

**How to earn comp time and request holiday comp payout on a timesheet for a salary non-exempt employee:**

This job aid outlines how a salary non-exempt employee can earn comp time and request holiday comp payout on a timesheet.

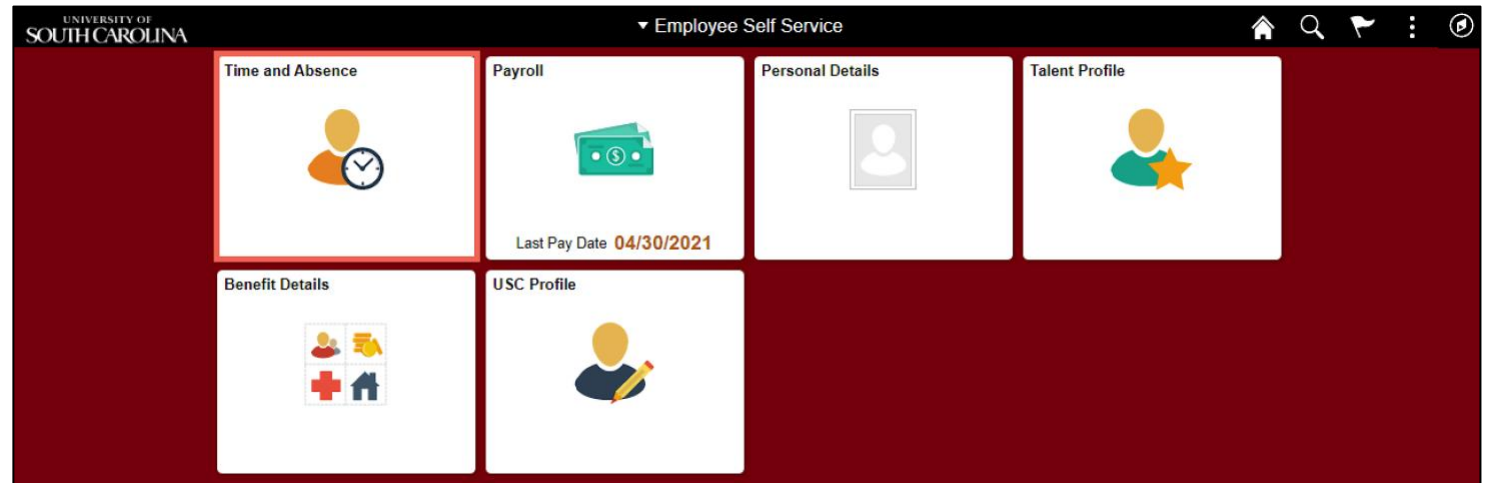
**Note:** Before indicating you would like to receive a payout for hours worked on a holiday, it is very important to receive approval from your manager. Although this option is available to all non-exempt employees, it is at the departments discretion whether they want to payout the hours worked or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

