

**How to use comp/holiday comp time on an elapsed timesheet for multiple work orders:**

This job aid outlines how a manager can use comp/holiday comp time on an elapsed timesheet with multiple work orders on an employee's behalf. A manager can search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

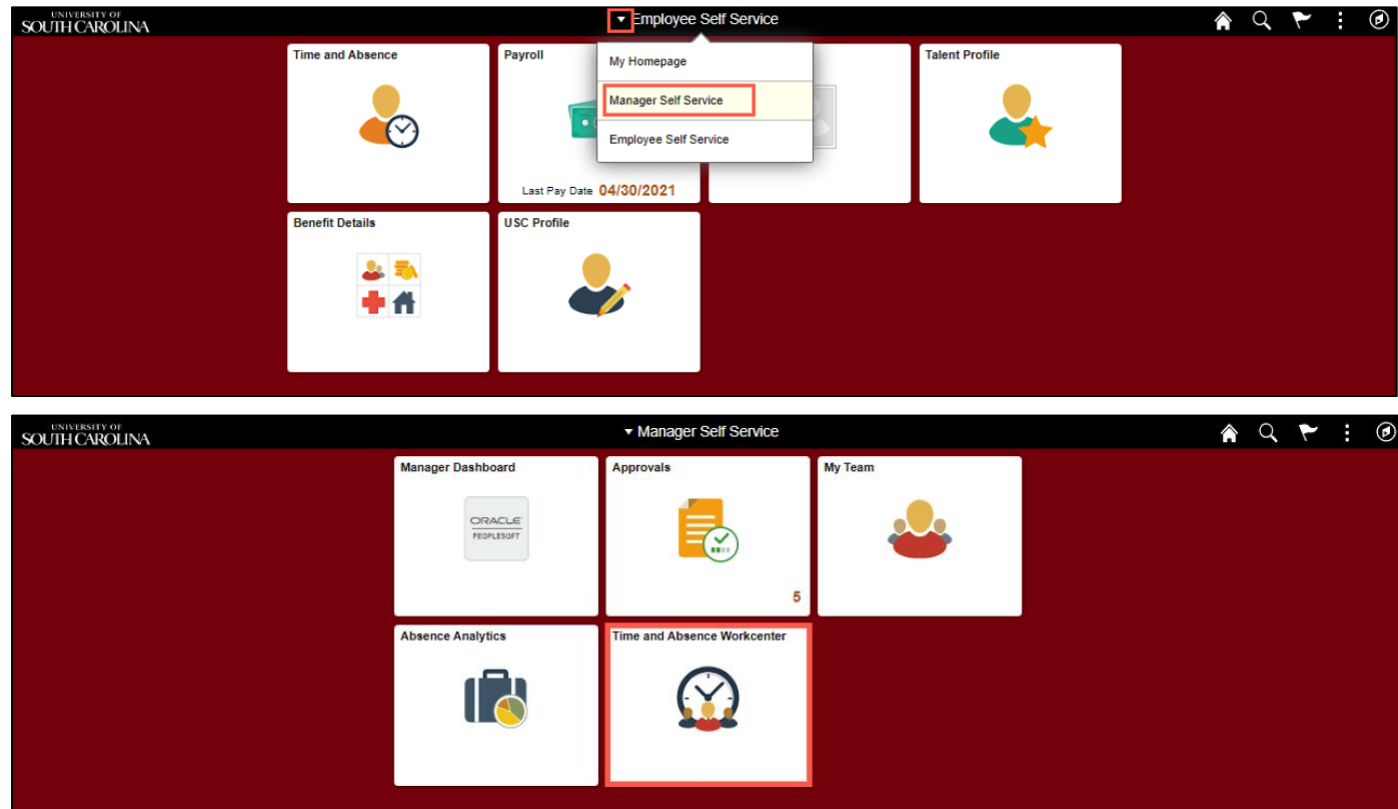
**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

**Processing Steps**

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

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

**Screenshots**



**Time and Absence Workcenter**

provides a central area to access the most used time and absence related activities. It enables managers 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.

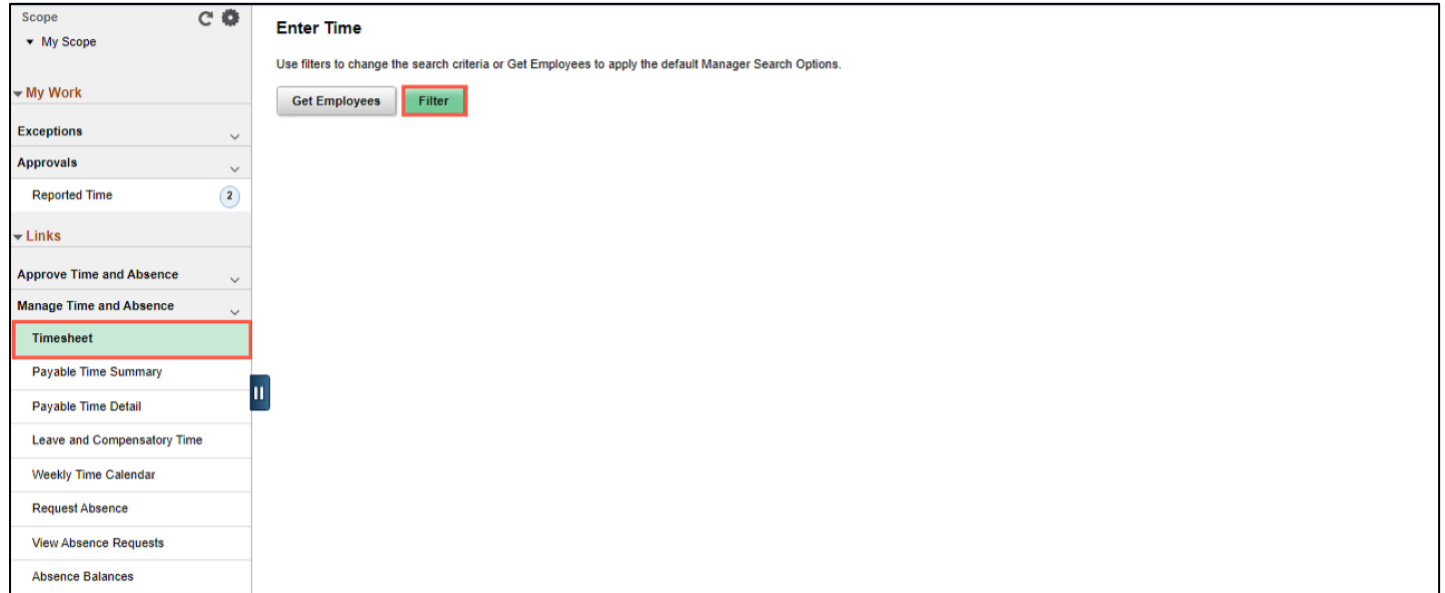
**Step 3:** Click the **Manage Time and Absence** drop-down arrow.



