

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

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

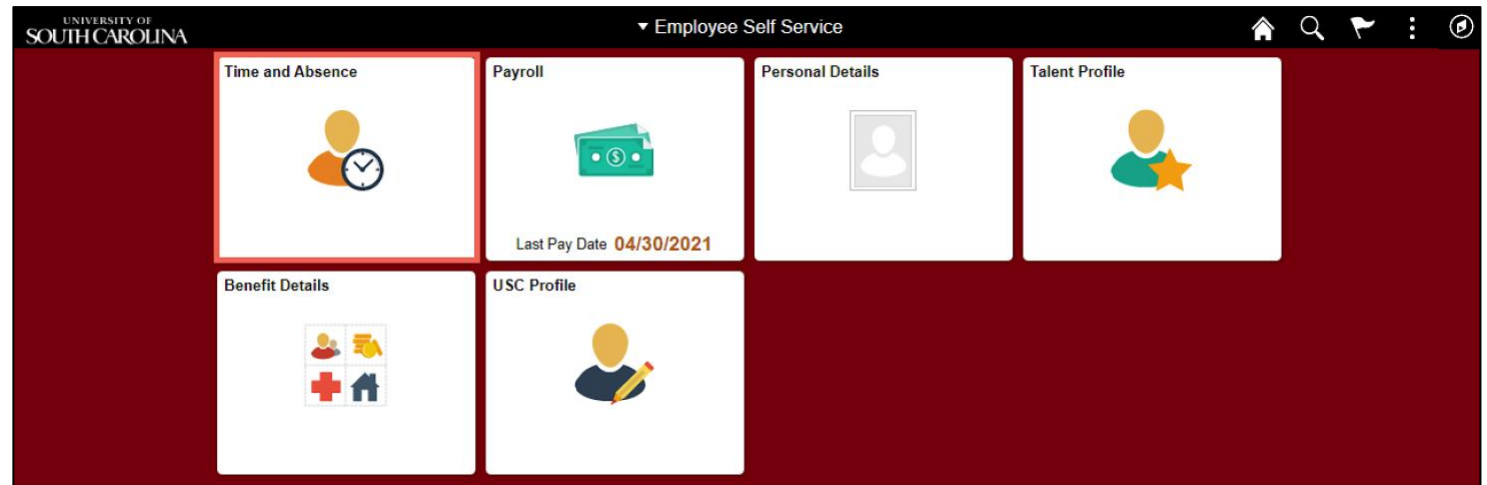
This job aid outlines how a salary non-exempt employee can earn holiday comp time on a timesheet.

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

**Processing Steps**

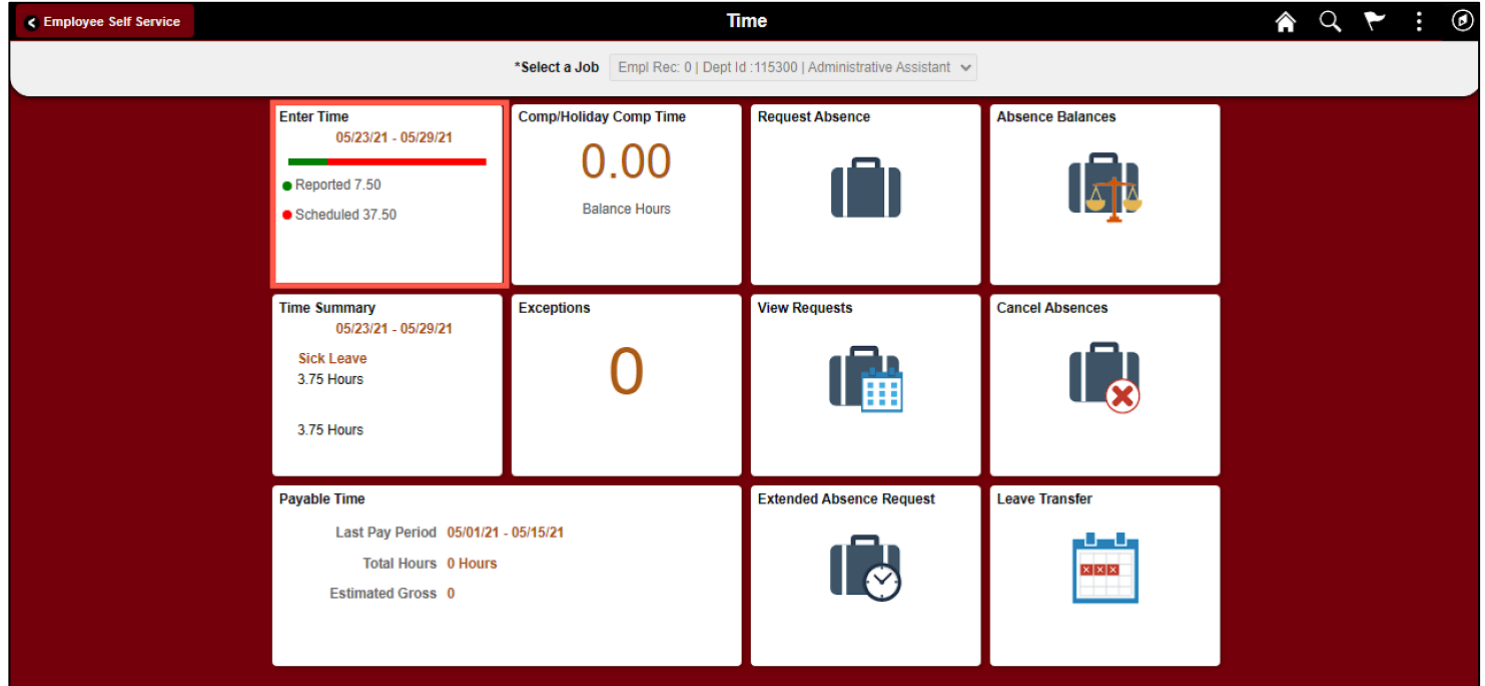
**Step 1:** On the Employee Self Service landing page, click the **Time and Absence** tile.