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

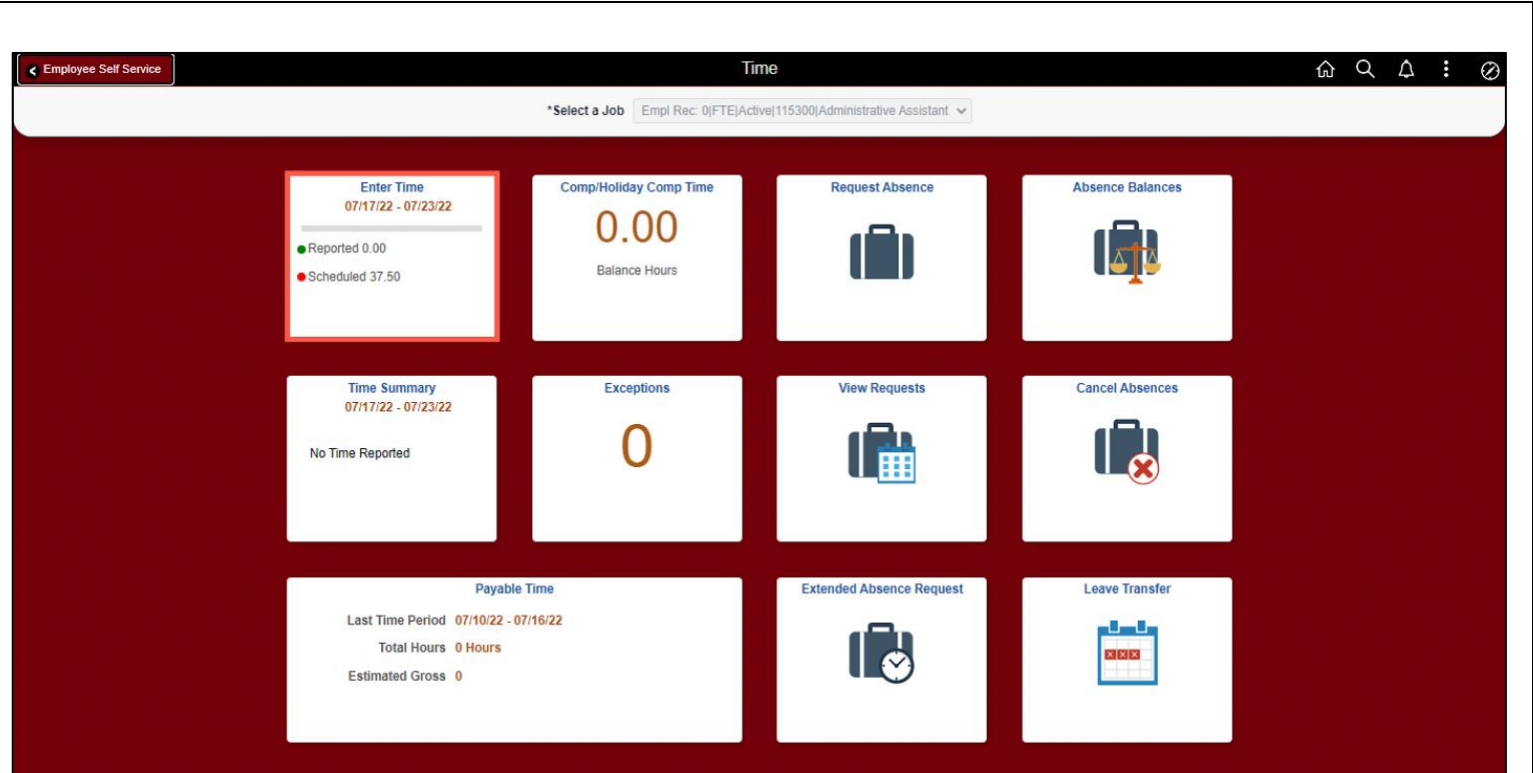
**Processing Steps**

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

**Screenshots**



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



The screenshot displays the 'Time' section of the Employee Self Service (ESS) portal. At the top, there is a navigation bar with 'Employee Self Service' and 'Time' labels, along with home, search, and notification icons. Below this, a dropdown menu shows the selected job: 'Empl Rec: 0[FTE]Active|115300|Administrative Assistant'. The main content area features several white tiles on a dark red background:

- Enter Time** (07/17/22 - 07/23/22): A tile with a red border, showing 'Reported 0.00' and 'Scheduled 37.50'.
- Comp/Holiday Comp Time**: Shows a balance of 0.00 hours.
- Request Absence**: Represented by a briefcase icon.
- Absence Balances**: Represented by a briefcase and scales icon.
- Time Summary** (07/17/22 - 07/23/22): Shows 'No Time Reported'.
- Exceptions**: Shows a balance of 0.
- View Requests**: Represented by a briefcase and calendar icon.
- Cancel Absences**: Represented by a briefcase and a red 'X' icon.
- Payable Time**: Shows 'Last Time Period 07/10/22 - 07/16/22', 'Total Hours 0 Hours', and 'Estimated Gross 0'.
- Extended Absence Request**: Represented by a briefcase and clock icon.
- Leave Transfer**: Represented by a calendar icon with a red 'X'.

**Step 3:** 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.

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

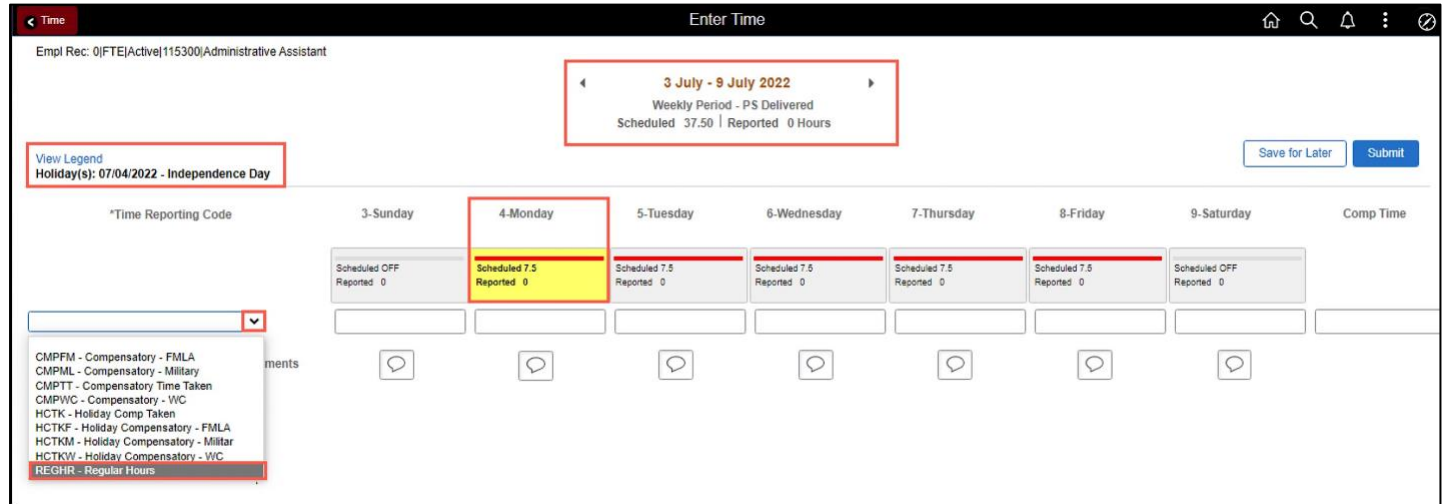
You can only have one TRC per line.

**Step 4:** Click the **Time Reporting Code** drop-down arrow.

**Step 5:** Select **REGHR – Regular Hours**.

**Step 6:** On this first line, click in the **Time Entry** field and enter hours worked for each day that is not a holiday.

In this example, you received permission to work additional hours. To earn comp time, the hours entered will need to be more than the scheduled hours.



Enter Time

Empl Rec: 0[FTE]Active|115300|Administrative Assistant

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

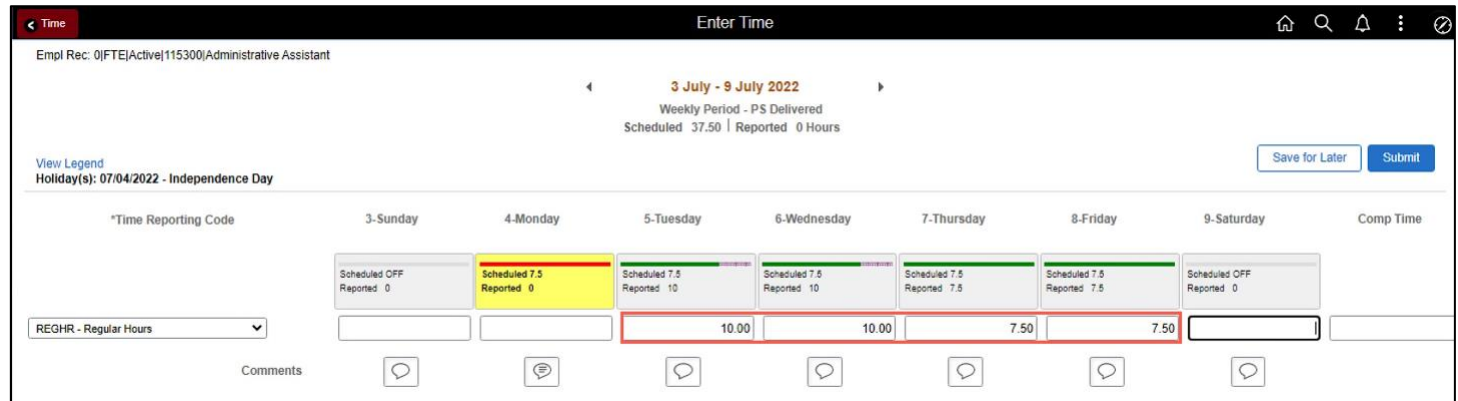
View Legend  
Holiday(s): 07/04/2022 - Independence Day

