University of South Carolina
HCM PeopleSoft
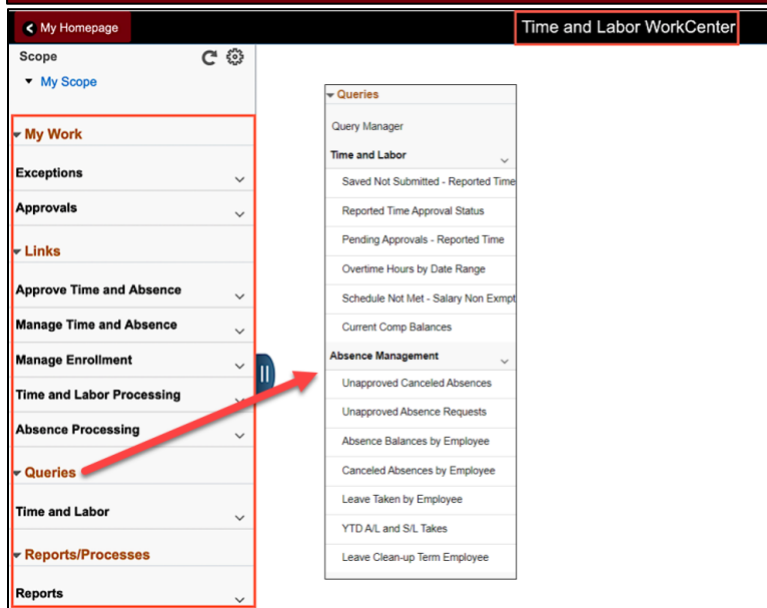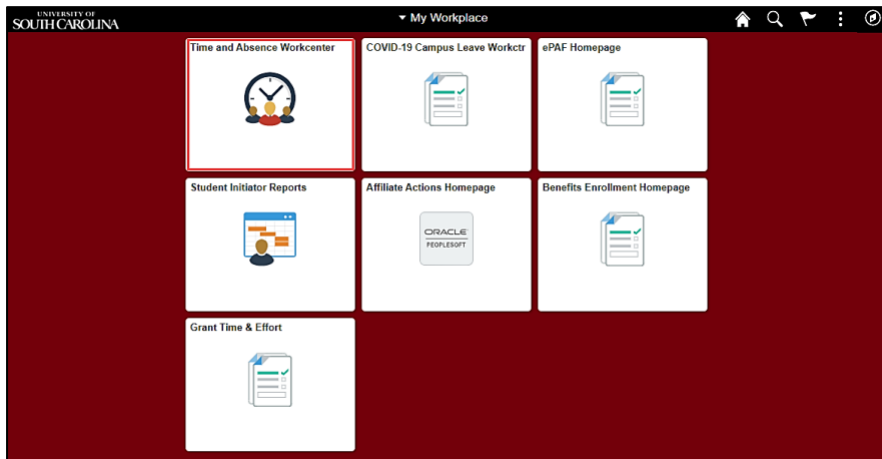# Time and Absence Queries/Reports
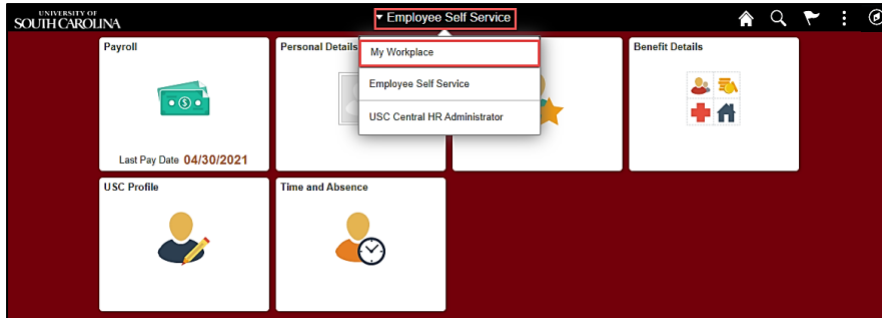# Managers and TL/ABS Approvers

This document outlines all queries available in the Time and Absence WorkCenter for individuals that approve timesheets and absence requests as either manager or TL/ABS approver.