Use Comp/Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

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

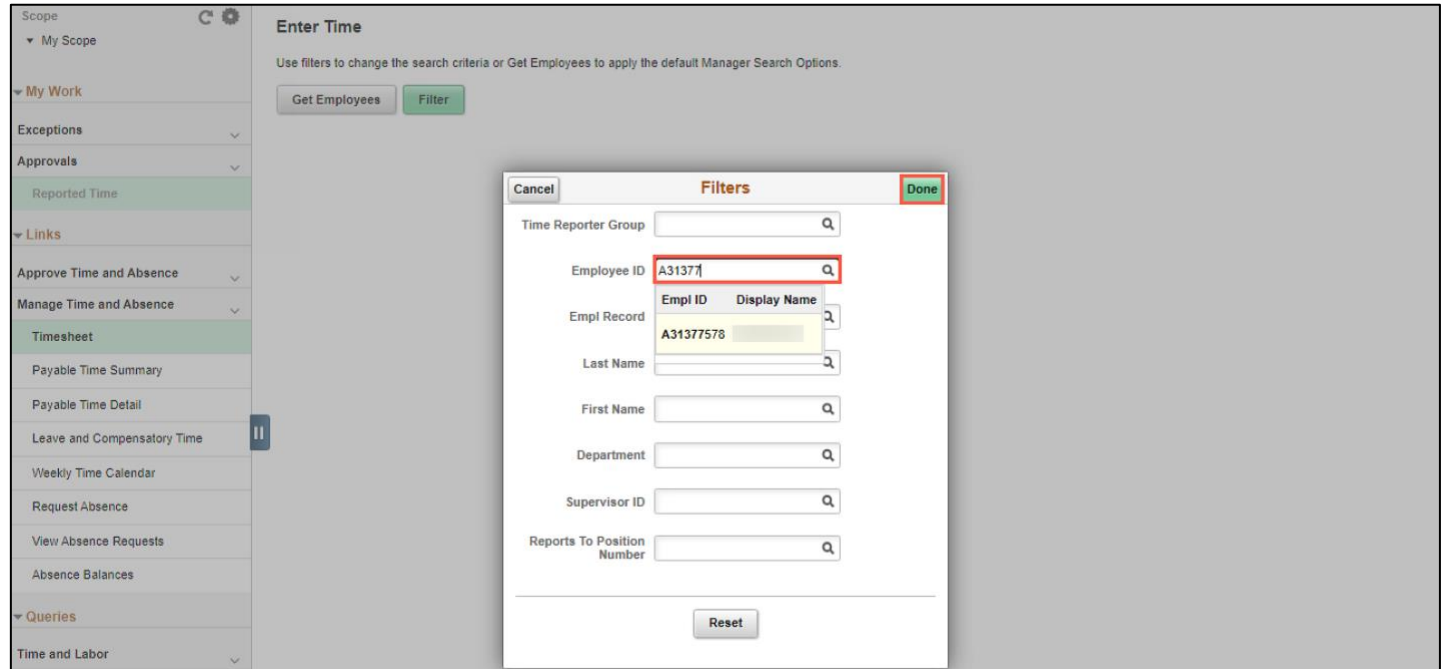
**Step 5:** To enter time for a specific employee, begin by clicking the **Filter** button.



The screenshot displays the 'Enter Time' interface. On the left, a navigation menu includes options like 'My Work', 'Exceptions', 'Approvals', 'Links', and 'Timesheet', with 'Timesheet' highlighted in red. The main content area is titled 'Enter Time' and contains a 'Filter' button, also highlighted in red, along with a 'Get Employees' button. Below the buttons, there is a text prompt: 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.'

**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.

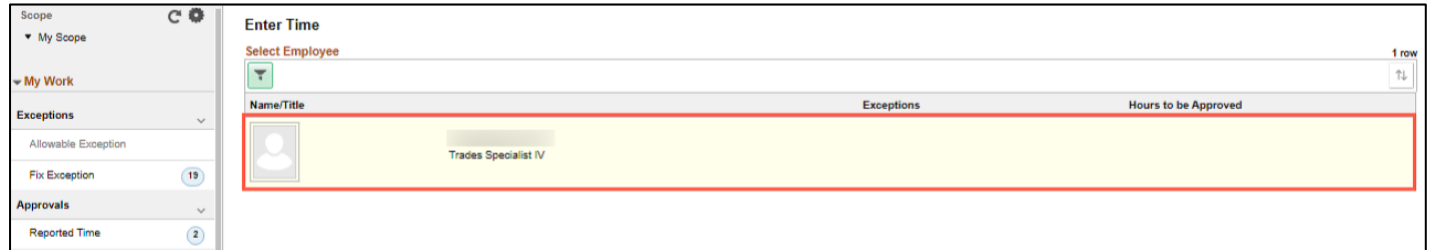
**Step 7:** Click **Done** to move on to the Enter Time page.



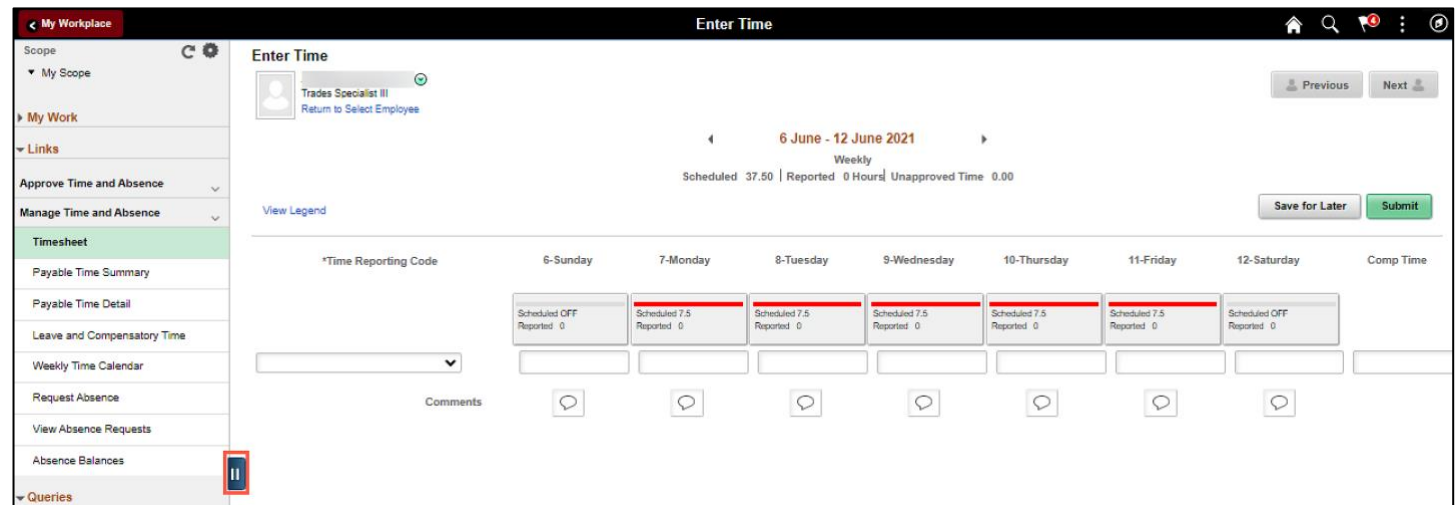
The screenshot shows the 'Enter Time' interface. On the left is a navigation menu with categories: Scope, My Work, Exceptions, Approvals, Reported Time, Links, Approve Time and Absence, Manage Time and Absence, Timesheet, Payable Time Summary, Payable Time Detail, Leave and Compensatory Time, Weekly Time Calendar, Request Absence, View Absence Requests, Absence Balances, Queries, and Time and Labor. The 'Enter Time' section has a sub-header 'Enter Time' and a note: 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this are 'Get Employees' and 'Filter' buttons. A 'Filters' modal is open, containing the following fields: 'Time Reporter Group', 'Employee ID' (with 'A31377' entered and a red box around it), 'Empl Record' (with a dropdown showing 'A31377578'), 'Last Name', 'First Name', 'Department', 'Supervisor ID', and 'Reports To Position Number'. A 'Reset' button is at the bottom of the modal. The modal has 'Cancel' and 'Done' buttons at the top.

