

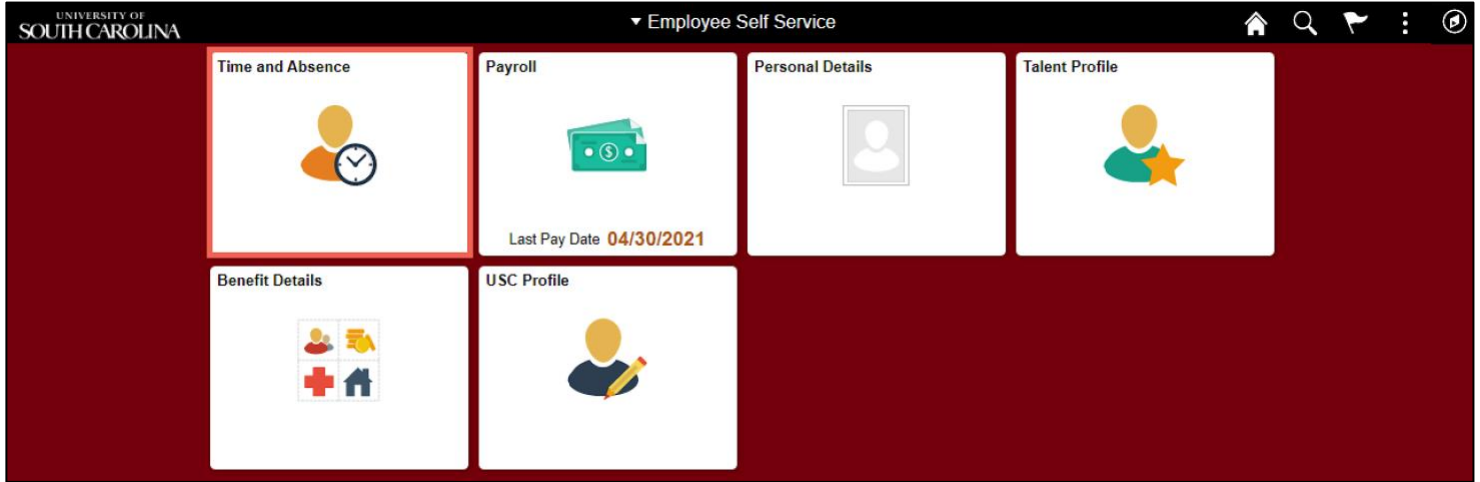
**University of South Carolina
Time and Labor - ESS
Request Holiday Comp Payout on a Timesheet – Salary Non-Exempt**

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.

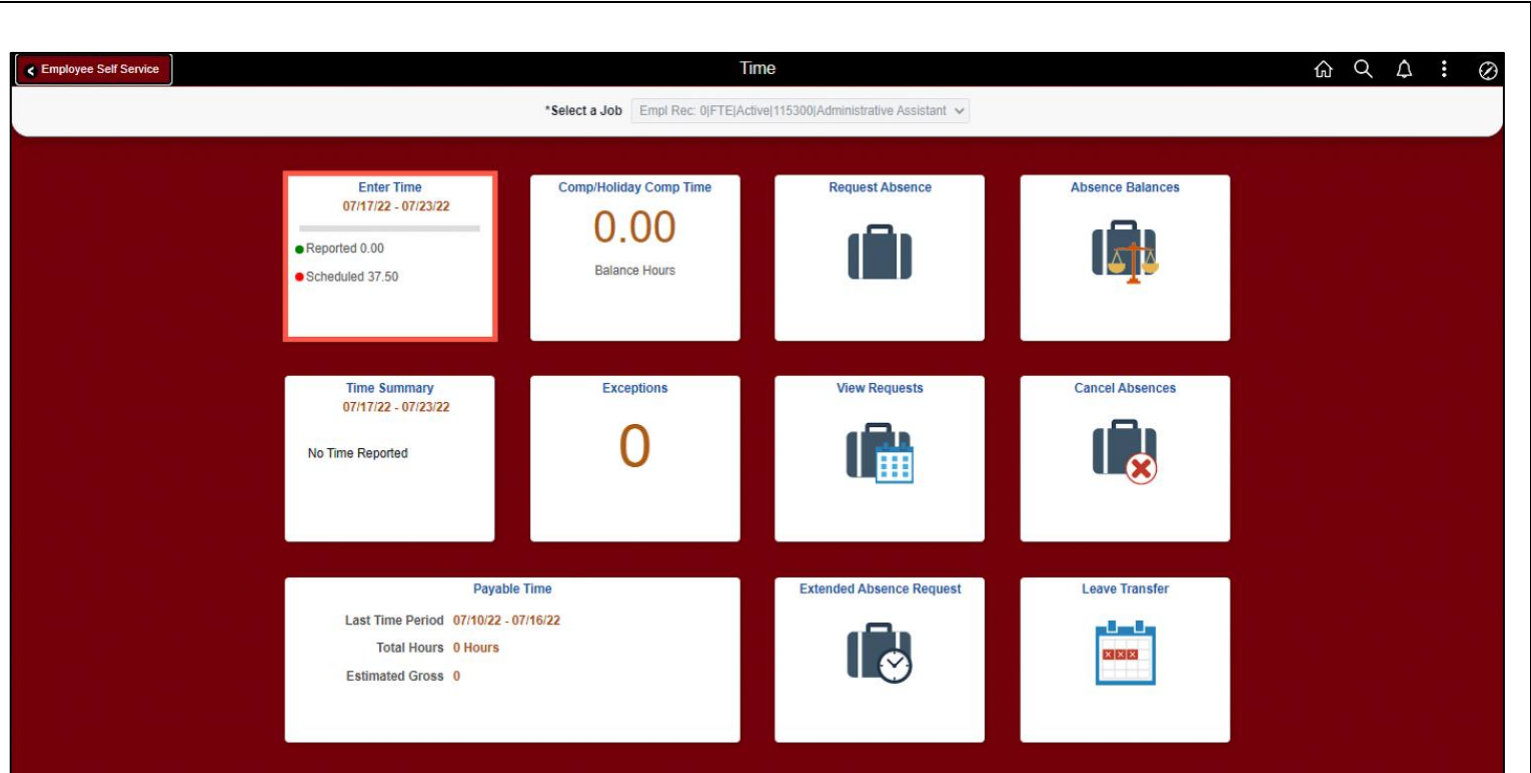
Note: Before indicating you would like to receive a payout for hours worked on a holiday, it is very important to receive approval from your manager. Although this option is available to all non-exempt employees, it is at the departments discretion whether they want to payout the hours worked or request you comp the hours for future use.

