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

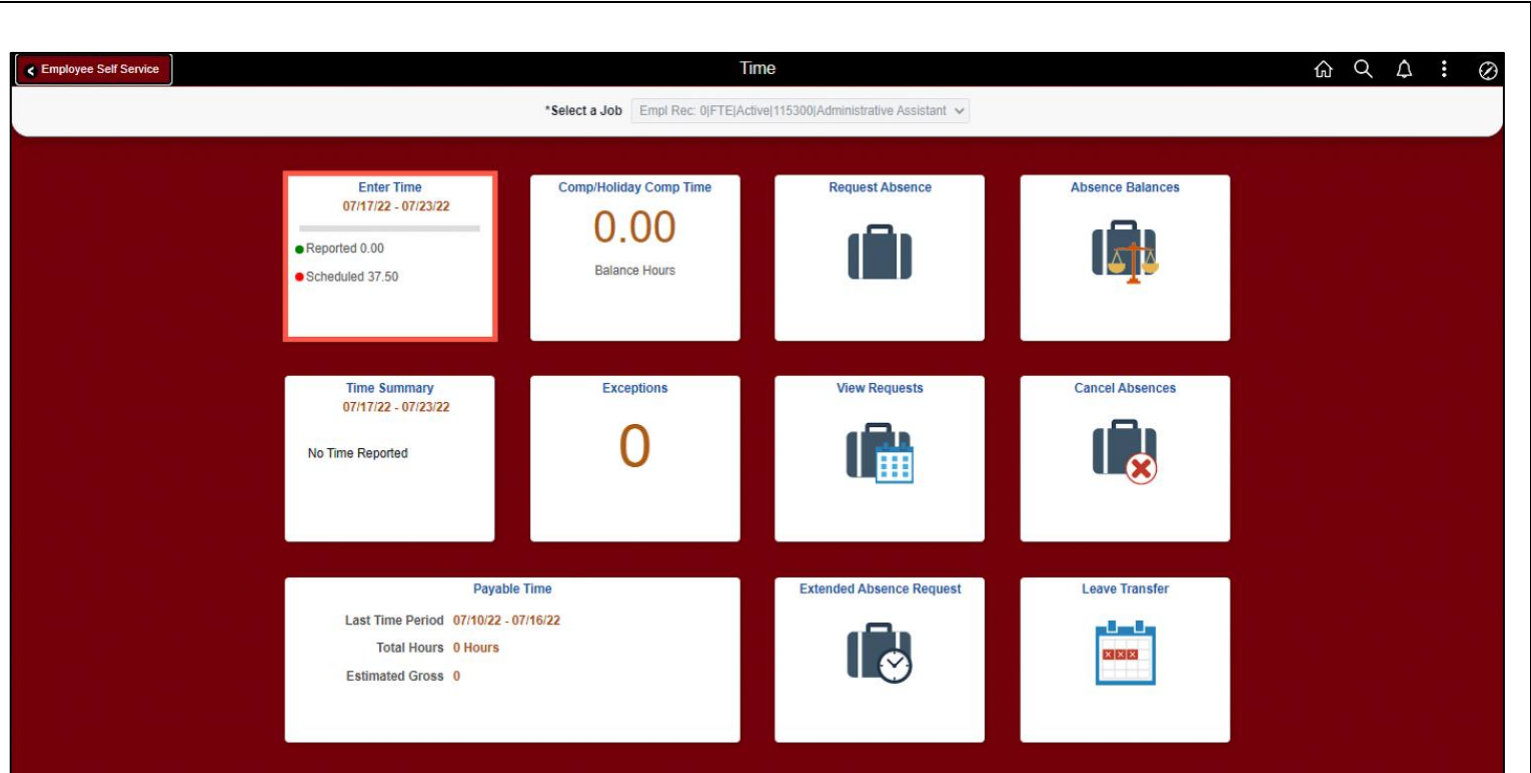|	
How to request holiday comp payout on a timesheet for a salary non-exempt employee:	
This job aid outlines how a salary non-exempt employee can request holiday comp payout on a timesheet instead of adding the hours to their holiday comp balance. **Note:** Before indicating you would like to receive 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	Screenshots
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.	

