

**University of South Carolina**  
**Time and Labor - ESS**  
**Use Holiday Comp Time on a Timesheet – Exempt**

**How to use earned holiday comp time on a timesheet for an exempt employee:**

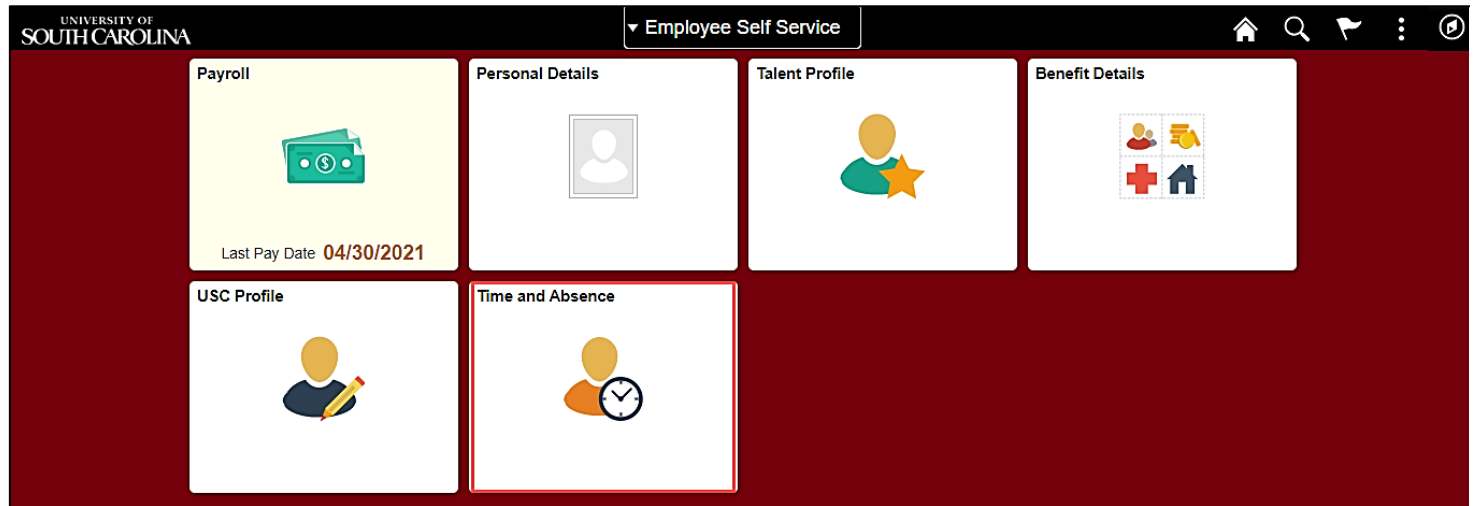
This job aid outlines how an exempt employee can use earned holiday comp time on a timesheet. Note holiday comp time cannot be used the same week in which it is earned.

