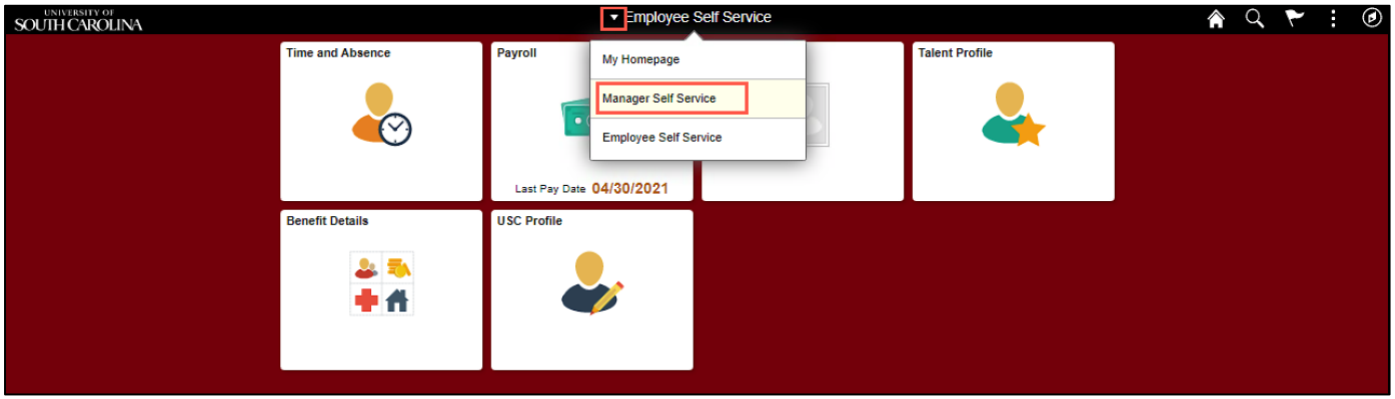
University of South Carolina
Time and Labor – MSS
Earn Comp Time on a Timesheet on Behalf of Salary Non-Exempt Employee

How to earn comp time on a timesheet on behalf of a salary non-exempt employee:
This job aid outlines how a manager can earn comp time on a timesheet on behalf of a salary non-exempt employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

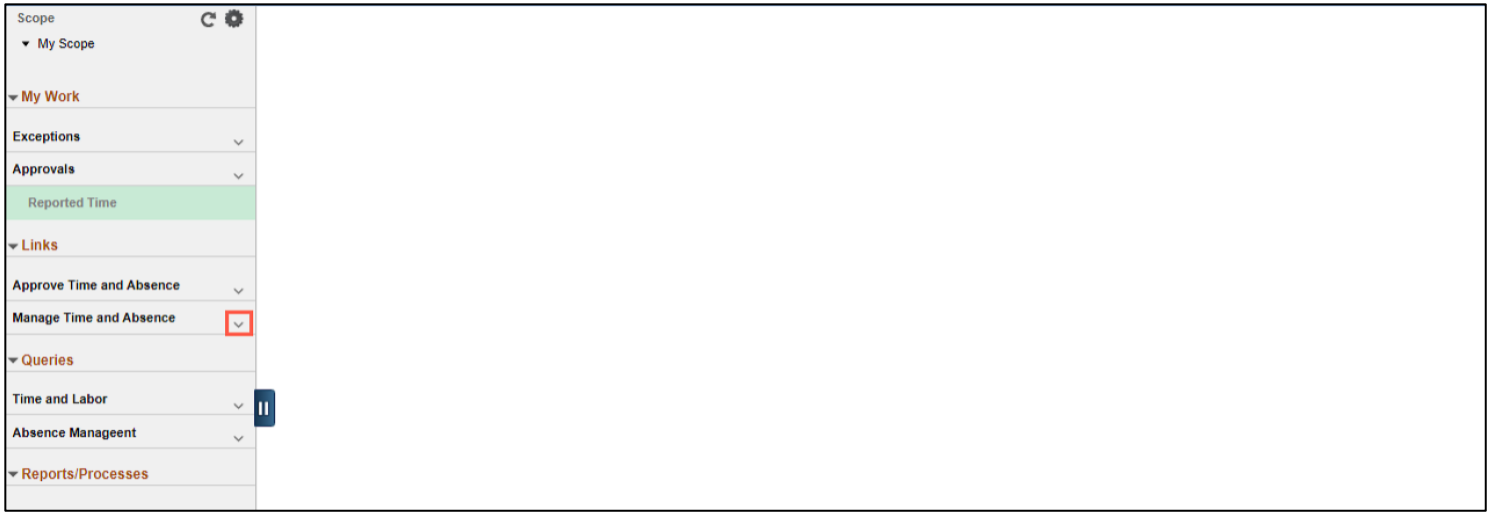
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