**Screenshots**



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

**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'. Below this, a dropdown menu shows the user's job information: '\*Select a Job | Empl Rec: 0 | Dept Id: 115300 | Administrative Assistant'. The main content area is a grid of tiles:

- Enter Time** (05/23/21 - 05/29/21): A progress bar shows 7.50 hours reported (green) and 37.50 hours scheduled (red). This tile is highlighted with a red border.
- Comp/Holiday Comp Time**: Shows 0.00 Balance Hours.
- Request Absence**: Represented by a briefcase icon.
- Absence Balances**: Represented by a briefcase and scales icon.
- Time Summary** (05/23/21 - 05/29/21): Shows 3.75 Hours of Sick Leave.
- Exceptions**: Shows 0.
- View Requests**: Represented by a briefcase and calendar icon.
- Cancel Absences**: Represented by a briefcase and 'X' icon.
- Payable Time** (Last Pay Period 05/01/21 - 05/15/21): Shows 0 Hours Total Hours and 0 Estimated Gross.
- Extended Absence Request**: Represented by a briefcase and clock icon.
- Leave Transfer**: Represented by a calendar icon.

## University of South Carolina Time and Labor - ESS Earn Holiday Comp Time on a Timesheet – Salary Non-Exempt

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

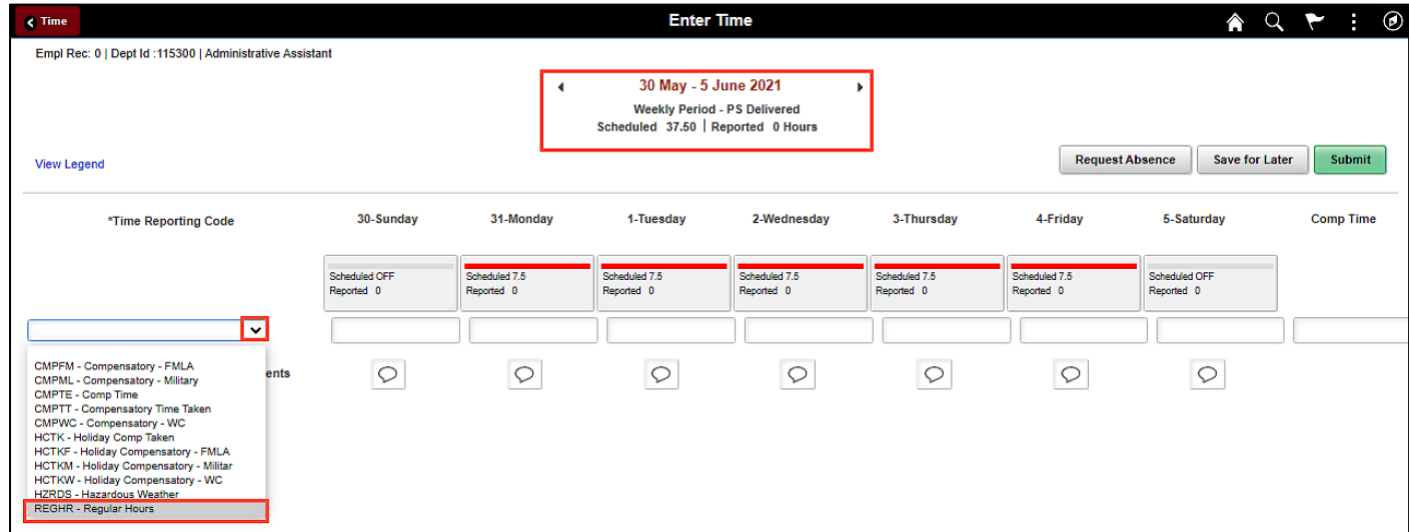
Begin by selecting the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