\*Time Reporting Code

	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF 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	
Time Reporting Code								
Comments								

Time Reporting Code dropdown options:

- 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



Enter Time

Empl Rec: 0[FTE]Active|115300|Administrative Assistant

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

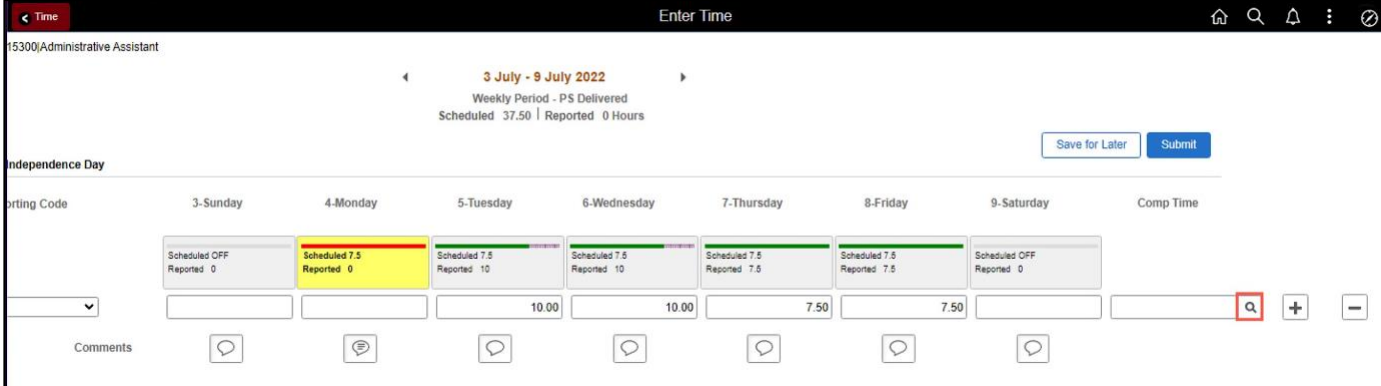
View Legend  
Holiday(s): 07/04/2022 - Independence Day

\*Time Reporting Code

	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0		
Time Reporting Code								
Comments								

REGHR - Regular Hours

**Step 7:** To earn comp time for the extra hours worked, click the **Comp Time** Lookup button.



15300/Administrative Assistant

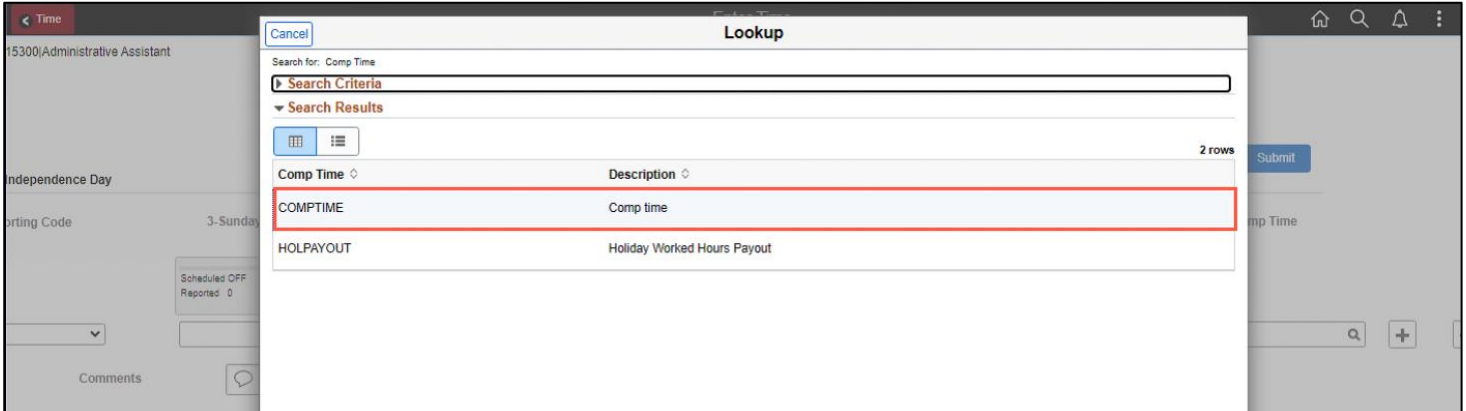
3 July - 9 July 2022  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours

Save for Later Submit

Independence Day

Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
			10.00	10.00	7.50	7.50		
Comments								