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

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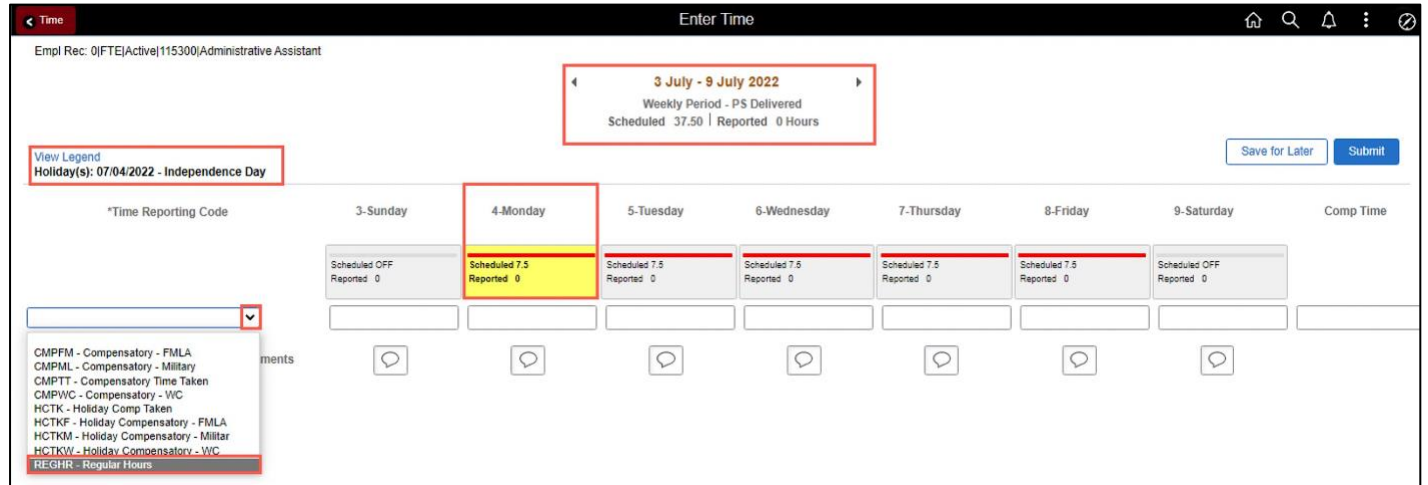
Begin by selecting the appropriate **Time Reporting Code** (TRC).

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.

Step 7: To enter the hours worked on the holiday, click the **Plus (+)** button to add a second line.	
