

**University of South Carolina
Time and Labor - ESS
Earn Holiday Comp on a Punch Timesheet for Multiple Work Orders**

How to earn holiday comp time on a punch timesheet for multiple work orders:

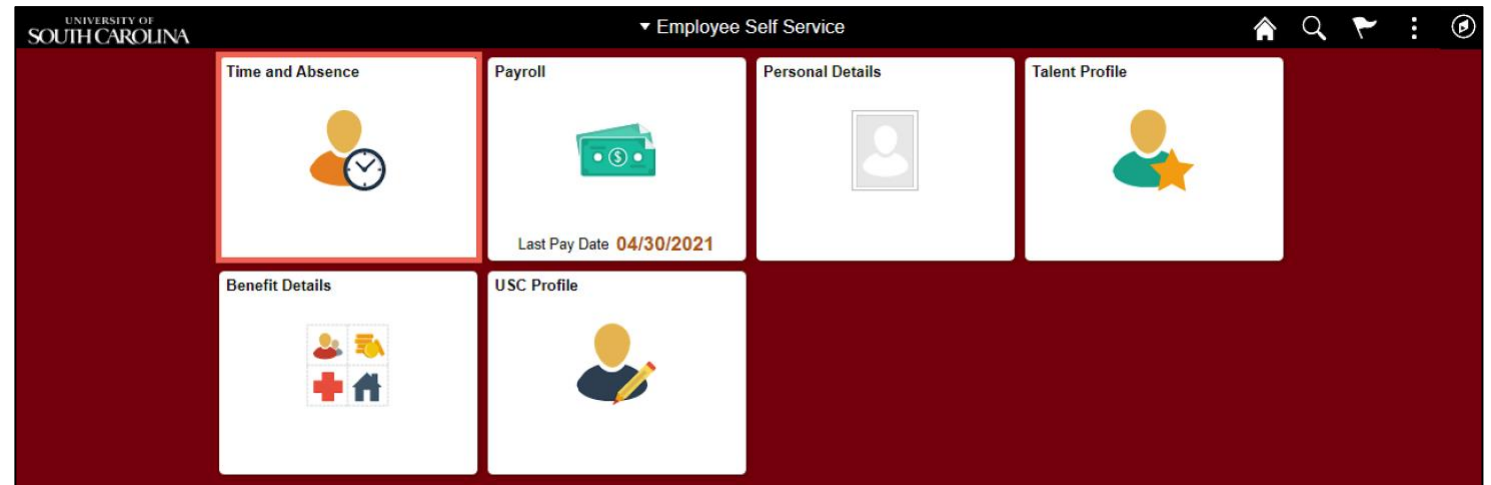
This job aid outlines how an employee can earn holiday comp time on a punch timesheet for multiple work orders.

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

Processing Steps

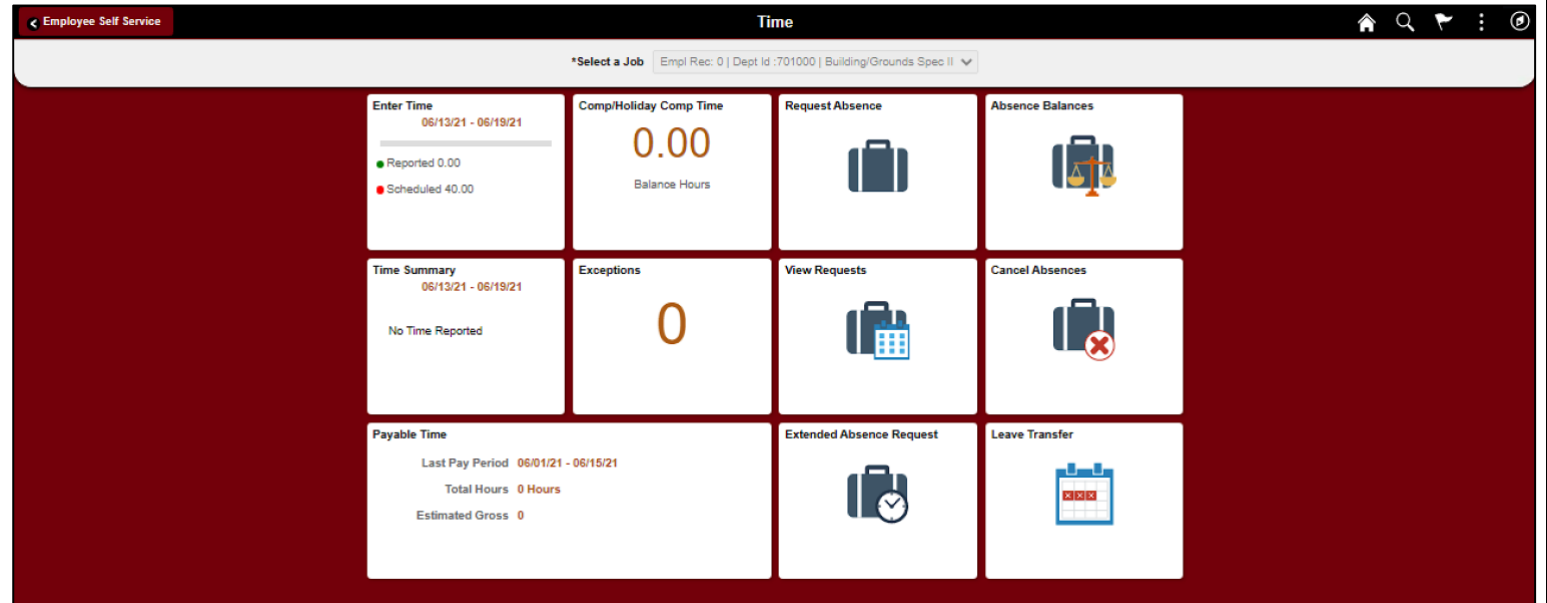
Screenshots

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



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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 is a dropdown menu for '*Select a Job' with the selected job being 'Empl Rec: 0 | Dept Id :701000 | Building/Grounds Spec II'. The main content area features a grid of tiles:

- Enter Time:** 06/13/21 - 06/19/21. Reported 0.00, Scheduled 40.00.
- Comp/Holiday Comp Time:** 0.00 Balance Hours.
- Request Absence:** Icon of a briefcase.
- Absence Balances:** Icon of a briefcase and scales.
- Time Summary:** 06/13/21 - 06/19/21. No Time Reported.
- Exceptions:** 0.
- View Requests:** Icon of a briefcase and calendar.
- Cancel Absences:** Icon of a briefcase with a red X.
- Payable Time:** Last Pay Period 06/01/21 - 06/15/21. Total Hours 0 Hours. Estimated Gross 0.
- Extended Absence Request:** Icon of a briefcase and clock.
- Leave Transfer:** Icon of a calendar with red X's.