Use Comp/Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

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



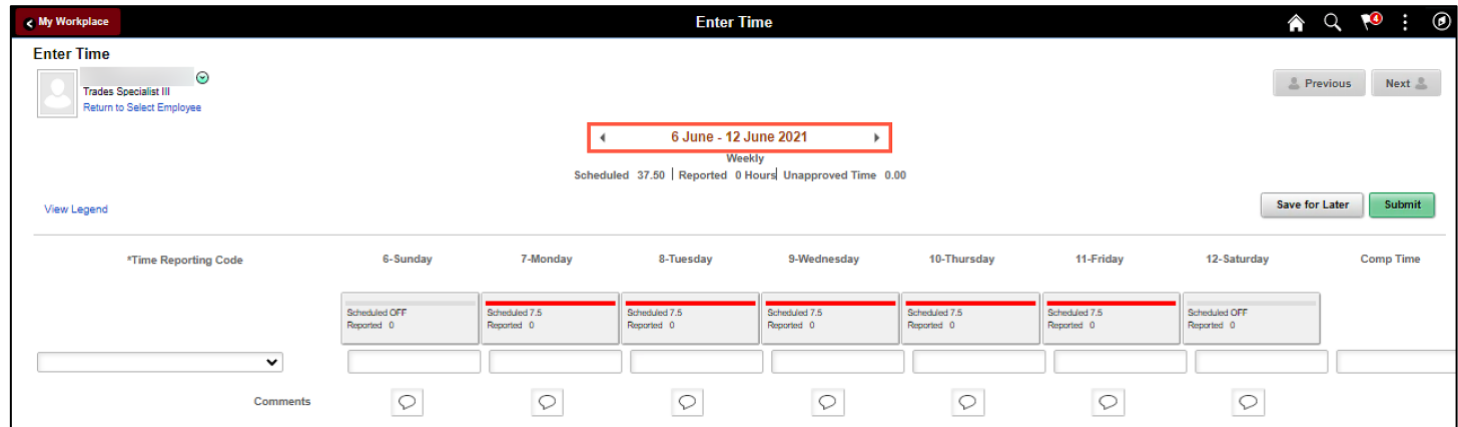
**Step 9:** Click the **Expand Page** icon to see a full view of the Enter Time page. This will reduce the amount of scrolling you will have to do to complete the task.



In this scenario the employee has earned comp time and has received verbal approval to utilize 3 hours on 6/07/2021. As the manager, you can enter time on behalf of employees in your area. You can go back to enter and adjust timesheets 60 days prior to the current day on behalf of an employee.

**Note:** If an Absence has been requested, it is not editable on the timesheet. Scroll to the right and click the plus + button to add another Time Reporting Code row.

**Step 10:** Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.



**Enter Time**

Trades Specialist III  
Return to Select Employee

6 June - 12 June 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours | Unapproved Time 0.00

Save for Later Submit

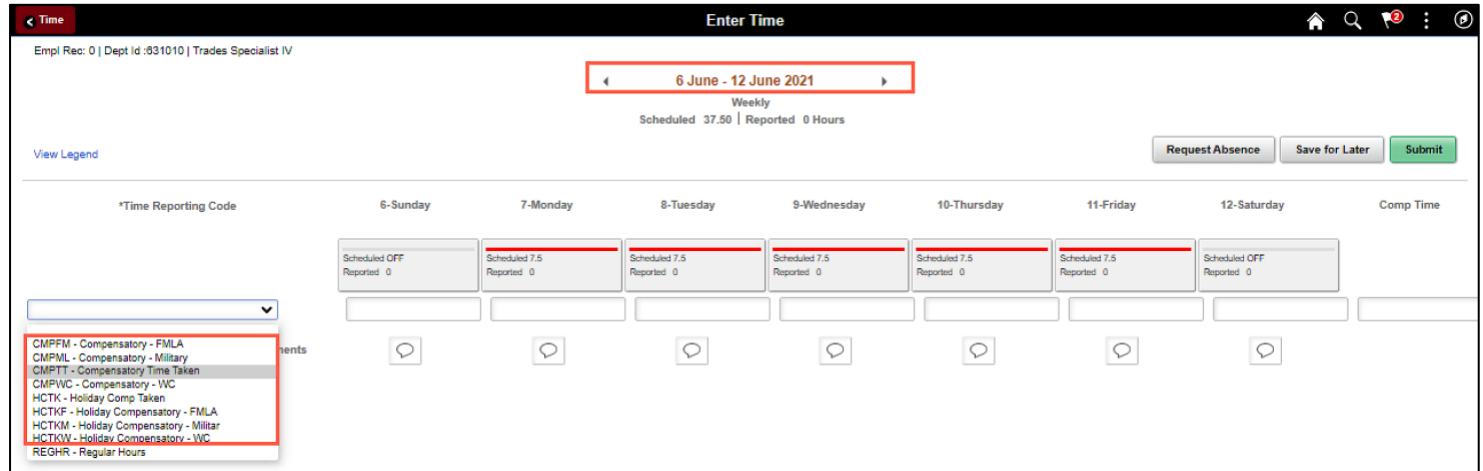
*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
Comments								

Use Comp/Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

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

You can only have one TRC per line.

- Regular comp time expires at the end of the fiscal year in which it is earned. UofSC fiscal year runs July 1, year through June 30, year. Comp time must be used/entered on the timesheet prior to the last payroll in June.
- Holiday comp time expires one year from the day on which the comp time is earned.



The screenshot displays the 'Enter Time' interface for a user with Emp ID 0 and Dept ID 031010. The selected date range is 6 June - 12 June 2021, with a weekly schedule of 37.50 hours. The interface includes a 'View Legend' link, 'Request Absence', 'Save for Later', and 'Submit' buttons. A table below shows the schedule for each day from Sunday to Saturday, with 'Scheduled' and 'Reported' hours. A dropdown menu is open, listing various Time Reporting Codes (TRCs) with 'HCTKW - Holiday Compensatory - WC' highlighted.

*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-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	

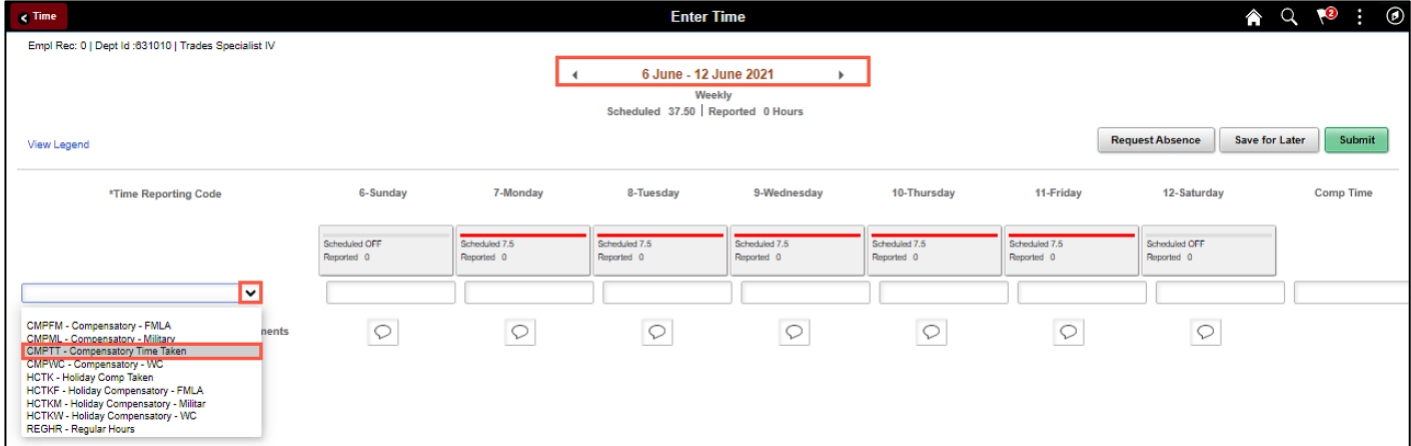
Use Comp/Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