Step 8: Click the **Time Reporting Code** drop-down arrow. **Step 9:** Select **REGHR – Regular Hours.**	
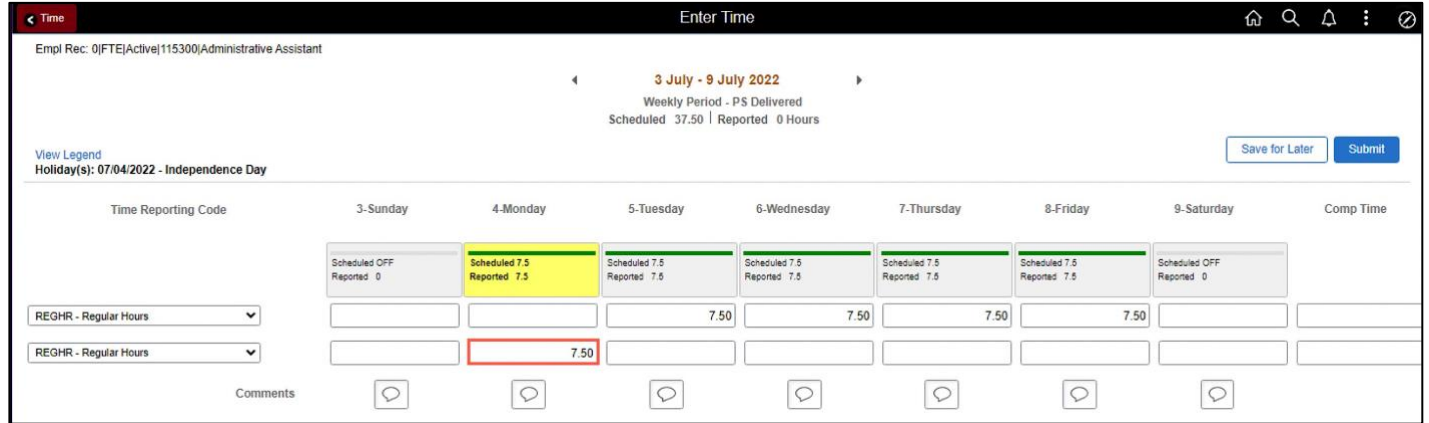
Step 10: On the second line, click in the **Time Entry** field and only enter hours worked for the holiday.
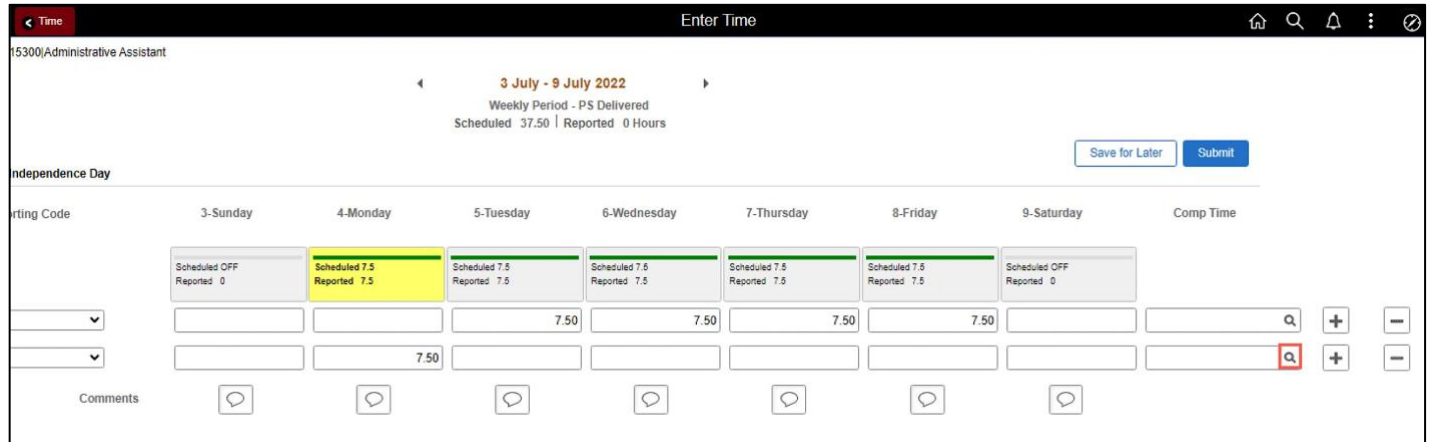
Step 11: To request a payout for the hours worked on the holiday, click the **Look up Comp** button.