**Step 8:** Select **Comp Time** from the list.



15300/Administrative Assistant

Lookup

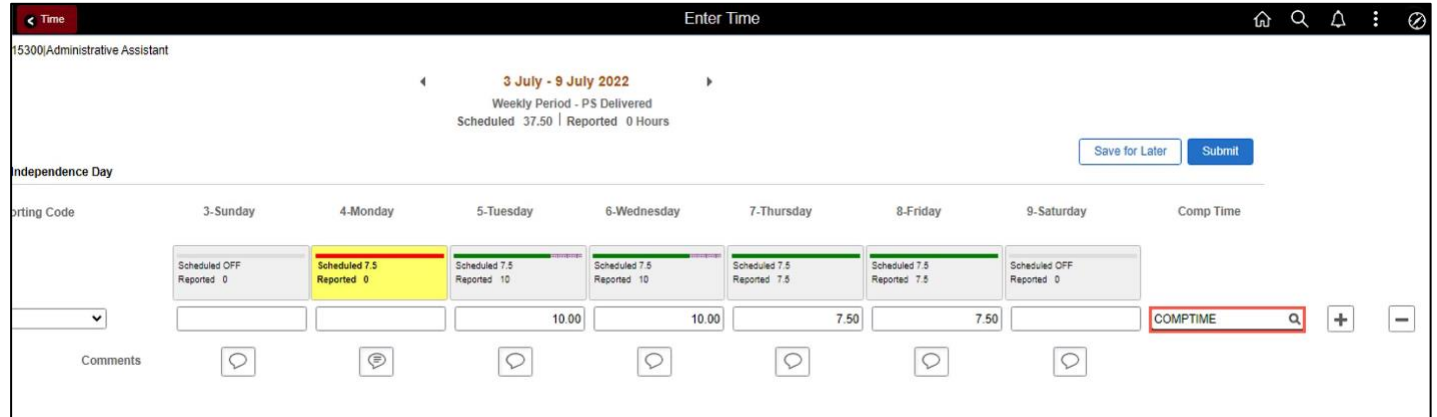
Search for: Comp Time

Search Criteria

Search Results

Comp Time	Description
COMPTIME	Comp time
HOLPAYOUT	Holiday Worked Hours Payout

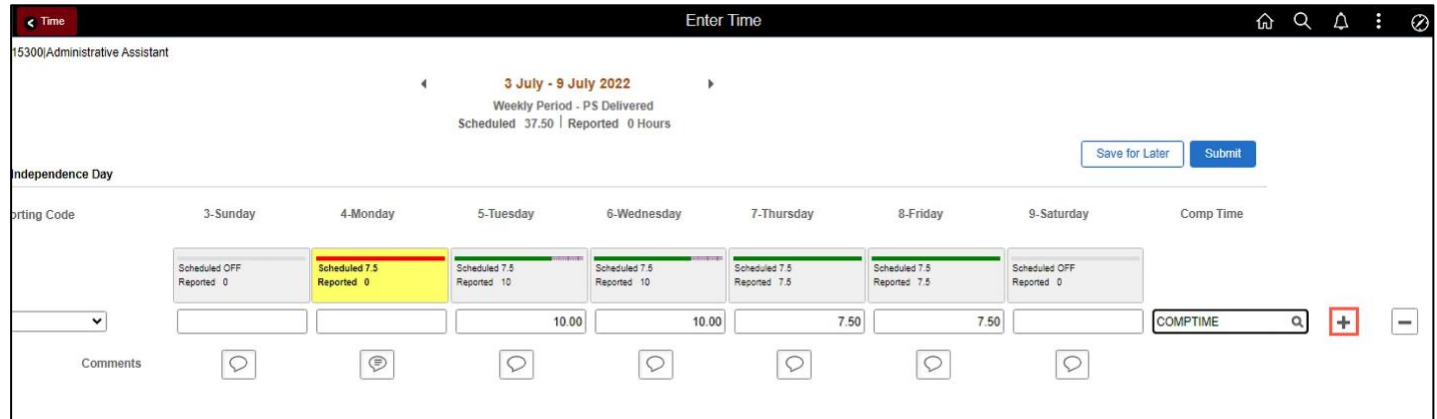
**Step 9:** Notice **COMPTIME** is now populated in the **Comp Time** field. This prompts the system to add the extra hours worked to your comp time balance.



The screenshot shows the 'Enter Time' interface for an Administrative Assistant. The weekly period is July 3-9, 2022. The 'Comp Time' field is highlighted with a red box and contains the text 'COMPTIME'. The interface includes a table for entering time by day, with columns for 3-Sunday through 9-Saturday and a 'Comp Time' column. The 'Comp Time' column is currently empty, but the text 'COMPTIME' is entered in the search field below it. A plus sign button is visible to the right of the search field.

Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0		COMPTIME

**Step 10:** To enter the hours worked on the holiday, click the **Plus (+)** button to add a second line.



The screenshot shows the 'Enter Time' interface for an Administrative Assistant. The weekly period is July 3-9, 2022. The 'Comp Time' field is highlighted with a red box and contains the text 'COMPTIME'. The plus sign button to the right of the search field is also highlighted with a red box, indicating the next step in the process.

Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0		COMPTIME

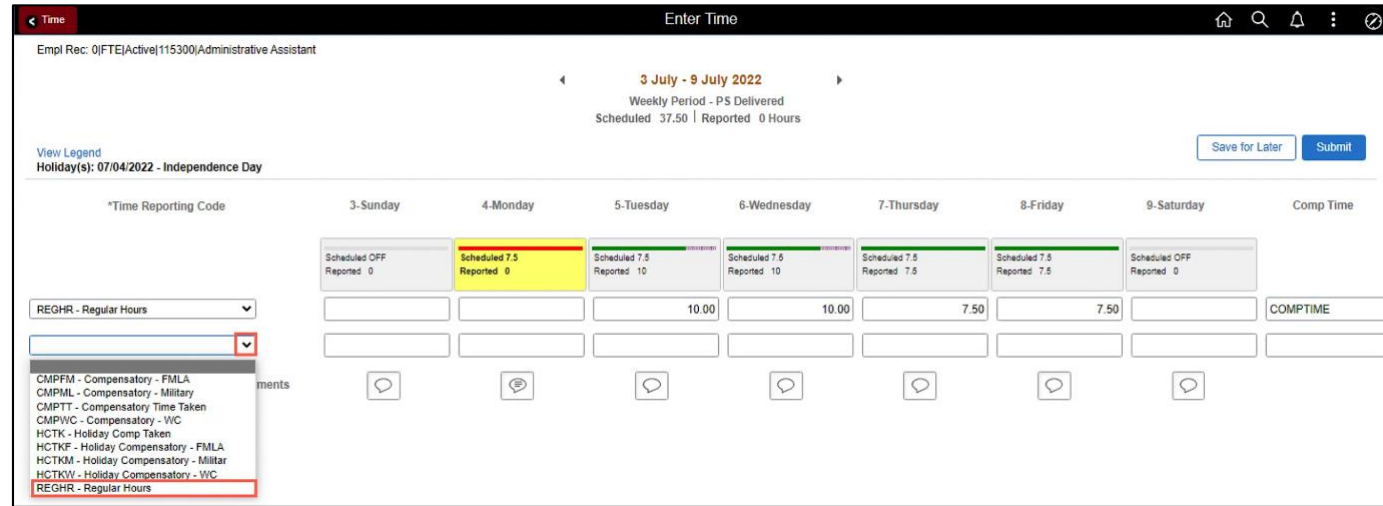
University of South Carolina  
Time and Labor - ESS

