

**University of South Carolina**  
**Time and Labor – MSS**  
**Earn Overtime and Request Holiday Comp Payout on a Timesheet**  
**on Behalf of a 28 Day Police Upstate Employee**

**How to earn overtime and request holiday comp payout on a timesheet for a 28 day police Upstate employee:**  
This job aid outlines how a manager can earn overtime and request holiday comp payout on behalf of a 28 day police Upstate employee. A manager has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

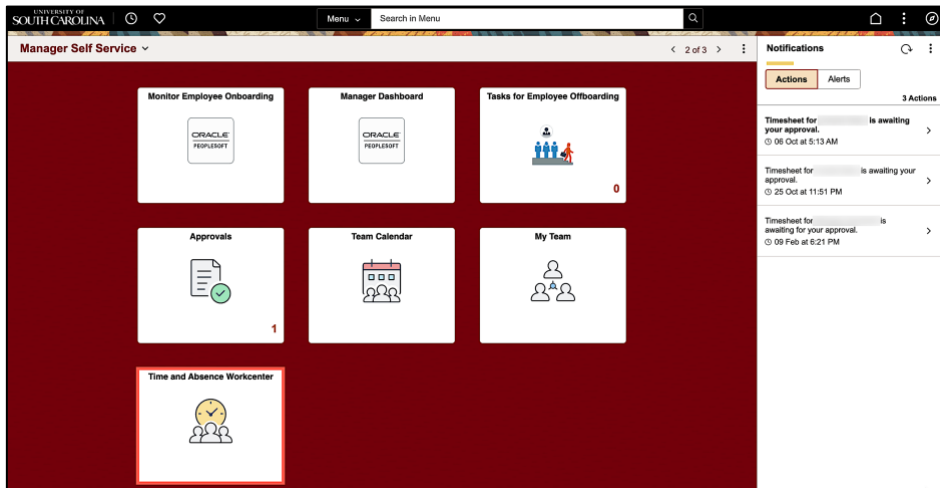
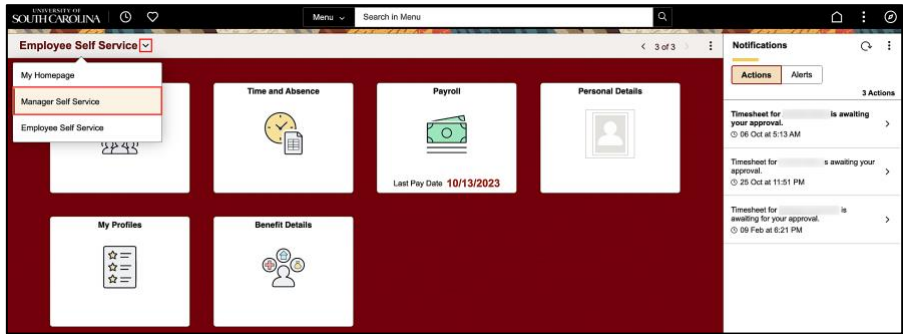
**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

**Processing Steps**

**Step 1:** On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **Manager Self Service** from the list.

**Step 2:** Click the **Time and Absence Workcenter** tile.

**Screen Shots**

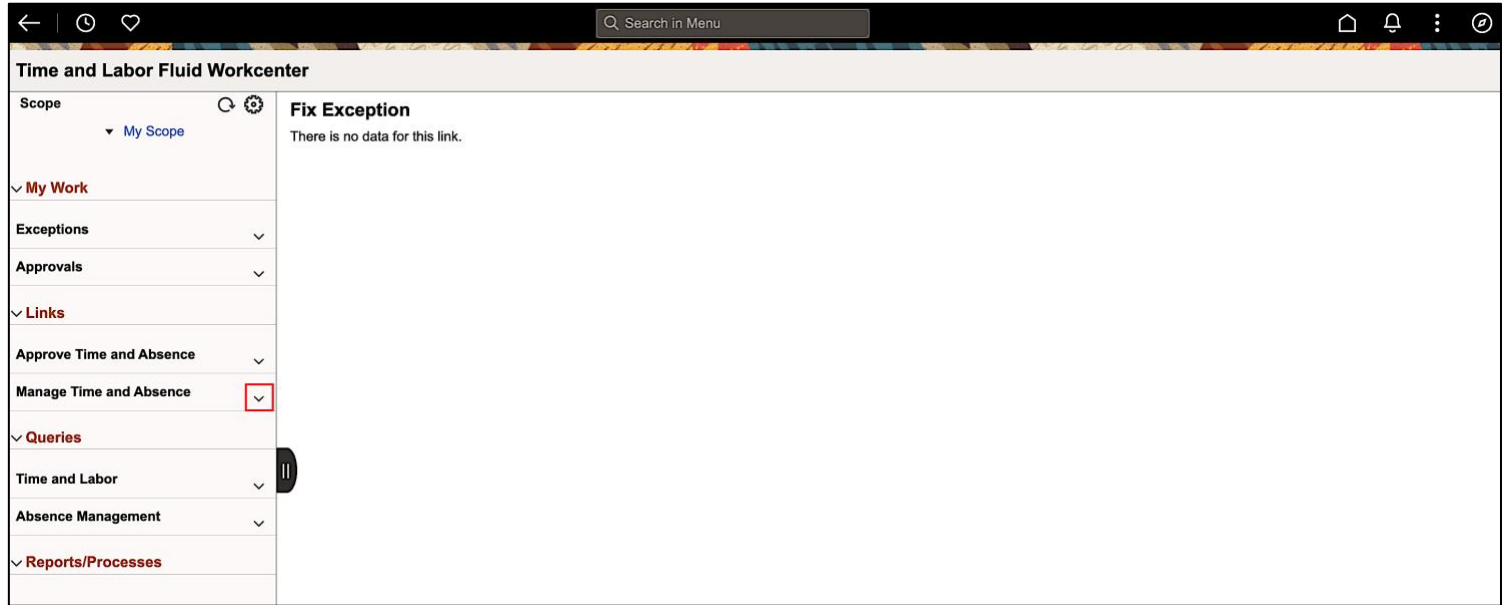


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**Time and Absence Workcenter** provides a central area to access the most used time and absence related activities. It enables Managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

