they want to payout the hours worked or request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

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

Processing Steps

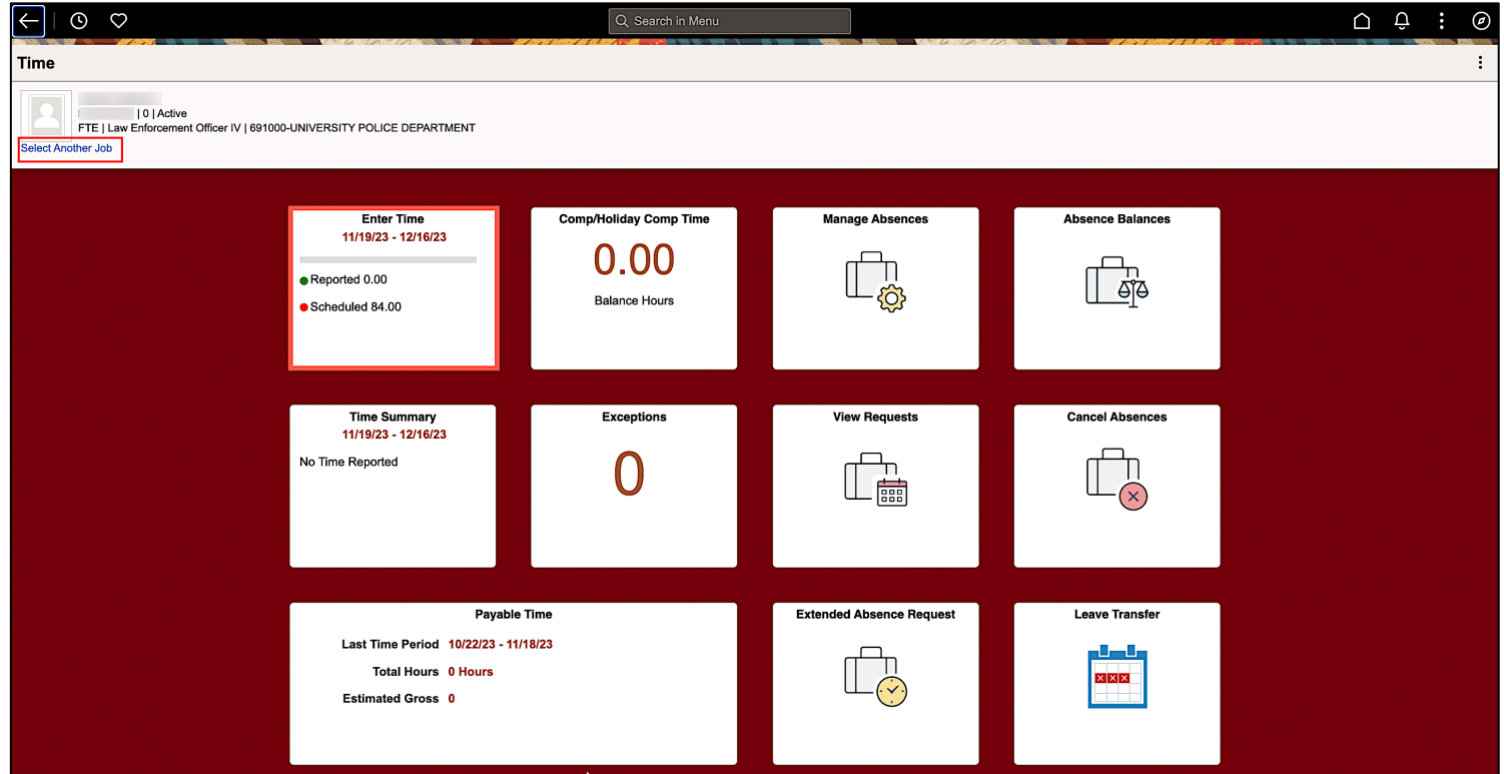
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screen Shots



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

Note: Many police officers have an FTE along with an internal dual assignment active concurrently. If you do not have multiple active jobs, you can skip step 2.



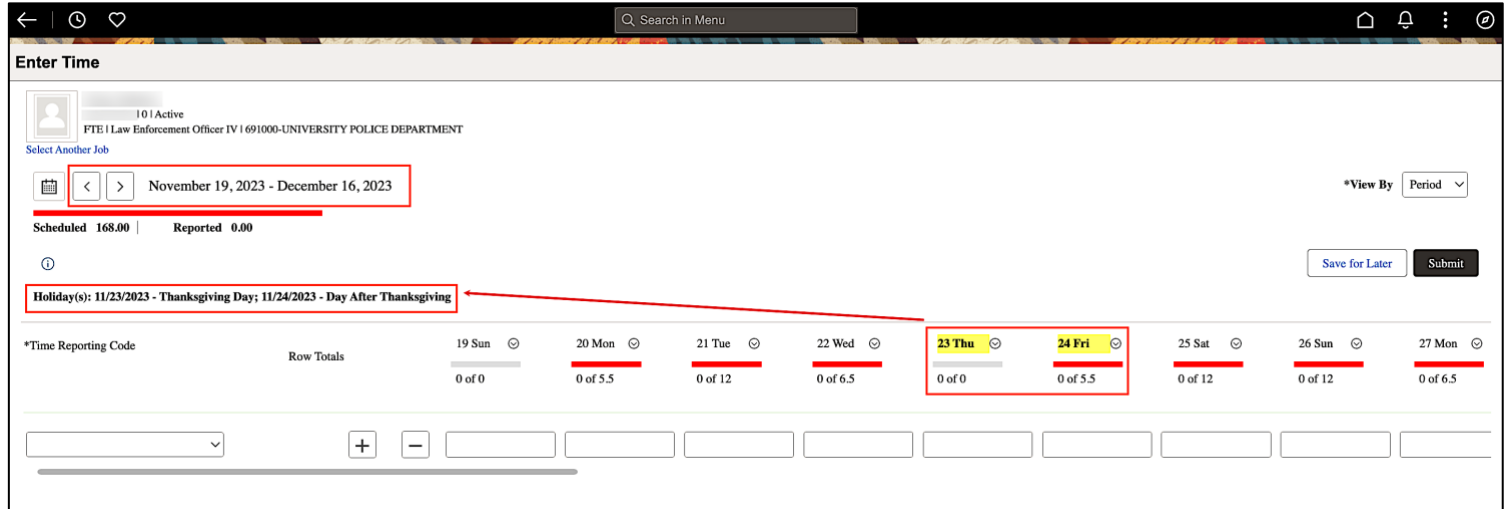
The screenshot displays the 'Time' management interface. At the top, there is a search bar and navigation icons. Below the header, the user's profile is shown as 'FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT'. A red box highlights the 'Select Another Job' link. The main area contains a grid of tiles:

- Enter Time** (11/19/23 - 12/16/23): Shows a progress bar with 'Reported 0.00' and 'Scheduled 84.00'. This tile is highlighted with a red border.
- Comp/Holiday Comp Time**: Shows a balance of 0.00 hours.
- Manage Absences**: Includes an icon of a briefcase and a gear.
- Absence Balances**: Includes an icon of a briefcase and a scale.
- Time Summary** (11/19/23 - 12/16/23): Shows 'No Time Reported'.
- Exceptions**: Shows a balance of 0.
- View Requests**: Includes an icon of a briefcase and a calendar.
- Cancel Absences**: Includes an icon of a briefcase and a red 'X'.
- Payable Time** (Last Time Period: 10/22/23 - 11/18/23): Shows 'Total Hours 0 Hours' and 'Estimated Gross 0'.
- Extended Absence Request**: Includes an icon of a briefcase and a clock.
- Leave Transfer**: Includes an icon of a calendar with red 'X's.

Step 3: Be sure to select the correct timeframe for the 28 day schedule. Use the **Arrows** to navigate to the appropriate timesheet.

Note: 28 day police submit their timesheets on a 28 day basis, rather than weekly like other employees. Reported time can be entered daily or weekly for the 28-day period, making sure to save for later along the way. At the end of the 28 day schedule, click the **Submit** button to submit the entire 28 days' timesheet.

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



Enter Time

101 Active
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

Select Another Job

November 19, 2023 - December 16, 2023

Scheduled 168.00 | Reported 0.00

*View By Period

Save for Later Submit

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
		0 of 0	0 of 5.5	0 of 12	0 of 6.5	0 of 0	0 of 5.5	0 of 12	0 of 12	0 of 6.5

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Earn Overtime and Request Holiday Comp Payout on a Timesheet – 28 Day Police Upstate

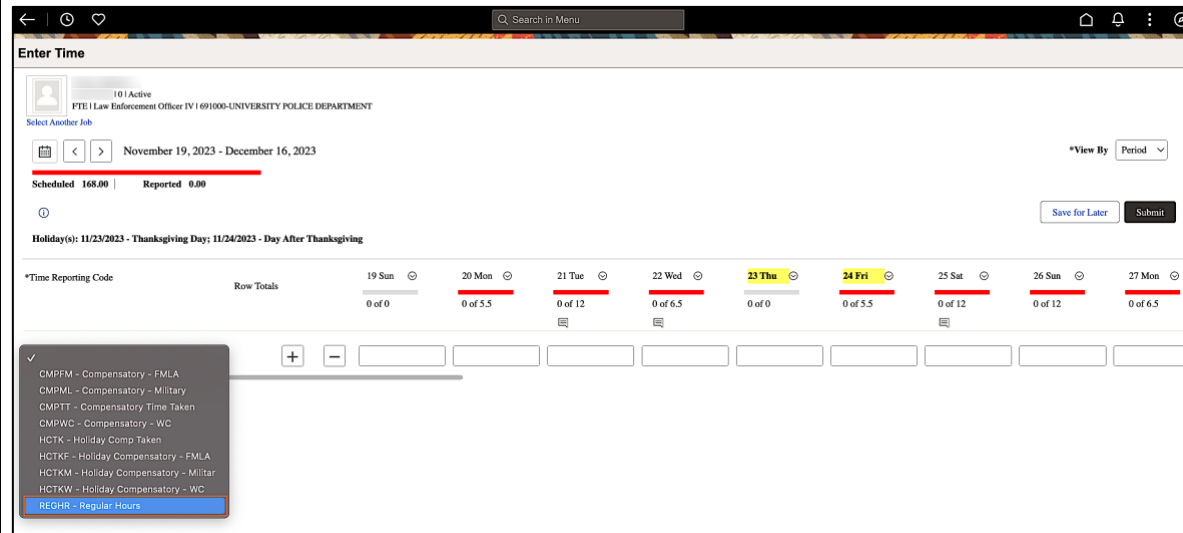
Step 4: Begin by selecting the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

Step 5: Click the **Time Reporting Code** drop-down arrow.