Processing Steps	Screenshots
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.	

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.

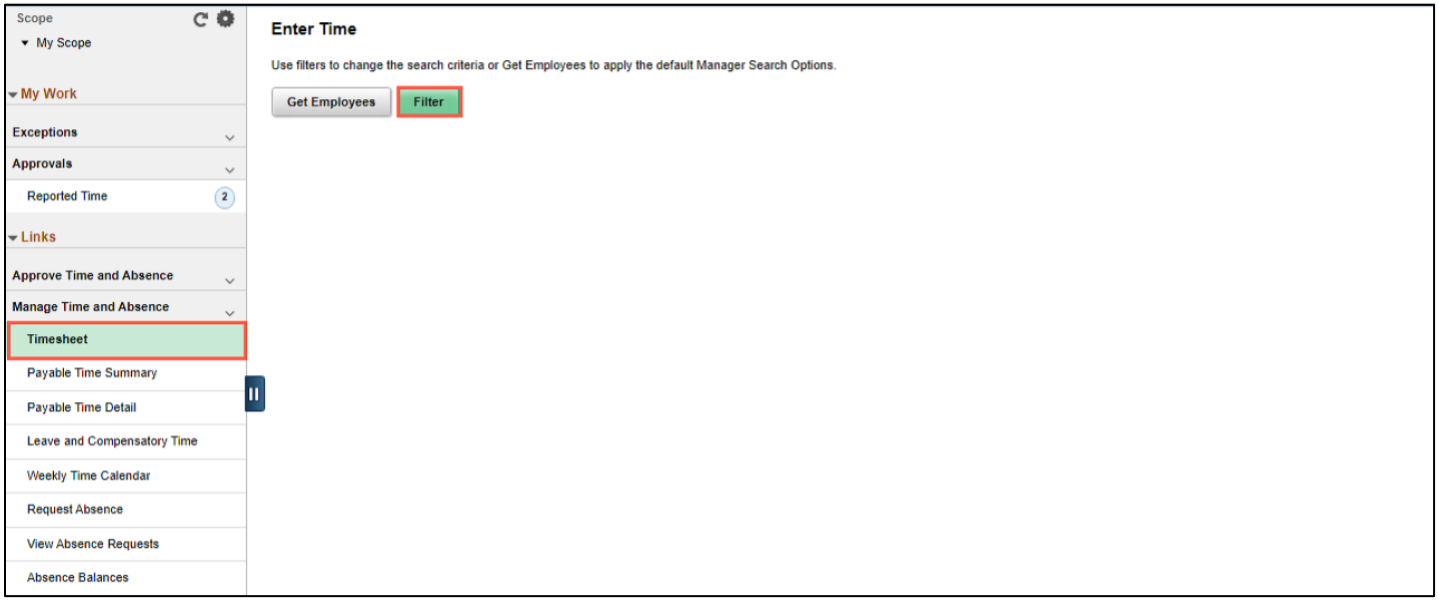
The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries and reports.