Step 12: Click to select the **Holiday Worked Hours Payout (HOLPAYOUT)** option from the list.	
Notice that **HOLPAYOUT** is now populated in the Comp Time field. This prompts the system to payout the time worked on the holiday.	
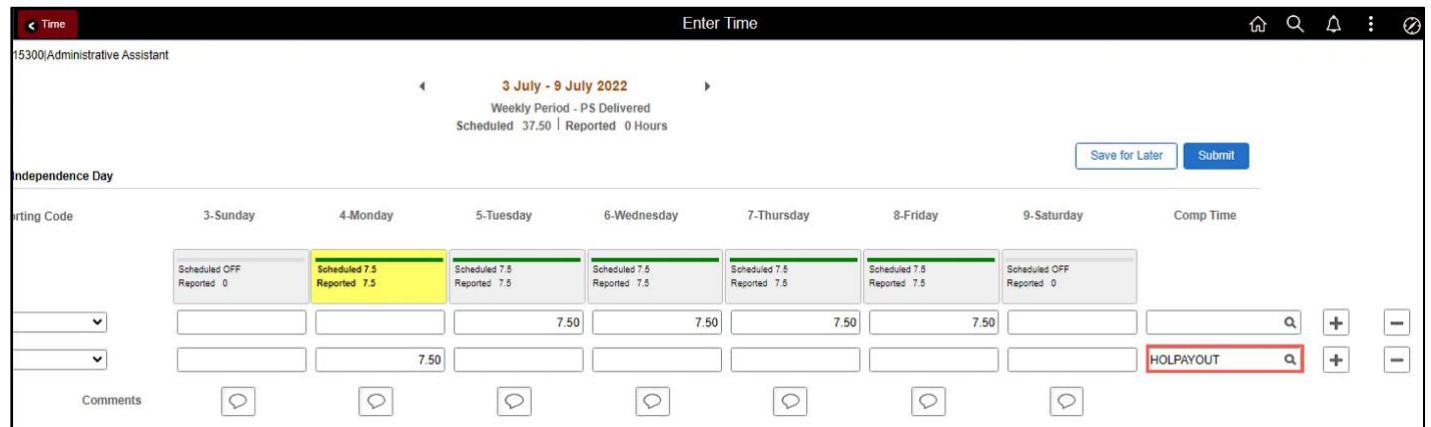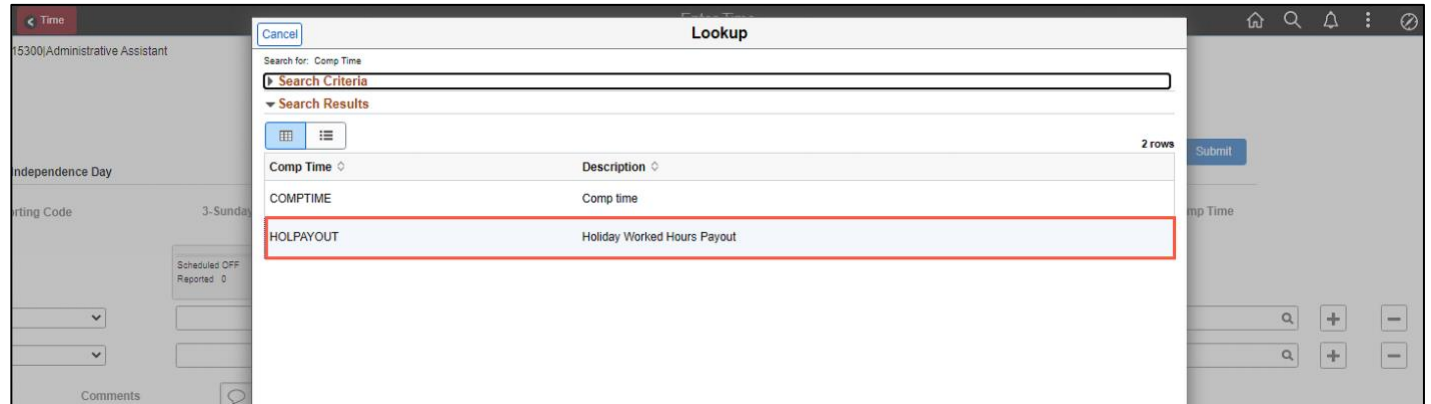
You can enter comments about the time entries if you feel additional information is needed.
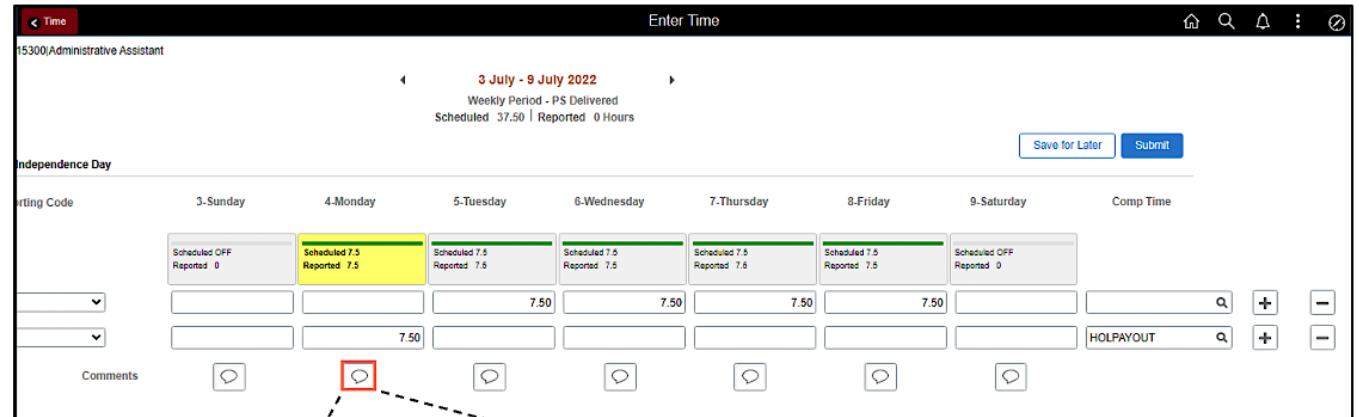
Step 13: Click the **Comments** button.