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

Processing Steps	Screenshots
<p>Step 1: On the Employee Self Service landing page, click the Time and Absence tile.</p>	

**University of South Carolina
Time and Labor - ESS
Request Holiday Comp Payout 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' labels, along with home, search, and notification icons. Below this is a dropdown menu for 'Select a Job' showing 'Empl Rec: 0[FTE]Active[115300]Administrative Assistant'. The main content area features several white tiles on a dark red background:

- Enter Time** (07/17/22 - 07/23/22): Reported 0.00, Scheduled 37.50. This tile is highlighted with a red border.
- Comp/Holiday Comp Time**: Balance Hours 0.00.
- Request Absence**: Icon of a briefcase.
- Absence Balances**: Icon of a briefcase and scales.
- Time Summary** (07/17/22 - 07/23/22): 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 Time Period 07/10/22 - 07/16/22): 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.

Request Holiday Comp Payout 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.

Notice the holiday is highlight in yellow and under the View Legend link the holiday date and name is spelled out in bold.

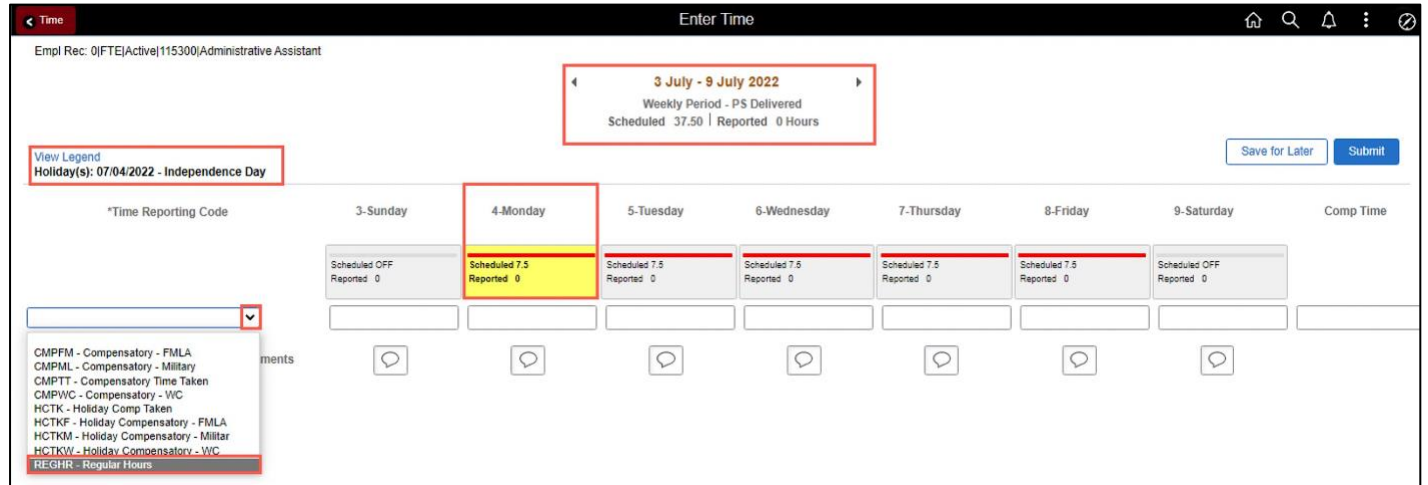
Begin by selecting the appropriate **Time Reporting Code (TRC)**.