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



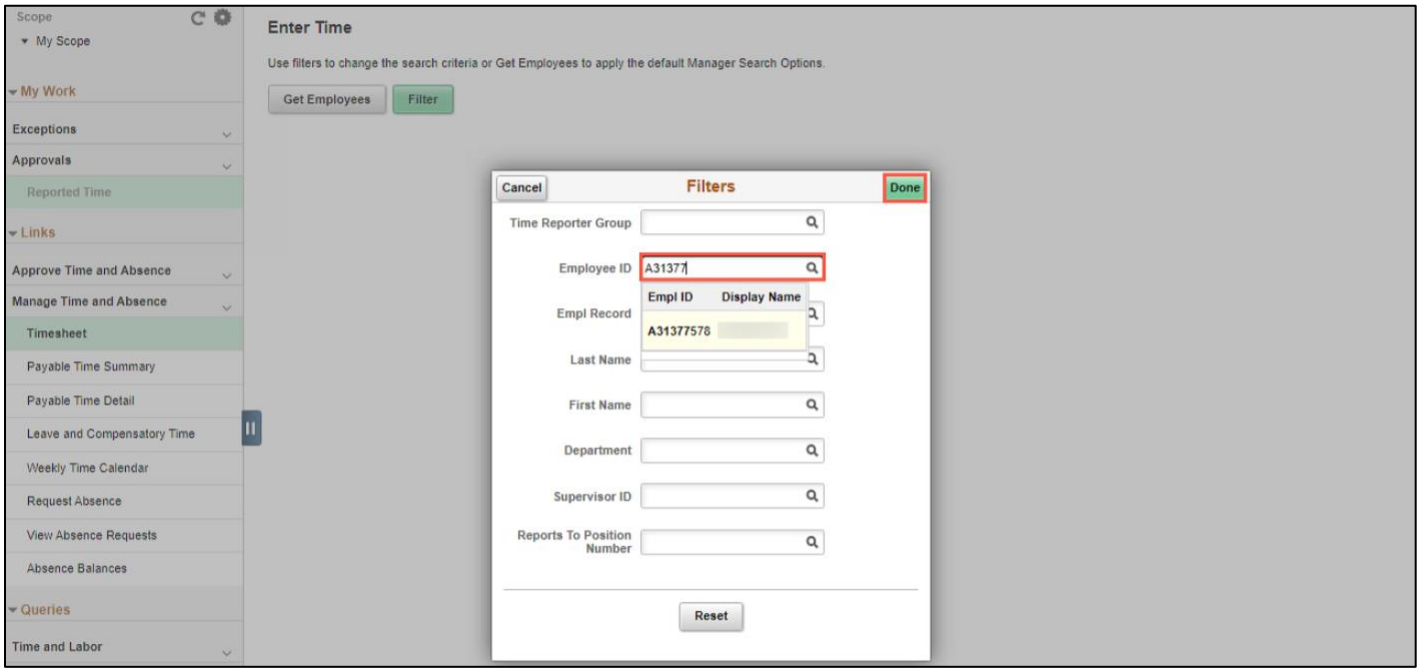
Step 4: Click the **Timesheet** option from the list.