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

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

**Step 6:** Click in the **Time Entry** field and enter hours worked for each day. For this example, enter hours worked on May 31, the Memorial Day holiday for UofSC.



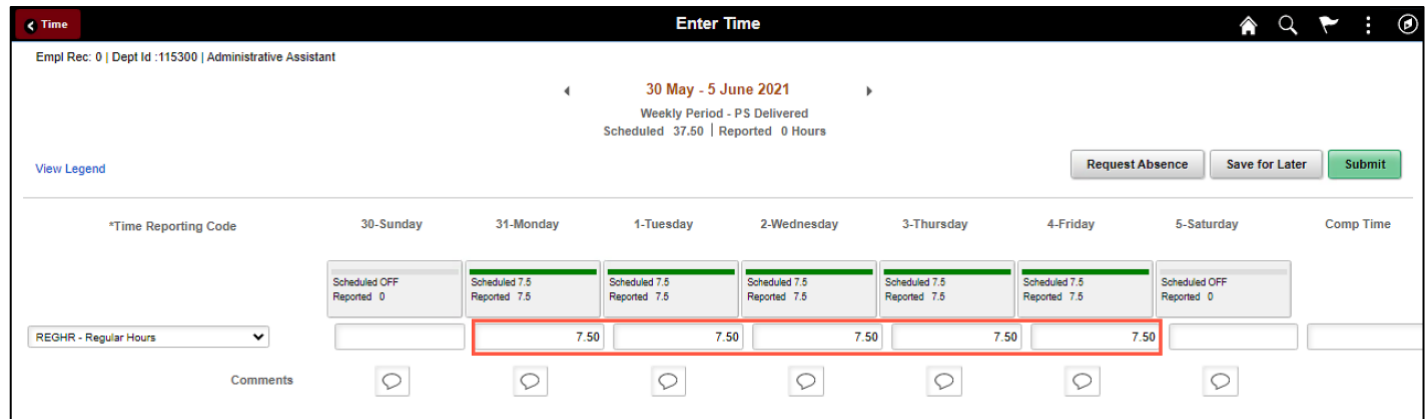
Enter Time

Empl Rec: 0 | Dept Id :115300 | Administrative Assistant

30 May - 5 June 2021  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours

Request Absence 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	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	
REGHR - Regular Hours								



Enter Time

Empl Rec: 0 | Dept Id :115300 | Administrative Assistant

30 May - 5 June 2021  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours

Request Absence 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	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	
REGHR - Regular Hours		7.50	7.50	7.50	7.50	7.50		

## University of South Carolina Time and Labor - ESS Earn Holiday Comp Time on a Timesheet – Salary Non-Exempt

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

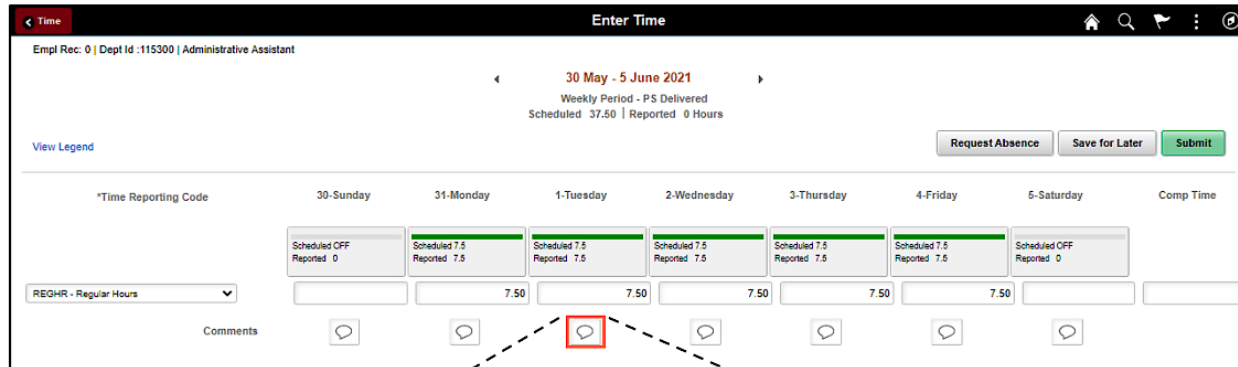
**Step 7:** Click the **Comments** button.