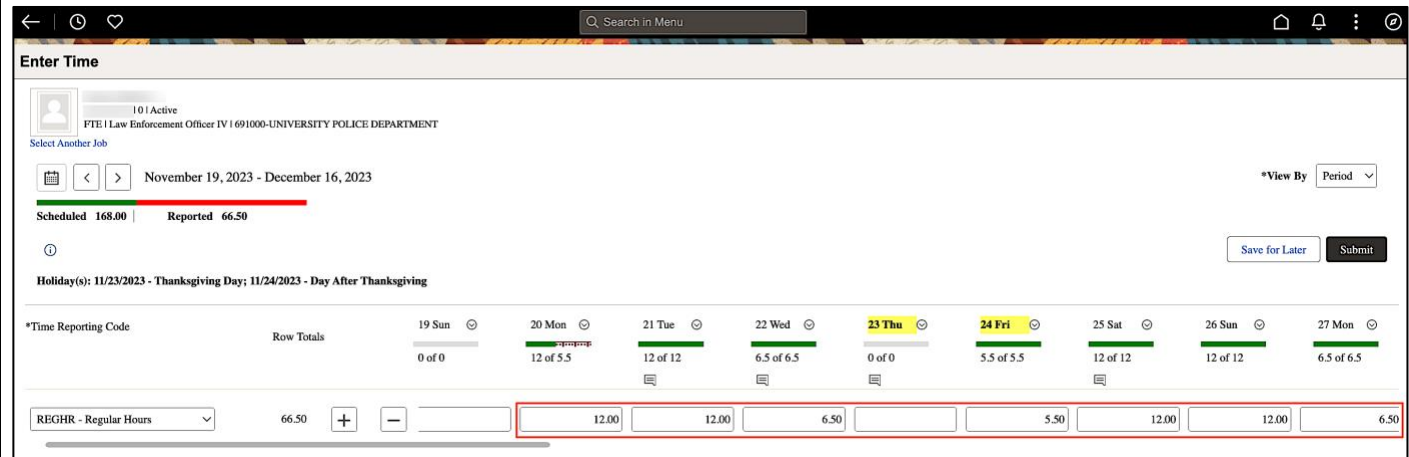
Step 6: Select **REGHR – Regular Hours**.

Step 7: On this first line, click in the **Time Entry** field and enter hours worked for each scheduled day. For this example, you will also enter the hours for the holiday you are scheduled to work. The unscheduled hours worked on a holiday will need to be entered on a separate time reporting row.



The screenshot shows the 'Enter Time' interface for a user named '101 Active' (FTE: Law Enforcement Officer IV) at the University Police Department. The date range is November 19, 2023, to December 16, 2023. The scheduled hours are 168.00 and reported hours are 0.00. A dropdown menu for Time Reporting Code is open, showing various options like 'CMPFM - Compensatory - FMLA', 'HCTKW - Holiday Compensatory - WC', and 'REGHR - Regular Hours' (which is highlighted).

*Time Reporting Code	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
Row Totals	0 of 0	0 of 5.5	0 of 12	0 of 6.5	0 of 0	0 of 5.5	0 of 12	0 of 12	0 of 6.5



The screenshot shows the 'Enter Time' interface after hours have been entered. The reported hours are now 66.50. The 'REGHR - Regular Hours' code is selected in the dropdown menu. The hours entered for each day are: Sun 0, Mon 12.00, Tue 12.00, Wed 6.50, Thu 0, Fri 5.50, Sat 12.00, Sun 12.00, Mon 6.50.

*Time Reporting Code	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
Row Totals	0 of 0	12 of 5.5	12 of 12	6.5 of 6.5	0 of 0	5.5 of 5.5	12 of 12	12 of 12	6.5 of 6.5

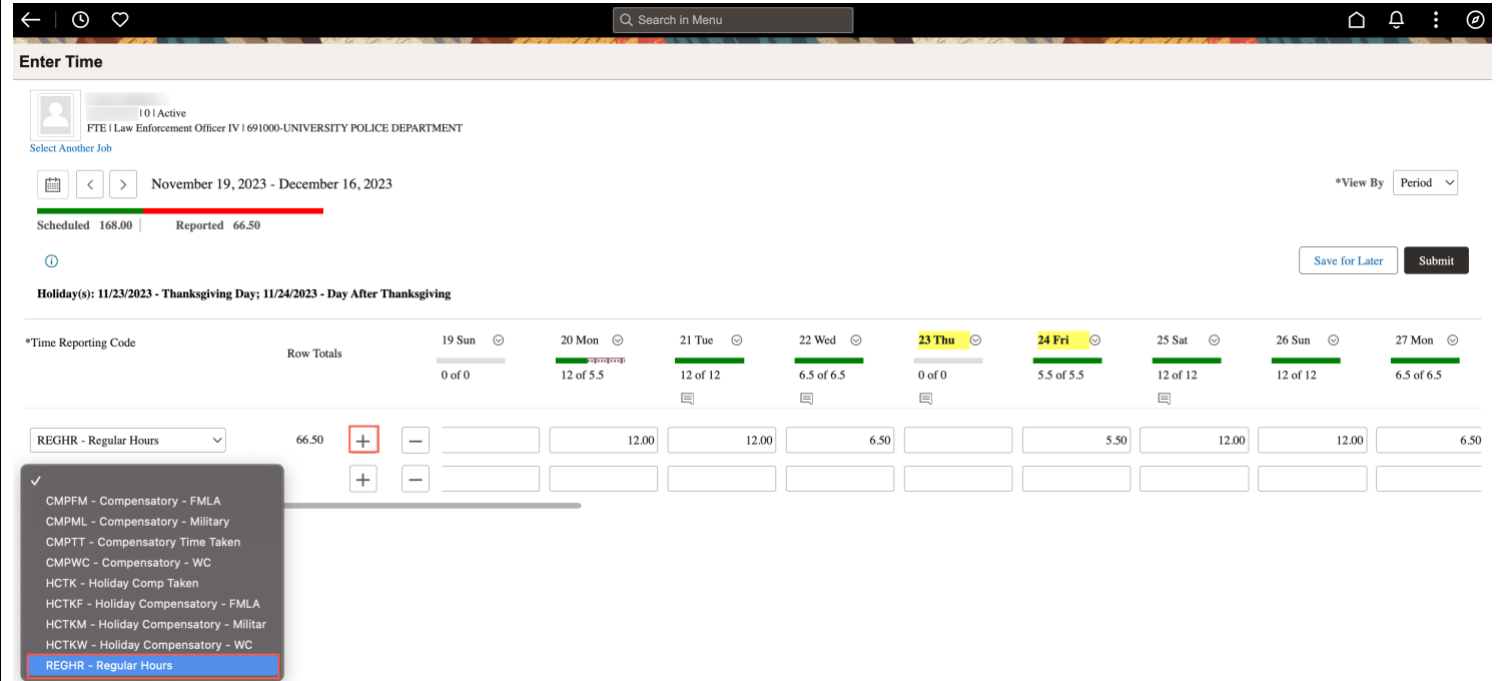
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Earn Overtime and Request Holiday Comp Payout on a Timesheet – 28 Day Police Upstate