To access the **Time and Absence WorkCentre**, go to **hcm.ps.sc.edu.**

Navigation: Employee Self Service > My Workplace/My Homepage > Time and Absence WorkCenter

Time and Labor Queries/Reports

Saved Not Submitted – Reported Time

Report Name: SC_TL_RPTD_TIME_SAVED - Rptd Time saved not submitted
Selection Criteria: Reported Date From and To (required)
Data: Data is real time
Description: Use this query to view timesheets that have been saved but not yet submitted for approval.

Reported Time Approval Status

Report Name: SC_TL_RPTD_TIME_AUDIT_WC - Reported Time
Selection Criteria: From and To Dates (required) and/or USCID for a specific employee
Description: Use this query to view timesheet status, see when a timesheet was approved, and who approved it.
Some important tips: The different status types are:

1. **Saved:** timesheet is saved but not submitted.
2. **Needs Approval:** timesheet has been submitted and is in the approval process.
3. **Approved:** the reported time is approved.
4. **Push Back:** the timesheet requires rework, additional information is needed, or the request submission correction.
5. **Denied:** the reported time has been denied.

Pending Approvals – Reported Time

Report Name: SC_TL_RPTD_TIME_SAVED - Pending Reported Time approval
Selection Criteria: No selection criteria
Data: Data is real time
Description: Use this query to view timesheets currently pending your approval.

SC_TL_PENDING_APPROVALS_WC- Pending Reported Time approval

Download results in : Excel SpreadSheet CSV Text File XML File (13 kb)

View All   First 1-27 of 27 Last

Row	ID	Empl Record	Name	Email	Rpt Dt	Reported Status	TRC	Quantity	Dept ID	Descr
1	C30	0		S@email.sc.edu	03/31/2022	Needs Approval	REGHR	1.000000	115300	DEPARTMENT OF EXERCISE SCIENCE
2	C30	0		S@email.sc.edu	04/01/2022	Needs Approval	REGHR	2.500000	115300	DEPARTMENT OF EXERCISE SCIENCE
3	E67	0		l@mailbox.sc.edu	03/28/2022	Needs Approval	REGHR	7.500000	115300	DEPARTMENT OF EXERCISE SCIENCE
4	E67	0		l@mailbox.sc.edu	03/29/2022	Needs Approval	REGHR	7.500000	115300	DEPARTMENT OF EXERCISE SCIENCE
5	E67	0		l@mailbox.sc.edu	03/30/2022	Needs Approval	REGHR	7.500000	115300	DEPARTMENT OF EXERCISE SCIENCE

Overtime Hours by Date Range

Report Name: SC_TL_PAYABLE_TIME_OVT_WC - OVT Payable Time
Selection Criteria: USCID for a specific employee and From and To Dates (all required)
Data: Data is real time
Description: Use this query to view overtime hours for an employee within a specified date range.
Some important tips: These are different types of overtime TRCs you may see in the returned results.

- **Straight Overtime (LVPOS):** Leave paid straight time. Leave or Holiday hours reported over 40 in a 7-day FLSA workweek (Sunday-Saturday). These hours are paid at the employee's regular hourly rate in addition to their salary.
- **Time and a half (OVT):** Regular hours worked over 40 in a 7-day FLSA workweek (Sunday-Saturday) are considered overtime and paid at a premium rate. For those with multiple non-exempt jobs there are overtime allocation methods by the type of employee.

SC_TL_PAYABLE_TIME_OVT_WC - OVT Payable Time

ID [   ] 🔍
*From [02/06/2022] 📅
*To [02/12/2022] 📅
[View Results]

Download results in : Excel SpreadSheet CSV Text File XML File (52 kb)

View All   First 1-100 of 113 ▶ Last

Row	ID	Empl Record	Name	Rpt Dt	TRC	Descr	Sum Quantity	Work Order	Status	Dept ID	Descr
1	A0	0		02/11/2022	OVT	Overtime @1.5	5.000000		Distributed	600200	ATHLETICS
2	A0	0		02/11/2022	OVT	Overtime @1.5	5.000000		Distributed	600200	ATHLETICS
3	A3	1		02/08/2022	OVT	Overtime @1.5	0.500000		Distributed	111500	CLINICAL PHARM AND OUTCOME SCI
4	A3	1		02/09/2022	OVT	Overtime @1.5	2.000000		Distributed	111500	CLINICAL PHARM AND OUTCOME SCI
5	A3	1		02/10/2022	OVT	Overtime @1.5	2.000000		Distributed	111500	CLINICAL PHARM AND OUTCOME SCI
6	A3	1		02/11/2022	OVT	Overtime @1.5	2.000000		Distributed	111500	CLINICAL PHARM AND OUTCOME SCI