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

**Processing Steps**

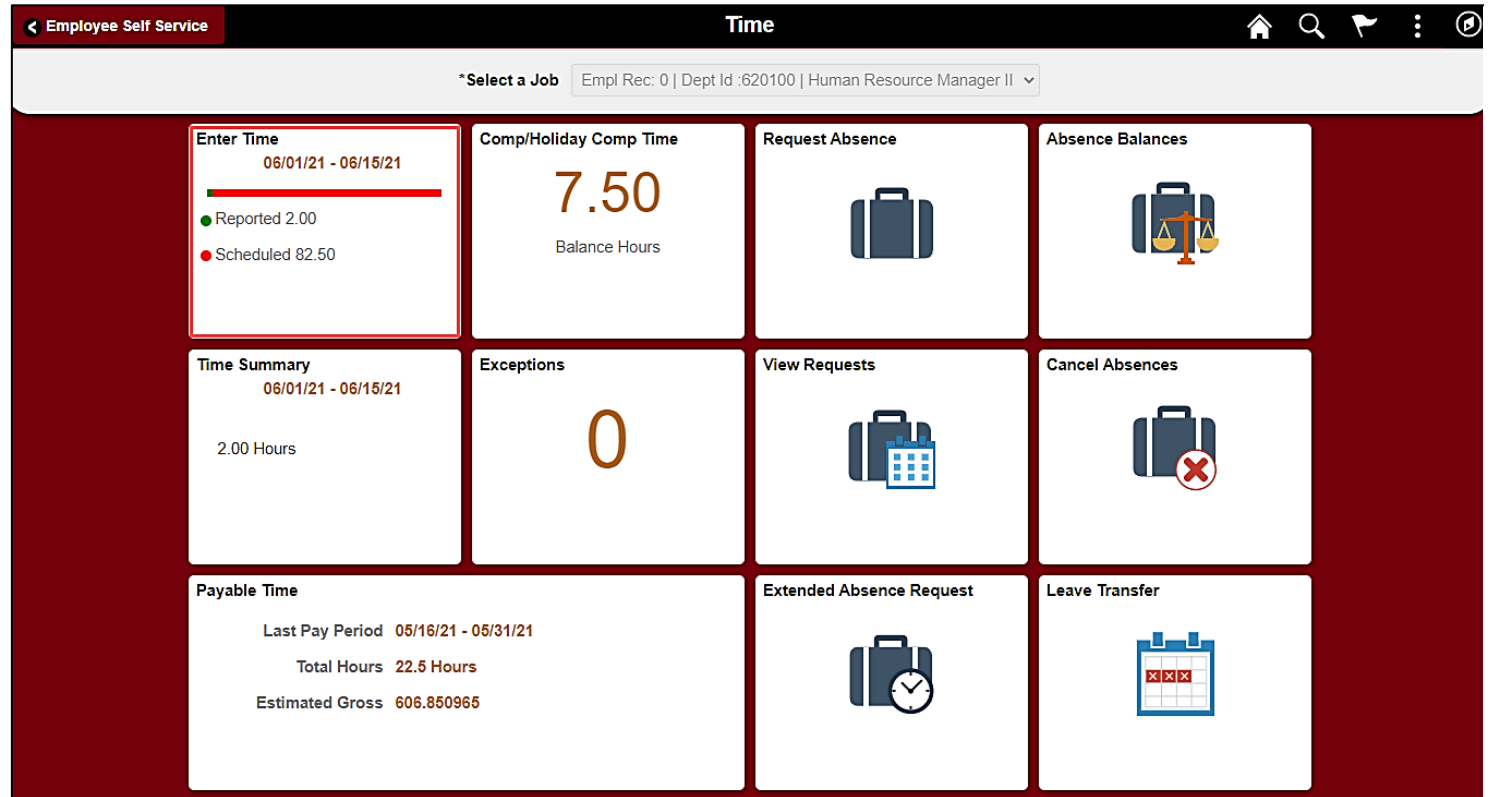
**Step 1:** On the Employee Self Service landing page, click the **Time and Absence** tile.

**Screenshots**










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



**Employee Self Service** Time

\*Select a Job Empl Rec: 0 | Dept Id :620100 | Human Resource Manager II

<b>Enter Time</b> 06/01/21 - 06/15/21  ● Reported 2.00 ● Scheduled 82.50	<b>Comp/Holiday Comp Time</b> <b>7.50</b> Balance Hours	<b>Request Absence</b> 	<b>Absence Balances</b> 
<b>Time Summary</b> 06/01/21 - 06/15/21 2.00 Hours	<b>Exceptions</b> <b>0</b>	<b>View Requests</b> 	<b>Cancel Absences</b> 
<b>Payable Time</b> Last Pay Period 05/16/21 - 05/31/21 Total Hours 22.5 Hours Estimated Gross 606.850965		<b>Extended Absence Request</b> 	<b>Leave Transfer</b> 