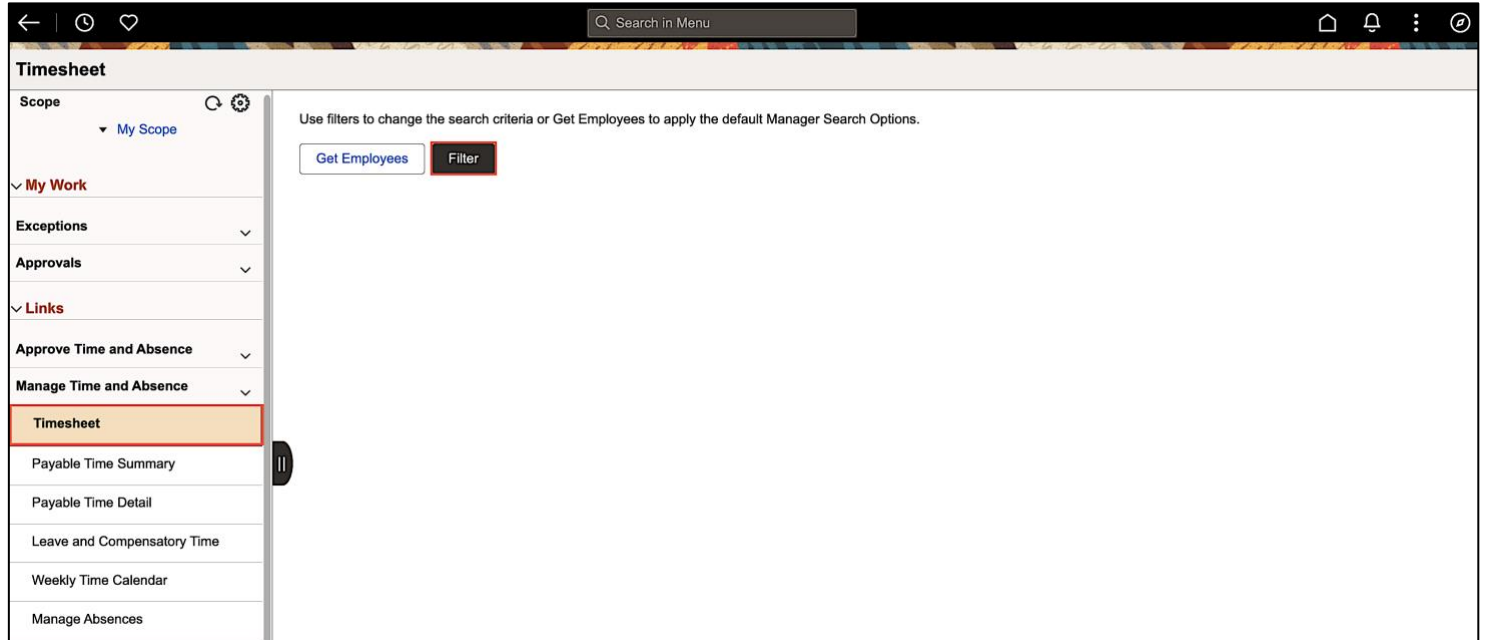
**Step 3:** Click the **Manage Time and Absence** drop-down arrow.



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**Step 4:** Click the **Timesheet** option from the list.

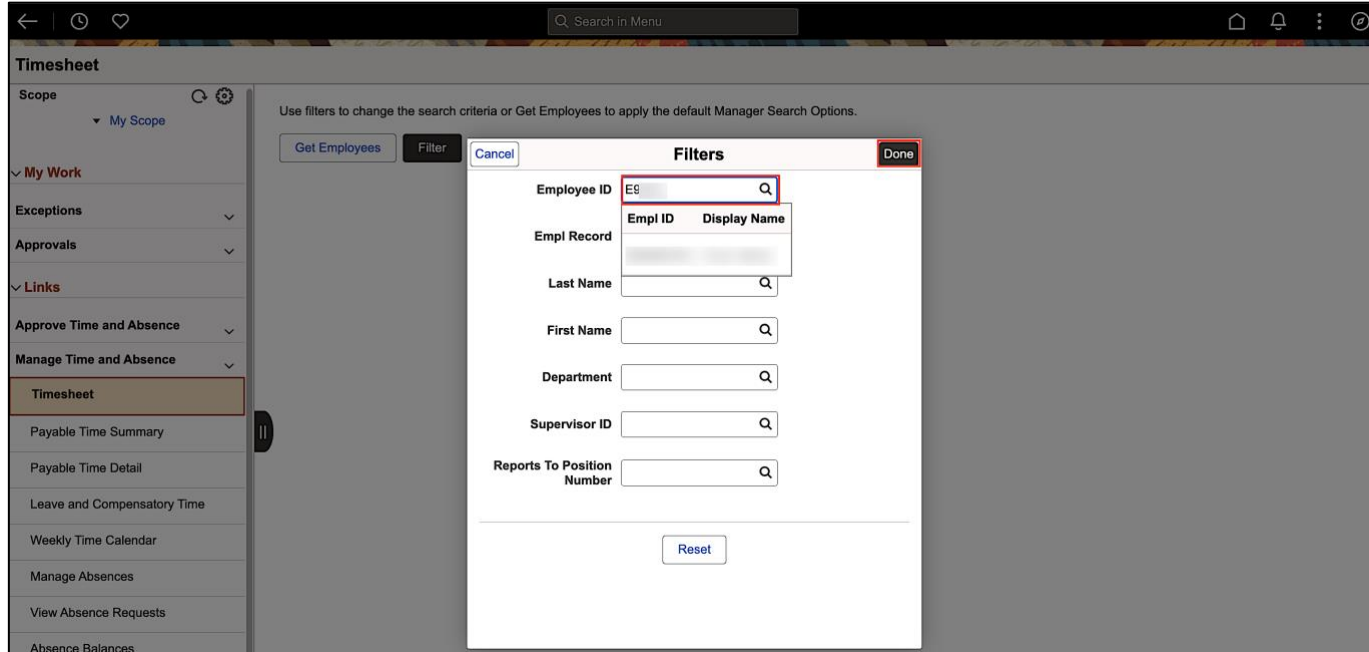
**Step 5:** To enter time for a specific employee, begin by clicking the **Filter** button.