Schedule Not Met – Salary Non-Exempt

Report Name: SC_TL_MISSING_TIMESHEETS_WC - Missing Timesheet

Selection Criteria: Reported Date From and To (required) *Only select a 7 day Sunday to Saturday range for data to be accurate*

Data: Data is real time

Description: Use this query to verify that your salary non-exempt employees met their schedule. Salaried non-exempt employee types are FTE, Research Grand, and Time Limited.

Some important tips:

- Negative numbers indicate schedule has not been met.
- Zeros indicate schedule has been met.
- Reported time maybe less than scheduled hours because there was an absence request during that time.
- A good way to ensure non-exempt employees are entering their time. Even though they are salaried, they are still required to submit a weekly timesheet.

SC_TL_MISSING_TIMESHEETS_WC - Missing Timesheet

*From Rpt Dt 01/09/2022
*To Rpt Dt 01/15/2022

View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (5 kb)

View All   First 1-11 of 11 Last

Row	ID	Empl Record	Name	Dept ID	Descr	Total Scheduled Hours	Total Reported Hours	Total Absence Hours	Sum Holiday	Variance
1	E6	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	37.50000	0.00000	0.00000	0.00
2	E9	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	37.50000	0.00000	0.00000	0.00
3	K5	2		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	0.00000	0.00000	0.00000	-37.50
4	K6	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	37.50000	0.00000	0.00000	0.00
5	M3	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	0.00000	0.00000	0.00000	-37.50
6	P4	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	37.50000	0.00000	0.00000	0.00
7	Q8	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	30.00000	7.50000	0.00000	0.00
8	U0	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	0.00000	0.00000	0.00000	-37.50
9	U8	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	7.50000	30.00000	0.00000	0.00
10	X7	0		115300	DEPARTMENT OF EXERCISE SCIENCE	30.00	30.00000	0.00000	0.00000	0.00
11	X7	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	39.50000	0.00000	0.00000	2.00

Current Comp Balances

Report Name: SC_TL_COMP_BALANCE_WC- Comp Balances as of sysdate

Selection Criteria: No selection criteria

Data: Data is real time.

Description: Use this query to find employees with a current compensatory time balance. The balances will include comp time and holiday comp time.

Some important tips:

- Zeros indicate the employee had a comp time balance at one time.

SC_TL_COMP_BALANCE_WC- Comp Balances as of sysdate

Download results in : Excel SpreadSheet   CSV Text File   XML File   (1 kb)

View All   First 1-4 of 4 Last

Row	ID	Empl Record	Name	Plan Descr	End Bal	Dept ID	Descr
1	K5	2		Sal NE Holiday Comp Earned	7.500	115300	DEPARTMENT OF EXERCISE SCIENCE
2	Q8	0		Salary Non Exempt OT Comp	24.500	115300	DEPARTMENT OF EXERCISE SCIENCE
3	U3	0		Sal NE Holiday Comp Earned	12.000	115300	DEPARTMENT OF EXERCISE SCIENCE
4	Y9	0		Sal NE Holiday Comp Earned	5.000	115300	DEPARTMENT OF EXERCISE SCIENCE

Absence Management Queries/Reports

Unapproved Canceled Absences

Report Name: SC_AMS_PEND_CANCEL_INPROG_A_VW- Unapproved Canceled Absences
Selection Criteria: No selection criteria
Data: Data is real time
Description: Use this query to view canceled absence requests that are currently pending approval (unapproved).

SC_AMS_PEND_CANCEL_INPROG_A_VW- Unapproved Canceled Absences

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All   First 1-1 of 1 Last

Row	ID	Empl Record	Name	Begin Date	End Date	Absence	Duration Hours	Days	Datetime Submitted	Requester OPERID	Thread ID	Dept ID	Pay Group	Approver ID	Approver User ID
1	Q83	0		04/28/2022	04/29/2022	Annual Leave	15.00	2.00	03/01/2022 3:56:07PM			2950	115300	P12	T35	

Unapproved Absence Requests

Report Name: SC_AMS_UNAPPROVED_LEAVE_A_VW - Unapproved Absence Requests
Selection Criteria: Beginning of Next Pay Period Date
Data: Data is real time
Description: Use this query to view absence requests that are currently pending approval (unapproved). Approvals should occur timely for the payroll in which the absence occurred to ensure accurate leave balances.
An important tip: Use the Payroll Processing Schedule to determine a Beginning Pay Period Date.