Earn Comp Time and Request Holiday Comp Payout on a Timesheet – Salary Non-Exempt

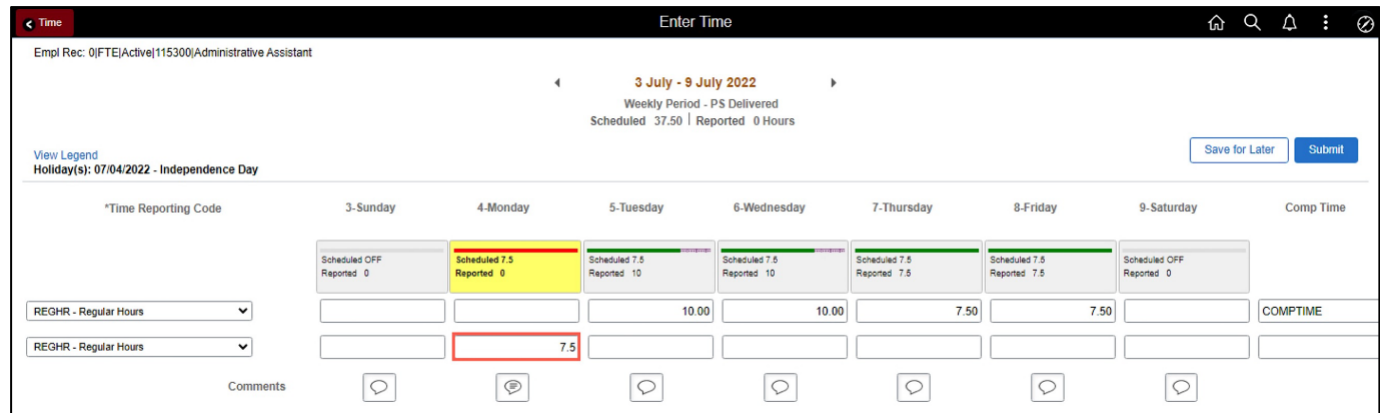
**Step 11:** Click the **Time Reporting Code** drop-down arrow.

**Step 12:** Select **REGHR – Regular Hours**.

**Step 13:** On the second line, click in the **Time Entry** field and only enter hours worked for the holiday.

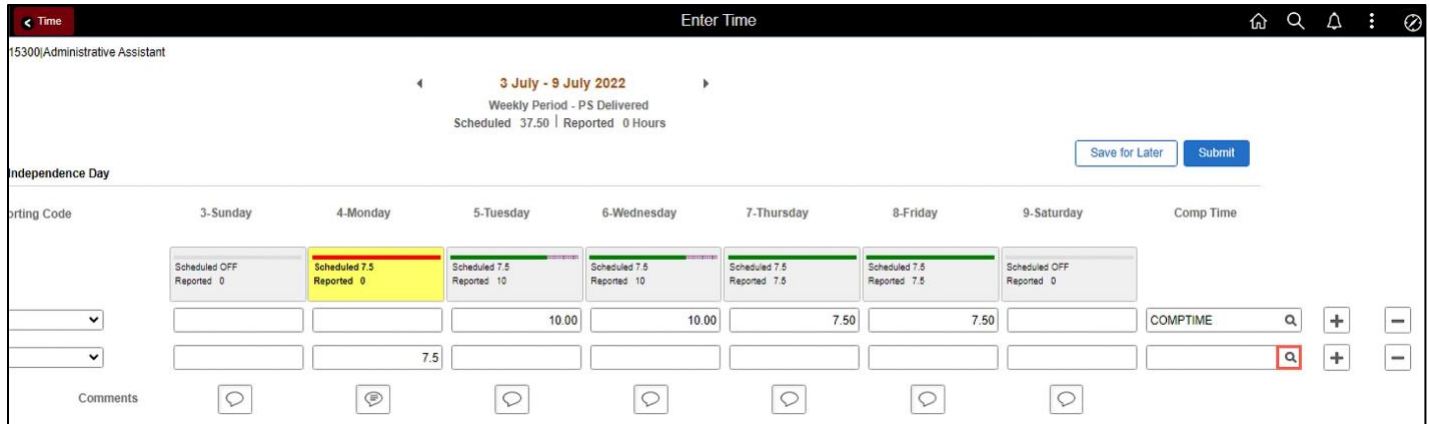


The screenshot shows the 'Enter Time' interface for an Administrative Assistant. The weekly period is 3 July - 9 July 2022. The holiday 07/04/2022 - Independence Day is noted. The interface displays a grid for days 3-Sunday through 9-Saturday. The 'Time Reporting Code' dropdown is open, showing options like CMPFIM, CMPML, CMPTT, CMPWC, HCTK, HCTKF, HCTKM, HCTKW, and REGHR. The 'REGHR - Regular Hours' option is highlighted with a red box. The grid shows scheduled and reported hours for each day, with a 'COMPTIME' column on the right.



The screenshot shows the 'Enter Time' interface with the 'Time Reporting Code' dropdown set to 'REGHR - Regular Hours'. The grid shows the time entry for the holiday (4-Monday) highlighted with a red box, with the value '7.5' entered in the 'Time Entry' field. The 'COMPTIME' column is visible on the right.