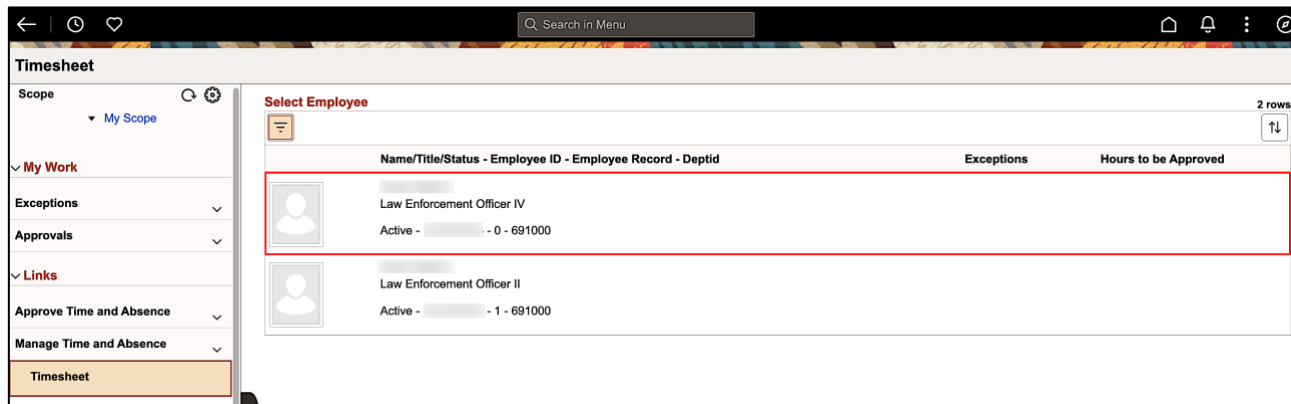
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**Step 6:** To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

**Step 7:** Click **Done** to move on to the Enter Time page.



**Step 8:** Click the **Employee Name/Tile** line to view the Enter Time page.



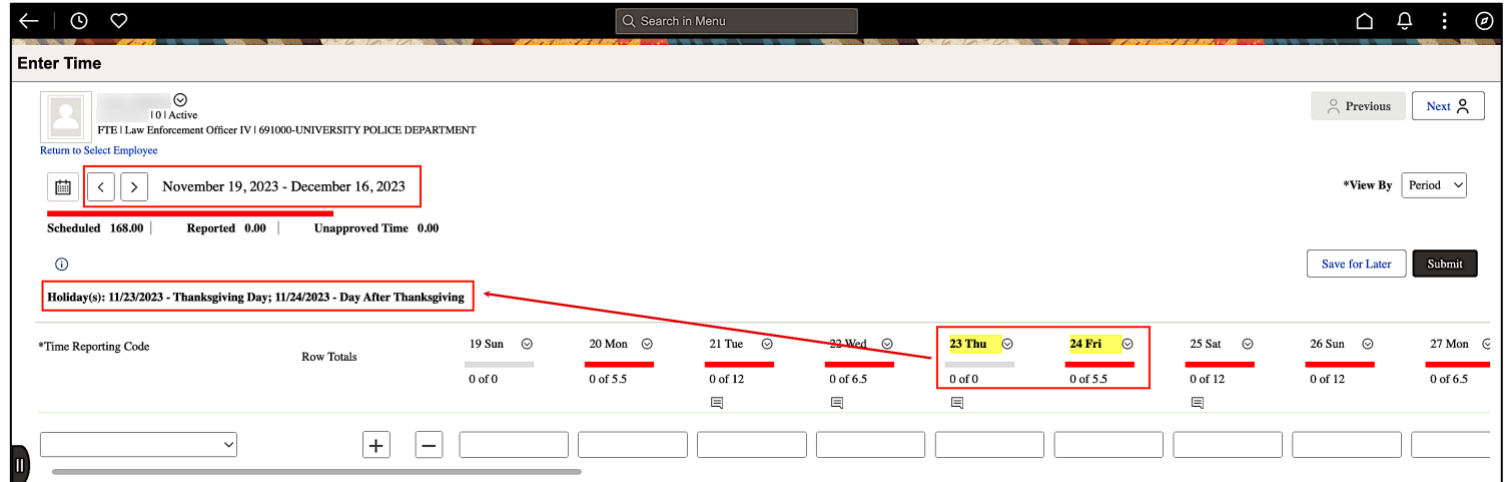
## University of South Carolina Time and Labor – MSS Earn Overtime and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Upstate Employee

In this example, the employee worked the holiday and requested to receive a payout for the hours worked. They also worked overtime. As the Manager you can enter time on behalf of your employees.

**Step 9:** Be sure to select the correct timeframe for the 28 day schedule. Use the **Arrows** to navigate to the appropriate timesheet.

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

**Note:** 28 day police submit their timesheets on a 28 day basis, rather than weekly like other employees. Reported time can be entered daily or weekly for the 28-day period, making sure to save for later along the way. At the end of the 28 day schedule, click the **Submit** button to submit the entire 28 days' timesheet.



**Enter Time**

10 | Active  
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

Return to Select Employee

November 19, 2023 - December 16, 2023

Scheduled 168.00 | Reported 0.00 | Unapproved Time 0.00

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
		0 of 0	0 of 5.5	0 of 12	0 of 6.5	0 of 0	0 of 5.5	0 of 12	0 of 12	0 of 6.5

## University of South Carolina Time and Labor – MSS

### Earn Overtime and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Upstate Employee

**Step 10:** Begin by selecting the appropriate **Time Reporting Code (TRC)**.

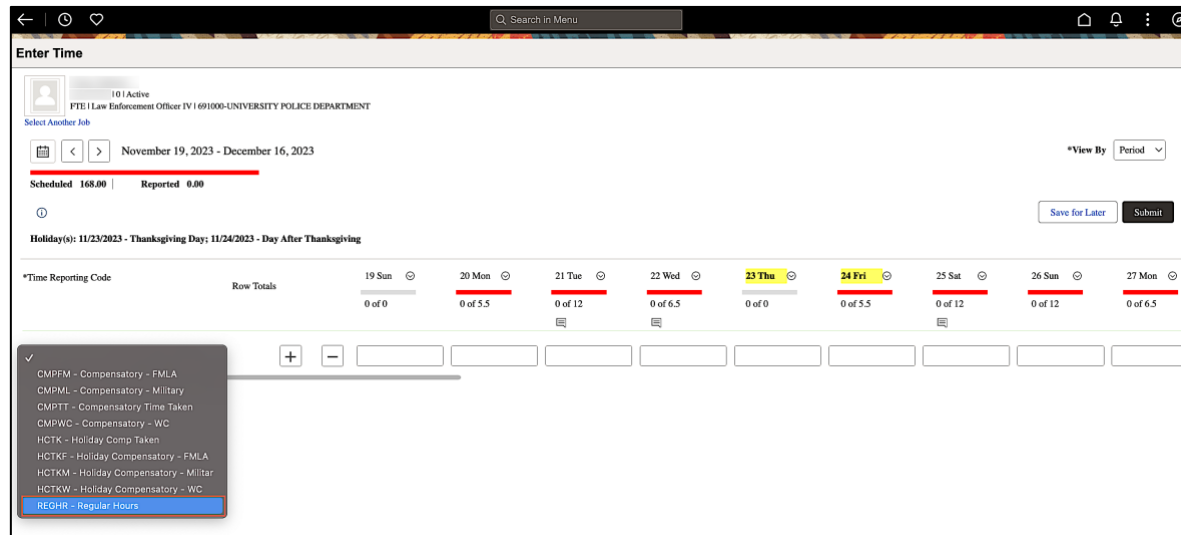
You can only have one TRC per line.