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



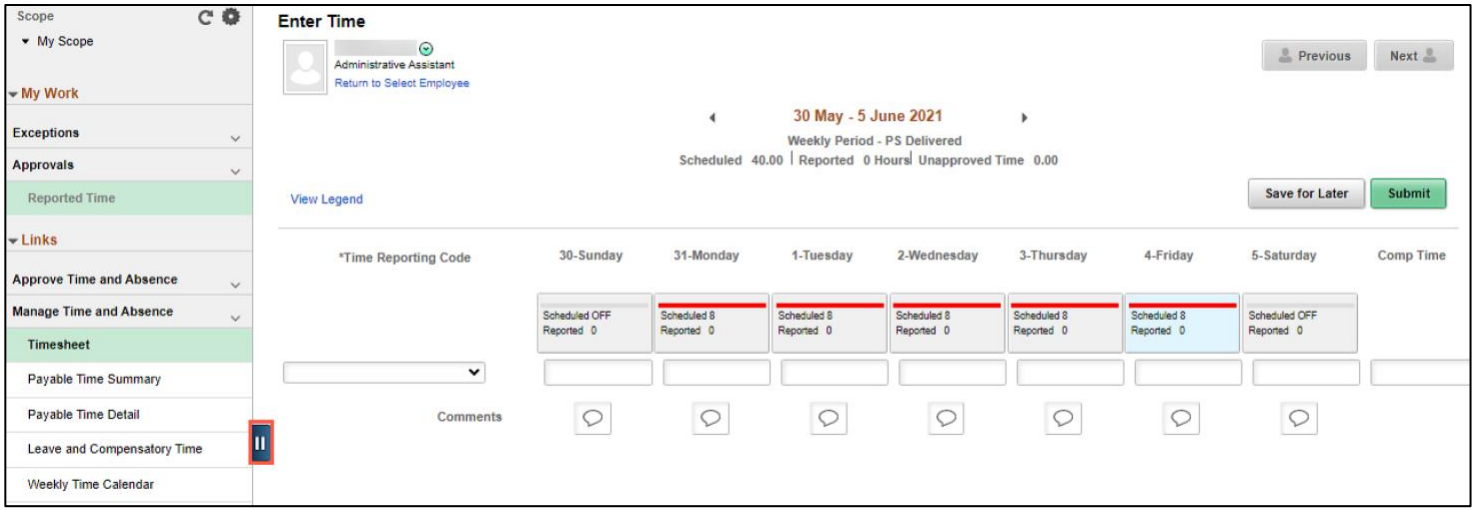
Step 6: To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

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.

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.



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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 manager, 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.

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).

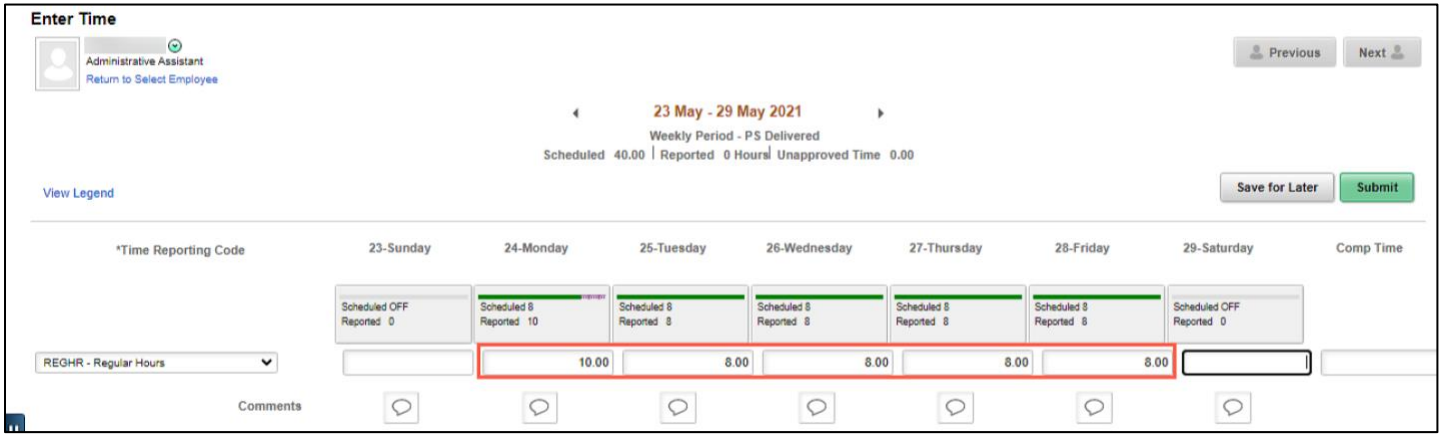
You can only have one TRC per line.