Step 8: To enter the hours worked on the holiday, click the **Add a Row** button to add a second time reporting row.

Step 9: Click the **Time Reporting Code** drop-down arrow.

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



Enter Time

10 | Active
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT
Select Another Job

November 19, 2023 - December 16, 2023 *View By Period

Scheduled 168.00 | Reported 66.50

Save for Later Submit

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
		0 of 0	12 of 5.5	12 of 12	6.5 of 6.5	0 of 0	5.5 of 5.5	12 of 12	12 of 12	6.5 of 6.5

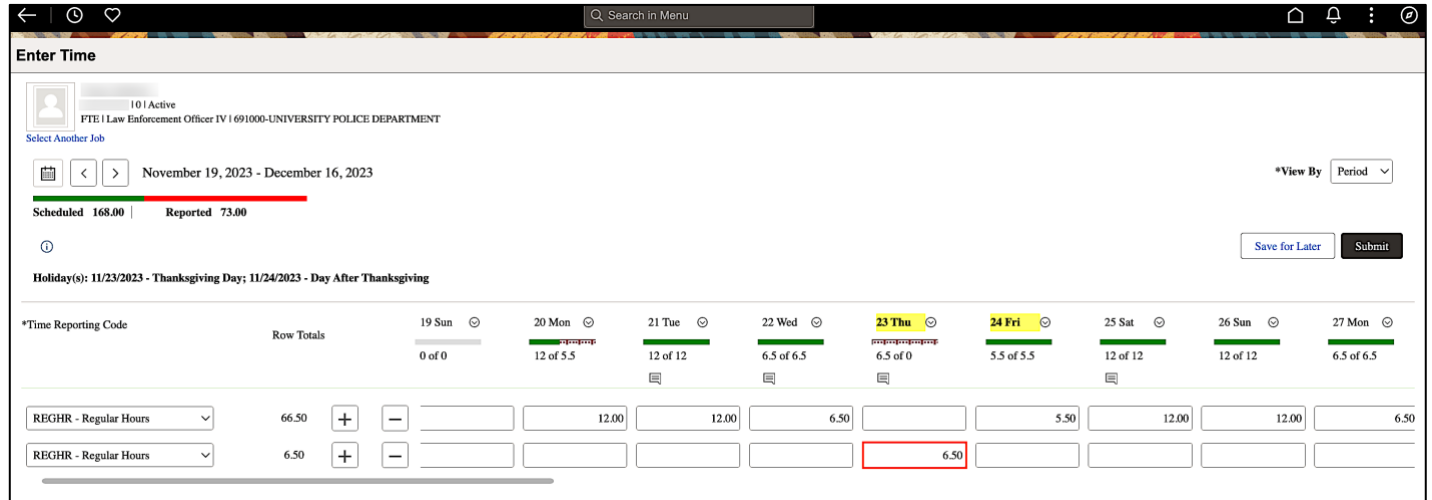
REGHR - Regular Hours 66.50 + - 12.00 12.00 6.50 5.50 12.00 12.00 6.50

- ✓ [x] 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

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Earn Overtime and Request Holiday Comp Payout on a Timesheet – 28 Day Police Update

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



Enter Time

10 | Active
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT
[Select Another Job](#)