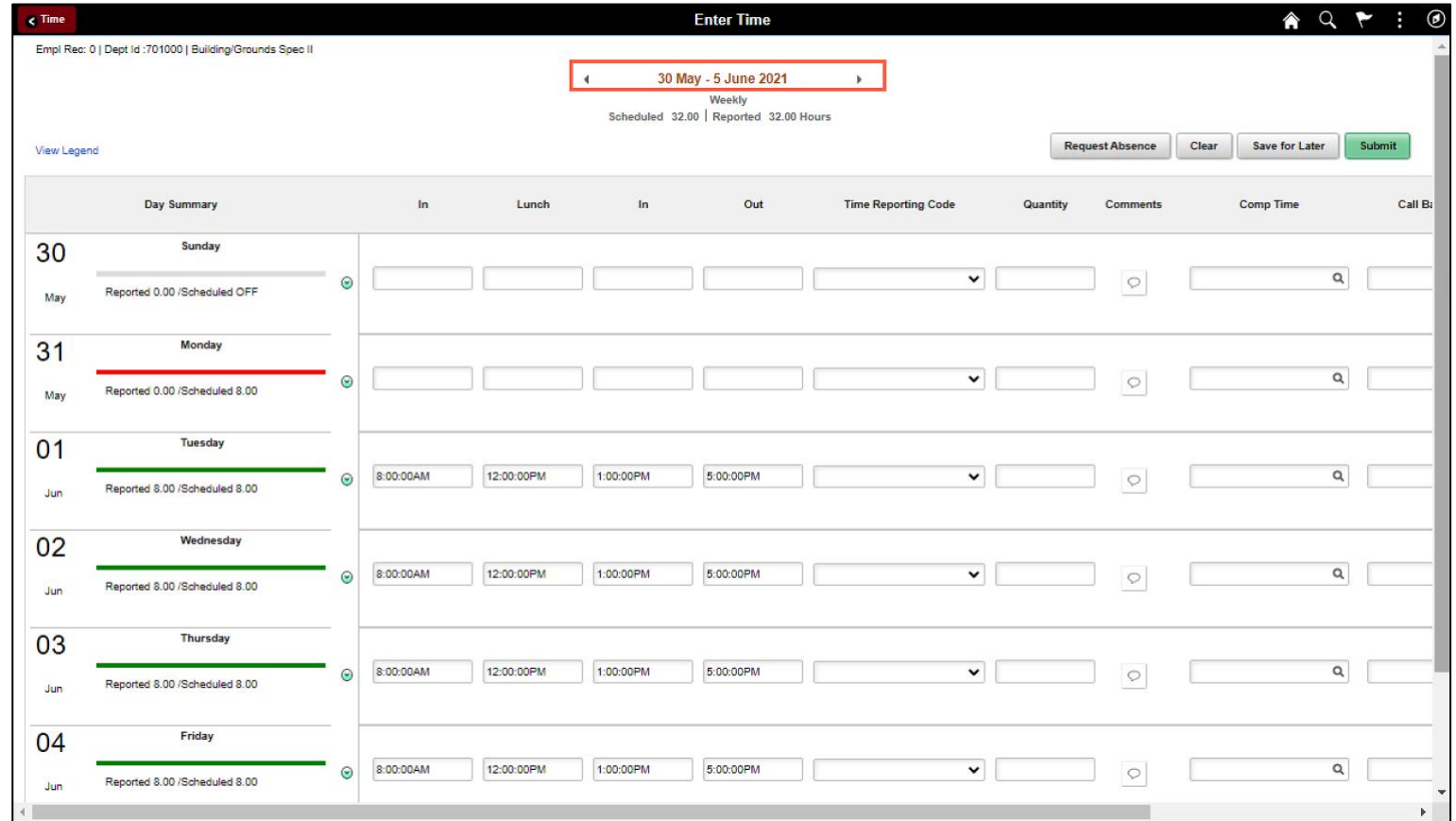
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A **Punch Timesheet** is used to create shifts that define specific work times. Punch shifts are defined by an In punch and the first subsequent instance of an Out punch. There can be other punches, such as lunch, between the In and Out punches.

Due to regulatory guidelines employees that are eligible for call back, on call, and/or shift differential will utilize Time and Labor punch timesheets to track time worked.

Notice an employee's weekly work schedule is automatically populated.

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



Enter Time

Empl Rec: 0 | Dept Id :701000 | Building/Grounds Spec II

30 May - 5 June 2021

Weekly
Scheduled 32.00 | Reported 32.00 Hours

Request Absence Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Bk
30 Sunday May Reported 0.00 / Scheduled OFF									
31 Monday May Reported 0.00 / Scheduled 8.00									
01 Tuesday Jun Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					
02 Wednesday Jun Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					
03 Thursday Jun Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					
04 Friday Jun Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					

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To add hours worked for multiple work orders, begin by adjusting the existing line for a specific day. For this example, the employee is working three work orders on Monday.

Notice Monday is not a scheduled work day, as indicated by the red ban, because it is a holiday.

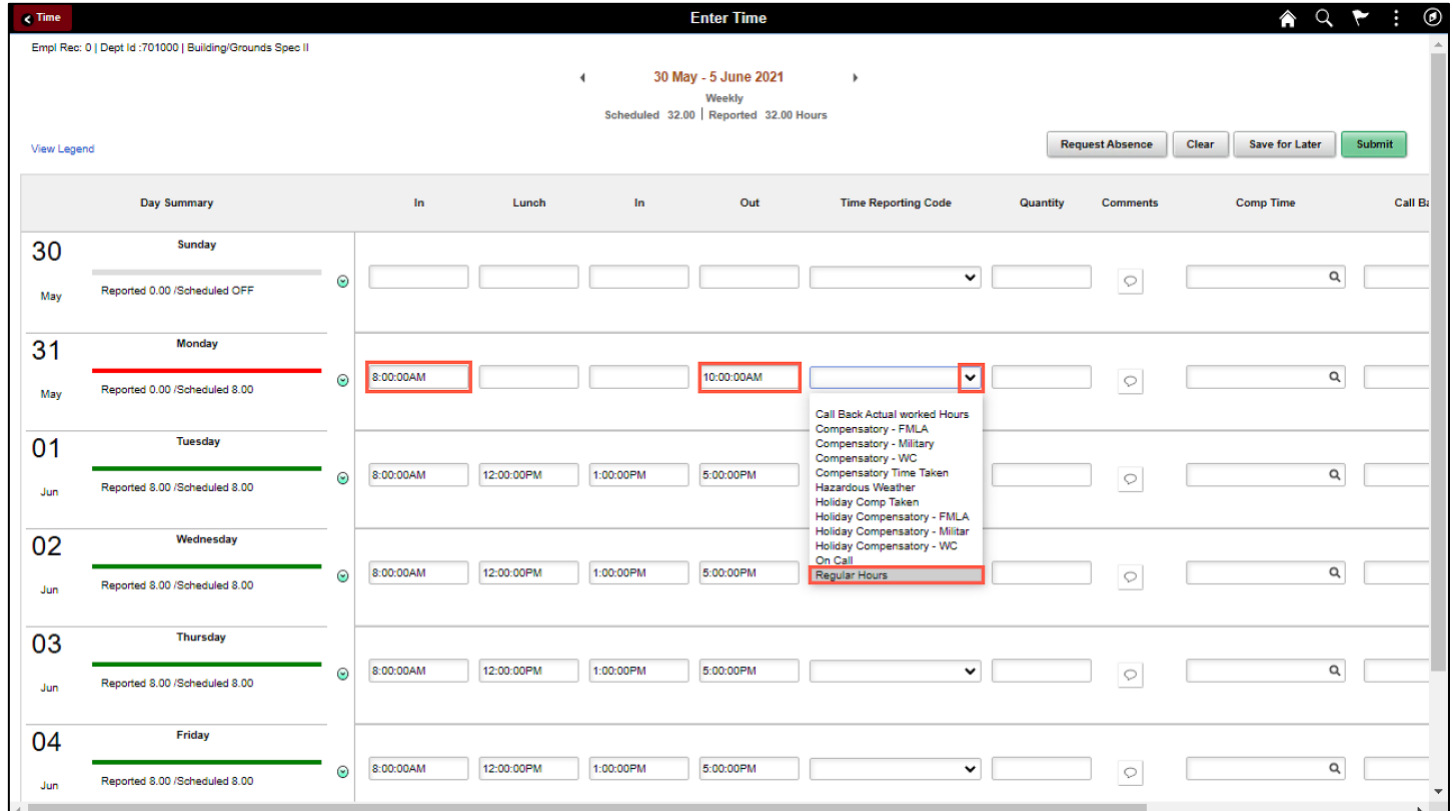
Step 4/Work Order Line #1: For the first work order, the employee worked from 8am to 10am. To enter this on the punch timesheet, keep the IN time at 8:00am, clear the LUNCH/IN fields and enter 10:00am in the OUT Time Entry field.

