University of South Carolina
Time and Labor – TL/ABS Approver
Earn Comp Time on a Timesheet on Behalf of
Salary Non-Exempt Employee

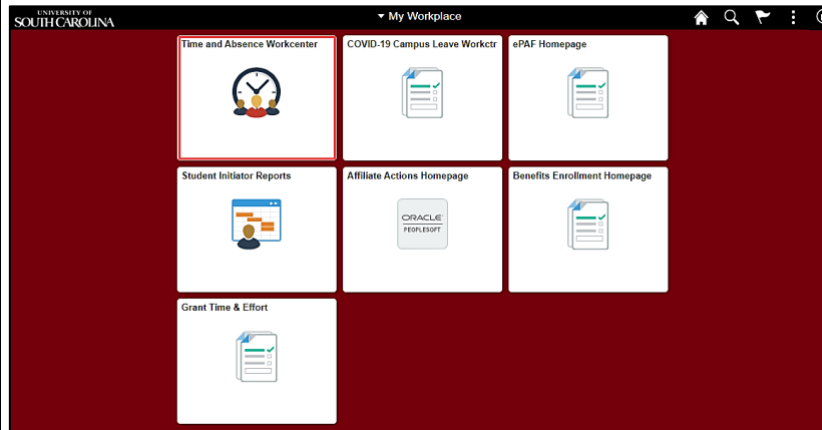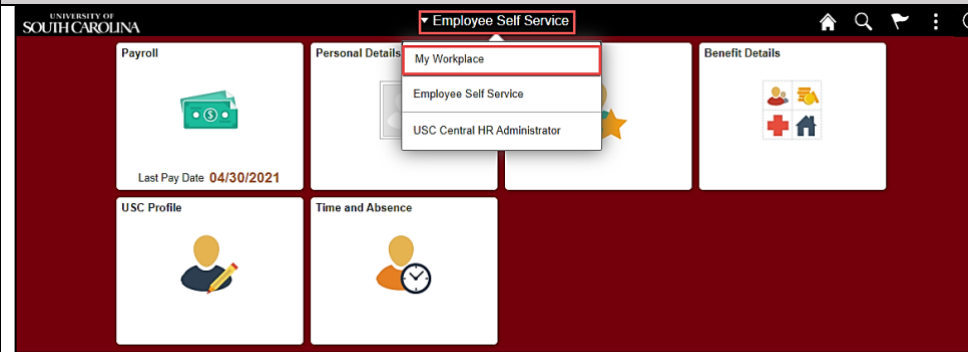| How to earn comp time on a timesheet on behalf of a salary non-exempt employee: |
| --- |
| This job aid outlines how a TL/ABS Approver can earn comp time on a timesheet on behalf of a salary non-exempt employee. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities. |
| **Navigation:** Employee Self Service > My Workplace > Time and Absence Workcenter |

Processing Steps	Screenshots
Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **My Workplace** from the list.	
Step 2: Click the **Time and Absence Workcenter** tile.	

Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers 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.
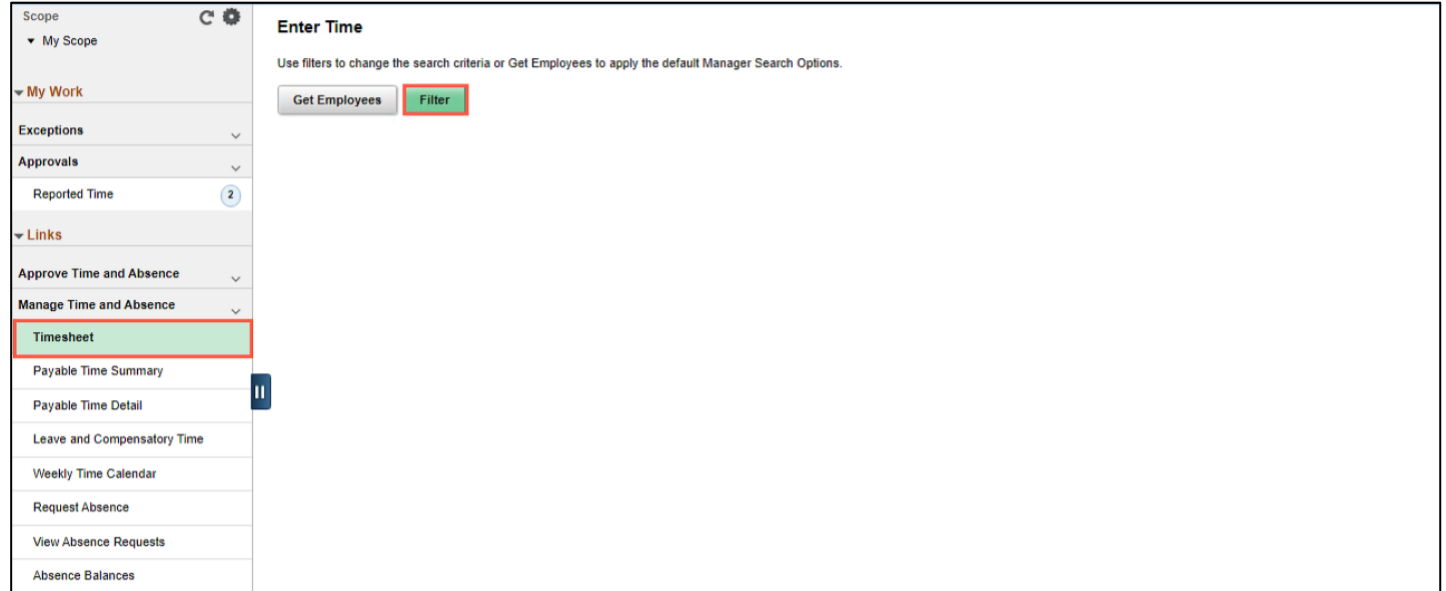
Step 3: Click the **Manage Time and Absence** drop-down arrow.

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

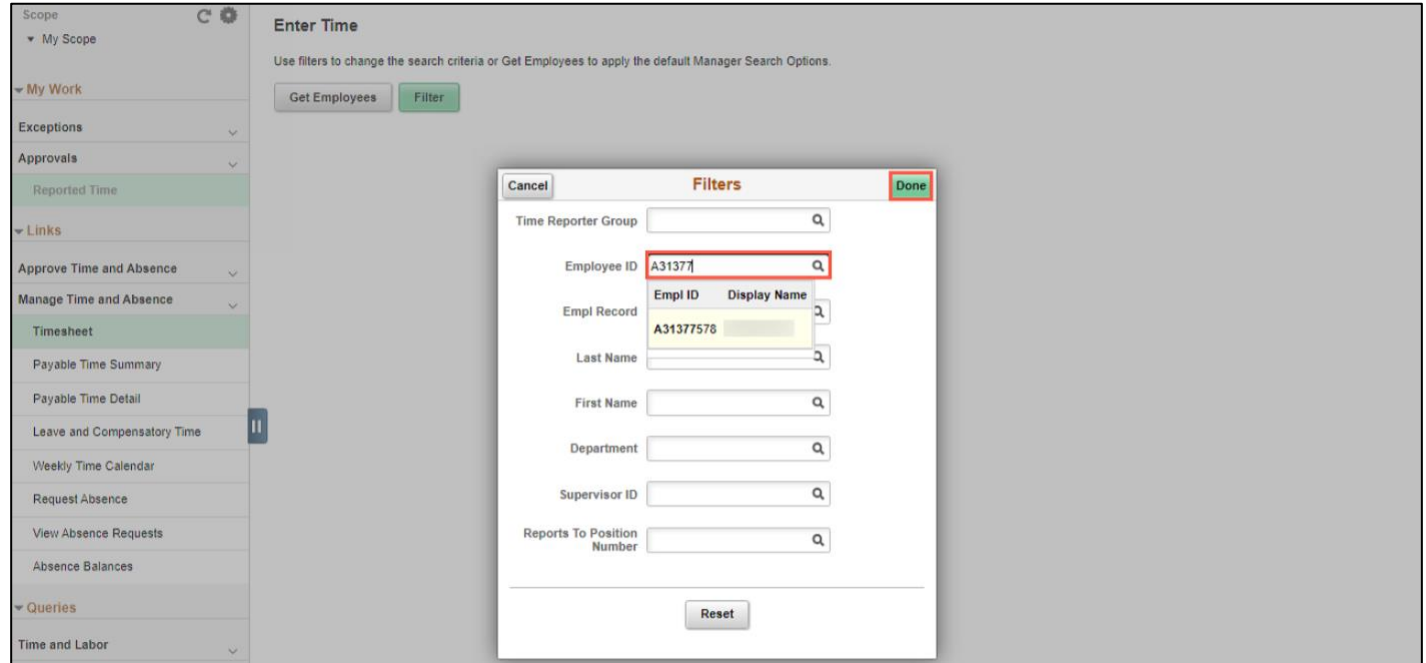**Step 5:** To enter time for a specific employee, begin by clicking the **Filter** button.