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

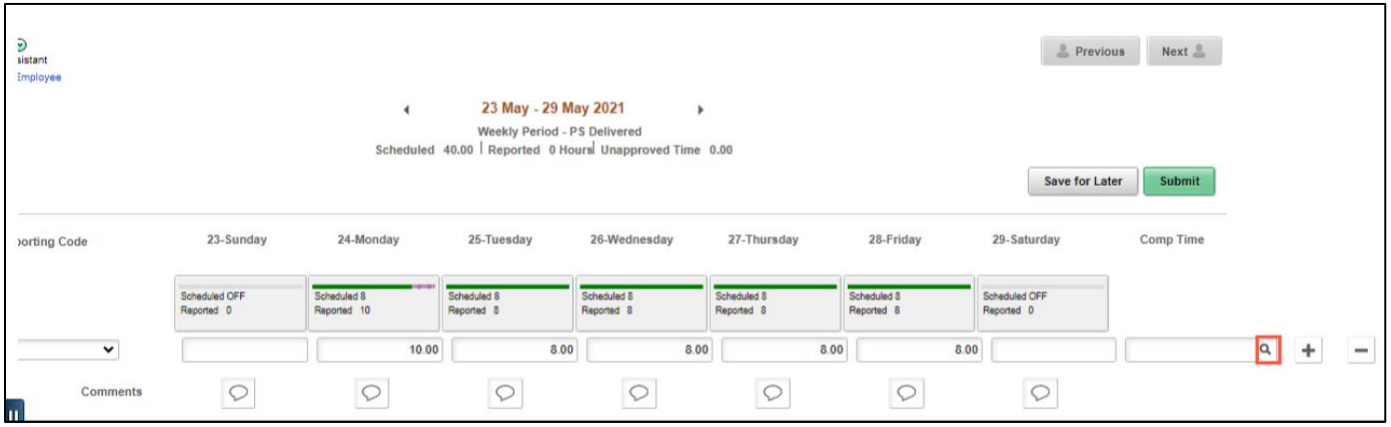
Step 12: Select **REGHR – Regular Hours.**

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

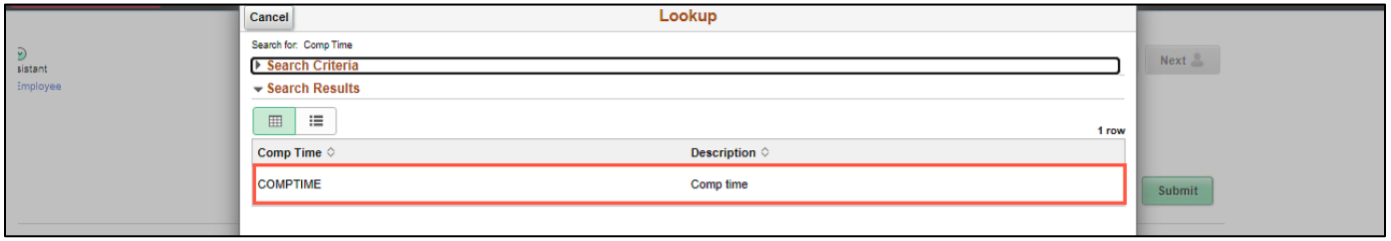
To earn comp time, the hours entered will need to be more than the scheduled hours.