Now select the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

Step 5: Click the **Time Reporting Code** drop-down arrow.

Step 6: Select **REGHR – Regular Hours**.



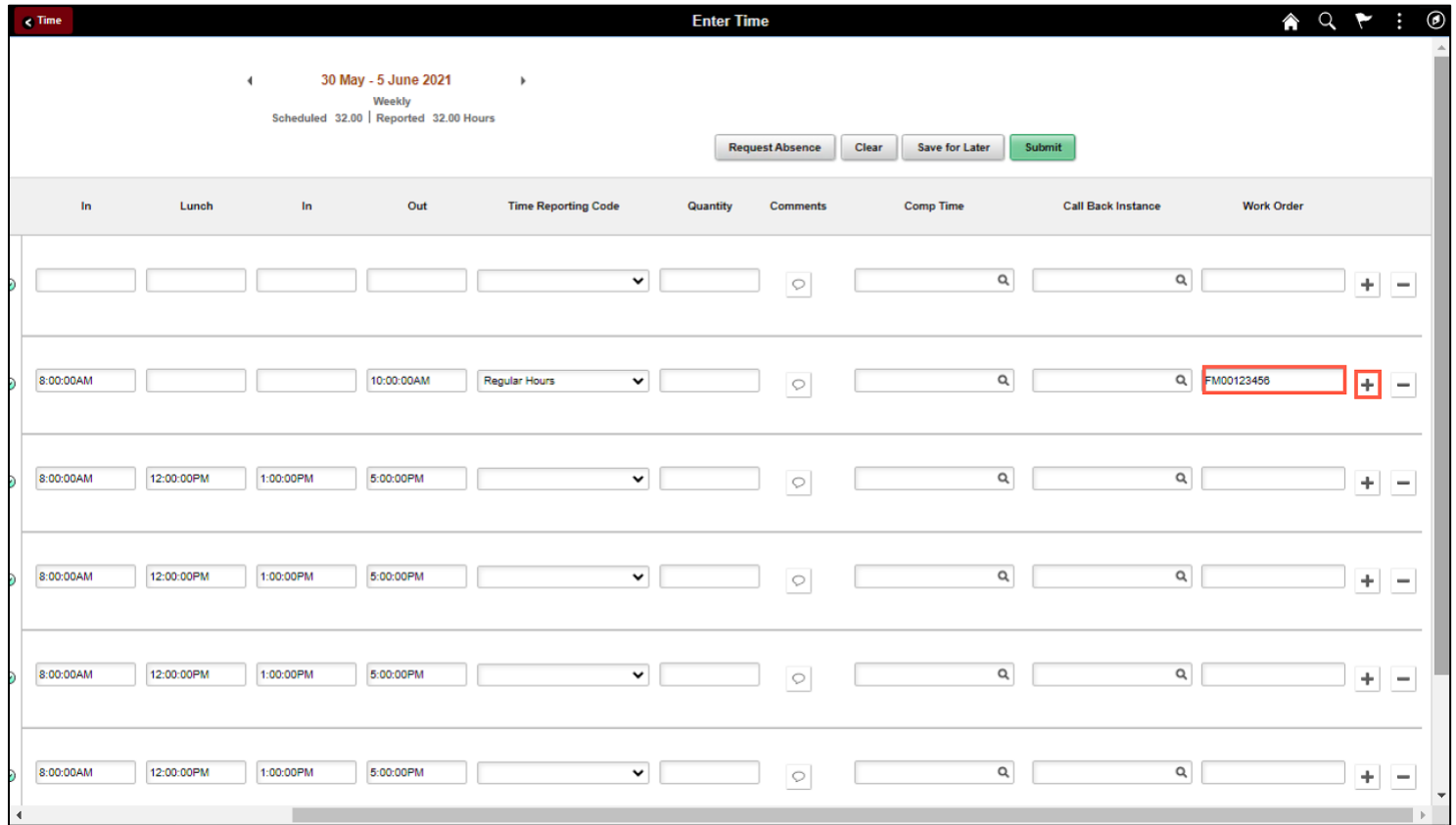
The screenshot shows the 'Enter Time' interface for the week of 30 May - 5 June 2021. The interface includes a header with navigation icons, a date range selector, and a table with columns for Day Summary, In, Lunch, In, Out, Time Reporting Code, Quantity, Comments, Comp Time, and Call B. The table shows entries for Sunday (May 30), Monday (May 31), Tuesday (June 01), Wednesday (June 02), Thursday (June 03), and Friday (June 04). The Monday entry is highlighted with a red bar, and the Time Reporting Code dropdown is open, showing 'Regular Hours' selected.

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call B
30 Sunday May Reported 0.00 / Scheduled OFF									
31 Monday May Reported 0.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours				
01 Tuesday Jun Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					
02 Wednesday Jun Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					
03 Thursday Jun Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					
04 Friday Jun Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					

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Step 7: Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the first line.

Step 8: Click the + (plus) button to add an additional line for the second work order you worked that same day.



30 May - 5 June 2021
Weekly
Scheduled 32.00 | Reported 32.00 Hours

Request Absence Clear Save for Later Submit

In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Instance	Work Order
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> + -
8:00:00AM	<input type="text"/>	<input type="text"/>	10:00:00AM	Regular Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	FM00123456 + -
8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> + -
8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> + -
8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> + -
8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> + -

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Earn Holiday Comp on a Punch Timesheet for Multiple Work Orders