**Step 14:** To request a payout for the hours worked on the holiday, click the **Look up Comp** button.



15300|Administrative Assistant

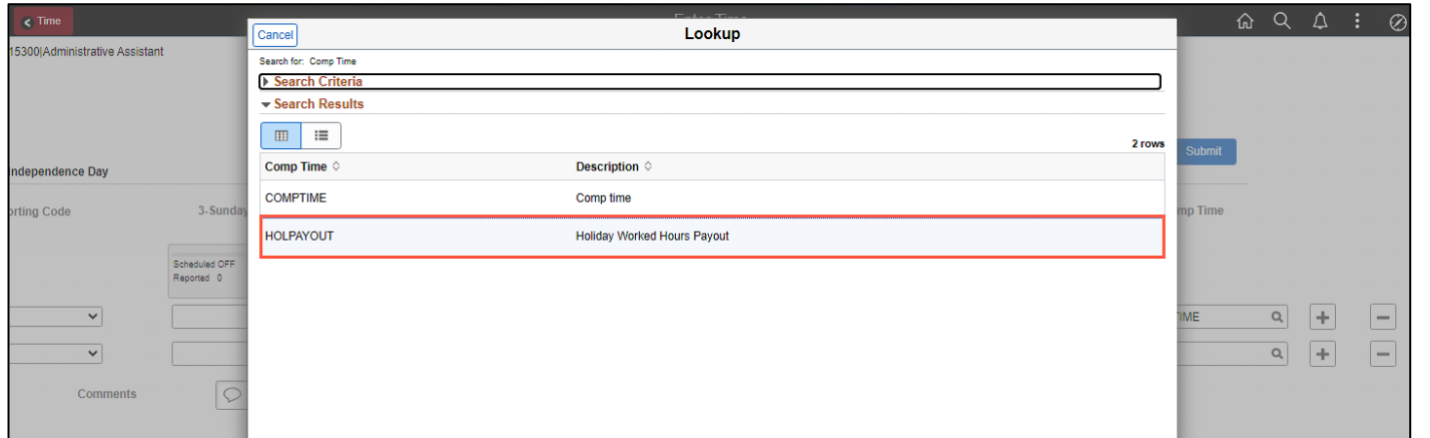
3 July - 9 July 2022  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours

Save for Later Submit

Independence Day

Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
			10.00	10.00	7.50	7.50		COMPTIME
		7.5						
Comments								

**Step 15:** Click to select the **Holiday Worked Hours Payout (HOLPAYOUT)** option from the list.



15300|Administrative Assistant

Lookup

Search for: Comp Time

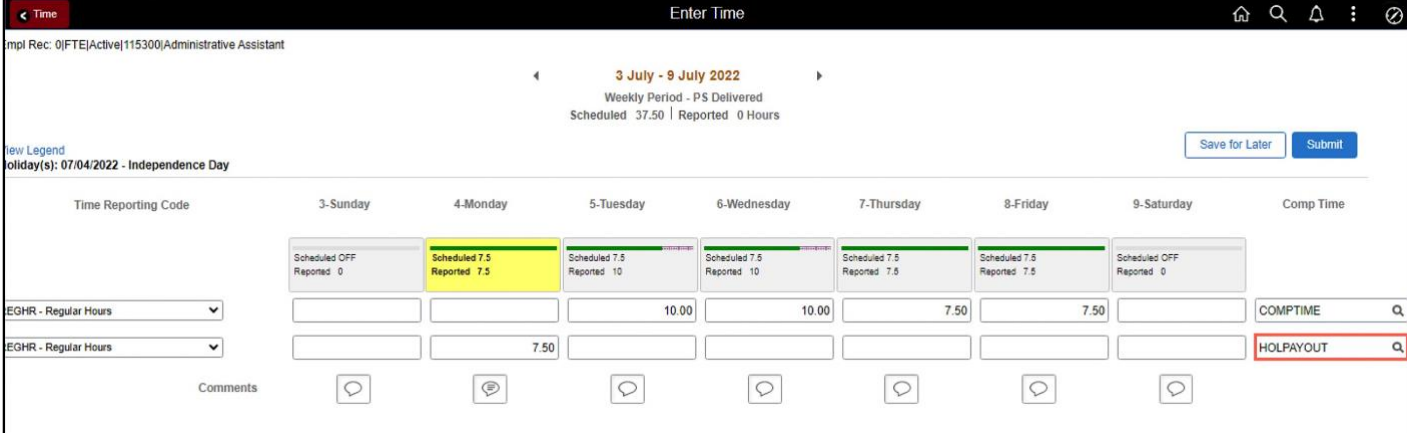
Search Criteria

Search Results

2 rows

Comp Time	Description
COMPTIME	Comp time
HOLPAYOUT	Holiday Worked Hours Payout

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



Time Reporting Code

	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0		
EGHR - Regular Hours			10.00	10.00	7.50	7.50		COMPTIME
EGHR - Regular Hours		7.50						HOLPAYOUT
Comments								



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

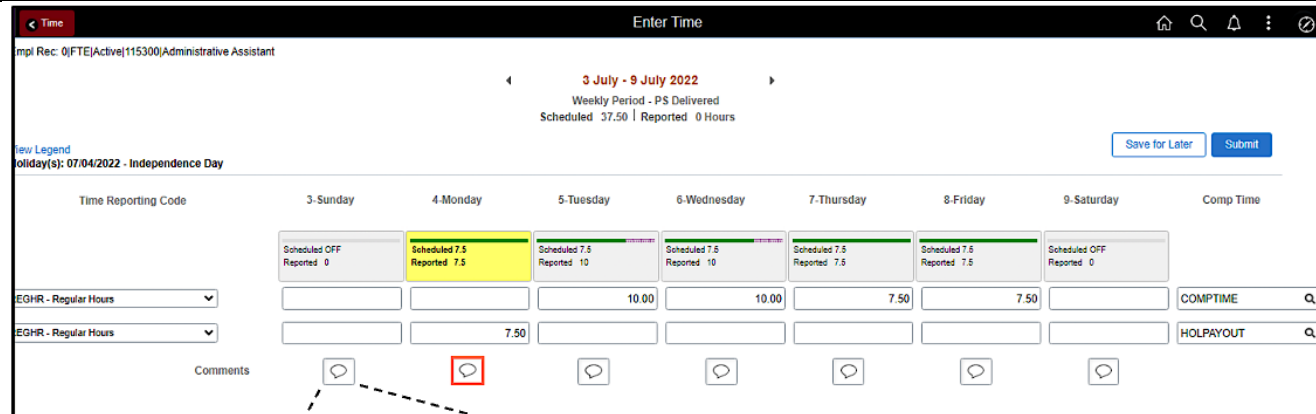
**Step 16:** Click the **Comments** button.