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

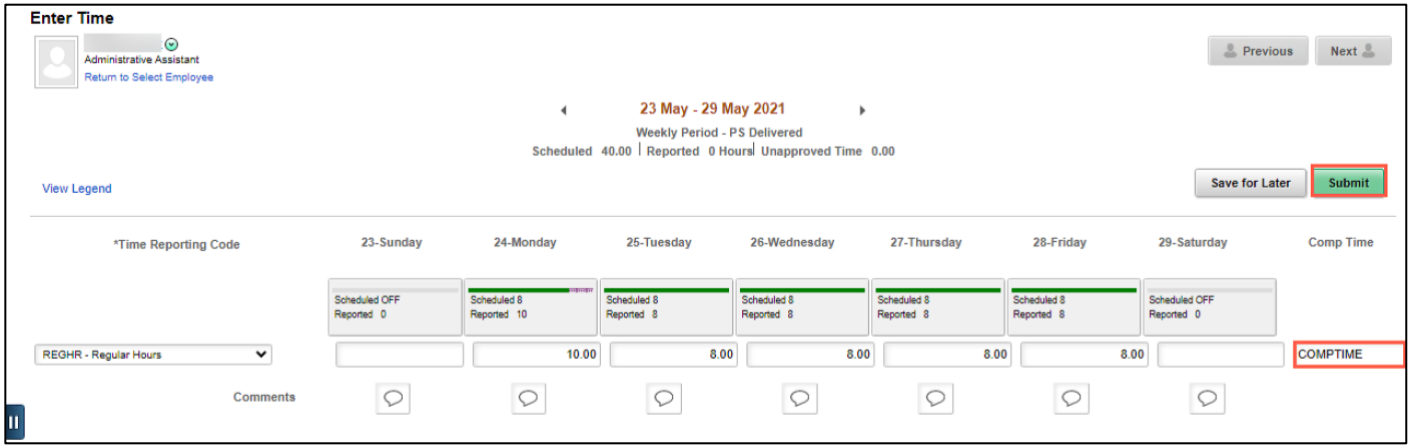


Step 15: Select **Comp Time** from the list.

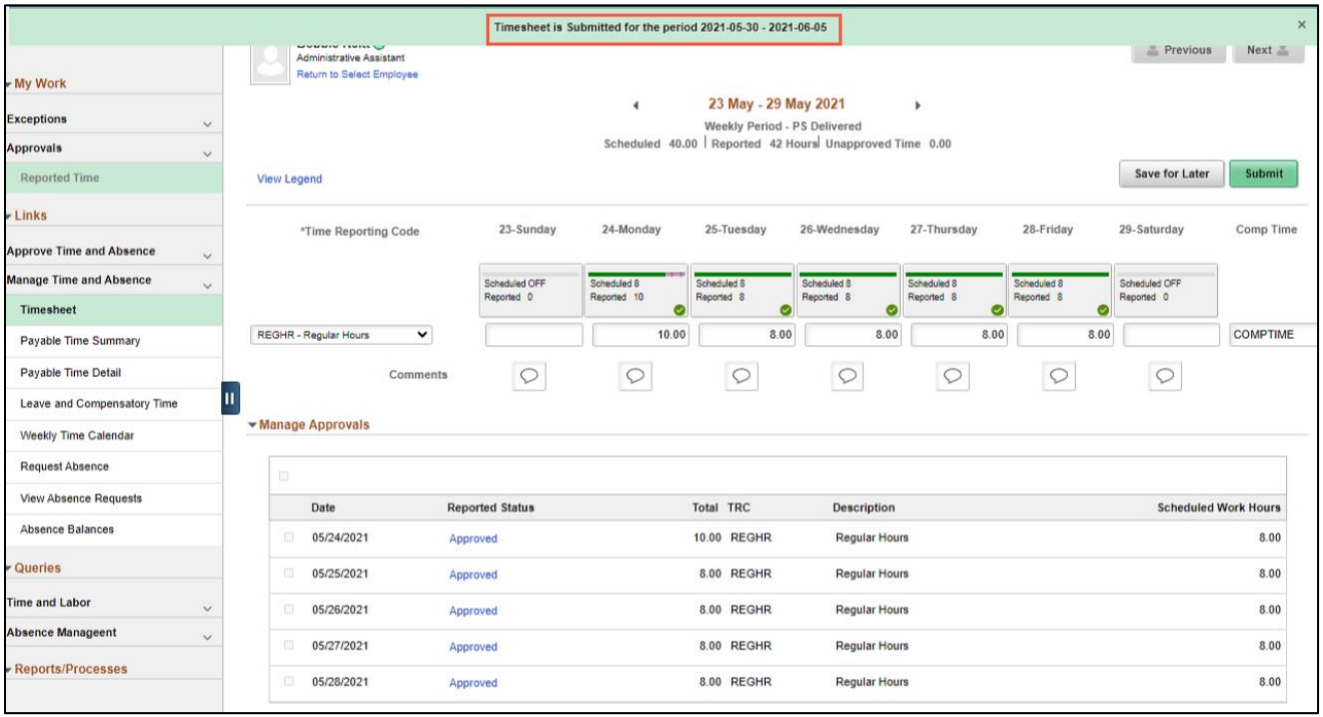


Step 16: Notice **COMPTIME** is now populated in the **Comp Time** field.