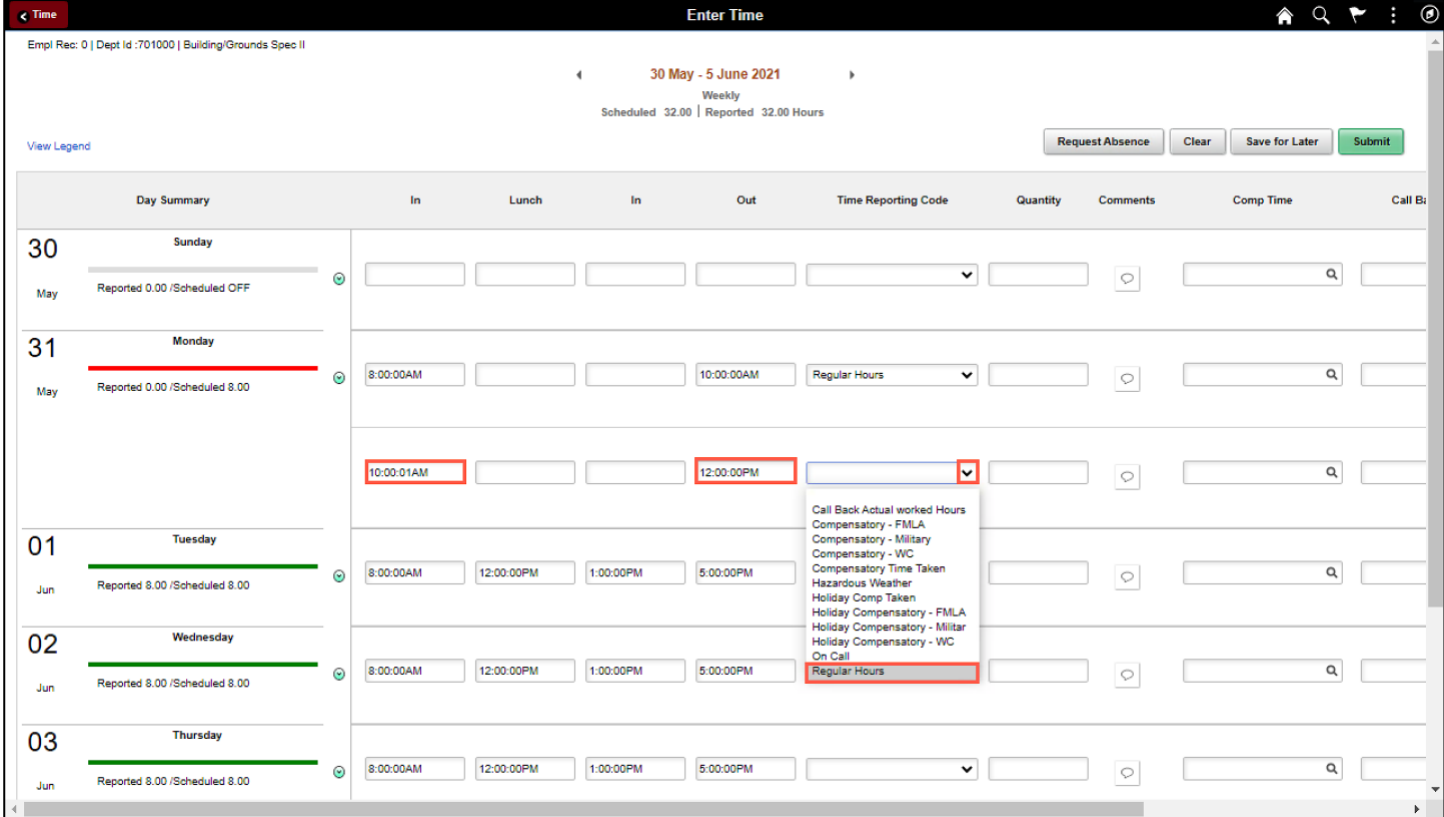
Step 9/Work Order Line #2: For the second work order, the employee started work at 10:00:01am and ended at their scheduled lunch time of 12:00pm. To enter this on the punch timesheet, enter **10:00:01am** in the **IN Time Entry** field and enter **12:00pm** in the **OUT Time Entry** field.

Now select the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

Step 10: Click the **Time Reporting Code** drop-down arrow.

Step 11: Select **REGHR – Regular Hours**.



The screenshot shows the 'Enter Time' interface for a weekly timesheet from 30 May to 5 June 2021. The user is currently editing a line for Monday, May 31. The 'Time Reporting Code' dropdown menu is open, showing various options, with 'Regular Hours' highlighted in red. The interface includes fields for 'In', 'Lunch', 'In', and 'Out' times, and a 'Time Reporting Code' dropdown. The 'Regular Hours' option is selected, and the 'In' time is 10:00:01AM and the 'Out' time is 12:00:00PM.

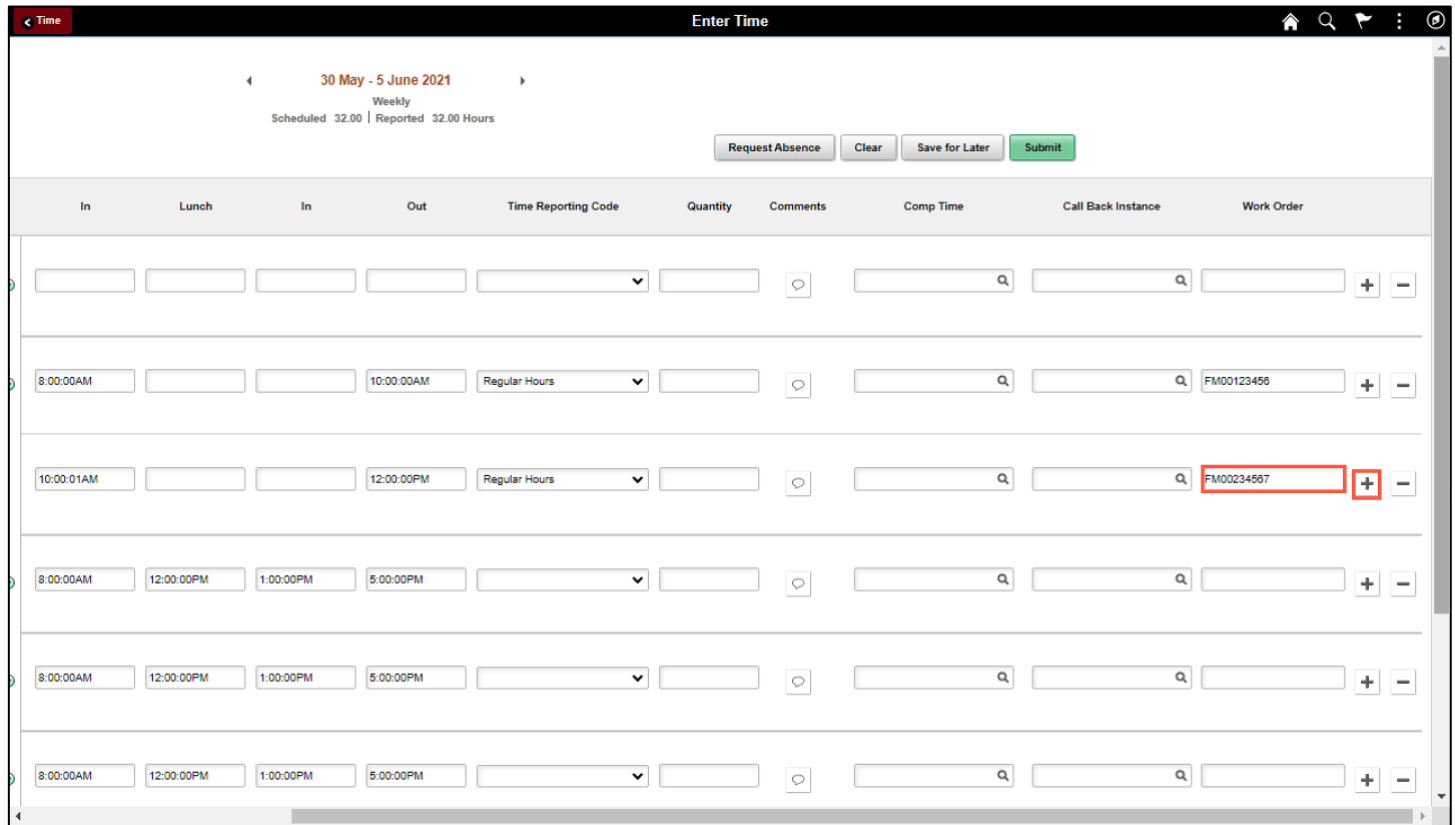
Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call B
30 Sunday May Reported 0.00 / Scheduled OFF									
31 Monday May Reported 0.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours				
01 Tuesday Jun Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					
02 Wednesday Jun Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					
03 Thursday Jun Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					

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Step 12: Scroll over to the right, click in the **Work Order** field and enter the order number that corresponds with the hours worked for the first line.

Step 13: Click the + (plus) button to add an additional line for the second work order you worked that same day.