**Step 11:** Click the **Time Reporting Code** drop-down arrow.

**Step 12:** Select **REGHR – Regular Hours**.

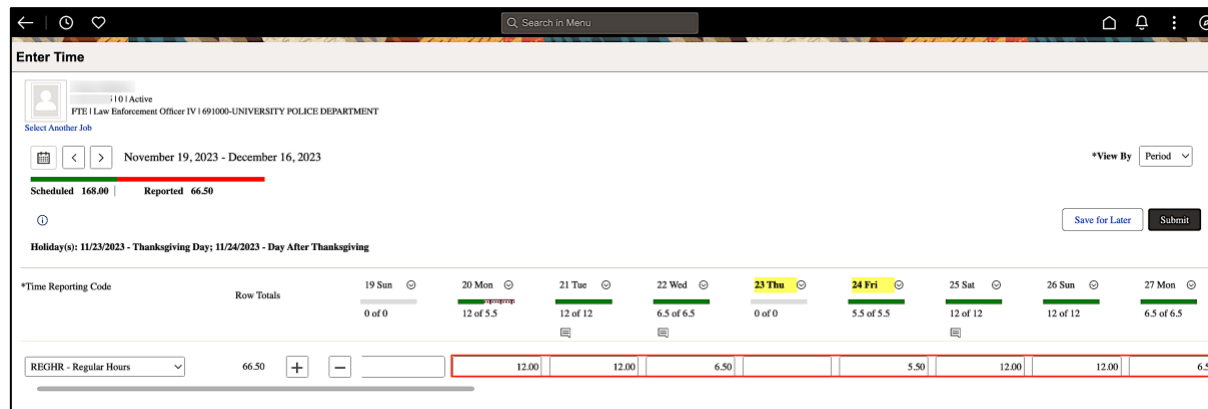
**Step 13:** On this first line, click in the **Time Entry** field and enter hours worked for each scheduled day. For this example, you will also enter the hours for the holiday the employee is scheduled to work. The unscheduled hours worked on a holiday will need to be entered on a separate time reporting row.

This week the employee was authorized to work overtime due to an unforeseen absence of a fellow officer.



The screenshot shows the 'Enter Time' interface for a user named '10 | Active' (FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT). The date range is 'November 19, 2023 - December 16, 2023'. The 'Scheduled' time is 168.00 and 'Reported' is 0.00. A dropdown menu is open, showing various Time Reporting Codes (TRCs) such as 'CMPFM - Compensatory - FMLA', 'HCTKW - Holiday Compensatory - WC', and 'REGHR - Regular Hours' (which is highlighted in blue).

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
		0 of 0	0 of 5.5	0 of 12	0 of 6.5	0 of 0	0 of 5.5	0 of 12	0 of 12	0 of 6.5



The screenshot shows the 'Enter Time' interface after the TRC 'REGHR - Regular Hours' has been selected. The 'Reported' time is now 66.50. The timesheet shows hours entered for each day: 12.00 on Monday, 12.00 on Tuesday, 6.50 on Wednesday, 5.50 on Friday, and 12.00 on Saturday and Sunday. The total reported hours are 66.50.

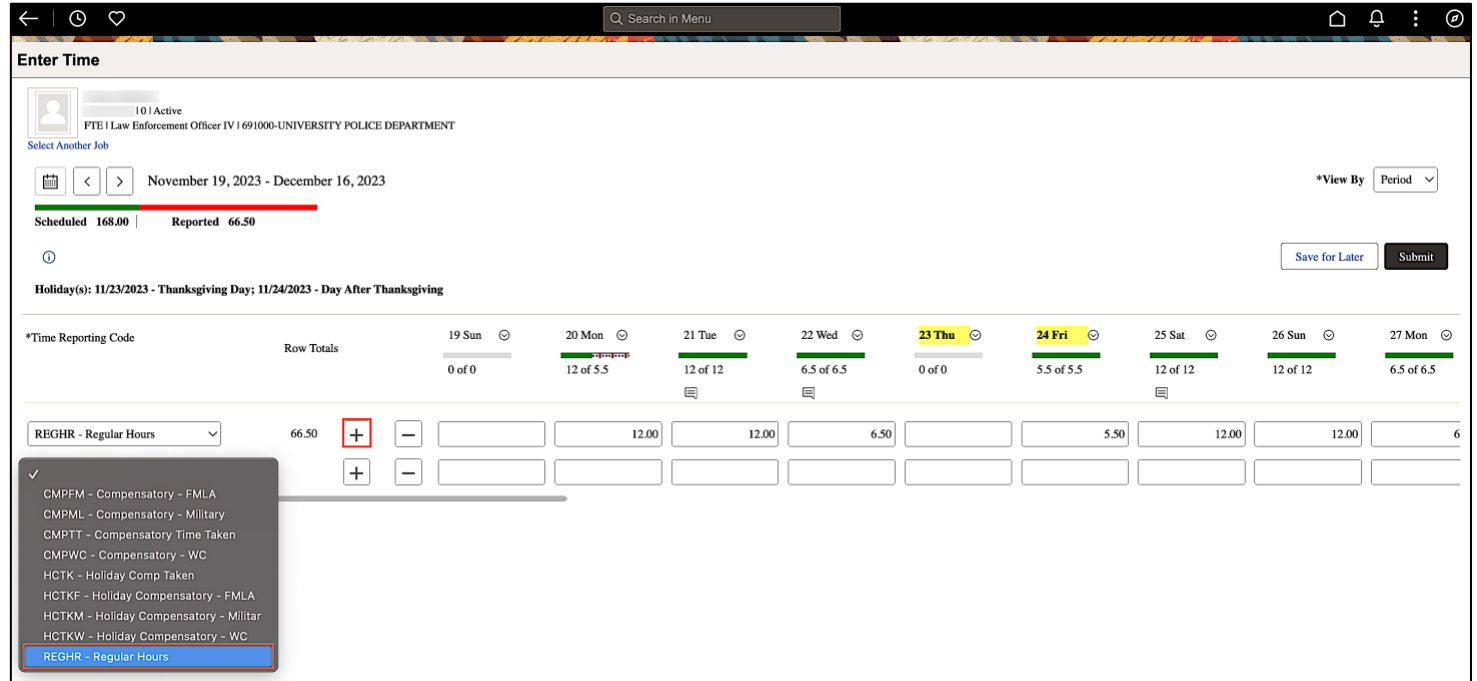
*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
REGHR - Regular Hours	66.50	0 of 0	12 of 5.5	12 of 12	6.5 of 6.5	0 of 0	5.5 of 5.5	12 of 12	12 of 12	6.5 of 6.5

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**Step 14:** To enter the hours worked on the holiday, click the **Add a Row** button to add a second time reporting row.