November 19, 2023 - December 16, 2023 *View By Period

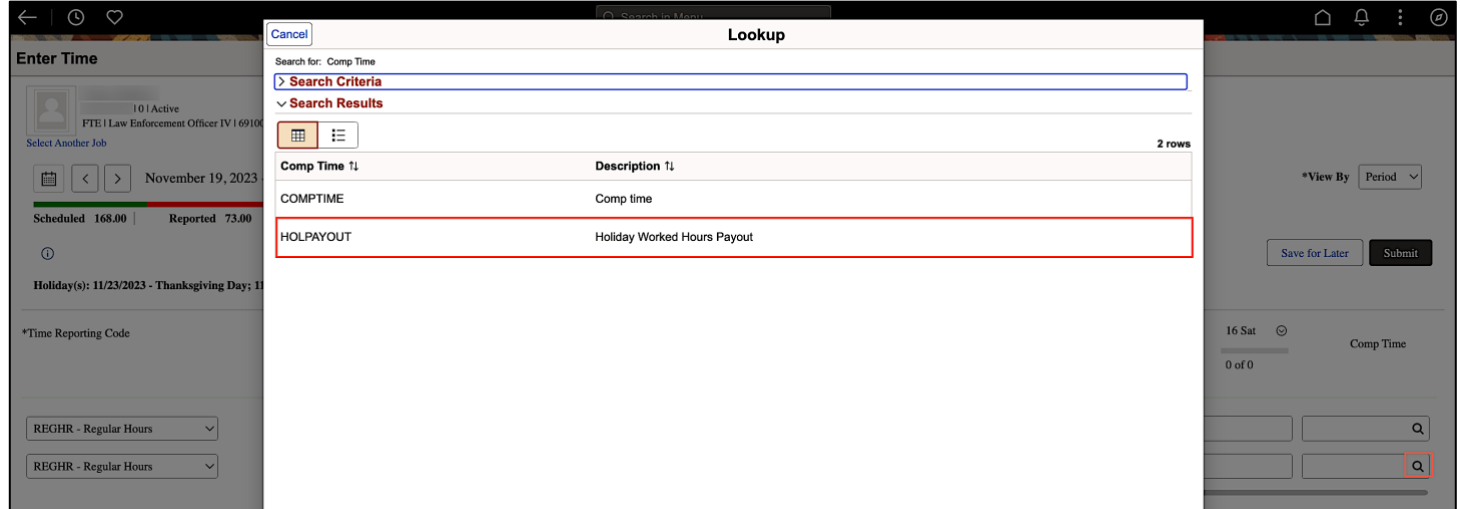
Scheduled 168.00 | Reported 73.00

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

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
		0 of 0	12 of 5.5	12 of 12	6.5 of 6.5	6.5 of 0	5.5 of 5.5	12 of 12	12 of 12	6.5 of 6.5
REGHR - Regular Hours	66.50		12.00	12.00	6.50		5.50	12.00	12.00	6.50
REGHR - Regular Hours	6.50					6.50				

Step 12: To request a payout for the hours worked on the holiday, scroll all the way to the right, click the **Look up Comp** button and select the **Holiday Worked Hours Payout (HOLPAYOUT)** option from the list.



Enter Time

10 | Active
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT
[Select Another Job](#)

November 19, 2023 *View By Period

Scheduled 168.00 | Reported 73.00

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

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code

REGHR - Regular Hours

REGHR - Regular Hours

Lookup

Search for: Comp Time

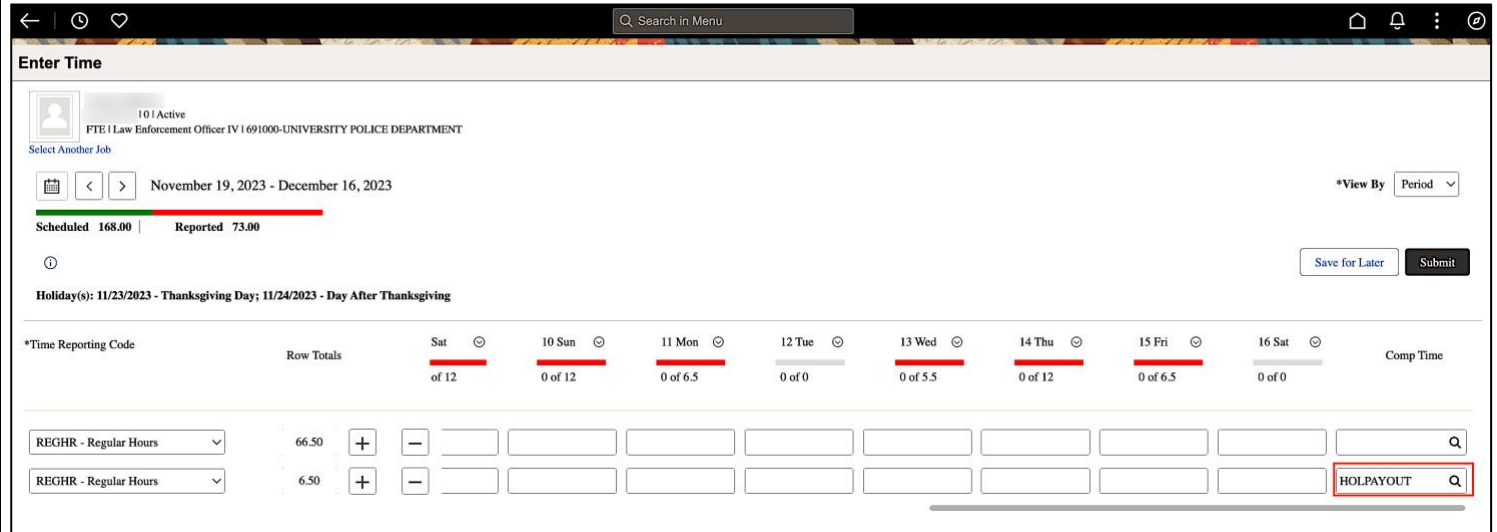
> Search Criteria

< Search Results

2 rows

Comp Time	Description
COMPTIME	Comp time
HOLPAYOUT	Holiday Worked Hours Payout

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



Enter Time

10 | Active
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT
Select Another Job

November 19, 2023 - December 16, 2023 *View By Period

Scheduled 168.00 | Reported 73.00

Save for Later Submit

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	Sat	10 Sun	11 Mon	12 Tue	13 Wed	14 Thu	15 Fri	16 Sat	Comp Time
REGHR - Regular Hours	66.50	of 12	0 of 12	0 of 6.5	0 of 0	0 of 5.5	0 of 12	0 of 6.5	0 of 0	
REGHR - Regular Hours	6.50									HOLPAYOUT

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

Step 13: Click the **Related Actions** drop-down arrow and select **Add/View Comments** from the list.