**Step 11/Work Order Line #1:** To use comp time, click the **Time Reporting Code** drop-down arrow.

Comp time and holiday comp time can be used for a variety of reasons, but the TRC must align with the specific usage reason, as applicable. Comp time TRCs shown below:

- CMPFM – Compensatory-FMLA
- CMPLML – Compensatory-Military
- \*CMPTT – Compensatory Time Taken (this should be the default use of comp time unless using for reason of FMLA, Military Leave, or Worker’s Comp)
- CMPWC – Compensatory Time-WC (workers comp)
- \*HCTK – Holiday Comp Taken (this should be the default use of holiday comp time unless using for reason of FMLA, Military Leave, or Worker’s Comp)
- HCTKF – Holiday Compensatory-FMLA
- HCTKM – Holiday Compensatory-Military
- HCTKW – Holiday Compensatory-WC (workers comp)

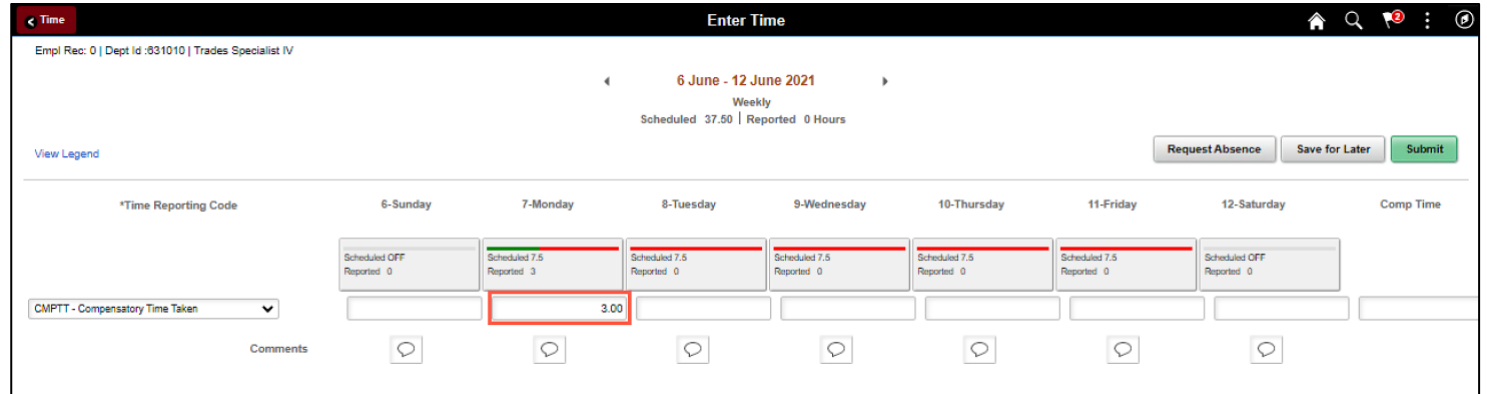
**Step 12:** Select **CMPTT – Compensatory Time Taken.**



The screenshot displays the 'Enter Time' interface for a user named 'Trades Specialist IV' in department '831010'. The timesheet covers the week of June 6-12, 2021, with a total of 37.50 scheduled hours and 0 reported hours. A dropdown menu for 'Time Reporting Code' is open, showing various options. The 'CMPTT - Compensatory Time Taken' option is highlighted in red. The timesheet grid shows 'Scheduled OFF' for Sunday and Saturday, and 'Scheduled 7.5' for Monday through Friday.



**Step 13:** Click in the **Time Entry** field and enter hours worked for each day.



Enter Time

Empl Rec: 0 | Dept Id :831010 | Trades Specialist IV

6 June - 12 June 2021

Weekly  
Scheduled 37.50 | Reported 0 Hours

View Legend

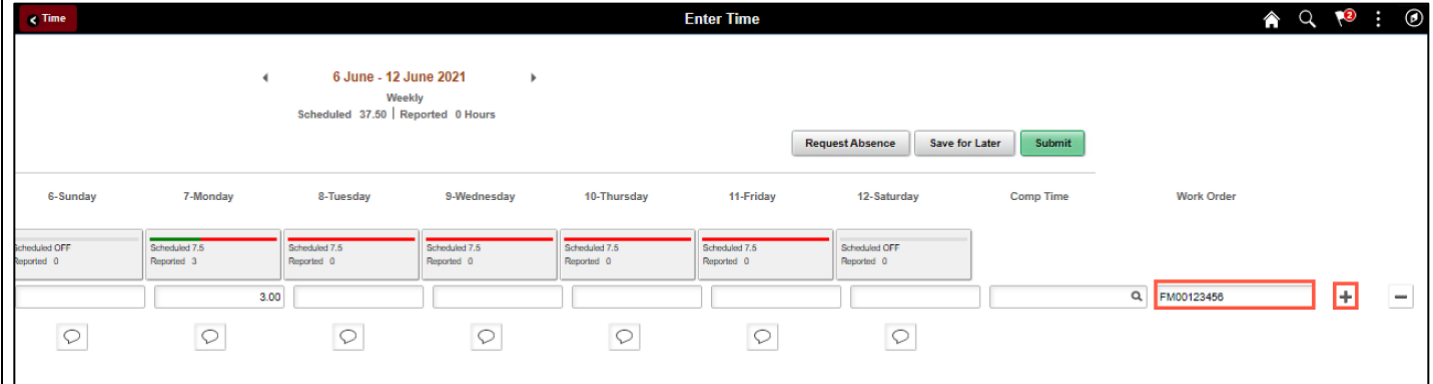
Request Absence Save for Later Submit

*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 3	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	
CMTT - Compensatory Time Taken		3.00						
Comments								