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.



Enter Time

Empl Rec: 0|FTE|Active|115300|Administrative Assistant

3 July - 9 July 2022
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

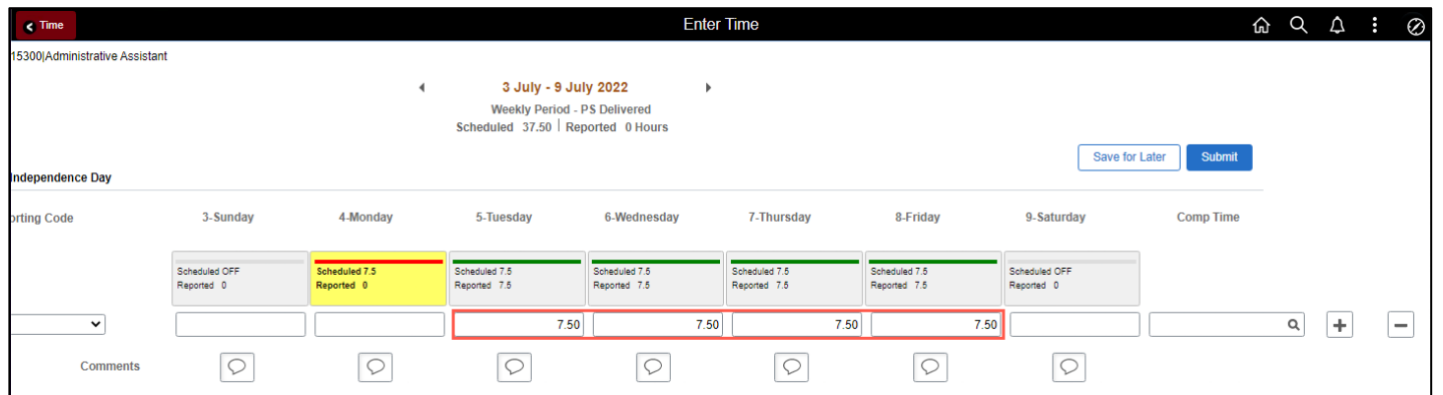
View Legend
Holiday(s): 07/04/2022 - Independence Day

Save for Later Submit

*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-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	

Comments

- CMPFPM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMPPTT - Compensatory Time Taken
- CMPWVC - Compensatory - WC
- HCTR - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Militar
- HCTKW - Holiday Compensatory - WC
- REGHR - Regular Hours



Enter Time

115300|Administrative Assistant

3 July - 9 July 2022
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

Save for Later Submit

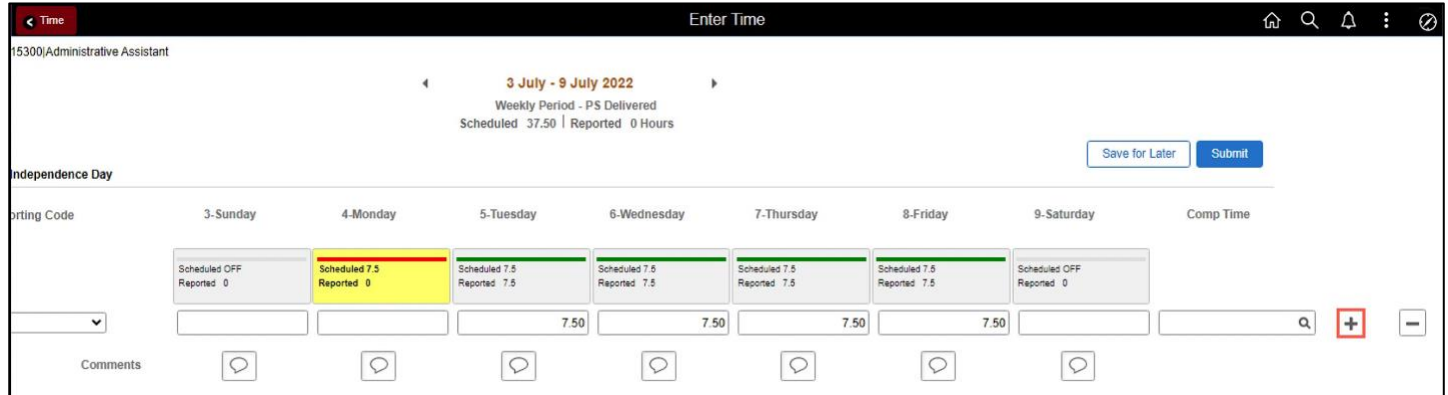
Independence Day

Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 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	