30 May - 5 June 2021
Weekly
Scheduled 32.00 | Reported 32.00 Hours

Request Absence Clear Save for Later Submit

In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Instance	Work Order
8:00:00AM			10:00:00AM	Regular Hours					FM00123456
10:00:01AM			12:00:00PM	Regular Hours					FM00234567
8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM						
8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM						
8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM						

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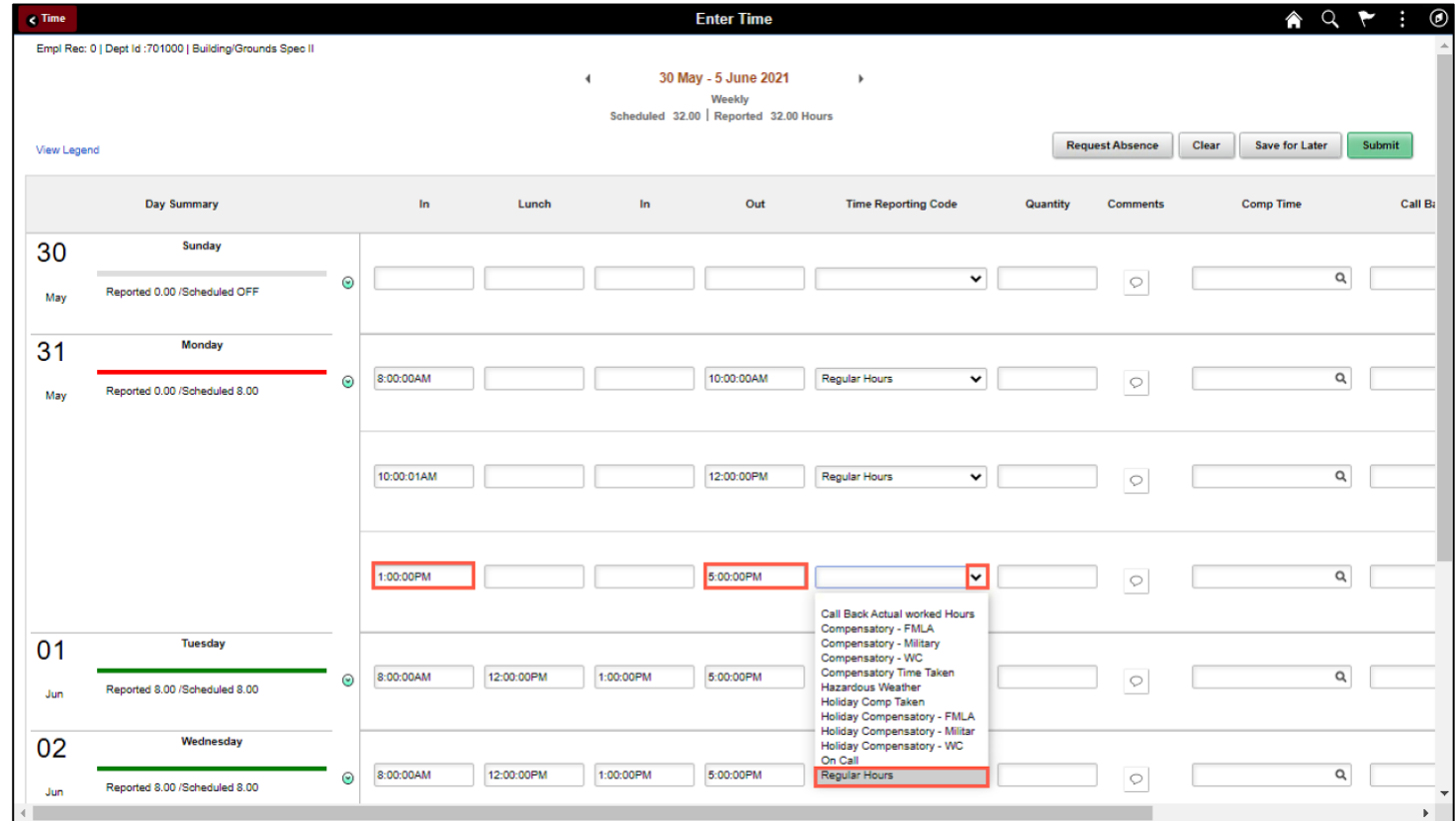
Step 14/Work Order Line #3: For the third work order, the employee came back from lunch 1:00pm and ended their workday at 5:00pm. To enter this on the punch timesheet, enter **1:00pm in the IN Time Entry field** and enter **5:00pm in the OUT Time Entry field**.

Now select the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

Step 15: Click the **Time Reporting Code** drop-down arrow.

Step 16: Select **REGHR – Regular Hours**.



Empl Rec: 0 | Dept Id :701000 | Building/Grounds Spec II

30 May - 5 June 2021
Weekly
Scheduled 32.00 | Reported 32.00 Hours

Request Absence Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call B
30 Sunday May Reported 0.00 / Scheduled OFF									
31 Monday May Reported 0.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours				
	10:00:01AM			12:00:00PM	Regular Hours				
	1:00:00PM			5:00:00PM	Regular Hours				
01 Tuesday Jun Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					
02 Wednesday Jun Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					

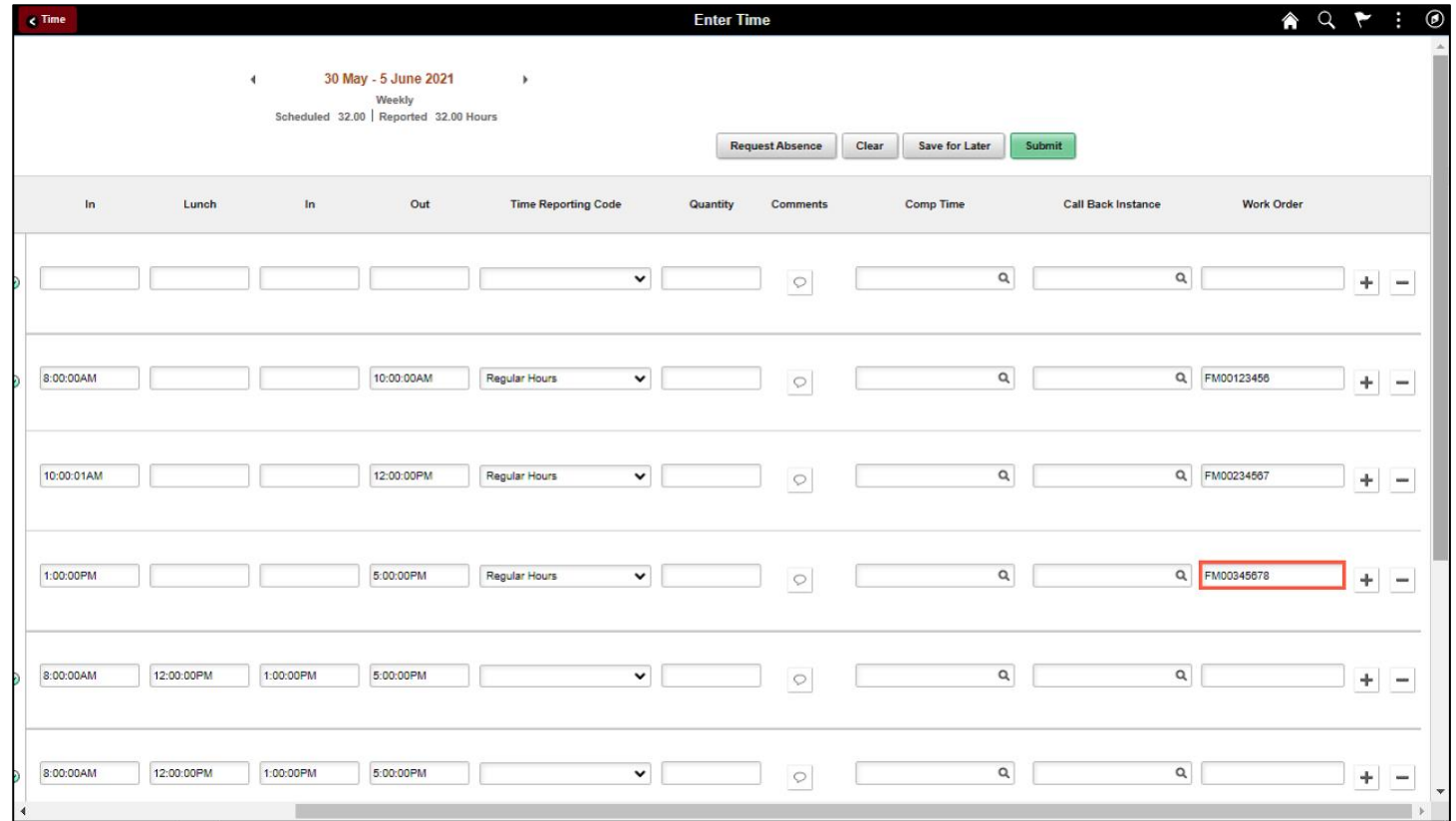
- Call Back Actual worked Hours
- Compensatory - FMLA
- Compensatory - Military
- Compensatory - WC
- Compensatory Time Taken
- Hazardous Weather
- Holiday Comp Taken
- Holiday Compensatory - FMLA
- Holiday Compensatory - Militar
- Holiday Compensatory - WC
- On Call
- Regular Hours