SC_AMS_UNAPPROVED_LEAVE_A_VW - Unapproved Absence Requests

Beginning of Next Pay Period 04/01/2022 📅
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (96 kb)

View All   First 1-100 of 168 ▶ Last

Row	Empl ID	Empl Record	Name	Dept ID	Pay Status	Absence	Begin Date	End Date	Duration Hours	Submit Date	WF Status	Approved	Source	Approver ID	Approver User ID
1	A0	0		941000	Active	Sick Leave	03/29/2022	03/30/2022	15.00	03/28/2022	Rework	N	Employee Absence Request	S9	
2	A0	0	J	911403	Active	Annual Leave	03/04/2022	03/04/2022	7.50	03/10/2022	Submitted	N	Employee Absence Request	S9	
3	A0	0	J	911403	Active	Sick Leave	02/28/2022	02/28/2022	7.50	03/10/2022	Submitted	N	Employee Absence Request	S9	
4	A0	0	J	911403	Active	Sick Leave	03/02/2022	03/02/2022	7.50	03/10/2022	Submitted	N	Employee Absence Request	S9	
5	A0	0	J	911403	Active	Sick Leave	03/09/2022	03/09/2022	7.50	03/11/2022	Submitted	N	Employee Absence Request	S9	

Absence Balances by Employee

Report Name: SC_AMS_BALANCES_APPR- Absence Balances by Employee
Selection Criteria: No selection criteria
Data: Data is real time
Description: Use this query to view current absence balances for all your leave earning employees.

SC_AMS_BALANCES_APPR- Absence Balances by Employee

Download results in : Excel SpreadSheet   CSV Text File   XML File   (49 kb)

View All   First 1-56 of 56 Last

Row	Empl ID	Empl Record	Name	Pay Status	Reg/Temp	Annual Leave Balance	Sick Leave Balance	Balance Date	Elig Grp	Position	Resp Code	Dept ID	Dept. Name	College/Div	Group	FLSA Stat	Approver ID	Approver User ID
1	A6	1		A	Research Grant	243.880000	243.880000	03/31/2022	USCRTLALL	00773357	CL034	115300	ASPH Exercise Science	Arnold School of Public Health	P12	T	T3	
2	B3	2		A	Research Grant	46.900000	46.900000	03/31/2022	USCRTLALL	00773682	CL034	115300	ASPH Exercise Science	Arnold School of Public Health	P12	T	T3	
3	B5	0		A	Regular	365.640000	535.900000	03/31/2022	USCFTE12M	00092979	CL034	115300	ASPH Exercise Science	Arnold School of Public Health	C12	T	T3	
4	B8	0		A	Regular	380.460000	1378.140000	03/31/2022	USCFTE12M	00102252	CL034	115300	ASPH Exercise Science	Arnold School of Public Health	C12	T	T3	

Canceled Absences by Employee

Report Name: SC_AMS_CANCELED_ABS_APPR - Canceled Absences by Employee
Selection Criteria: Begin Date From and To
Data: Data is real time
Description: Use this query to view canceled absences that occurred during a specified date range. This is vital information as cancelled absences do not appear in an employee's 'View Absence Request' which provides a history of absences.

SC_AMS_CANCELED_ABS_APPR - Canceled Absences by Employee

Begin Date From 04/10/2022
Begin Date To 04/16/2022
[View Results]

Download results in : Excel SpreadSheet   CSV Text File   XML File   (4 kb)