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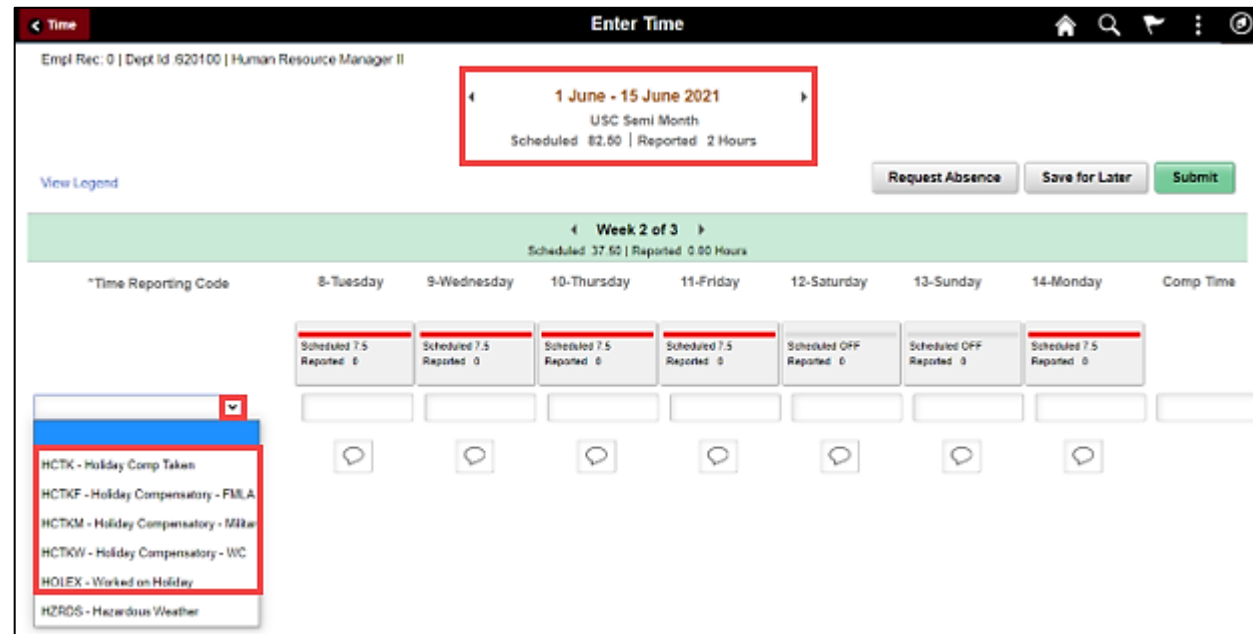
**Step 3:** Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

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

**Step 4:** To use holiday comp time, click the **Time Reporting Code** drop-down arrow. Holiday comp time can be used for a variety of reasons, but the TRC must align with the specific usage reason, as applicable. Holiday comp time TRCs shown below:

- \*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 5:** Select **HCTK – Holiday Comp Time**.