Scope	Enter Time
▾ My Scope	Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.
▾ My Work	Get Employees Filter
Exceptions ⌄	
Approvals ⌄	
Reported Time ②	
▾ 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	

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.
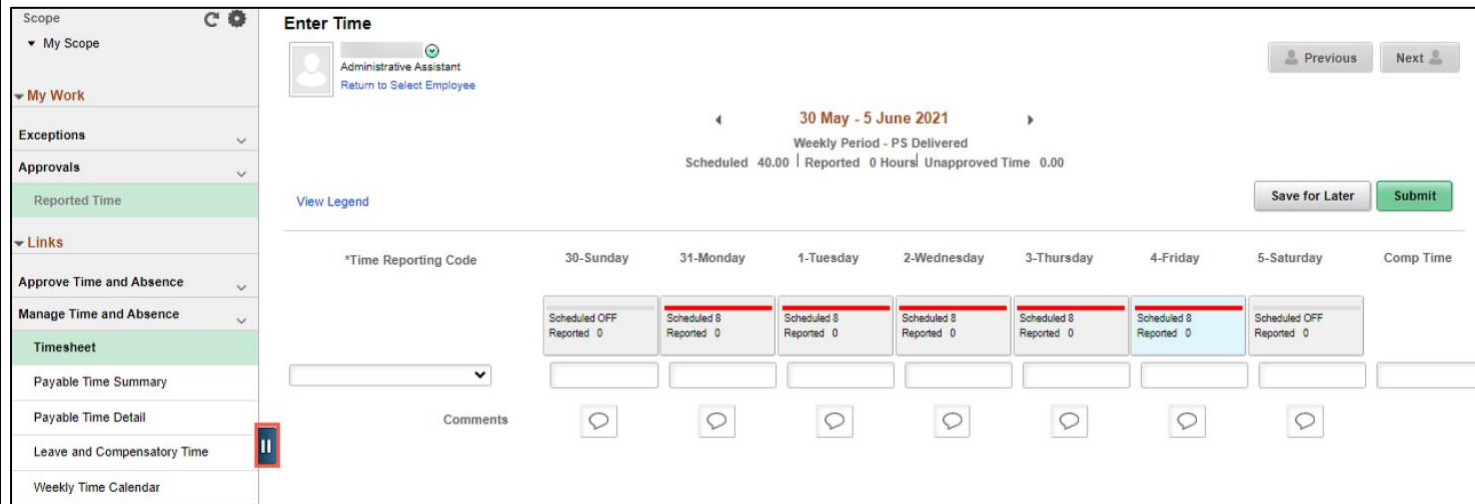
Step 8: Click the **Employee Name/Tile** line to view the Enter Time page.	Scope ▼ My Scope ▼ My Work Exceptions Approvals Reported Time ▼ Links Approve Time and Absence Manage Time and Absence Timesheet **Enter Time** **Select Employee** 1 row Name/Title Exceptions Hours to be Approved Administrative Assistant
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.	Scope ▼ My 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 **Enter Time** Administrative Assistant Return to Select Employee Previous Next ◄ 30 May - 5 June 2021 ► Weekly Period - PS Delivered Scheduled 40.00	Reported 0 Hours Unapproved Time 0.00 View Legend Save for Later Submit *Time Reporting Code 30-Sunday 31-Monday 1-Tuesday 2-Wednesday 3-Thursday 4-Friday 5-Saturday Comp Time Scheduled OFF / Reported 0 ... Comments