Use Comp/Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

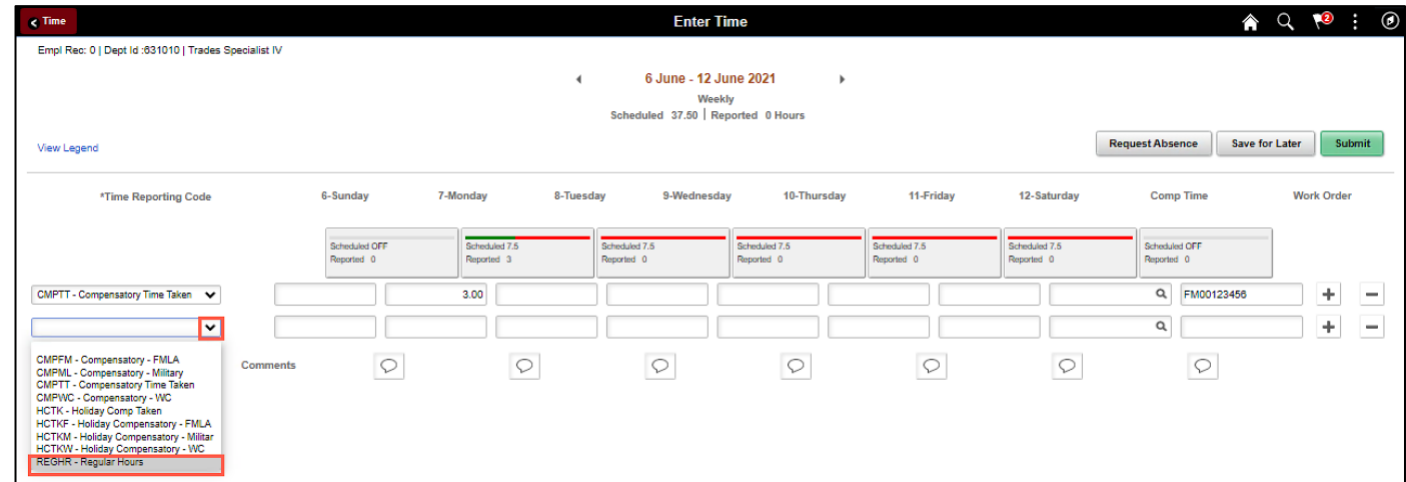
**Step 14:** Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the comp time hours taken for the first line.

**Step 15:** Click the **+** (plus) button to add an additional line for the second work order you worked that week.



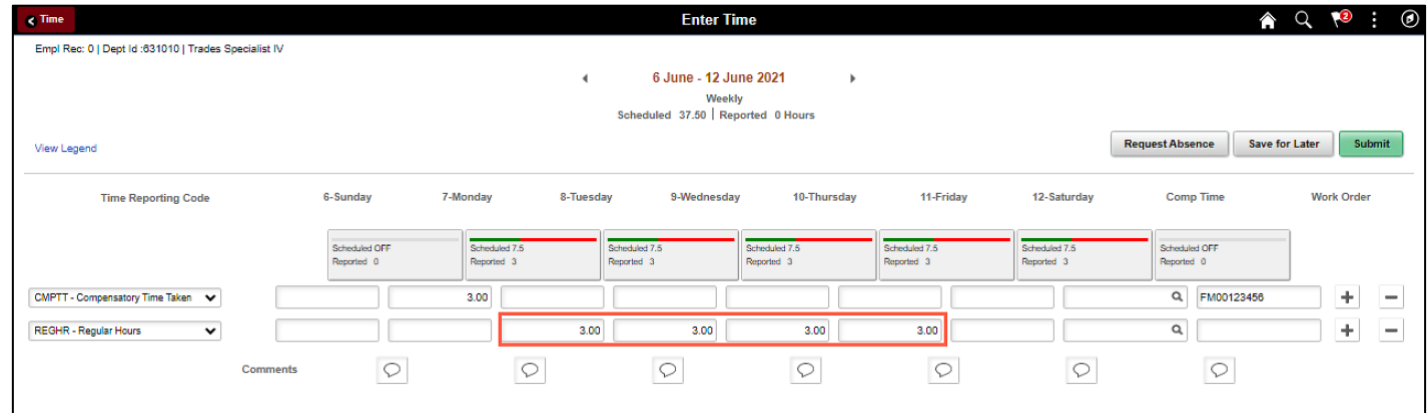
**Step 16/Work Order Line #2:** Scroll back to the left to enter time worked for the second work order. Click the **Time Reporting Code** drop-down arrow.

**Step 17:** Select **REGHR – Regular Hours**.



Use Comp/Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

**Step 18:** Click in the **Time Entry** field and enter hours worked for each day.



Enter Time

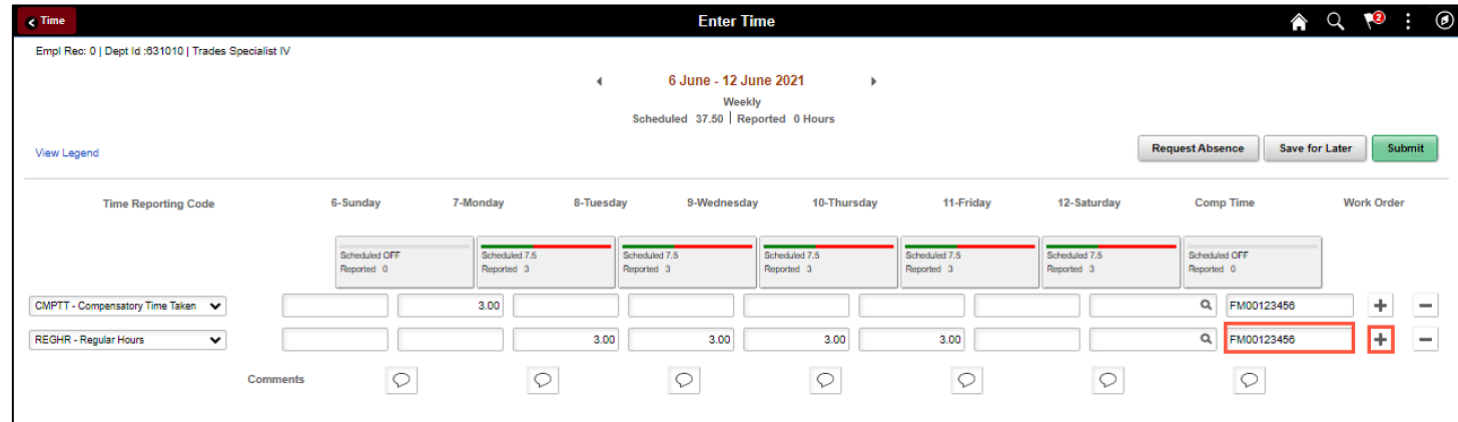
Empl Rec: 0 | Dept Id :631010 | Trades Specialist IV

6 June - 12 June 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled OFF Reported 0		
CMPTT - Compensatory Time Taken		3.00						FM00123456	+ -
REGHR - Regular Hours		3.00	3.00	3.00	3.00				+ -
Comments									

**Step 19:** Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the second line.



Enter Time

Empl Rec: 0 | Dept Id :631010 | Trades Specialist IV

6 June - 12 June 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled OFF Reported 0		
CMPTT - Compensatory Time Taken		3.00						FM00123456	+ -
REGHR - Regular Hours		3.00	3.00	3.00	3.00			FM00123456	+ -
Comments									