Comments

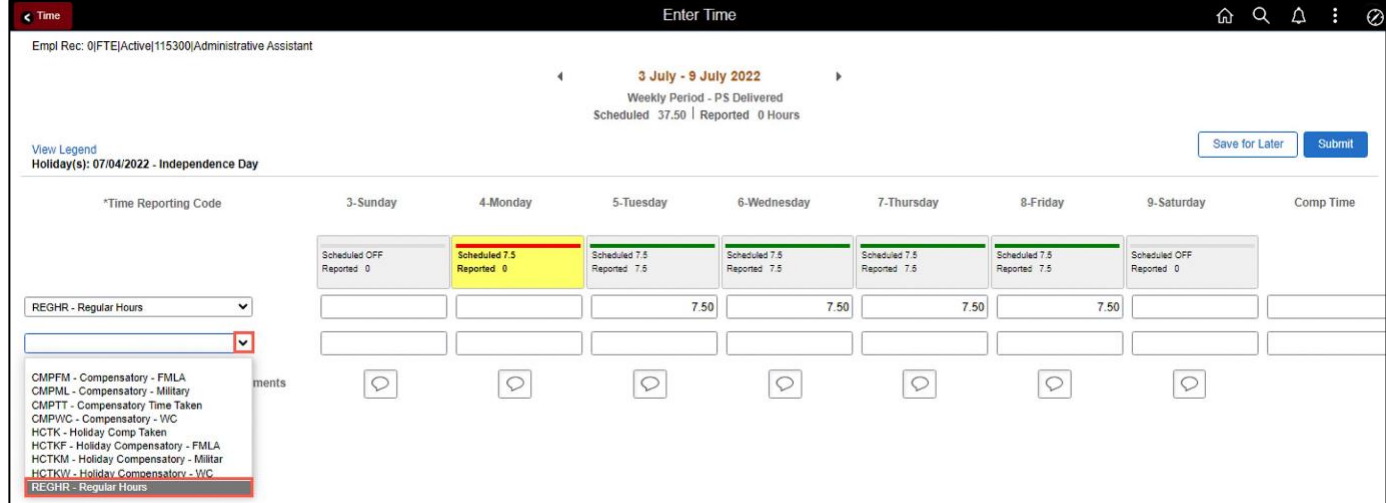
University of South Carolina Time and Labor - ESS Request Holiday Comp Payout on a Timesheet – Salary Non-Exempt

Step 7: To enter the hours worked on the holiday, click the **Plus (+)** button to add a second line.



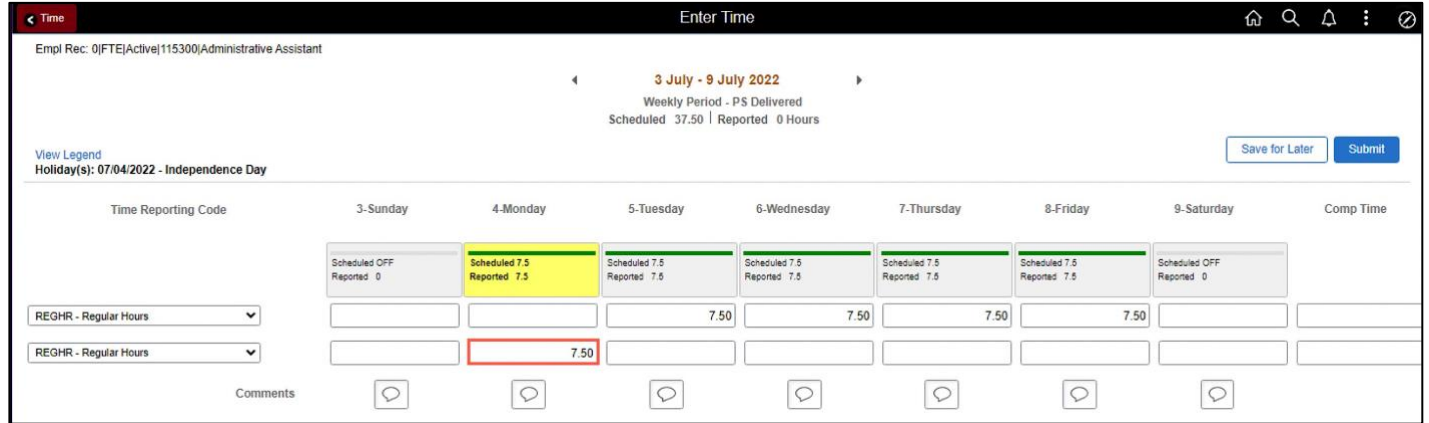
Step 8: Click the **Time Reporting Code** drop-down arrow.

Step 9: Select **REGHR – Regular Hours**.



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

Step 10: On the second line, click in the **Time Entry** field and only enter hours worked for the holiday.