In this scenario the salary non-exempt employee worked extra hours 5/24/21. The employee forgot to enter their time worked and the week has now passed. As the TL/ABS Approver, you can enter time on behalf of employees in your area.

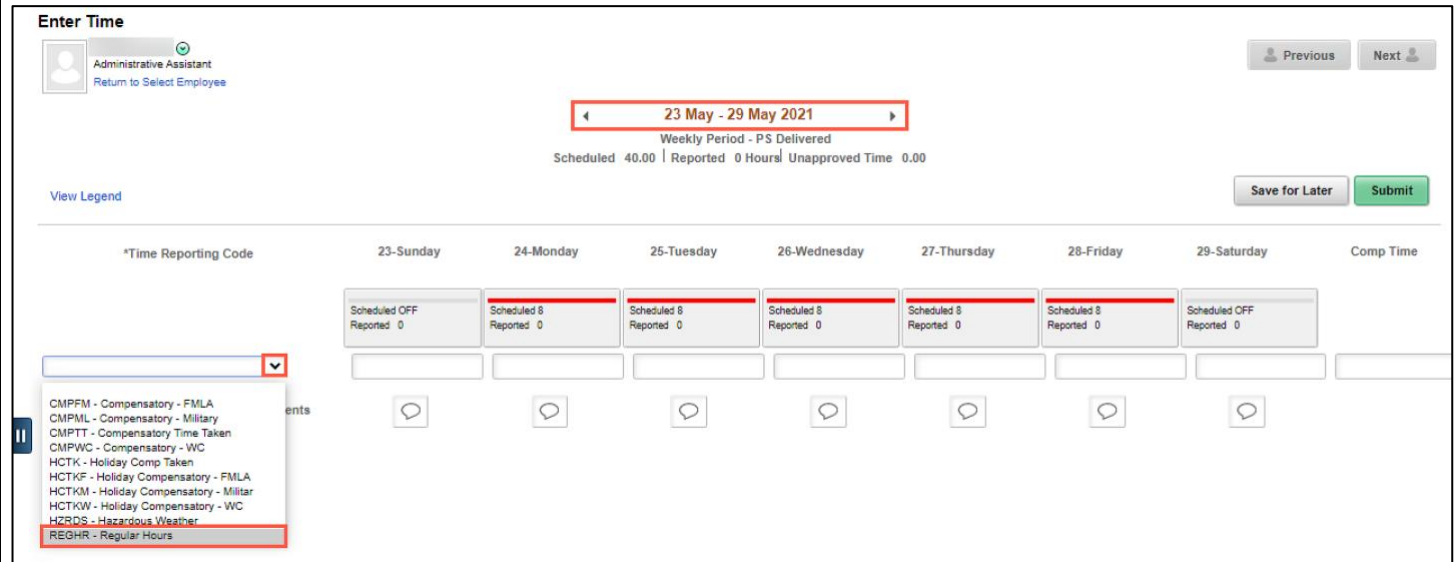You can go back and enter timesheets 60 days prior to the current day on behalf of an employee.

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.

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

You can only have one TRC per line.