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 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**

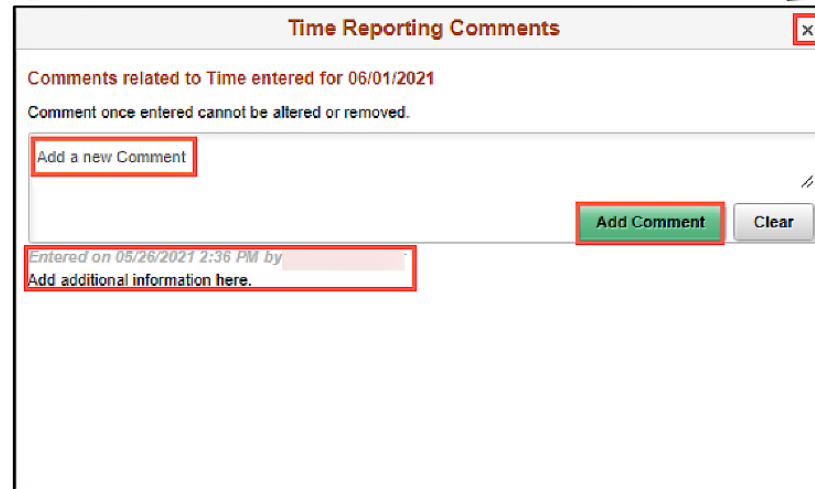
Empl Rec: 0 | Dept Id : 115300 | Administrative Assistant

30 May - 5 June 2021  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

View Legend

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-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	
REGHR - Regular Hours		7.50	7.50	7.50	7.50	7.50		
Comments								



**Time Reporting Comments** X

Comments related to Time entered for 06/01/2021

Comment once entered cannot be altered or removed.

Add a new Comment

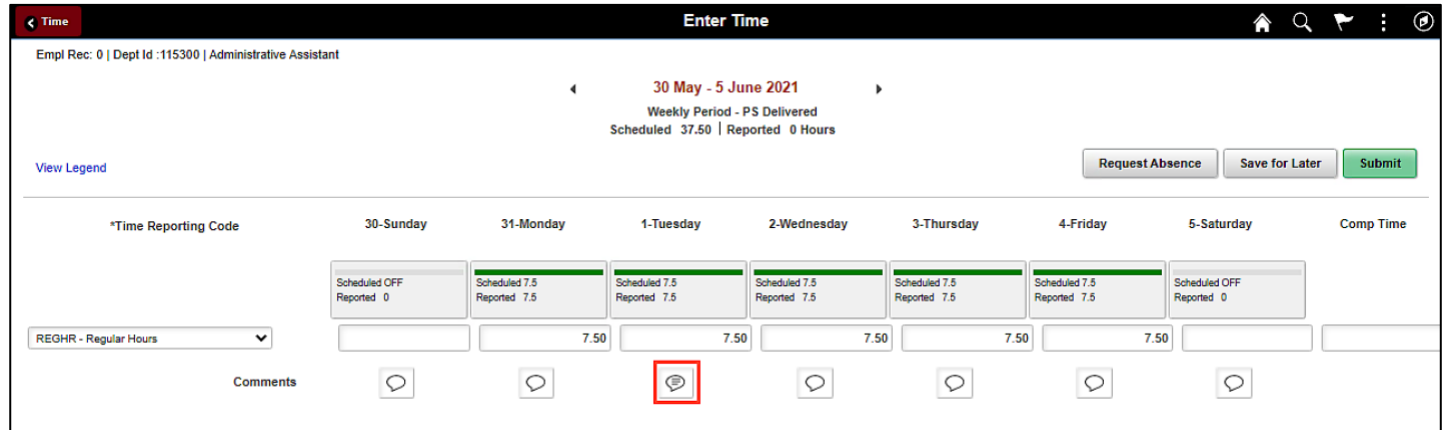
Add Comment Clear

Entered on 05/26/2021 2:36 PM by

Add additional information here.