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Step 17: Scroll over to the right, click in the **Work Order** field and enter the order number that corresponds with the hours worked for the second line.

Use steps 9 through 13, if you need to add additional IN and OUT times because you are working with additional work orders that day.



Enter Time

30 May - 5 June 2021
Weekly
Scheduled 32.00 | Reported 32.00 Hours

Request Absence Clear Save for Later Submit

In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Instance	Work Order
8:00:00AM			10:00:00AM	Regular Hours					FM00123456
10:00:01AM			12:00:00PM	Regular Hours					FM00234567
1:00:00PM			5:00:00PM	Regular Hours					FM00345678
8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM						
8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM						

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Continue to complete the timesheet for the remaining days following steps 9 through 13 if working with multiple work orders in a single day.

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

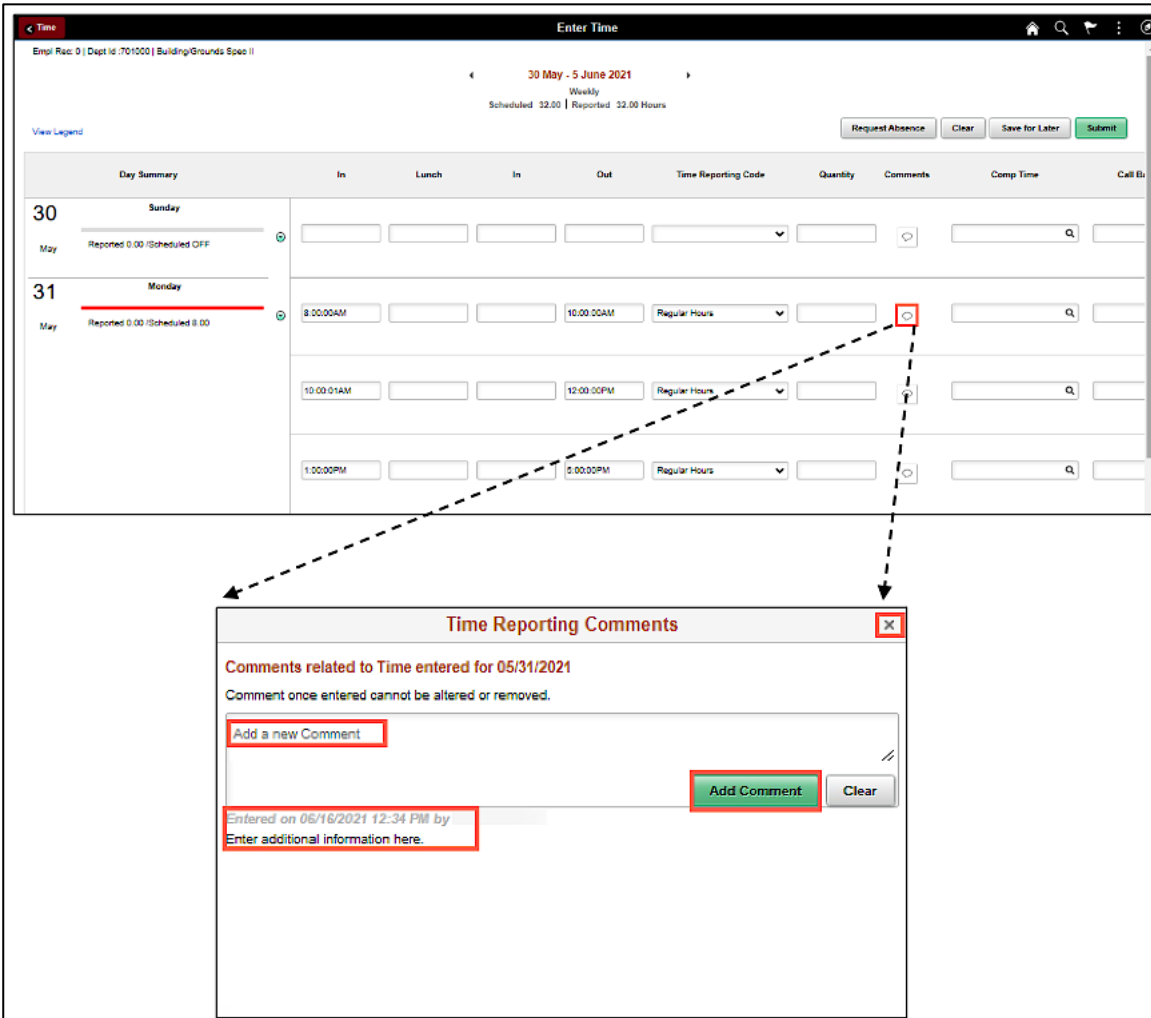
Step 18/Optional: Click the **Comments** button.

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

Step 19: Click in the **Comment** field and enter a comment applicable to the time entered.