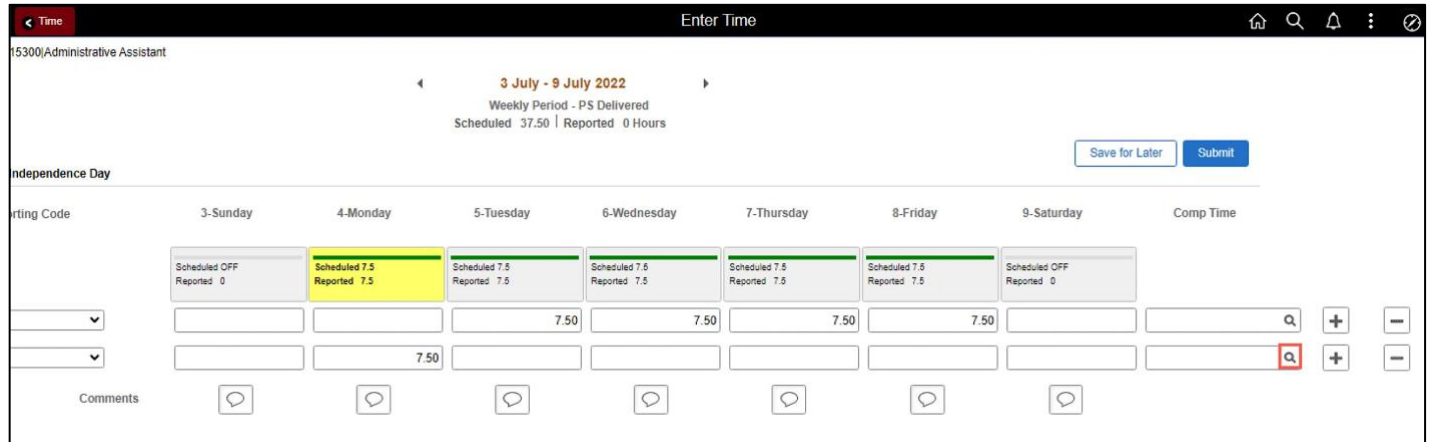
Empl Rec: 0[FTE]Active|115300|Administrative Assistant

3 July - 9 July 2022
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

View Legend
Holiday(s): 07/04/2022 - Independence Day

Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-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		
REGHR - Regular Hours		7.50						
Comments								

Step 11: To request a payout for the hours worked on the holiday, click the **Look up Comp** button.



115300|Administrative Assistant

3 July - 9 July 2022
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

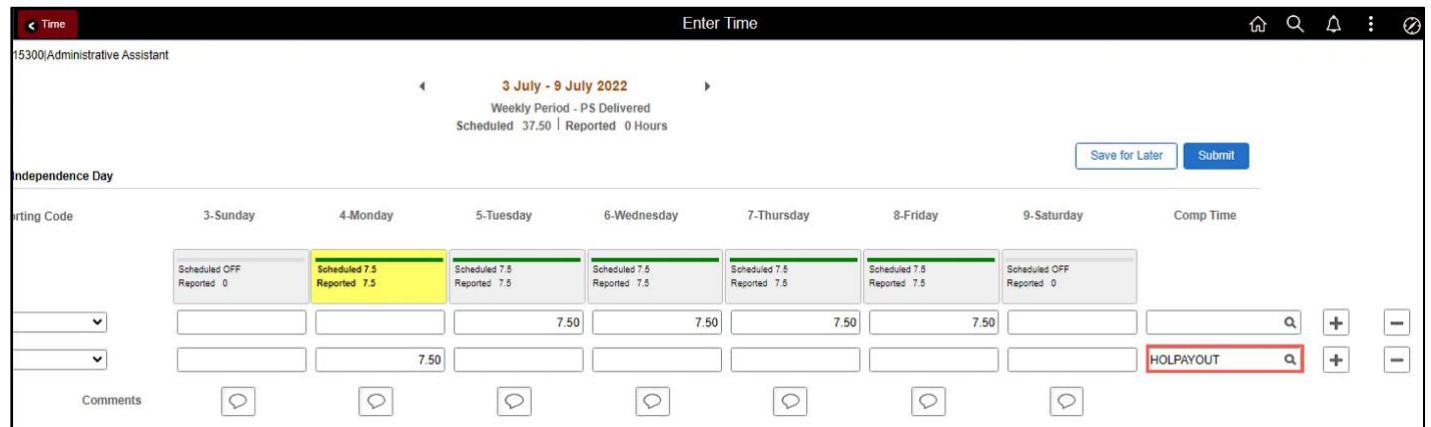
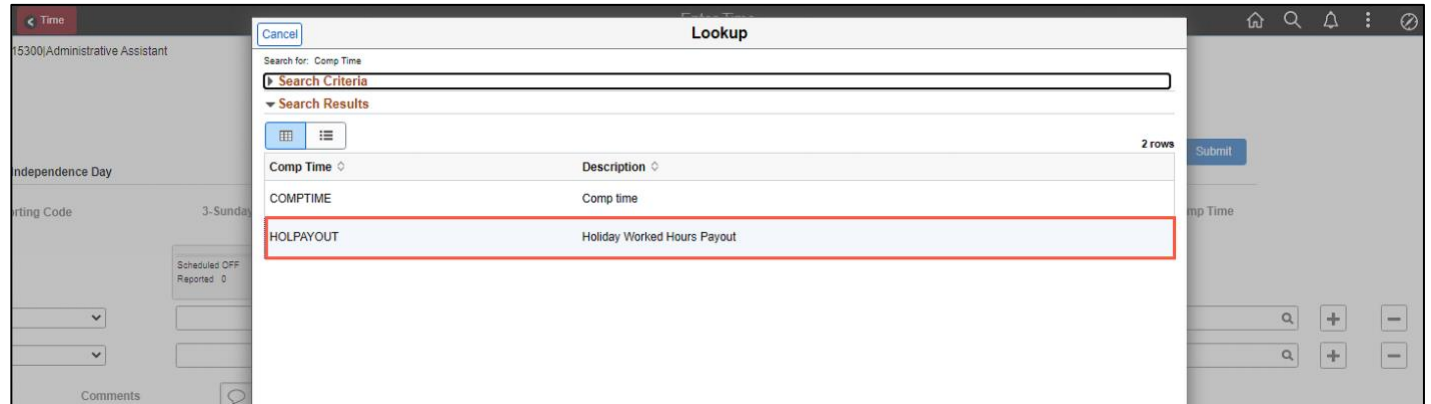
Independence Day

Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-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	
		7.50	7.50	7.50	7.50	7.50		
		7.50						
Comments								

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

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.



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

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

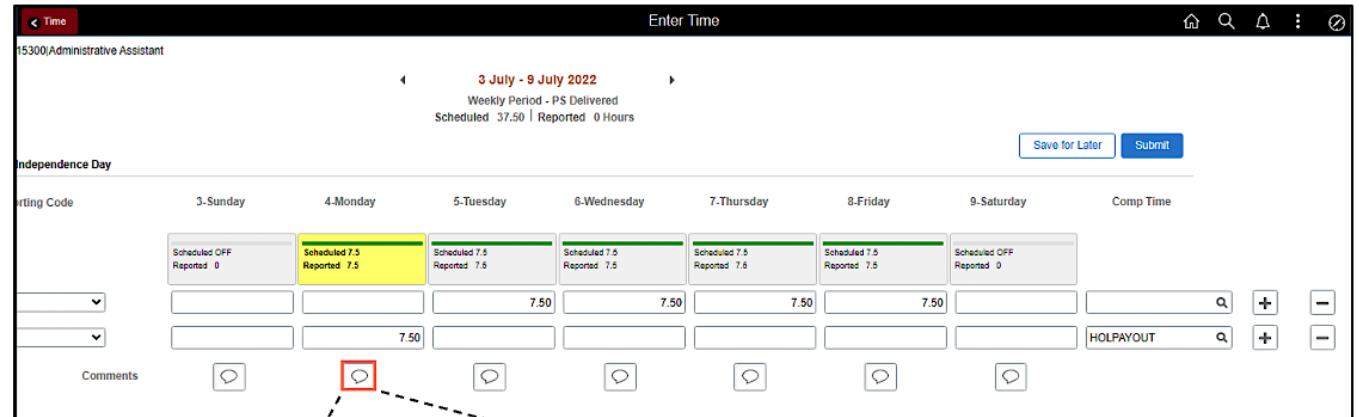
Step 13: Click the **Comments** button.

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.



The screenshot shows the 'Enter Time' interface for an Administrative Assistant. It displays a weekly period from 3 July to 9 July 2022. The interface includes a grid for days of the week (3-Sunday to 9-Saturday) with columns for 'Scheduled' and 'Reported' hours. A red box highlights the 'Comments' button under the '4-Monday' column.