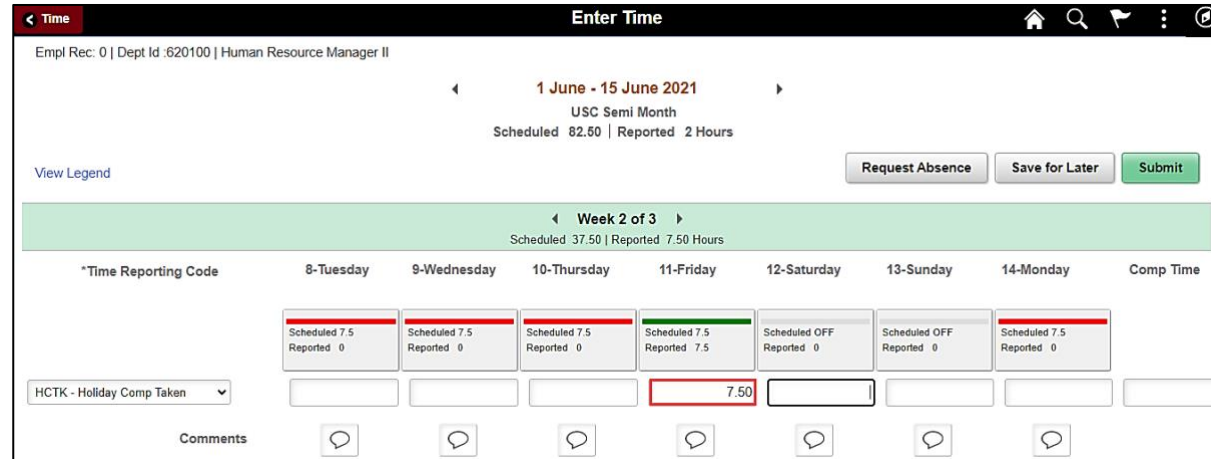


The screenshot shows the 'Enter Time' interface. At the top, it displays the user's name and department: 'Empl Rec: 0 | Dept Id: 620100 | Human Resource Manager II'. Below this, a red box highlights the selected timesheet period: '1 June - 15 June 2021', 'USC Semi Month', 'Scheduled: 82.60 | Reported: 2 Hours'. There are buttons for 'Request Absence', 'Save for Later', and 'Submit'. The main area shows a weekly grid for 'Week 2 of 3' with columns for days 8-Tuesday through 14-Monday and a 'Comp Time' column. Each day cell shows 'Scheduled' and 'Reported' hours. A dropdown menu is open over the grid, listing various Time Reporting Codes (TRCs). The 'HCTK - Holiday Comp Taken' option is selected and highlighted with a red box.

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**Note:** Holiday comp time expires one year from the day on which the comp time is earned. In this example the employee worked on Memorial Day 2021, so they have until May 31, 2022, to use the holiday comp time.

**Step 6:** Click in the **Time Entry** field and enter the number of holiday comp time hours you would like to use.



**Enter Time**

Empl Rec: 0 | Dept Id :620100 | Human Resource Manager II

1 June - 15 June 2021  
USC Semi Month  
Scheduled 82.50 | Reported 2 Hours

View Legend Request Absence Save for Later Submit

Week 2 of 3  
Scheduled 37.50 | Reported 7.50 Hours

*Time Reporting Code	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	13-Sunday	14-Monday	Comp Time
	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	
HCTK - Holiday Comp Taken	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="border: 2px solid red;" type="text" value="7.50"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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You can enter comments about the use of holiday comp time if you feel additional information is needed.

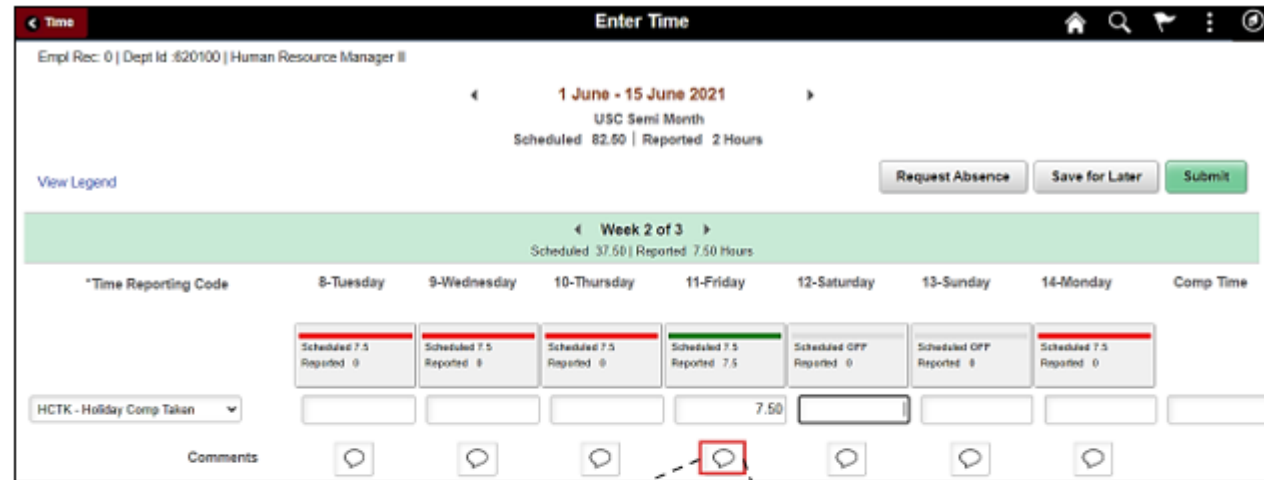
**Step 7:** Click the **Comments** button.

Use the **Comments** page to enter comments for the reported time.