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

Step 15: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

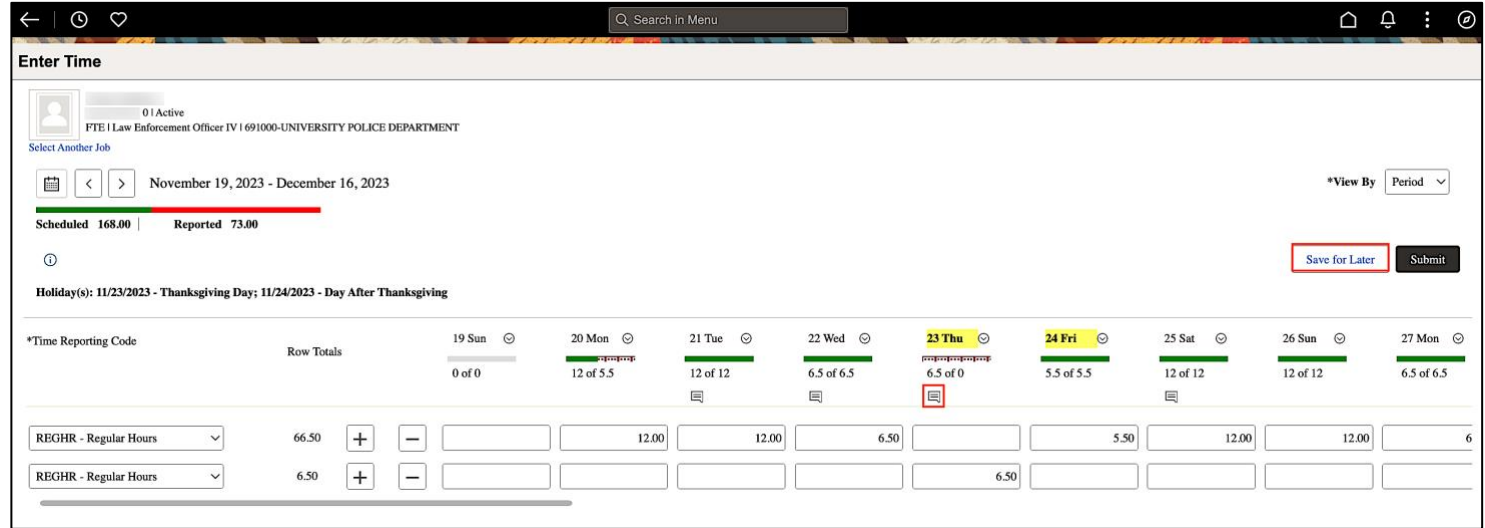
Step 16: Click the **X** to close the Time Reporting Comments page.

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Notice when a comment has been added, a little comment sheet is populated.

Step 17: You are done entering time, but you are not ready to submit. Click the **Save for Later** button to save the time entered on this timesheet.

Step 18: Click the **Yes** button to indicate you would like to validate the time. This will populate the Reported hours at the top of the timesheet.



Enter Time

01 Active
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

Select Another Job

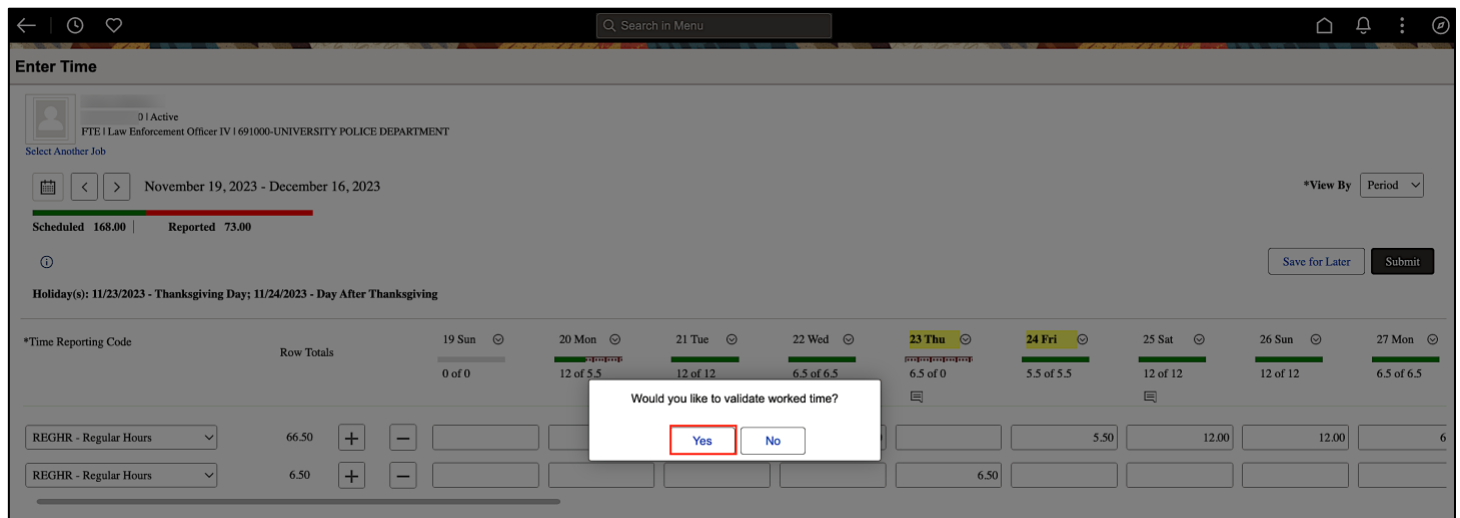
November 19, 2023 - December 16, 2023

Scheduled 168.00 | Reported 73.00

Save for Later **Submit**

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
REGHR - Regular Hours	66.50	0 of 0	12 of 5.5	12 of 12	6.5 of 6.5	6.5 of 0	5.5 of 5.5	12 of 12	12 of 12	6.5 of 6.5
REGHR - Regular Hours	6.50					6.50				