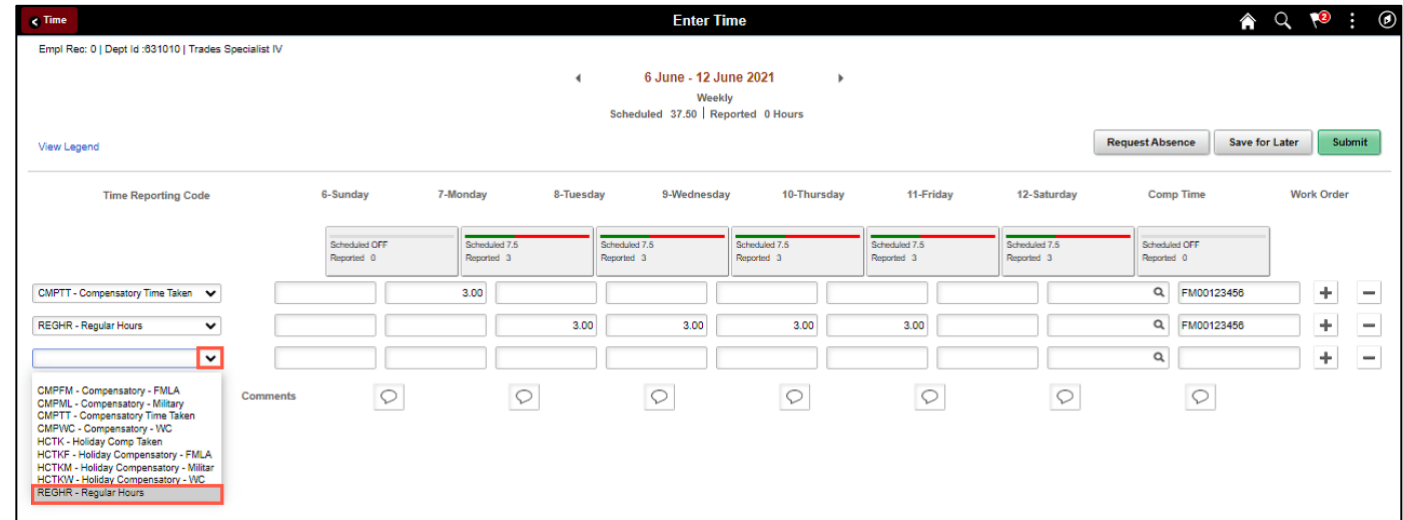
**Step 20:** Click the **+** (plus) button to add an additional line for the third work order you worked that week.

Use Comp/Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

**Step 21/Work Order Line #3:** Scroll back to the left to enter time worked for the third work order. Click the **Time Reporting Code** drop-down arrow.

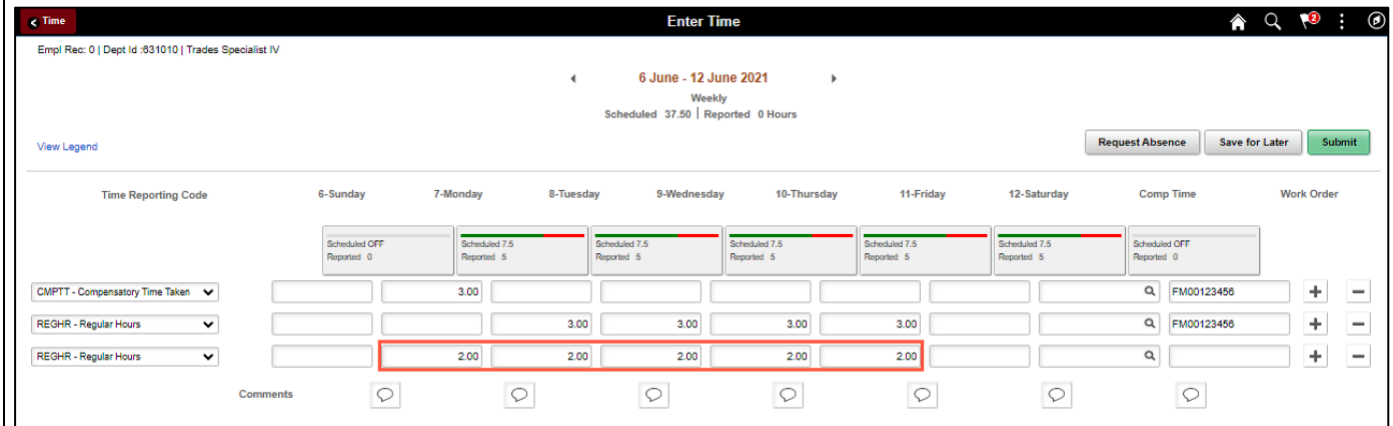
**Step 22:** Select **REGHR – Regular Hours**.

**Step 23:** Click in the **Time Entry** field and enter hours worked for each day.



The screenshot shows the 'Enter Time' interface for a Trades Specialist IV. The date range is 6 June - 12 June 2021, Weekly, with 37.50 hours scheduled and 0 hours reported. A dropdown menu for 'Time Reporting Code' is open, showing options like CMPFM, CMPML, CMPMT, CMPWC, HCTK, HCTKF, HCTKM, HCTKW, and REGHR. The REGHR option is highlighted. The table below shows scheduled hours for each day (3.00) and a 'Comp Time' column with a search box and a 'Work Order' column with 'FM00123456'.

Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
Scheduled OFF	Reported 0	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled OFF	Reported 0
CMPPTT - Compensatory Time Taken		3.00						FM00123456	+ -
REGHR - Regular Hours			3.00	3.00	3.00	3.00		FM00123456	+ -
									+ -



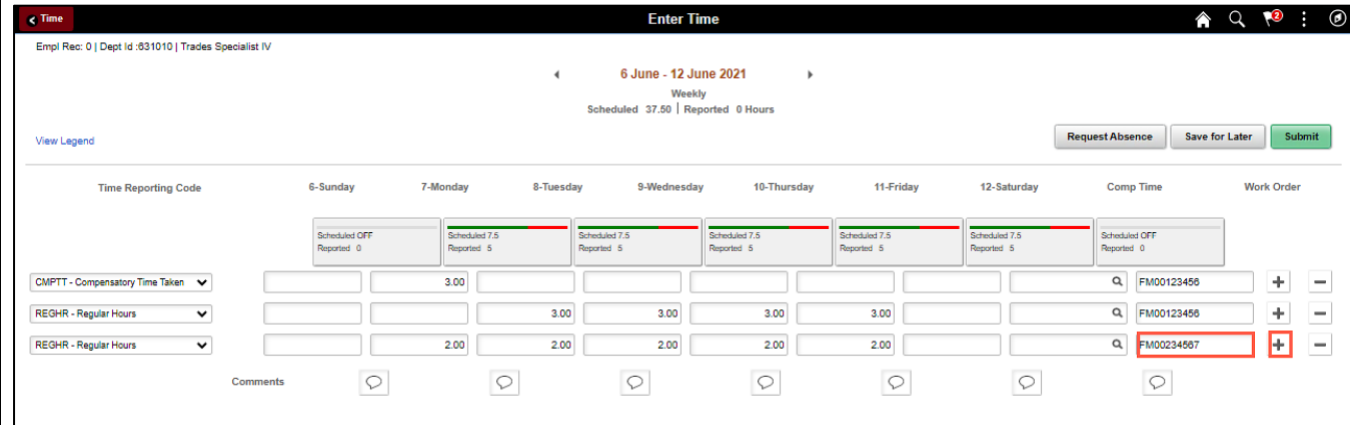
The screenshot shows the 'Enter Time' interface after time has been entered. The 'Time Reporting Code' dropdown is now set to 'REGHR - Regular Hours'. The table shows 2.00 hours entered for each day from Monday to Friday. The 'Comp Time' and 'Work Order' columns remain the same.

Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
Scheduled OFF	Reported 0	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled OFF	Reported 0
CMPPTT - Compensatory Time Taken		3.00						FM00123456	+ -
REGHR - Regular Hours			3.00	3.00	3.00	3.00		FM00123456	+ -
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			+ -

Use Comp/Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

**Step 24:** Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the third line.

**Step 25:** Click the **+** (plus) button to add an additional line for the third work order you worked that week.



Emp# Rec: 0 | Dept Id :031010 | Trades Specialist IV

6 June - 12 June 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled OFF Reported 0	
CMPTT - Compensatory Time Taken		3.00							FM00123456
REGHR - Regular Hours			3.00	3.00	3.00	3.00			FM00123456
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			FM00234567

Comments

**Step 26/Work Order Line #4:** Scroll back to the left to enter time worked for the third work order. Click the **Time Reporting Code** drop-down arrow.