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

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



**Enter Time**

10 | Active  
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

Select Another Job

November 19, 2023 - December 16, 2023

Scheduled 168.00 | Reported 66.50

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

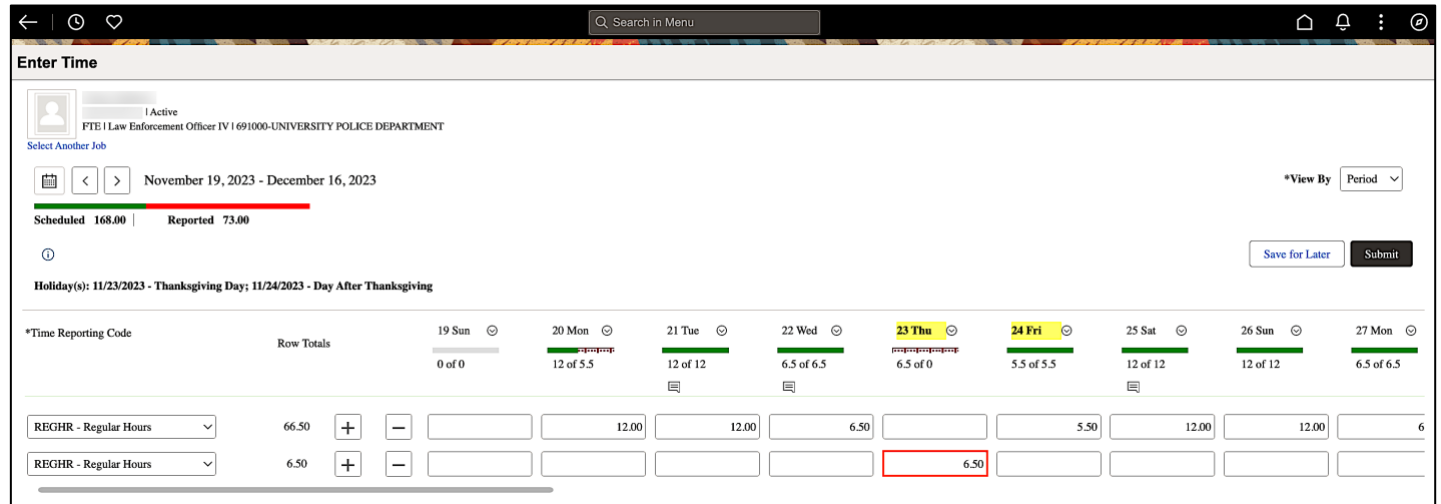
*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
REGHR - Regular Hours	66.50	0 of 0	12 of 5.5	12 of 12	6.5 of 6.5	0 of 0	5.5 of 5.5	12 of 12	12 of 12	6.5 of 6.5

Dropdown menu options:

- ✓ CMPFM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMPPT - Compensatory Time Taken
- CMPWC - Compensatory - WC
- HCTK - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Militar
- HCTKW - Holiday Compensatory - WC
- REGHR - Regular Hours**

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**Step 17:** Click in the **Time Entry** field and only enter hours worked for the holiday the employee was not scheduled to work.



**Enter Time**

Active  
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

Select Another Job

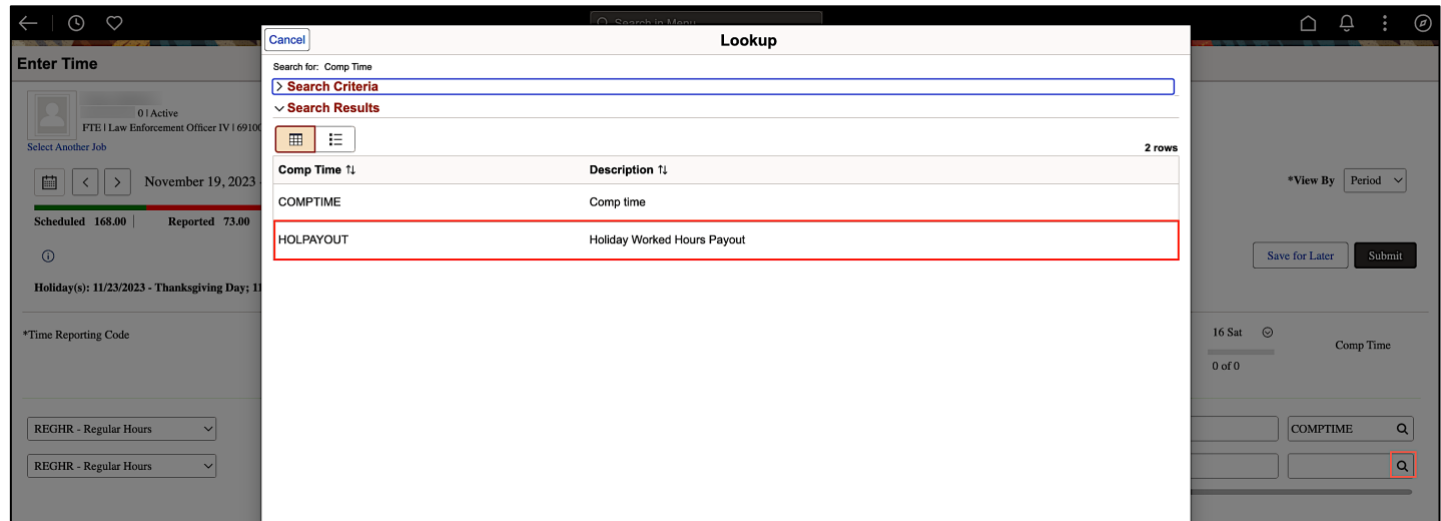
November 19, 2023 - December 16, 2023

Scheduled 168.00 | Reported 73.00

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
REGHR - Regular Hours	66.50	0 of 0	12 of 5.5	12 of 12	6.5 of 6.5	6.5 of 0	5.5 of 5.5	12 of 12	12 of 12	6.5 of 6.5
REGHR - Regular Hours	6.50					6.50				

**Step 18:** To request a payout for the hours worked on the holiday, click the **Look up Comp** button and select the **Holiday Worked Hours Payout (HOLPAYOUT)** option from the list.