Enter Time

01 Active
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

Select Another Job

November 19, 2023 - December 16, 2023

Scheduled 168.00 | Reported 73.00

Save for Later **Submit**

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
REGHR - Regular Hours	66.50	0 of 0	12 of 5.5	12 of 12	6.5 of 6.5	6.5 of 0	5.5 of 5.5	12 of 12	12 of 12	6.5 of 6.5
REGHR - Regular Hours	6.50					6.50				

Would you like to validate worked time?
Yes **No**

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Step 19: A warning message appears to advise that you reported regular working hours (including comp time hours) on 11/23/23 and 11/24/23 which are university holidays. Click the **OK** button to save your reported time. This message will appear multiple times if time has been entered for multiple holidays.





The screenshot shows the 'Enter Time' interface for a user named '10 | Active' (FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT). The interface displays a calendar for the period from November 19, 2023, to December 16, 2023. The user has reported 73.00 hours against a scheduled 168.00 hours. A warning dialog box is displayed in the center, stating: 'Warning -- 2023-11-23 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 'OK' button is highlighted with a red box.


Step 20: When Saved for Later, the **Saved** icon appears for the days' time is entered indicating the timesheet has been updated but not yet submitted for approval. Click the **View Legend** icon 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.

Legend ×

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

Enter Time

Timesheet is Saved for the period 2023-11-19 - 2023-12-16

Law Enforcement Officer IV 1691000-UNIVERSITY POLICE DEPARTMENT

Select Assign Job

November 19, 2023 - December 16, 2023 *View By Period ▾

Scheduled 168.00 | Reported 73.00

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
REGHR - Regular Hours	66.50	12.00	12.00	6.50	5.50	12.00	12.00	6.50	6.50	6.50
REGHR - Regular Hours	6.50					6.50				

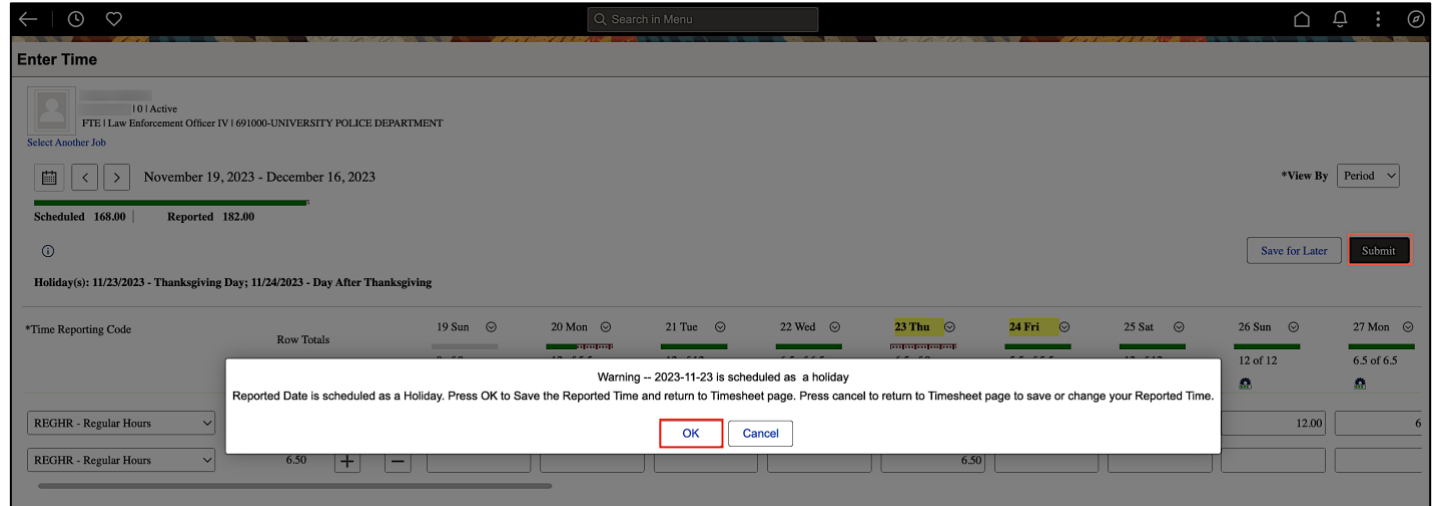
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Earn Overtime and Request Holiday Comp Payout on a Timesheet – 28 Day Police Upstate