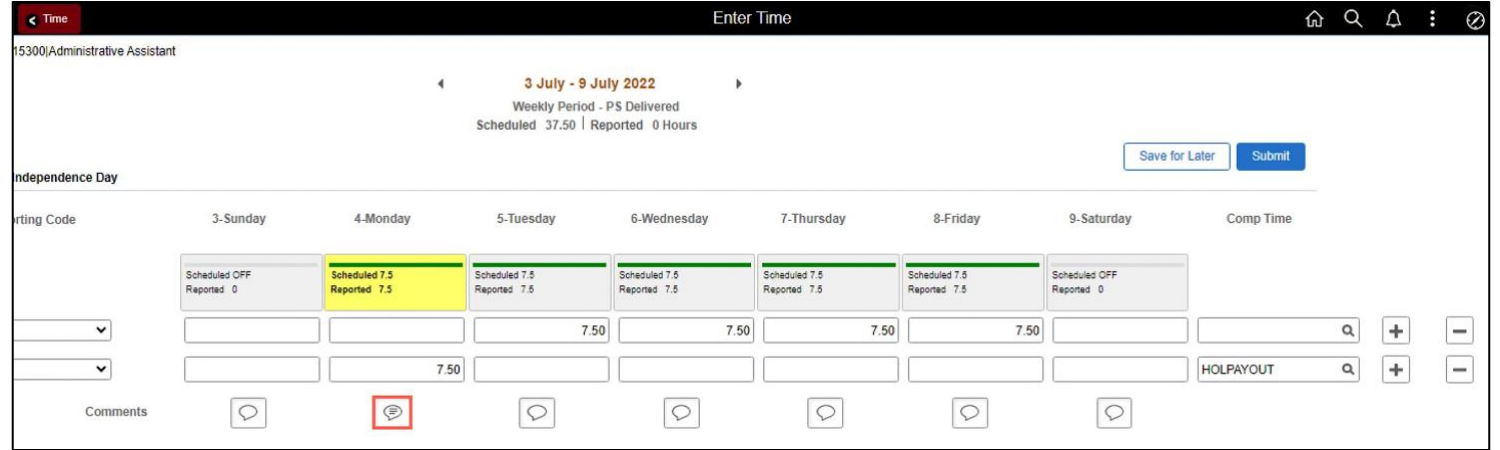


The screenshot shows the 'Time Reporting Comments' dialog box. The dialog has a title bar with a close button (X). Below the title bar, it says 'Comments related to Time entered for 07/04/2022' and 'Comment once entered cannot be altered or removed.' There is a text input field containing the comment 'Received permission from my manager to request holiday comp payout.' and buttons for 'Add Comment' and 'Clear'.

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

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.



Enter Time

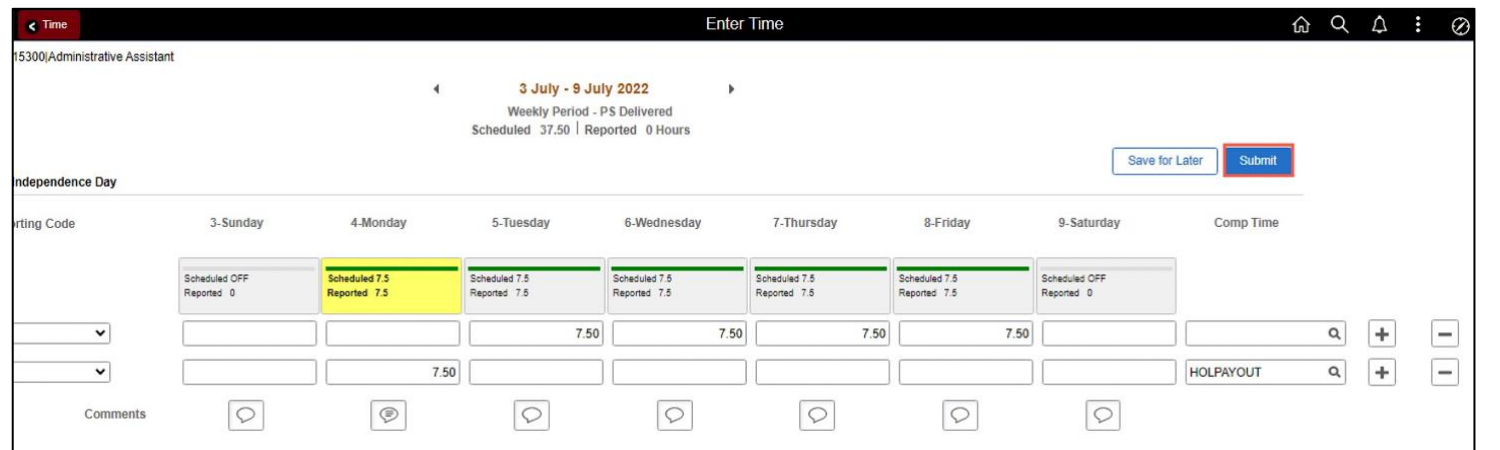
15300/Administrative Assistant

3 July - 9 July 2022
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

Save for Later Submit

Independence Day

Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-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	
		7.50	7.50	7.50	7.50			
		7.50						HOLPAYOUT
Comments								