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


**Step 18:** Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

**Step 19:** Click the **X** to close the Time Reporting Comments page.



Time Reporting Code

	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled	OFF	7.5	7.5	7.5	7.5	7.5	OFF	
Reported	0	7.5	10	10	7.5	7.5	0	
EGHR - Regular Hours			10.00	10.00	7.50	7.50		COMPTIME
EGHR - Regular Hours		7.50						HOLPAYOUT
Comments								



**Time Reporting Comments**

Comments related to Time entered for 07/04/2022

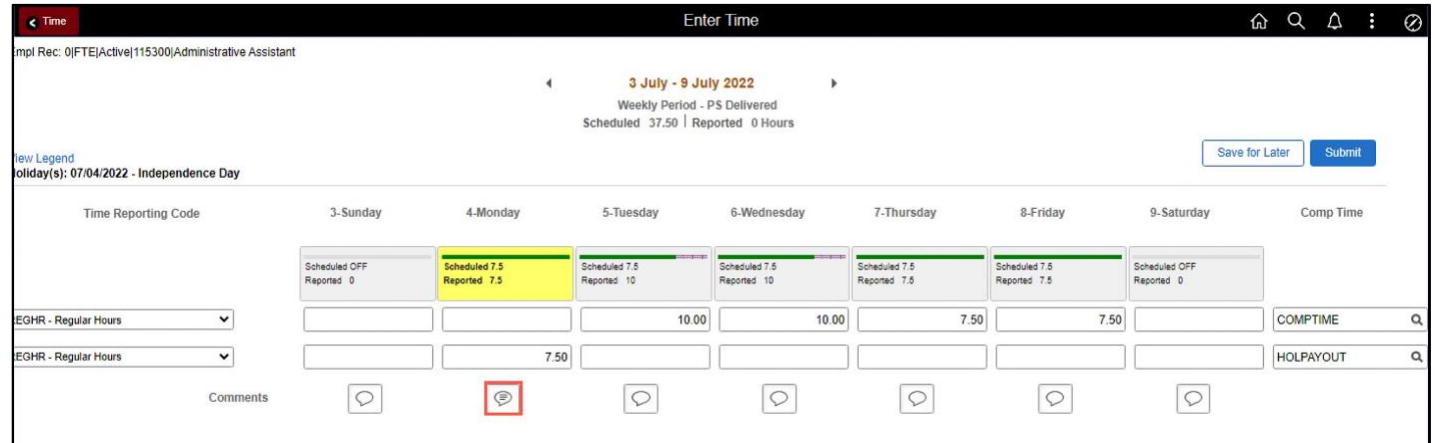
Comment once entered cannot be altered or removed.

Received permission from my manager to request holiday comp payout.

Add Comment Clear

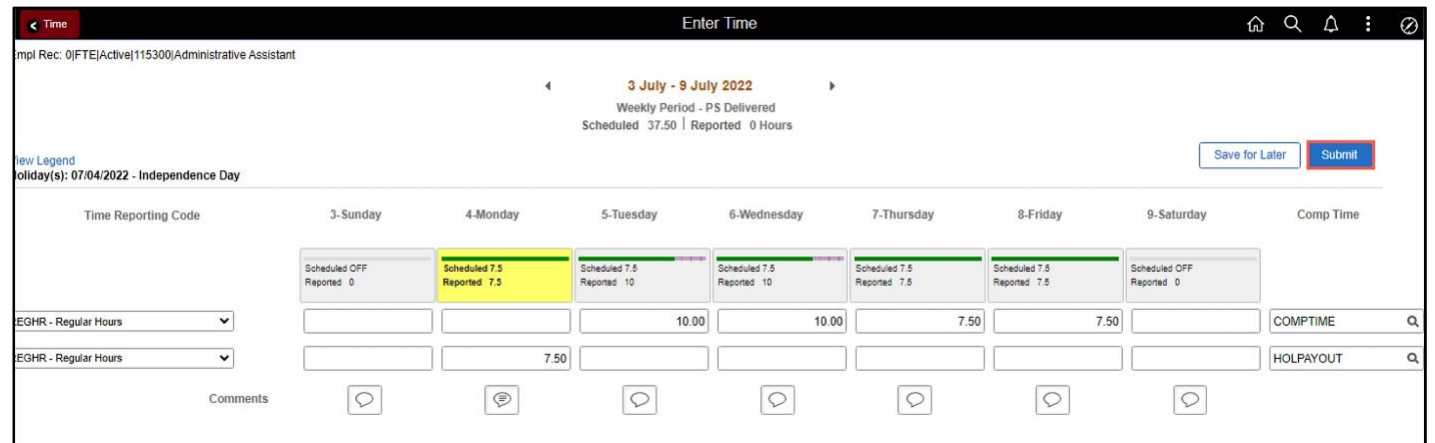
Notice when a comment has been added to a specific time entry, squiggles appear in the comment bubble.

**Step 20:** The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.



Time Reporting Code

	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0		
EGHR - Regular Hours			10.00	10.00	7.50	7.50		COMPTIME
EGHR - Regular Hours		7.50						HOLPAYOUT
Comments								