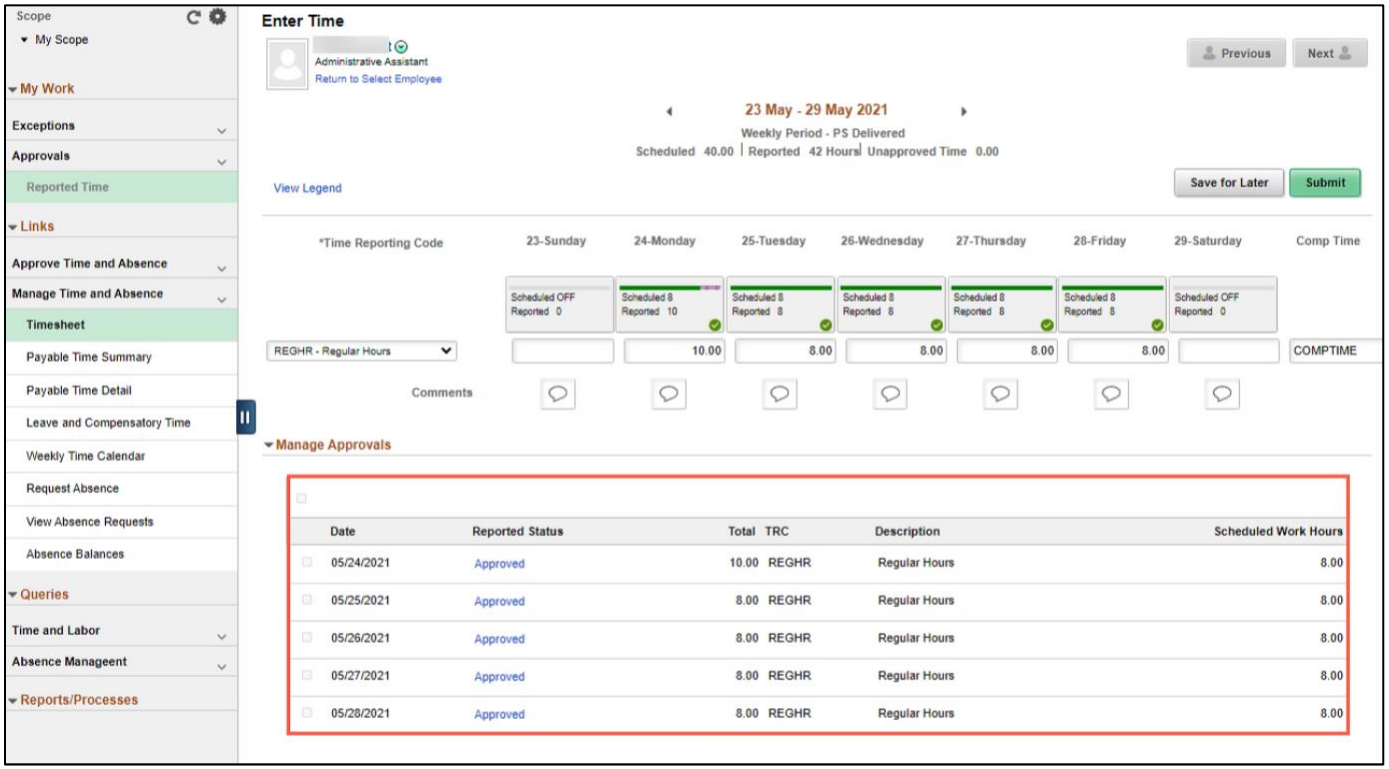
Step 17: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.



Step 18: 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 19: 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.