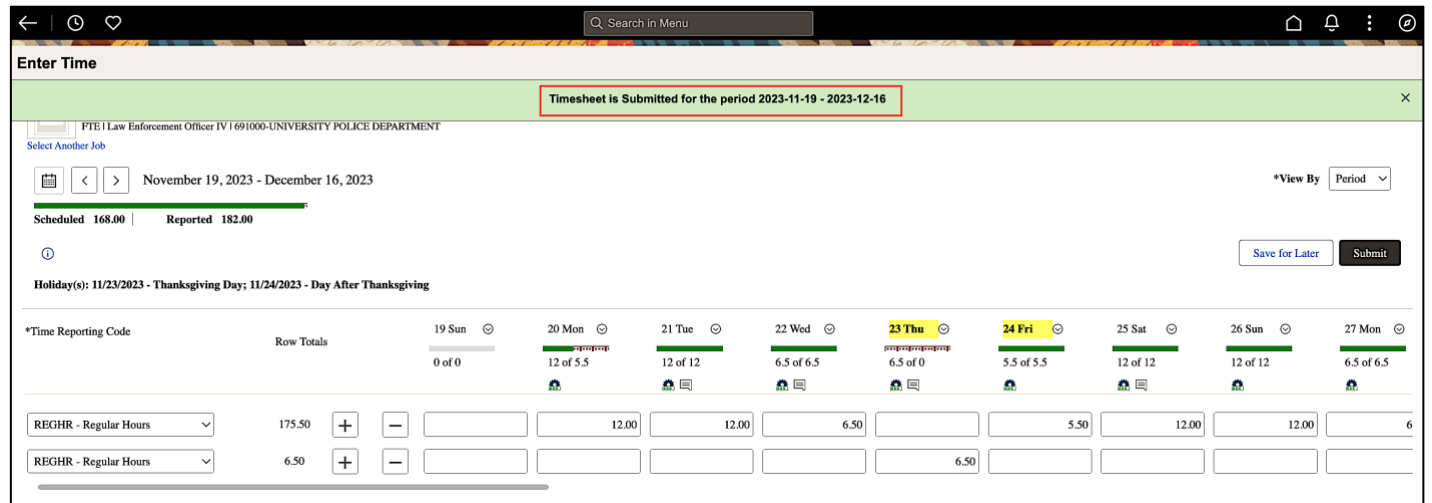
Step 21: You are ready to submit your timesheet for the full 28 day cycle from Nov 19 – Dec 16, 2023. Upon clicking the **Submit** button a warning message appears to advise that you reported regular working hours on 11/23/23 and 11/24/23 which are university holidays. Click the **Yes** button to complete submission.

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.

Note: 28 day police must submit reported time for the full 28 day schedule. Scroll through the days to verify reported time and submit. The **Scheduled** and **Reported** hours should indicate if you have forgotten to submit one or more days.




The screenshot shows the 'Enter Time' interface for a user named 'PTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT'. The date range is 'November 19, 2023 - December 16, 2023'. The 'Scheduled' hours are 168.00 and 'Reported' hours are 182.00. A warning message is displayed: 'Warning -- 2023-11-23 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 'OK' button is highlighted with a red box.





The screenshot shows the 'Enter Time' interface after successful submission. A green confirmation message is displayed at the top: 'Timesheet is Submitted for the period 2023-11-19 - 2023-12-16'. The 'Scheduled' hours are 168.00 and 'Reported' hours are 182.00. The interface shows a grid of days from 19 Sun to 27 Mon. The 'Reported' column for 23 Thu and 24 Fri shows 6.5 hours, while the 'Scheduled' column shows 0 hours, indicating that the user has reported time for these days despite them being holidays.


Step 22: 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.

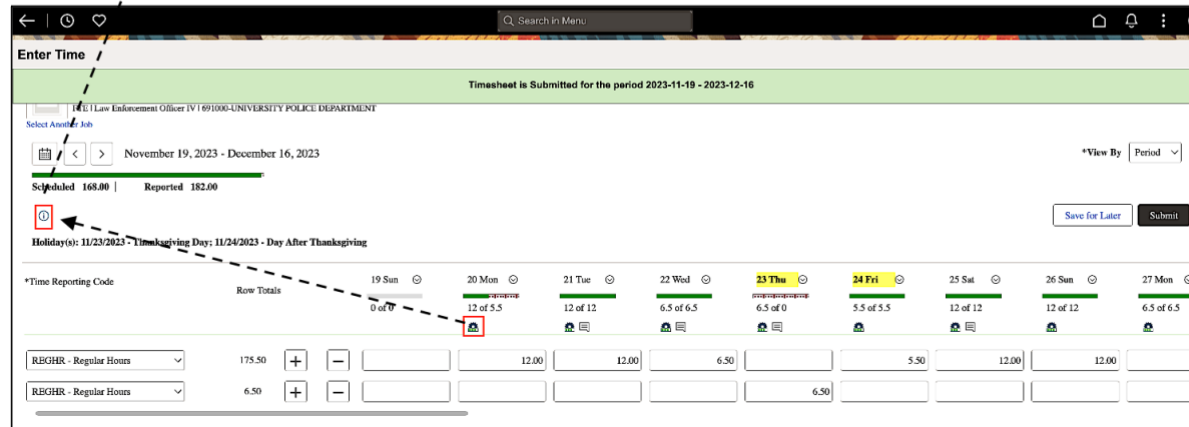
 The time entered has been submitted and is pending approval.

 The entered time has been approved.

You successfully learned how to earn overtime and request holiday comp payout on a timesheet as a 28 day police employee.

Legend ✕

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



Enter Time

Timesheet is Submitted for the period 2023-11-19 - 2023-12-16

1111 Law Enforcement Officer IV 1091000-UNIVERSITY POLICE DEPARTMENT

Select Annual Job

November 19, 2023 - December 16, 2023

Scheduled 168.00 | Reported 182.00

Holidays: 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
REGHR - Regular Hours	175.50	0 of 0	12 of 5.5	12 of 12	6.5 of 6.5	6.5 of 0	5.5 of 5.5	12 of 12	12 of 12	6.5 of 6.5
REGHR - Regular Hours	6.50					6.50				