**Enter Time**

Active  
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

November 19, 2023

Scheduled 168.00 | Reported 73.00

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

\*Time Reporting Code

REGHR - Regular Hours

REGHR - Regular Hours

**Lookup**

Search for: Comp Time

Search Criteria

Search Results

Comp Time	Description
COMPTIME	Comp time
HOLPAYOUT	Holiday Worked Hours Payout





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Notice **HOLPAYOUT** is now populated in the Comp Time field. This prompts the system to payout the time worked on the holiday.

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🏠 | 🔔 | ⋮ | 🔄

### Enter Time

10 | Active

FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

Select Another Job

\*View By Period ▾

📅 < > November 19, 2023 - December 16, 2023

Scheduled 168.00 | Reported 73.00

📄

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

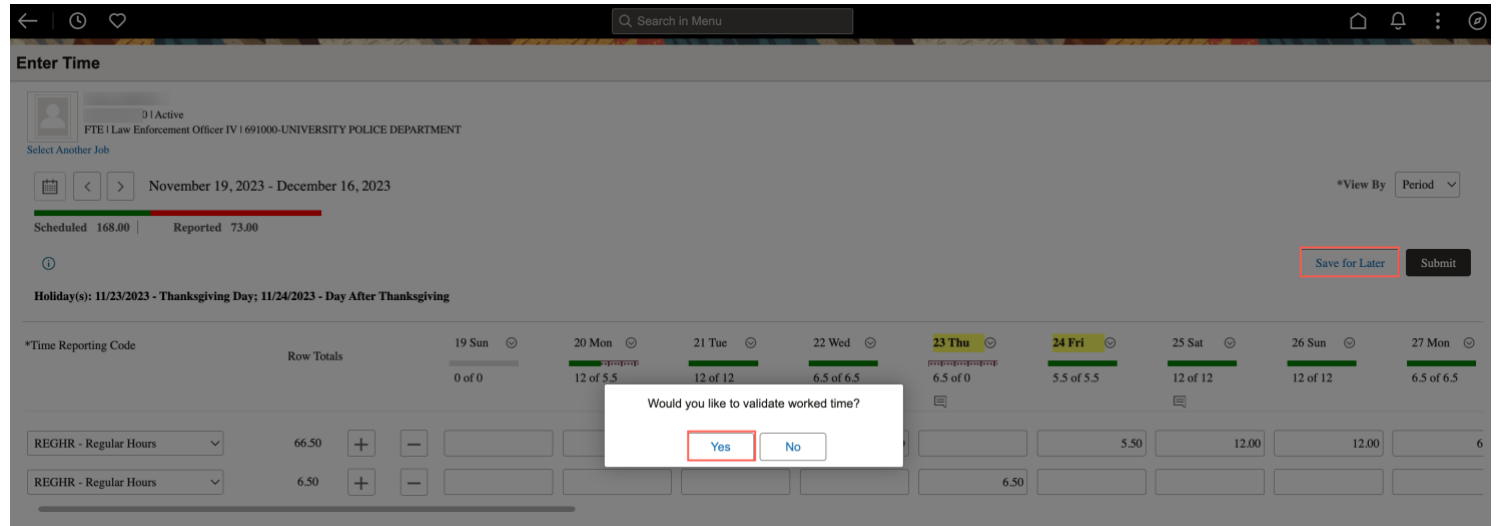
Save for Later Submit

*Time Reporting Code	Row Totals	Sat ☾	10 Sun ☾	11 Mon ☾	12 Tue ☾	13 Wed ☾	14 Thu ☾	15 Fri ☾	16 Sat ☾	Comp Time
REGHR - Regular Hours ▾	66.50	of 12	0 of 12	0 of 6.5	0 of 0	0 of 5.5	0 of 12	0 of 6.5	0 of 0	🔍
REGHR - Regular Hours ▾	6.50	+	-							HOLPAYOUT 🔍

## University of South Carolina Time and Labor – MSS Earn Overtime and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Upstate Employee

**Step 19:** You are done entering time, but you are not ready to submit. Click the **Save for Later** button to save the entered time on this timesheet.

**Step 20:** Click the **Yes** button to indicate you would like to validate the time. This will populate the Reported hours at the top of the timesheet.



**Enter Time**

0 | Active  
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

Select Another Job

November 19, 2023 - December 16, 2023

\*View By Period

Scheduled 168.00 | Reported 73.00

Save for Later Submit

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon
REGHR - Regular Hours	66.50	0 of 0	12 of 5.5	12 of 12	6.5 of 6.5	6.5 of 0	5.5 of 5.5	12 of 12	12 of 12	6.5 of 6.5
REGHR - Regular Hours	6.50					6.50		5.50	12.00	12.00

Would you like to validate worked time?

Yes No

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**Step 21:** A warning message appears to advise that you reported regular working hours (including comp time hours) on 11/23/23 and 11/24/23 which are university holidays. Click the **OK** button to save the reported time. This message will appear multiple times if time has been entered for multiple holidays.







The screenshot shows the 'Enter Time' interface for a user named '10 | Active FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT'. The date range is set to 'November 19, 2023 - December 16, 2023'. The interface shows 'Scheduled 168.00' and 'Reported 73.00' hours. A warning message is displayed: 'Warning -- 2023-11-23 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. Below the warning, a table shows time reporting codes for various days, including 19 Sun, 20 Mon, 21 Tue, 22 Wed, 23 Thu, 24 Fri, 25 Sat, 26 Sun, and 27 Mon. The '23 Thu' and '24 Fri' columns are highlighted in yellow. The '23 Thu' column shows '12 of 12' and the '27 Mon' column shows '6.5 of 6.5'. The 'OK' button is highlighted with a red box.














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**Step 22:** When Saved for Later, the **Saved** icon appears for the days' time is entered indicating the timesheet has been updated but not yet submitted for approval. Click the **View Legend** icon 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.