**Step 8:** Click in the **Comment** field and enter a comment applicable to the holiday comp time entered.

**Step 9:** Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

**Step 10:** Click the **X** to close the Time Reporting Comments page.



**Enter Time**

Empl Rec: 0 | Dept Id :620100 | Human Resource Manager II

1 June - 15 June 2021

USC Semi Month  
Scheduled 82.50 | Reported 2 Hours

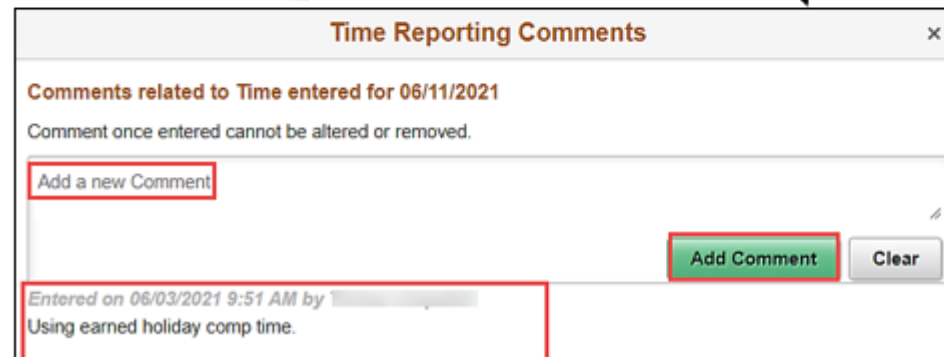
Request Absence Save for Later Submit

View Legend

Week 2 of 3  
Scheduled 37.50 | Reported 7.50 Hours

*Time Reporting Code	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	13-Sunday	14-Monday	Comp Time
	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	
HCTK - Holiday Comp Taken				7.50				

Comments



**Time Reporting Comments** X

Comments related to Time entered for 06/11/2021

Comment once entered cannot be altered or removed.

Add a new Comment

Add Comment Clear

Entered on 06/03/2021 9:51 AM by [redacted]  
Using earned holiday comp time.

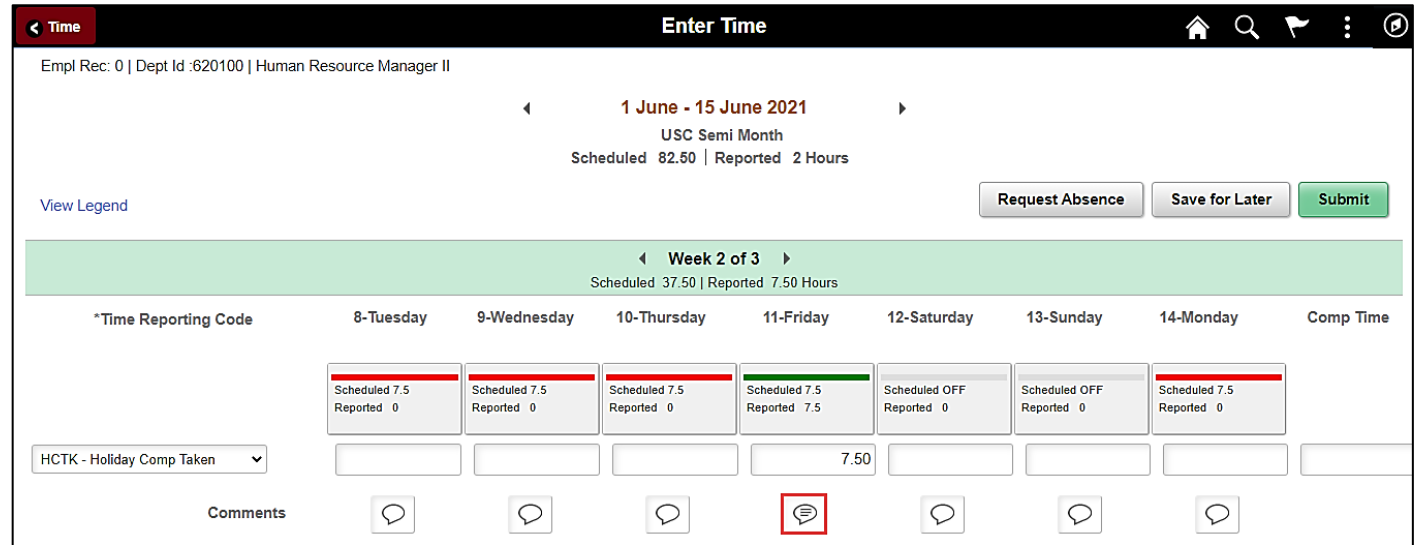
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Notice when a comment has been added to a specific time entry, squiggles appear in the comment bubble.