Enter Time

15300/Administrative Assistant

3 July - 9 July 2022
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

Save for Later Submit

Independence Day

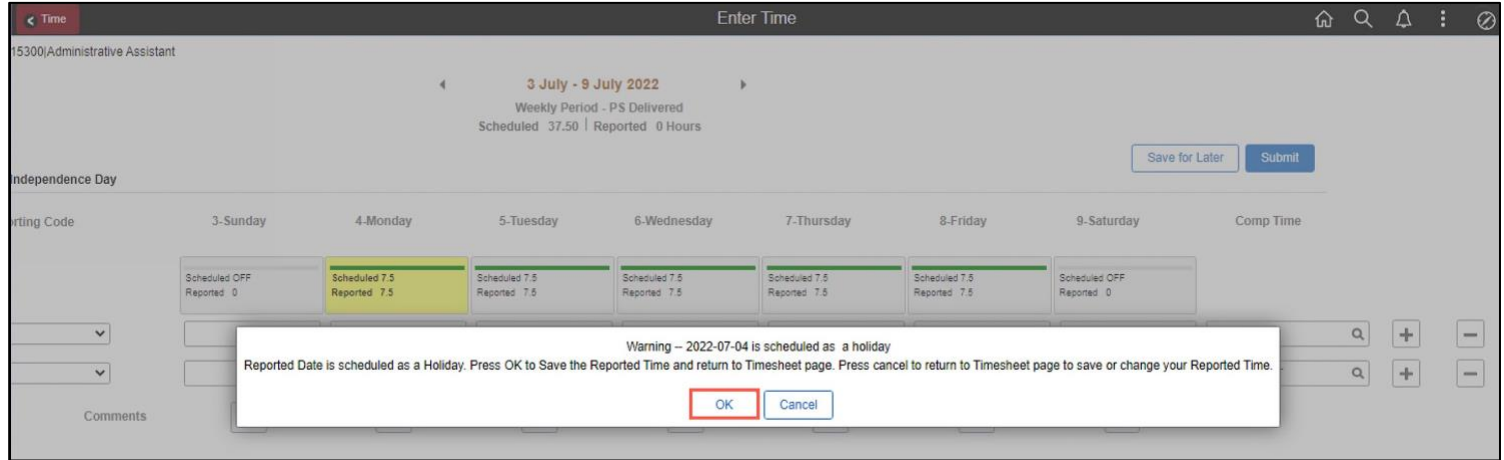
Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
		7.50	7.50	7.50	7.50			
		7.50						HOLPAYOUT
Comments								

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

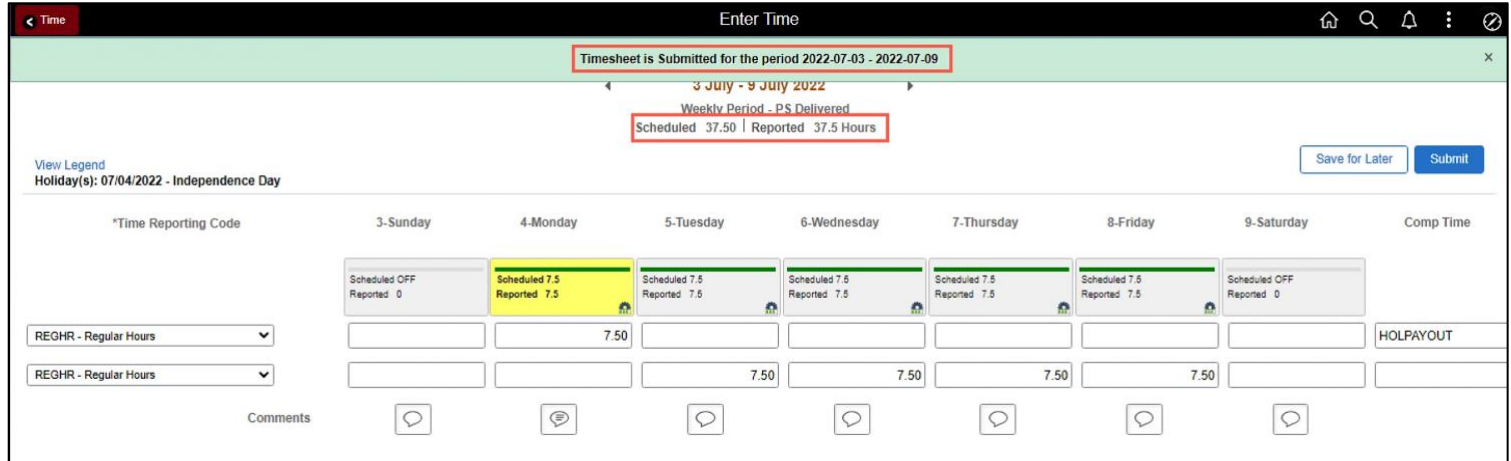
Step 18: When you enter time on a holiday, a warning message will appear informing you that the reported date is a holiday. Click the **OK** button to save the reported time and return to the timesheet.

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.



The screenshot shows the 'Enter Time' interface for a user named '15300|Administrative Assistant'. The weekly period is '3 July - 9 July 2022' with a 'Weekly Period - PS Delivered' status. The scheduled hours are 37.50 and reported hours are 0. A warning message is displayed: 'Warning -- 2022-07-04 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.







The screenshot shows the 'Enter Time' interface after successful submission. A green message bar at the top reads: 'Timesheet is Submitted for the period 2022-07-03 - 2022-07-09'. The weekly period is '3 July - 9 July 2022' with a 'Weekly Period - PS Delivered' status. The scheduled hours are 37.50 and reported hours are 37.50. The interface shows a table of time reporting codes and hours for each day of the week. The 'HOLPAYOUT' column is visible for the holiday on Monday, July 4th.

*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-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 OFF Reported 0	
REGHR - Regular Hours		7.50						HOLPAYOUT
REGHR - Regular Hours			7.50	7.50	7.50	7.50		

Request Holiday Comp Payout on a Timesheet – Salary Non-Exempt

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.