## University of South Carolina Time and Labor - ESS Earn Holiday Comp Time on a Timesheet – Salary Non-Exempt

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



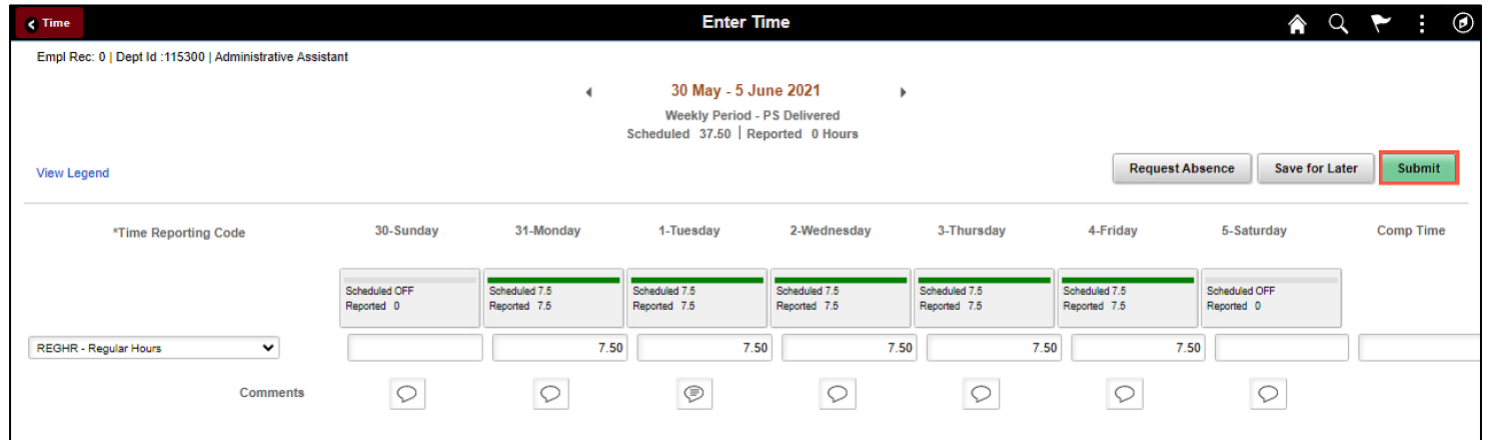
Empl Rec: 0 | Dept Id :115300 | Administrative Assistant

**30 May - 5 June 2021**  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours

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

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
REGHR - Regular Hours	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	
		7.50	7.50	7.50	7.50	7.50		
Comments								

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



Empl Rec: 0 | Dept Id :115300 | Administrative Assistant

**30 May - 5 June 2021**  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours

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

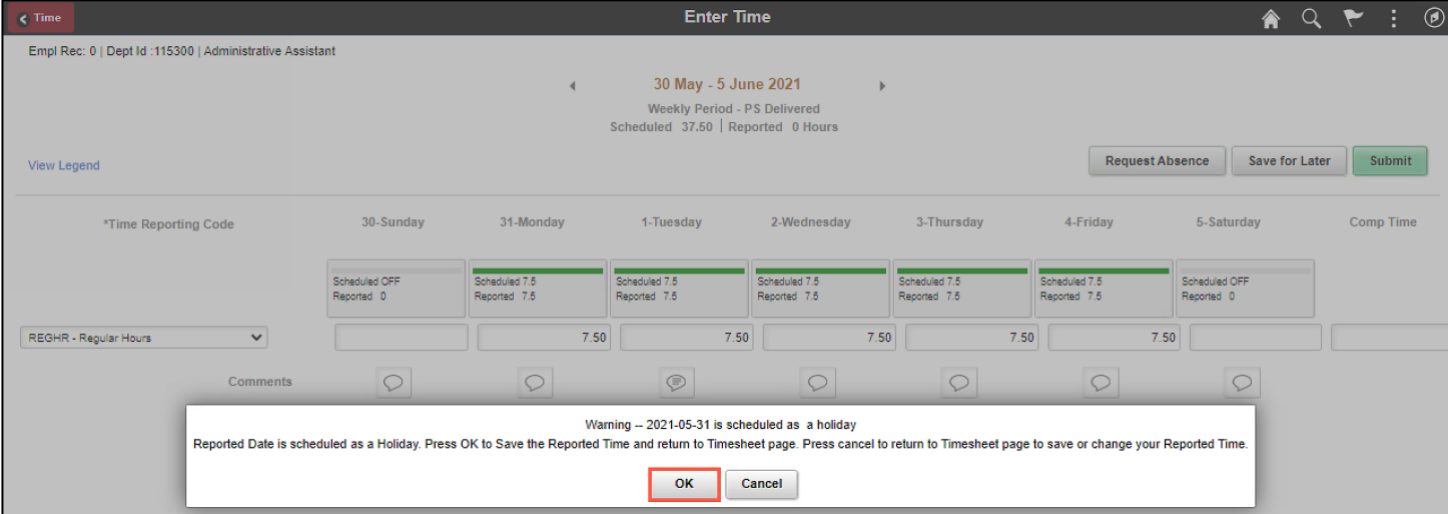
*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
REGHR - Regular Hours	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
		7.50	7.50	7.50	7.50	7.50		
Comments								