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

Step 15: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

Step 16: Click the **X** to close the Time Reporting Comments page.

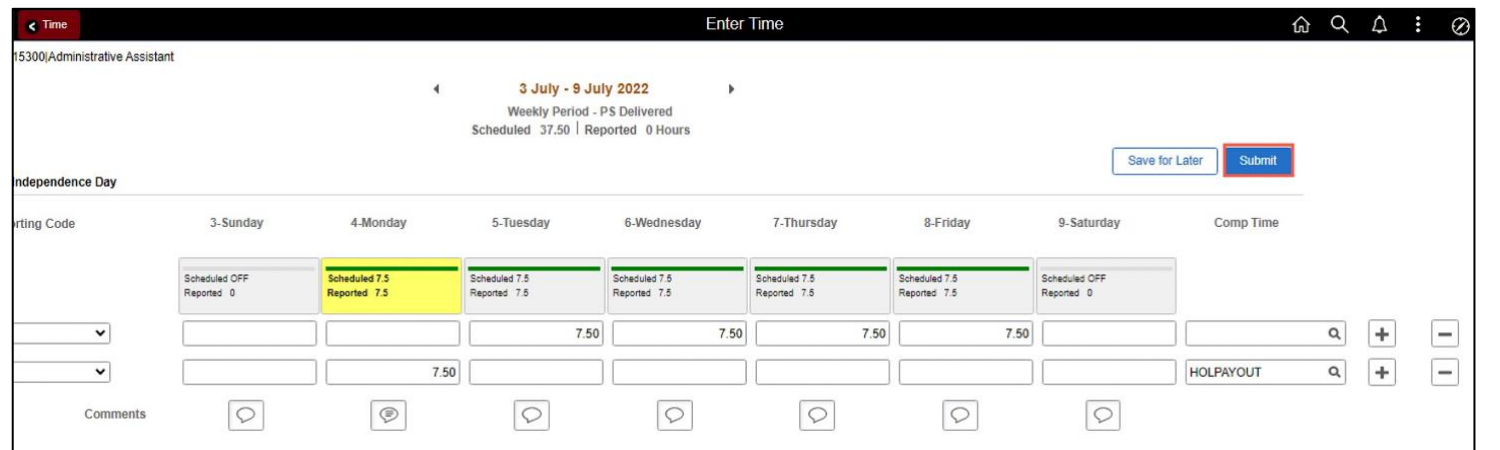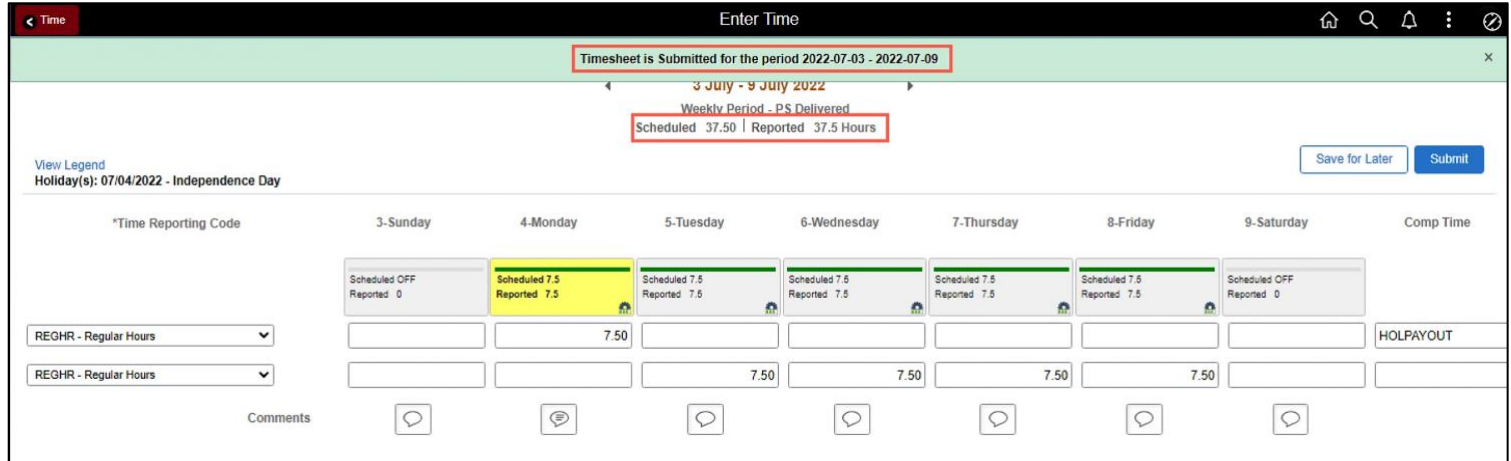|	
Notice when a comment has been added to a specific time entry, squiggles appear in the comment bubble.	
Step 17: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.	

Step 18: 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.

Step 19: 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 request holiday comp payout on a timesheet as a salary non-exempt employee.