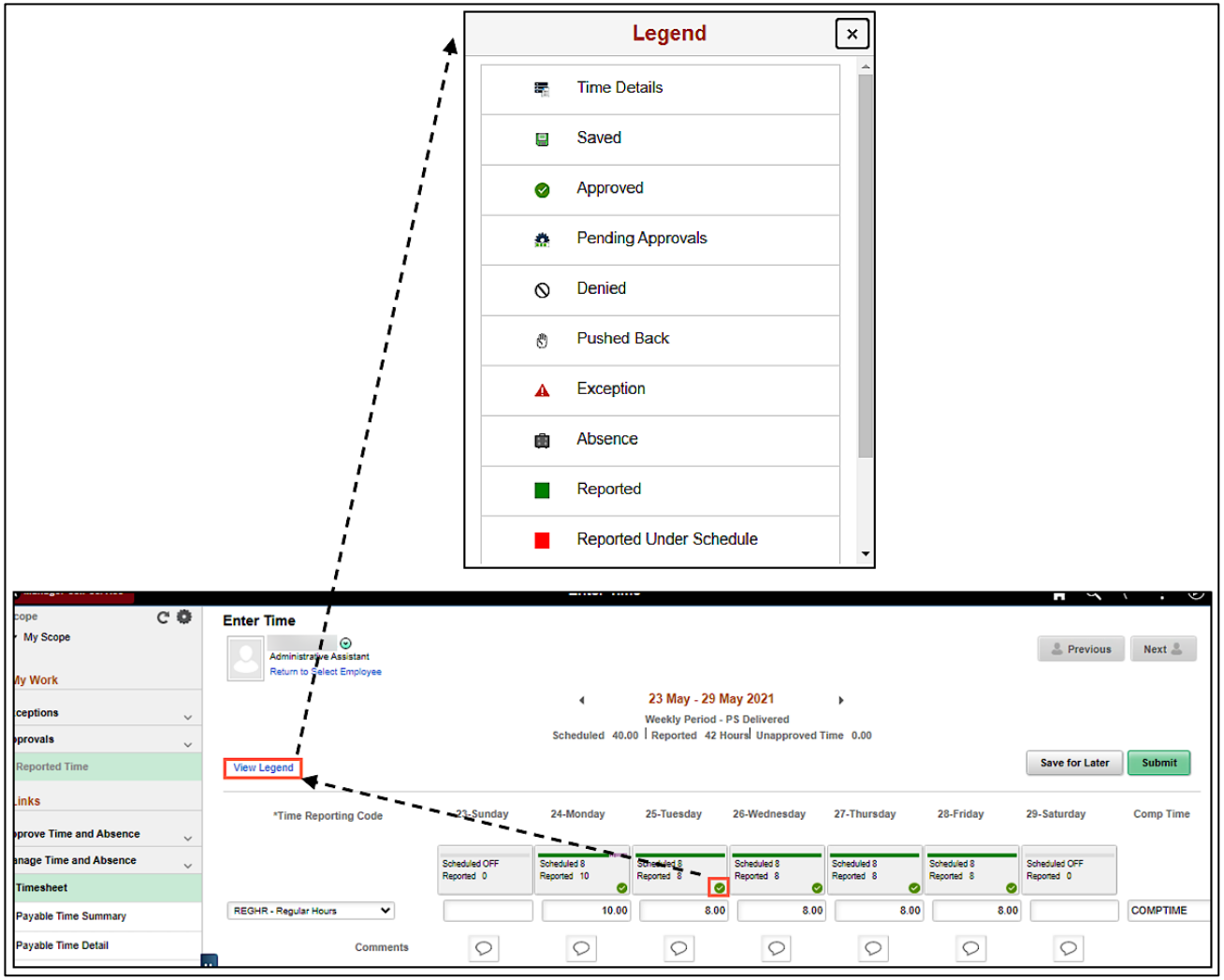
Step 20: When submitted, the **Approved** icon appears for the days' time is entered indicating the timesheet is approved. Click the **View Legend** link to view the legends used and a short description of each one.

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.