View All   First 1-10 of 10 Last

Row	Empl ID	Empl Record	Begin Date	End Date	Absence	Datetime	Requester OPERID	Trans Nbr	Parent Id	Thread ID	Approver ID	Approver User ID
1	D2	0	04/13/2022	04/15/2022	Annual Leave	01/25/2022 9:09:27AM		4083	2272	2272	S9	
2	E8	0	04/15/2022	04/15/2022	Annual Leave	03/24/2022 12:10:30PM		61697	3267	3267	S9	
3	J4	0	04/11/2022	04/13/2022	Annual Leave	03/11/2022 3:03:32PM		64828	3092	3092	S9	
4	K0	0	04/18/2022	04/18/2022	Annual Leave	03/14/2022 11:38:11AM		60237	2956	2956	S9	
5	S5	0	04/11/2022	04/18/2022	Annual Leave	03/07/2022 11:42:15AM		67944	3023	3023	S9	
6	U9	0	04/12/2022	04/12/2022	Sick Leave	03/31/2022 10:48:26AM		71667	3357	3357	S9	
7	V0	0	04/14/2022	04/15/2022	Annual Leave	03/30/2022 12:40:29PM		64298	3356	3356	S9	
8	W2	0	04/13/2022	04/13/2022	Sick Leave	03/18/2022 10:44:18AM		68613	3169	3169	S9	
9	W2	0	04/15/2022	04/15/2022	Annual Leave	03/07/2022 3:48:09PM		61249	3020	3020	S9	
10	W3	0	04/11/2022	04/15/2022	Annual Leave	02/21/2022 9:04:10AM		61192	2859	2859	S9	

Leave Taken by Employee

Report Name: SC_AMS_TAKES_APPR_VW - Leave Taken by Employee

Selection Criteria: Employee USCID and Leave Type (optional)

Data: Data is real time

Description: Use this query to view all absences for a specific employee.

An important tip: Use the **Absence Type Reference Guide** for specific leave names and reasons.

SC_AMS_TAKES_APPR_VW - Leave Taken by Employee

ID A0_____ 🔍

Leave Type Annual Leave

[View Results]

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All   First 1-3 of 3 Last

Row	ID	Empl Record	Name	Dept ID	Pay Status	Absence	Absence Reason	Begin Date	End Date	Duration Hours	Source	Submit Date	Approved	WF Status	Calendar Group	Process Dt	Approver ID	Approver User ID
1	A00	0		911602	R	Annual Leave	Personal	10/25/2021	10/25/2021	7.50	Employee Absence Request	10/20/2021	Y	Approved	2121_CUR	11/05/2021	S9	
2	A00	0		911602	R	Annual Leave	Personal	11/01/2021	11/03/2021	22.50	Employee Absence Request	08/17/2021	Y	Approved	2122_CUR	11/18/2021	S9	
3	A00	0		911602	R	Annual Leave	Personal	01/07/2022	01/07/2022	7.50	Employee Absence Request	12/13/2021	Y	Approved	2201_CUR	01/06/2022	S9	

YTD A/L and S/L Takes

Report Name: SC_AMS_YTD_TAKES_APPR_VW- YTD A/L and S/L Takes

Selection Criteria: No selection criteria

Data: Data is real time

Description: Use this query to view year-to-date annual and sick leave takes for all leave earning employees. The query is sorted by EMPL ID.

SC_AMS_YTD_TAKES_APPR_VW- YTD A/L and S/L Takes

Download results in : Excel SpreadSheet CSV Text File XML File (7 kb)

View All   First 1-19 of 19 Last

Row	Empl ID	Empl Record	Name	Absence	YTD Takes	Calendar Group	Pay Group	Approver User ID	Approver ID
1	E6	0		Annual Leave Takes	26.250000	2206_CUR	C12	T3	
2	E6	0		Sick Leave Takes	27.500000	2206_CUR	C12	T3	
3	E9	0		Annual Leave Takes	7.000000	2206_CUR	C12	T3	
4	E9	0		Sick Leave Takes	6.000000	2206_CUR	C12	T3	
5	K6	0		Annual Leave Takes	21.000000	2206_CUR	C12	T3	
6	K6	0		Sick Leave Takes	10.000000	2206_CUR	C12	T3	
7	P4	0		Annual Leave Takes	30.000000	2206_CUR	C12	T3	
8	Q8	0		Annual Leave Takes	22.500000	2206_LAG	P12	T3	
9	T2	0		Annual Leave Takes	22.500000	2206_CUR	C12	T3	
10	U3	0		Annual Leave Takes	68.000000	2206_CUR	C12	T3	
11	U3	0		Sick Leave Takes	24.750000	2206_CUR	C12	T3	
12	U8	0		Annual Leave Takes	15.000000	2206_CUR	C12	T3	
13	U8	0		Sick Leave Takes	45.000000	2206_CUR	C12	T3	
14	V4	0		Annual Leave Takes	7.500000	2206_CUR	C12	T3	
15	V4	0		Sick Leave Takes	3.750000	2206_CUR	C12	T3	
16	V8	0		Sick Leave Family	11.000000	2206_CUR	C12	T3	
17	V8	0		Sick Leave Takes	11.000000	2206_CUR	C12	T3	
18	X7	0		Annual Leave Takes	11.500000	2206_CUR	C12	T3	
19	X7	0		Sick Leave Takes	18.750000	2206_CUR	C12	T3	