Step 11: Click the **Time Reporting Code** drop-down arrow and select **REGHR – Regular Hours.**

Enter Time

Administrative Assistant
Return to Select Employee

Previous   Next

◀   23 May - 29 May 2021   ▶
Weekly Period - PS Delivered
Scheduled 40.00 | Reported 0 Hours| Unapproved Time 0.00

View Legend

Save for Later   Submit

*Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	

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
HZRDS - Hazardous Weather
REGHR - Regular Hours

Step 12: Click in the **Time Entry** field and enter hours worked for each day.

To earn comp time, the hours entered under REGHR will need to be more than 40.
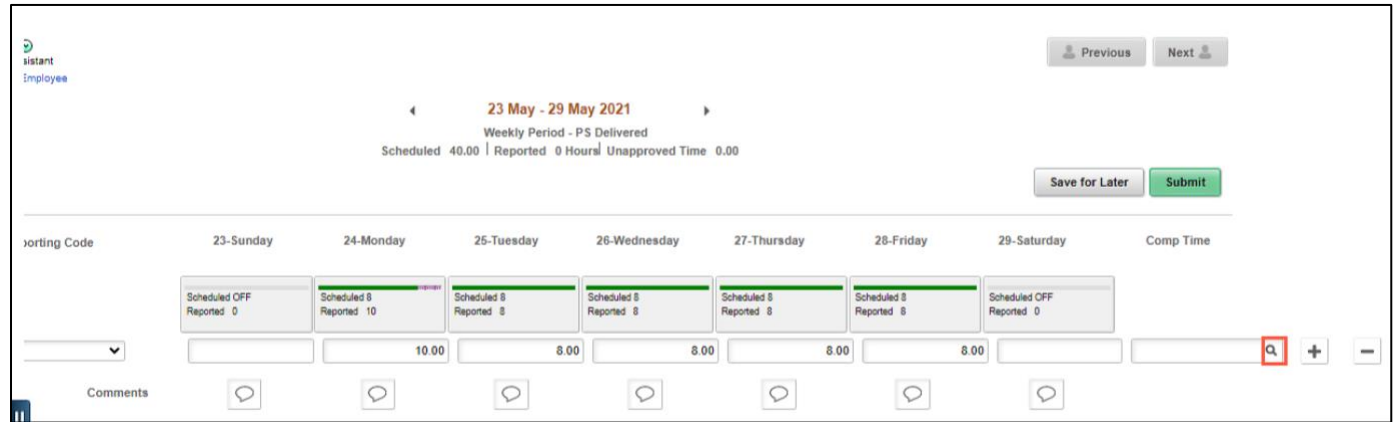
Enter Time

Administrative Assistant
Return to Select Employee

Previous   Next

◄   **23 May - 29 May 2021**   ►
Weekly Period - PS Delivered
Scheduled 40.00 | Reported 0 Hours Unapproved Time 0.00

View Legend

Save for Later   Submit

*Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 8 Reported 10	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 0	
REGHR - Regular Hours		10.00	8.00	8.00	8.00	8.00		
Comments	⊙	⊙	⊙	⊙	⊙	⊙	⊙	

Step 13: To earn comp time for the extra hours worked, click the **Comp Time** Lookup button.	
Step 14: Select **Comp Time** from the list.	

Step 15: Notice **COMPTIME** is now populated in the **Comp Time** field.

Step 16: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.

Enter Time

Administrative Assistant
Return to Select Employee

Previous   Next

◄   **23 May - 29 May 2021**   ►
Weekly Period - PS Delivered
Scheduled 40.00 | Reported 0 Hours| Unapproved Time 0.00

View Legend

Save for Later   Submit

*Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 8 Reported 10	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 0	
REGHR - Regular Hours ▾		10.00	8.00	8.00	8.00	8.00		COMPTIME
Comments	⊙	⊙	⊙	⊙	⊙	⊙	⊙	

Step 17: 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.

Step 18: Notice the time for each day is automatically approved at submission. When time is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required.

Step 19: When submitted, the **Approved** icon appears for the days time entered indicating the timesheet is approved. 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 comp time on a timesheet on behalf of a salary non-exempt employee.