## University of South Carolina Time and Labor - ESS Earn Holiday Comp Time on a Timesheet – Salary Non-Exempt

**Step 12:** 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.

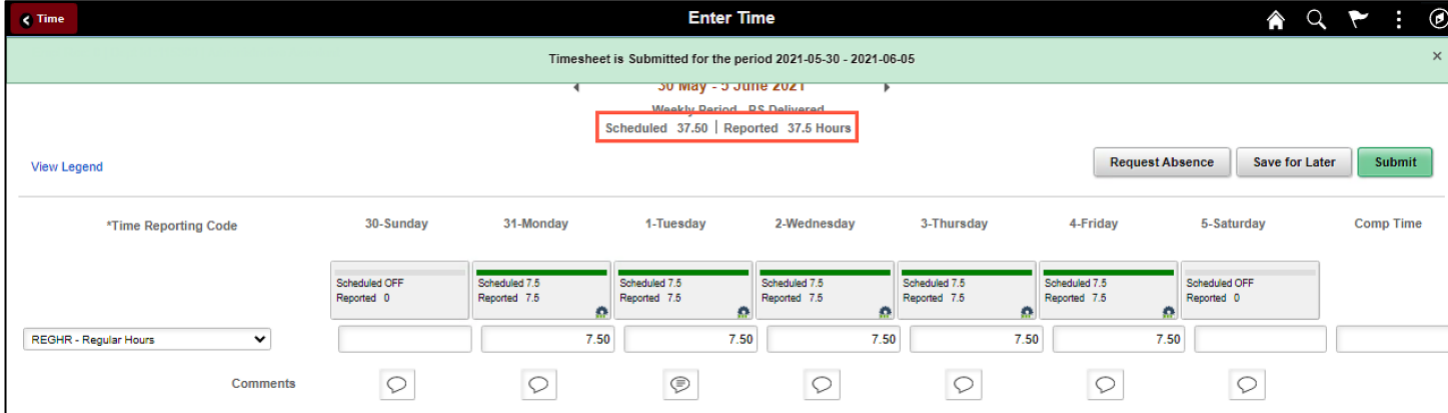
Once the timesheet has been submitted correctly, you will see a message across the top of the screen saying that the timesheet has been submitted successfully. Also, an email is generated that will automatically be sent to you and your supervisor's inbox.

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



The screenshot shows the 'Enter Time' interface for an Administrative Assistant. The date range is 30 May - 5 June 2021. A warning message is displayed: "Warning -- 2021-05-31 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." The 'OK' button is highlighted with a red box.

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-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	
REGHR - Regular Hours		7.50	7.50	7.50	7.50	7.50		







The screenshot shows the 'Enter Time' interface after successful submission. A green message bar at the top states: "Timesheet is Submitted for the period 2021-05-30 - 2021-06-05". Below this, the summary shows "Scheduled 37.50 | Reported 37.5 Hours" in a red box. The interface also shows the weekly period and scheduled/reported hours for each day of the week.

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-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	
REGHR - Regular Hours		7.50	7.50	7.50	7.50	7.50		

## University of South Carolina Time and Labor - ESS Earn Holiday Comp Time on a Timesheet – Salary Non-Exempt

**Step 13:** 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 earn holiday comp time on a timesheet as a salary non-exempt employee.