Leave Clean-up Term Employee

Report Name: SC_AMS_TERM_EE_LV_APPR_VW- Leave Clean-up Term Employee

Selection Criteria: No selection criteria

Data: Data is real time

Description: Use this query to view absences for separated/inactive employees that were submitted prior to the date of separation and absences that are approved for dates past the employee's date of separation. Both types require clean-up to ensure proper annual leave payout or leave transfer if moving to another State of SC agency.

SC_AMS_TERM_EE_LV_APPR_VW- Leave Clean-up Term Employee

Download results in : Excel SpreadSheet   CSV Text File   XML File   (6 kb)

View All   First 1-12 of 12 Last

Row	ID	Empl Record	Name	Pay Status	Dept ID	Term Date	Absence	Begin Date	End Date	Duration Hours	WF Status	Approved	Source	Submit Date	Calendar Group	Approver ID	Approver User ID
1	C8	0		Terminated	986060	09/30/2021	Annual Leave	10/08/2021	10/08/2021	7.50	A	Y	Employee Absence Request	08/05/2021		S97	
2	C8	0		Terminated	986060	09/30/2021	Annual Leave	10/11/2021	10/11/2021	7.50	A	Y	Employee Absence Request	08/05/2021		S97	
3	J1	0		Terminated	631000	04/01/2022	Annual Leave	08/15/2022	08/15/2022	7.50	A	Y	Employee Absence Request	09/27/2021		S97	
4	K0	0		Terminated	181900	03/18/2022	Sick Leave	04/05/2022	04/05/2022	8.00	A	Y	Employee Absence Request	02/02/2022		S97	
5	K0	0		Terminated	181900	03/18/2022	Sick Leave	05/26/2022	05/26/2022	1.75	A	Y	Employee Absence Request	02/02/2022		S97	

No Annual Leave Processed Year to Date

Report Name: SC_AMS_NO_AL_TAKES_YTD_APPR_VW

Selection Criteria: No selection criteria

Data: Data is real time

Description: This query lists employees who have no annual leave hours processed year-to-date for the purpose of resolving missing reported annual leave hours. Note that any annual leave requests submitted and unapproved before the last finalized calendar will not be reflected in this query. Future dated annual leave requests do not appear in this query as absences do not process until the calendar in which the absence occurs.

SC_AMS_NO_AL_TAKES_YTD_APPR_VW- No Annual Leave Processed YTD

Download results in : Excel SpreadSheet   CSV Text File   XML File   (70 kb)

View All   First 1-100 of 220 Last

Row	Empl ID	Empl Record	Name	YTD Balance	Calendar Group	Pay Group	Approver User ID	Approver ID
1	A0	0		46.900000	2321_LAG	P12	W6	
2	A0	0		206.360000	2321_CUR	C12	W6	
3	A0	0		288.920000	2321_LAG	P12	W6	
4	A1	0		176.360000	2321_LAG	P12	W6	
5	A1	0		37.520000	2321_LAG	P12	W6	
6	A1	0		431.300000	2321_CUR	C12	W6	
7	A5	0		18.760000	2321_LAG	P12	W6	
8	A5	0		187.600000	2321_LAG	P12	W6	
9	A6	0		46.900000	2321_LAG	P12	W6	
10	A7	0		37.520000	2321_LAG	P12	W6	
11	A8	0		37.520000	2321_LAG	P12	W6	
12	A8	0		18.760000	2321_LAG	P12	W6	
13	A8	0		509.400000	2321_CUR	C12	W6	
14	B1	0		431.300000	2321_CUR	C12	W6	