Step 20: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

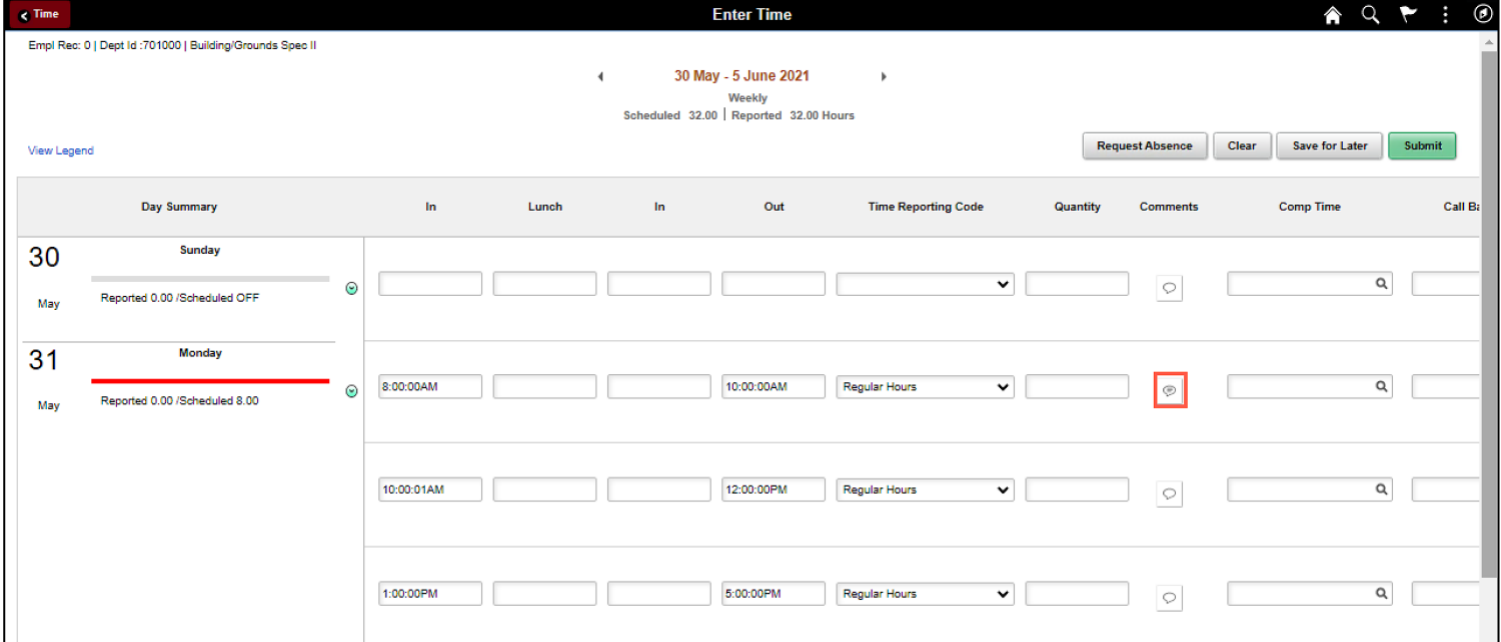
Step 21: Click the **X** to close the Time Reporting Comments page.




The screenshot displays the 'Enter Time' interface for the period of 30 May - 5 June 2021. The interface shows a table with columns for Day Summary, In, Lunch, In, Out, Time Reporting Code, Quantity, Comments, Comp Time, and Call B. The table is filtered for the date 31 May. A red box highlights the 'Comments' button in the 'Regular Hours' entry for May 31. A dashed arrow points from this button to a 'Time Reporting Comments' dialog box. The dialog box shows a text input field for 'Add a new Comment', an 'Add Comment' button, and a list of existing comments with a timestamp and user name.

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

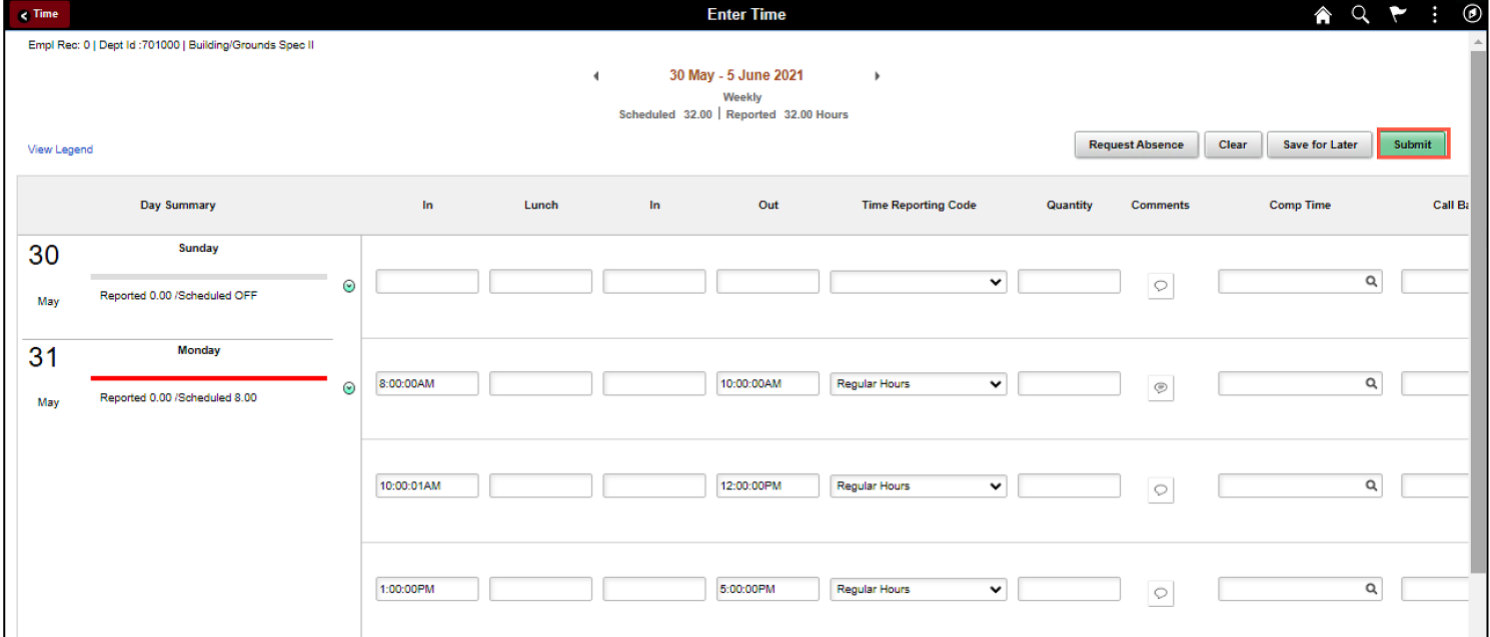


The screenshot shows the 'Enter Time' interface for the period of 30 May - 5 June 2021. The interface includes a header with navigation icons, a date range selector, and a 'Submit' button. Below the header is a table with columns for Day Summary, In, Lunch, In, Out, Time Reporting Code, Quantity, Comments, Comp Time, and Call B. The table shows two days: Sunday, May 30, and Monday, May 31. On Monday, May 31, there are three time entries. The first entry is highlighted with a red box around the comment bubble icon in the 'Comments' column, indicating that a comment has been added to this entry.

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call B
30 Sunday May Reported 0.00 / Scheduled OFF									
31 Monday May Reported 0.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours				
	10:00:01AM			12:00:00PM	Regular Hours				
	1:00:00PM			5:00:00PM	Regular Hours				

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Step 22: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.