**Step 27:** Select **REGHR – Regular Hours**.



Emp# Rec: 0 | Dept Id :031010 | Trades Specialist IV

6 June - 12 June 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

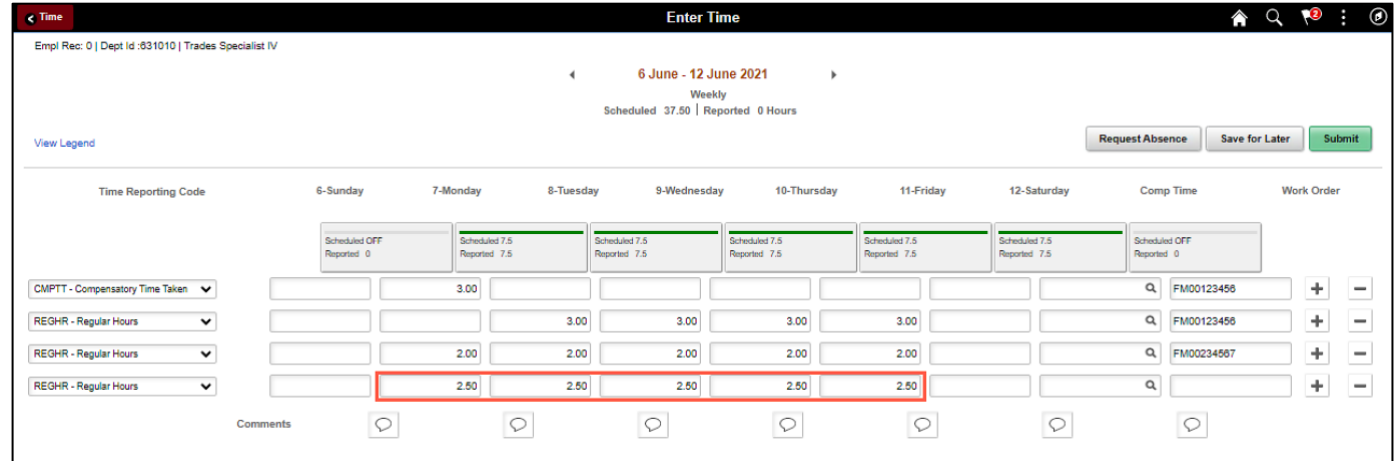
Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled OFF Reported 0	
CMPTT - Compensatory Time Taken		3.00							FM00123456
REGHR - Regular Hours			3.00	3.00	3.00	3.00			FM00123456
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			FM00234567

Comments

- CMPTT - Compensatory - FMLA
- CMPTT - Compensatory - Military
- CMPTT - Compensatory - Time Taken
- CMPTT - Compensatory - WC
- HCTK - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Military
- HCTKW - Holiday Compensatory - WC
- REGHR - Regular Hours

Use Comp/Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

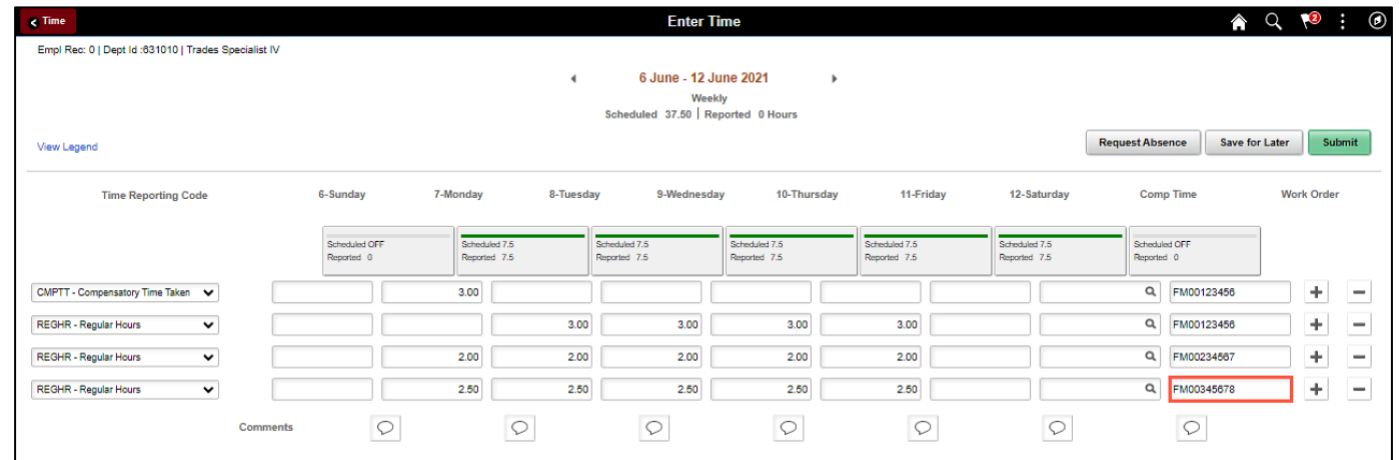
**Step 28:** Click in the **Time Entry** field and enter hours worked for each day.



Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-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 7.5 Reported 7.5	Scheduled OFF Reported 0		
CMPPT - Compensatory Time Taken		3.00						FM00123456	+ -
REGHR - Regular Hours			3.00	3.00	3.00	3.00		FM00123456	+ -
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		FM00234567	+ -
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50			+ -

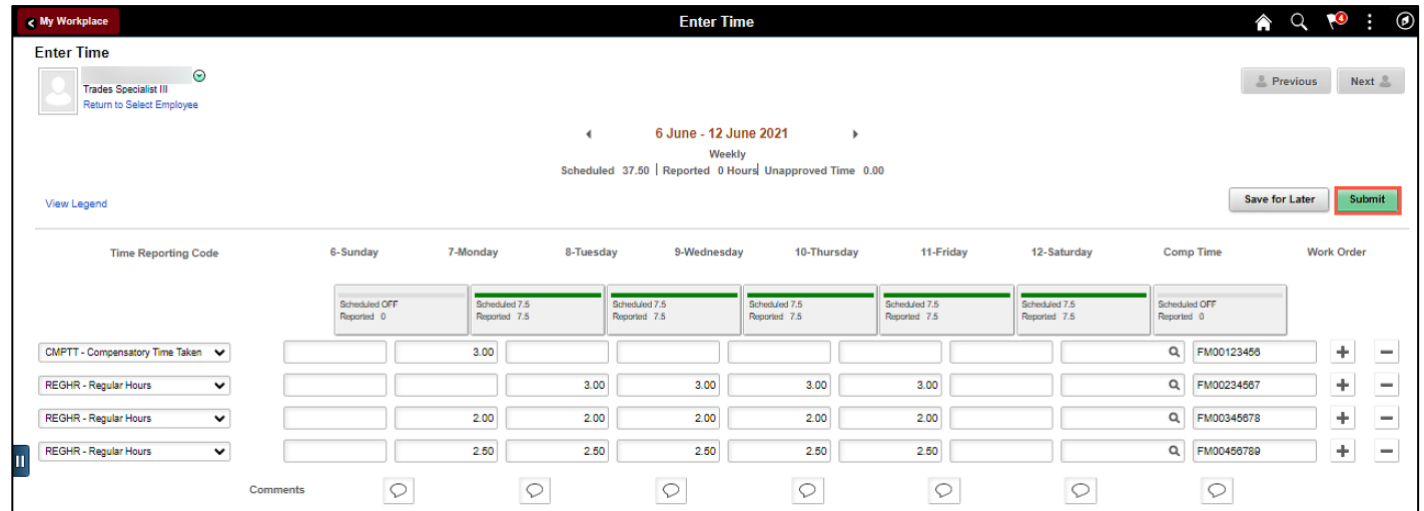
**Step 29:** Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the fourth line.