**Step 11:** The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.

Once the timesheet has been submitted correctly, you will see a message across the top of the screen saying that the timesheet has been submitted successfully. Also, an email is generated that will automatically be sent to you and your supervisor's inbox.

When submitted, the summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view. As an exempt employee, remember the only hours you report are for absences or hours worked during hazardous weather event or on a university holiday. All other days will appear with zero reported hours.



**Enter Time**

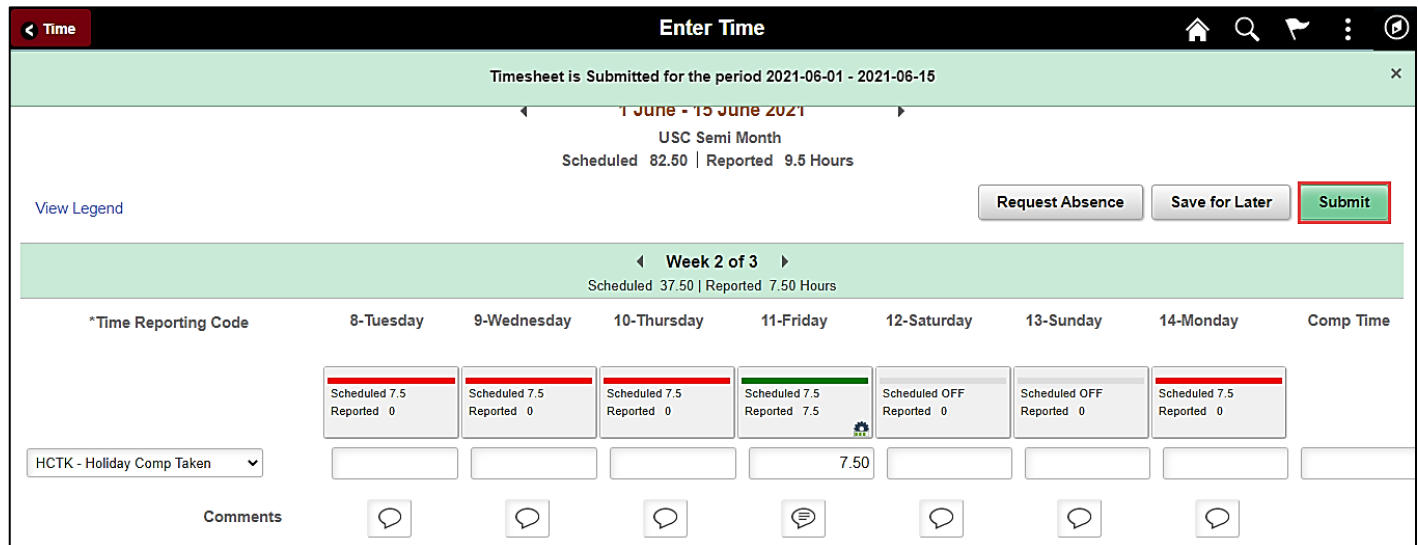
Empl Rec: 0 | Dept Id :620100 | Human Resource Manager II

1 June - 15 June 2021  
USC Semi Month  
Scheduled 82.50 | Reported 2 Hours

[View Legend](#) Request Absence Save for Later **Submit**

Week 2 of 3  
Scheduled 37.50 | Reported 7.50 Hours

*Time Reporting Code	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	13-Sunday	14-Monday	Comp Time
	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	
HCTK - Holiday Comp Taken				7.50				
Comments								



**Enter Time**

Timesheet is Submitted for the period 2021-06-01 - 2021-06-15

1 June - 15 June 2021  
USC Semi Month  
Scheduled 82.50 | Reported 9.5 Hours

[View Legend](#) Request Absence Save for Later **Submit**





Week 2 of 3  
Scheduled 37.50 | Reported 7.50 Hours

*Time Reporting Code	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	13-Sunday	14-Monday	Comp Time
	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	
HCTK - Holiday Comp Taken				7.50				
Comments								

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**Step 12:** 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 earned holiday comp time on a timesheet as an exempt employee.