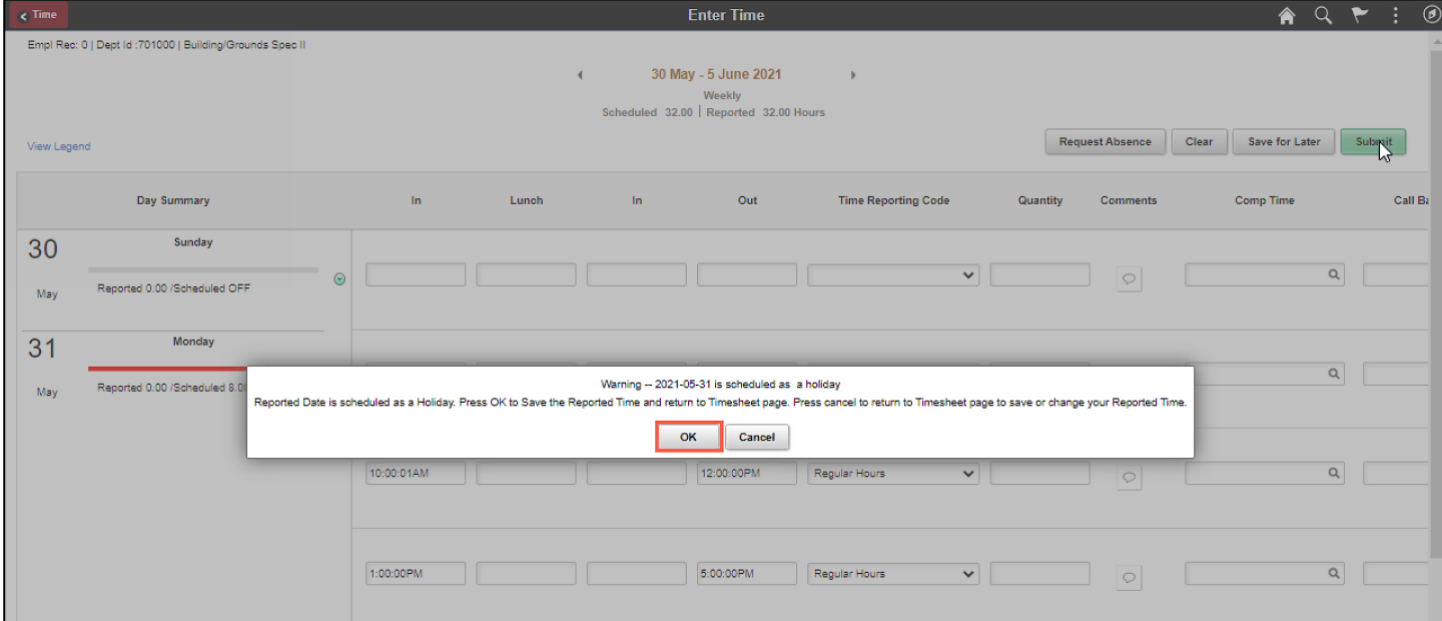
The screenshot displays the 'Enter Time' interface. At the top, it shows the user's information: 'Empl Rec: 0 | Dept Id :701000 | Building/Grounds Spec II'. The date range is '30 May - 5 June 2021' with a 'Weekly' frequency. It indicates 'Scheduled 32.00 | Reported 32.00 Hours'. Action buttons include 'Request Absence', 'Clear', 'Save for Later', and a highlighted 'Submit' button.

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call B
30 Sunday May Reported 0.00 / Scheduled OFF									
31 Monday May Reported 0.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours				
	10:00:01AM			12:00:00PM	Regular Hours				
	1:00:00PM			5:00:00PM	Regular Hours				

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Step 23: 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.

Clicking Ok informs the system knows to calculate the time worked on the holiday as holiday comp time and to add it to your holiday comp time balance.



The screenshot shows the 'Enter Time' interface for a user with Employee Record ID 0 and Department ID 701000. The interface is for the week of 30 May - 5 June 2021, showing a weekly schedule of 32.00 hours. A warning dialog box is displayed over the interface, stating: "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 dialog box has 'OK' and 'Cancel' buttons, with 'OK' highlighted by a red box. The background interface shows a table with columns for Day Summary, In, Lunch, In, Out, Time Reporting Code, Quantity, Comments, Comp Time, and Call B.

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call B
30 Sunday									
May Reported 0.00 / Scheduled OFF									
31 Monday									
May Reported 0.00 / Scheduled 8.00									
	10:00:01AM			12:00:00PM	Regular Hours				
	1:00:00PM			5:00:00PM	Regular Hours				

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Earn Holiday Comp on a Punch Timesheet for Multiple Work Orders

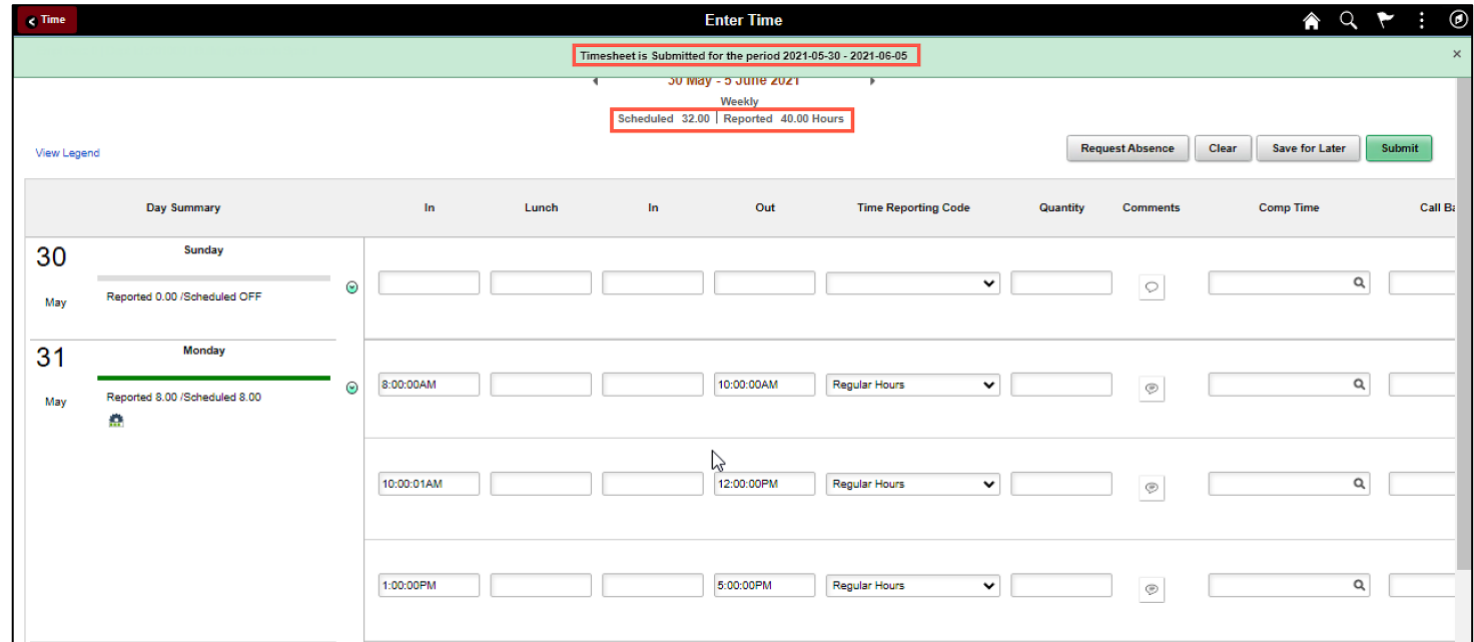
The timesheet will not submit when:

- A Time Reporting Code is missing
- When the Work Order Number is missing
- When the IN and OUT times do not match up

Error messages will appear indicating what needs to be fixed before the timesheet can be submitted.

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.

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




The screenshot shows the 'Enter Time' interface with a green banner at the top stating 'Timesheet is Submitted for the period 2021-05-30 - 2021-06-05'. Below the banner, a summary for the week of May 30 to June 6, 2021, shows 'Scheduled 32.00' and 'Reported 40.00 Hours'. The interface includes buttons for 'Request Absence', 'Clear', 'Save for Later', and 'Submit'. A table below shows the day summary for Sunday (May 30) and Monday (May 31). The table has columns for Day Summary, In, Lunch, In, Out, Time Reporting Code, Quantity, Comments, and Comp Time. For Sunday, the status is 'Reported 0.00 / Scheduled OFF'. For Monday, the status is 'Reported 8.00 / Scheduled 8.00'. The table also shows punch times and reporting codes for Monday.


Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call B
30 Sunday									
May									
Reported 0.00 / Scheduled OFF									
31 Monday									
May									
Reported 8.00 / Scheduled 8.00									
	8:00:00AM			10:00:00AM	Regular Hours				
	10:00:01AM			12:00:00PM	Regular Hours				
	1:00:00PM			5:00:00PM	Regular Hours				


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Step 24: When submitted, the **Pending Approvals** icon appear 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 on a punch timesheet for multiple work orders.