**Note:** If you need to enter hours for additional work orders, follow steps 25 through 29.



Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-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 7.5 Reported 7.5	Scheduled OFF Reported 0		
CMPPT - Compensatory Time Taken		3.00						FM00123456	+ -
REGHR - Regular Hours			3.00	3.00	3.00	3.00		FM00123456	+ -
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		FM00234567	+ -
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50		FM00345678	+ -

**Step 30:** The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.



**Enter Time**

Trades Specialist III  
Return to Select Employee

6 June - 12 June 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours | Unapproved Time 0.00

Save for Later **Submit**

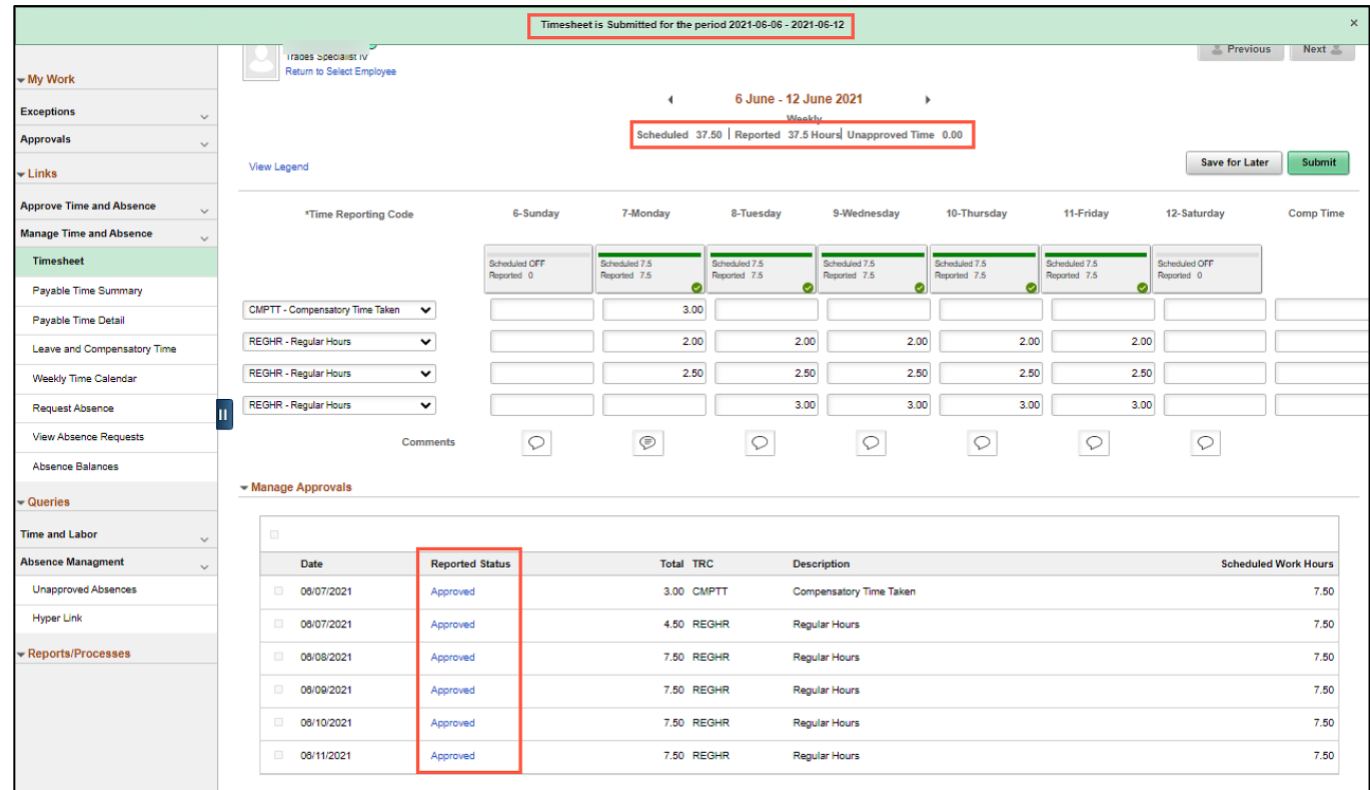
Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
CMPPT - Compensatory Time Taken		3.00						Q	FM00123456 + -
REGHR - Regular Hours			3.00	3.00	3.00	3.00		Q	FM00234567 + -
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		Q	FM00345678 + -
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50		Q	FM00456789 + -
Comments									

Use Comp/Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

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 the employee.

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

**Step 31:** Notice the time for each day is automatically approved at submission. When time is entered by a manager on behalf of an employee, additional approval is not required.



Timesheet is Submitted for the period 2021-06-06 - 2021-06-12

6 June - 12 June 2021  
Weekly  
Scheduled 37.50 | Reported 37.5 Hour | Unapproved Time 0.00

\*Time Reporting Code

	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-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	
CMPPT - Compensatory Time Taken		3.00						
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50		
REGHR - Regular Hours			3.00	3.00	3.00	3.00		





Manage Approvals

Date	Reported Status	Total TRC	Description	Scheduled Work Hours
06/07/2021	Approved	3.00	CMPPT - Compensatory Time Taken	7.50
06/07/2021	Approved	4.50	REGHR - Regular Hours	7.50
06/08/2021	Approved	7.50	REGHR - Regular Hours	7.50
06/09/2021	Approved	7.50	REGHR - Regular Hours	7.50
06/10/2021	Approved	7.50	REGHR - Regular Hours	7.50
06/11/2021	Approved	7.50	REGHR - Regular Hours	7.50













**Step 32:** When submitted, the **Pending Approvals** icon appears for the days' time is entered indicating the timesheet is waiting for approval. Click the **View Legend** link to view the legends used and a short description of each one.

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

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

You successfully learned how to use comp/holiday comp time on an elapsed timesheet for multiple work orders on an employee's behalf.

**Legend** ✕

-  Time Details
-  Saved
-  Approved
-  Pending Approvals
-  Denied
-  Pushed Back
-  Exception
-  Absence
-  Reported
-  Reported Under Schedule

Scope

- My Scope
- My Work
- Exceptions
- Approvals
- Links
- Approve Time and Absence
- Manage Time and Absence
- Timesheet**
- Payable Time Summary
- Payable Time Detail
- Leave and Compensatory Time
- Weekly Time Calendar
- Request Absence
- View Absence Requests
- Absence Balances

**Enter Time**

Trades Specialist /  
[Request Select Employee](#)

6 June - 12 June 2021

Weekly  
Scheduled 37.50 | Reported 37.5 Hours | Unapproved Time 0.00

[Previous](#) [Next](#)

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

*Time Reporting Code	Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-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	
CMPTT - Compensatory Time Taken	3.00							
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00	2.00	
Weekly Time Calendar		2.50	2.50	2.50	2.50	2.50	2.50	
Request Absence			3.00	3.00	3.00	3.00	3.00	
View Absence Requests								
Absence Balances								

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