**Legend** ✕

-  Time Details
-  Saved
-  Approved
-  Pending Approvals
-  Denied
-  Pushed Back
-  Exception
-  Absence
-  Reported
-  Reported Under Schedule
-  Reported Over Schedule
-  OFF Day
-  Holiday

Enter Time


Timesheet is Saved for the period 2023-11-19 - 2023-12-16

PFU Law Enforcement Officer IV | 091600 - UNIVERSITY POLICE DEPARTMENT

Returns | Select Employees

November 19, 2023 - December 16, 2023 \*View By Period

Scheduled 168.00 | Reported 73.00 | Unapproved Time 0.00

 Legend

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

\*Time Reporting Code

Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat
0 of 0		12 of 5.5	12 of 12	6.5 of 6.5	6.5 of 0	5.5 of 5.5	12 of 12
REGHR - Regular Hours	66.50	12.00	12.00	6.50		5.50	
REGHR - Regular Hours	6.50				6.50		


Weekly Time Calendar

## University of South Carolina Time and Labor – MSS Earn Overtime and Request Holiday Comp Payout on a Timesheet on Behalf of a 28 Day Police Upstate Employee

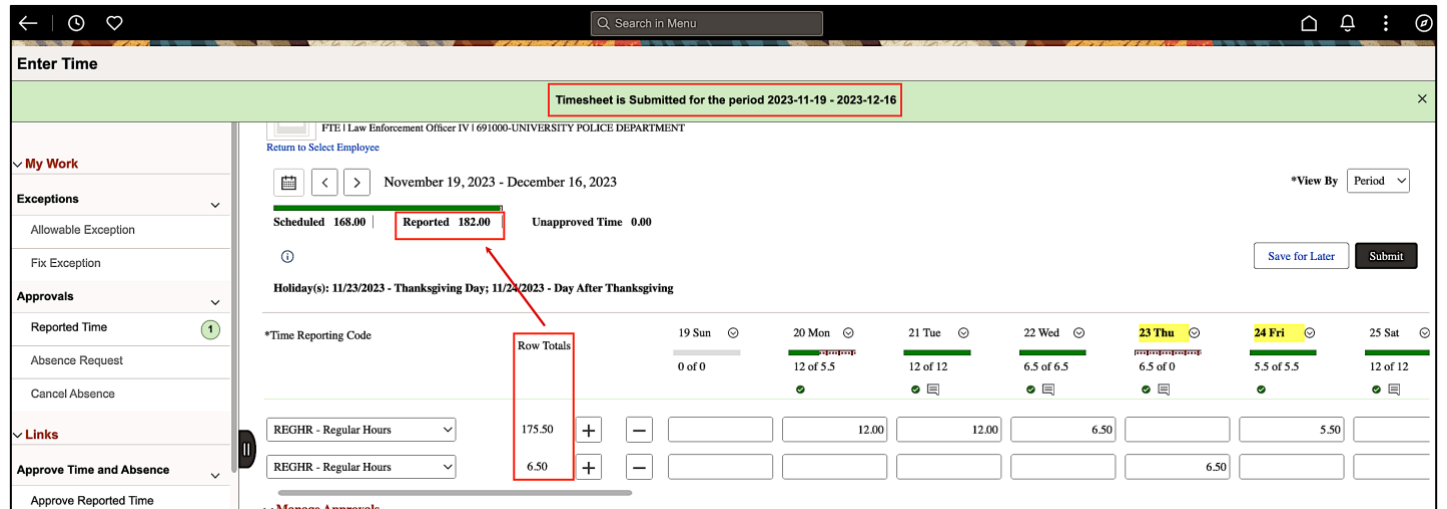
**Step 23:** You are ready to submit the employee’s timesheet for the full 28 day cycle from Nov 19 – Dec 16, 2023. Upon clicking the **Submit** button a warning message appears to advise that you reported regular working hours on 11/23/23 and 11/24/23 which are university holidays. Click the **Yes** button to complete submission.

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 the employee’s email.

When a timesheet is entered by a manager on behalf of an employee, additional approval is not required as indicated by the white check in the green circle.



The screenshot shows the 'Enter Time' page for an employee. At the top, it displays the employee's name and department. Below that, the date range is set to November 19, 2023 - December 16, 2023. The 'Scheduled' time is 168.00 and the 'Reported' time is 182.00. A warning message is displayed in the center: "Warning -- 2023-11-23 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 'Submit' button is highlighted in red.