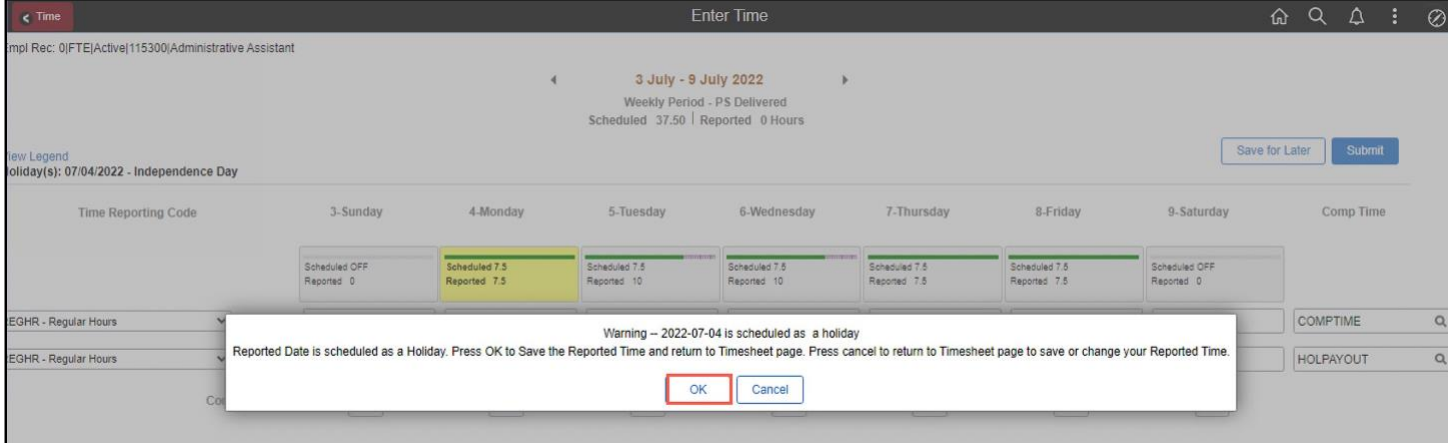
Time Reporting Code

	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0		
EGHR - Regular Hours			10.00	10.00	7.50	7.50		COMPTIME
EGHR - Regular Hours		7.50						HOLPAYOUT
Comments								

**Step 21:** 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.

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. The Reported hours is showing the extra hours worked that will be added to your comp time balance.

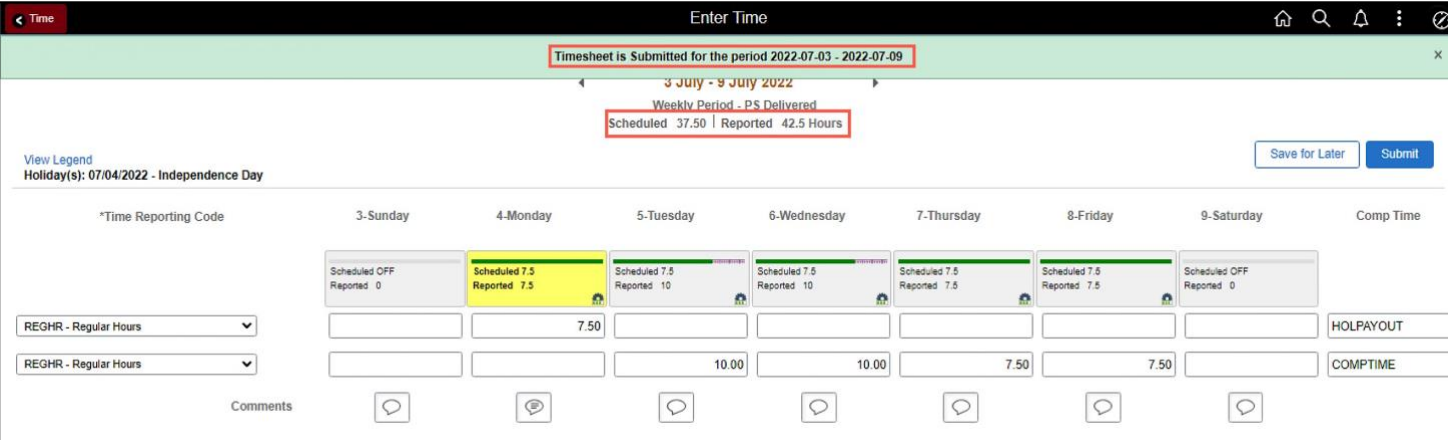


Time Reporting Code

	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF	Scheduled OFF	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled OFF	
Reported	0	7.5	10	10	7.5	7.5	0	

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



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

3 July - 9 July 2022  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 42.5 Hours

Time Reporting Code

	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF	Scheduled OFF	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled OFF	
Reported	0	7.5	10	10	7.5	7.5	0	





REGHR - Regular Hours

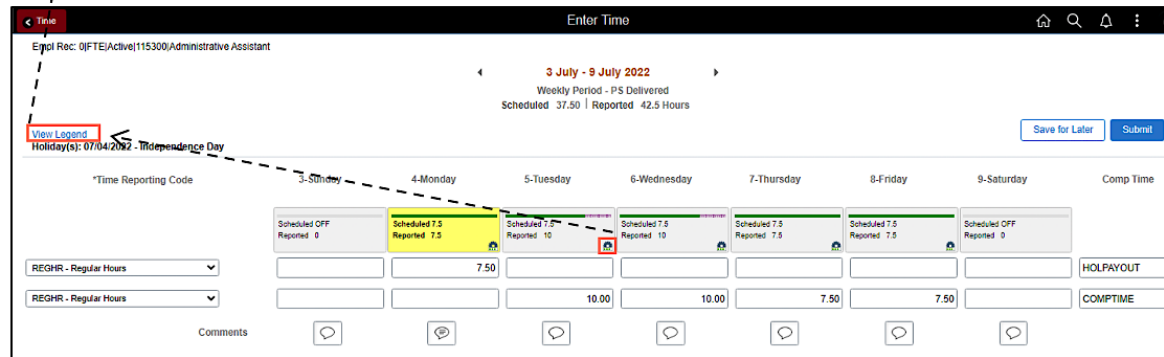
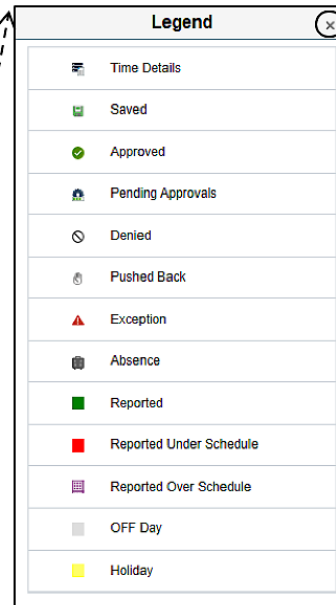
	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
REGHR - Regular Hours		7.50		10.00	10.00	7.50	7.50	

Comments

**Step 22:** 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.



To view comp and holiday comp time balances, click the **Comp/Holiday Comp Time** tile, to view balance hours.

Here you can view the balance hours. Click each tile to view additional details.

You successfully learned how to earn comp time and request holiday comp payout on a timesheet as a salary non-exempt employee.