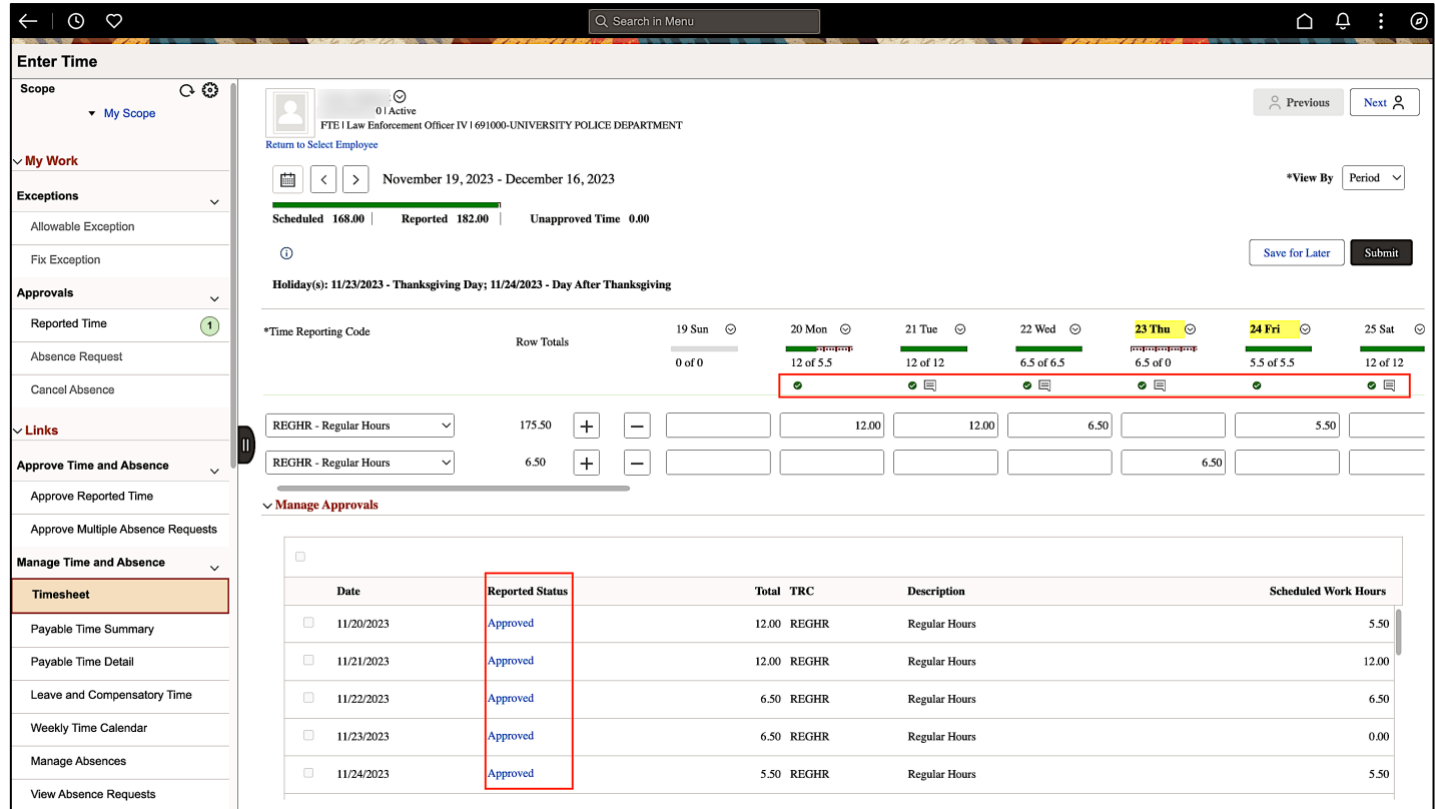


The screenshot shows the 'Enter Time' page after successful submission. A green banner at the top reads "Timesheet is Submitted for the period 2023-11-19 - 2023-12-16". The 'Reported' time is now 182.00, which is highlighted with a red box. The 'Row Totals' for the reported time is 175.50, also highlighted with a red box. The 'Submit' button is now greyed out. The interface shows a list of days from Sunday to Saturday with their respective scheduled and reported times.

*Time Reporting Code	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat
Row Totals	0 of 0	12 of 5.5	12 of 12	6.5 of 6.5	6.5 of 0	5.5 of 5.5	12 of 12
REGHR - Regular Hours		12.00	12.00	6.50		5.50	
REGHR - Regular Hours	6.50				6.50		

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**Step 24:** Notice the time that appears in the **Manager Approvals** section of the page shows as **Approved**. When time is entered by a manager on behalf of an employee, additional approval is not required.



**Enter Time**

Scope: My Scope

My Work

Exceptions

Approvals

Reported Time: 1

Links

Approve Time and Absence

Manage Time and Absence

**Timesheet**

Payable Time Summary

Payable Time Detail

Leave and Compensatory Time

Weekly Time Calendar

Manage Absences

View Absence Requests

0 / Active  
FTE / Law Enforcement Officer IV / 691000-UNIVERSITY POLICE DEPARTMENT

Return to Select Employee

November 19, 2023 - December 16, 2023

Scheduled 168.00 | Reported 182.00 | Unapproved Time 0.00

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat
		0 of 0	12 of 5.5	12 of 12	6.5 of 6.5	6.5 of 0	5.5 of 5.5	12 of 12
REGHR - Regular Hours	175.50		12.00	12.00	6.50		5.50	
REGHR - Regular Hours	6.50					6.50		





Manage Approvals

Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
11/20/2023	Approved	12.00	REGHR	Regular Hours	5.50
11/21/2023	Approved	12.00	REGHR	Regular Hours	12.00
11/22/2023	Approved	6.50	REGHR	Regular Hours	6.50
11/23/2023	Approved	6.50	REGHR	Regular Hours	0.00
11/24/2023	Approved	5.50	REGHR	Regular Hours	5.50

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**Step 25:** When submitted, the **Approved** icon appears for the days' time is entered indicating the timesheet is approved. Click the **View Legend** icon to view the legends used and a short description of each one.

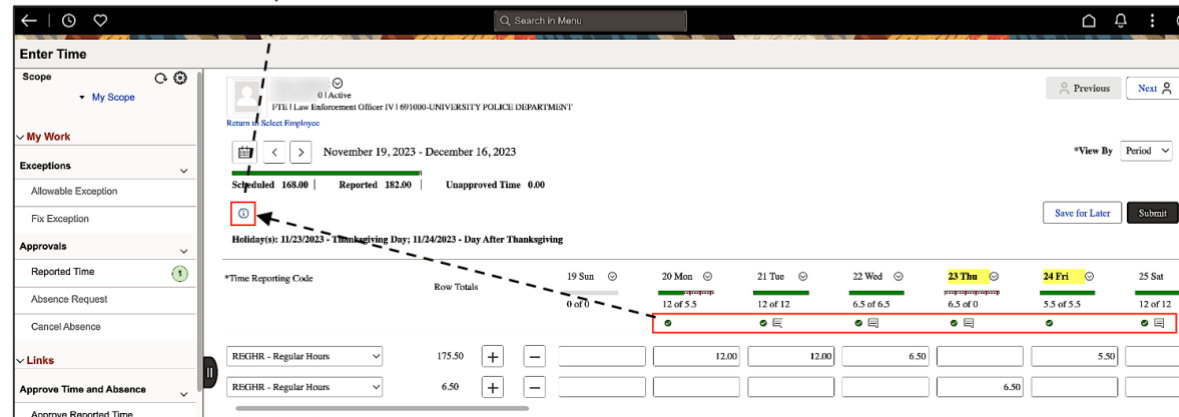
The most common icons that may appear in the **Daily Status** box are:

-  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 overtime and request holiday comp payout on a timesheet on behalf of a 28 day police Upstate employee.

**Legend** ✕

-  Time Details
-  Saved
-  Approved
-  Pending Approvals
-  Denied
-  Pushed Back
-  Exception
-  Absence
-  Reported
-  Reported Under Schedule
-  Reported Over Schedule
-  OFF Day
-  Holiday



The screenshot shows the 'Enter Time' interface for a user named 'PTB: Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT'. The timesheet covers the period from November 19, 2023, to December 16, 2023. The 'Daily Status' box for the 23rd of the month shows a 'View Legend' icon (a square with a question mark) highlighted in red. A dashed arrow points from this icon to the legend window above. The legend window lists various status icons and their descriptions, including 'Time Details', 'Saved', 'Approved', 'Pending Approvals', 'Denied', 'Pushed Back', 'Exception', 'Absence', 'Reported', 'Reported Under Schedule', 'Reported Over Schedule', 'OFF Day', and 'Holiday'.