

**How to use comp/holiday comp time on an elapsed timesheet for multiple work orders:**

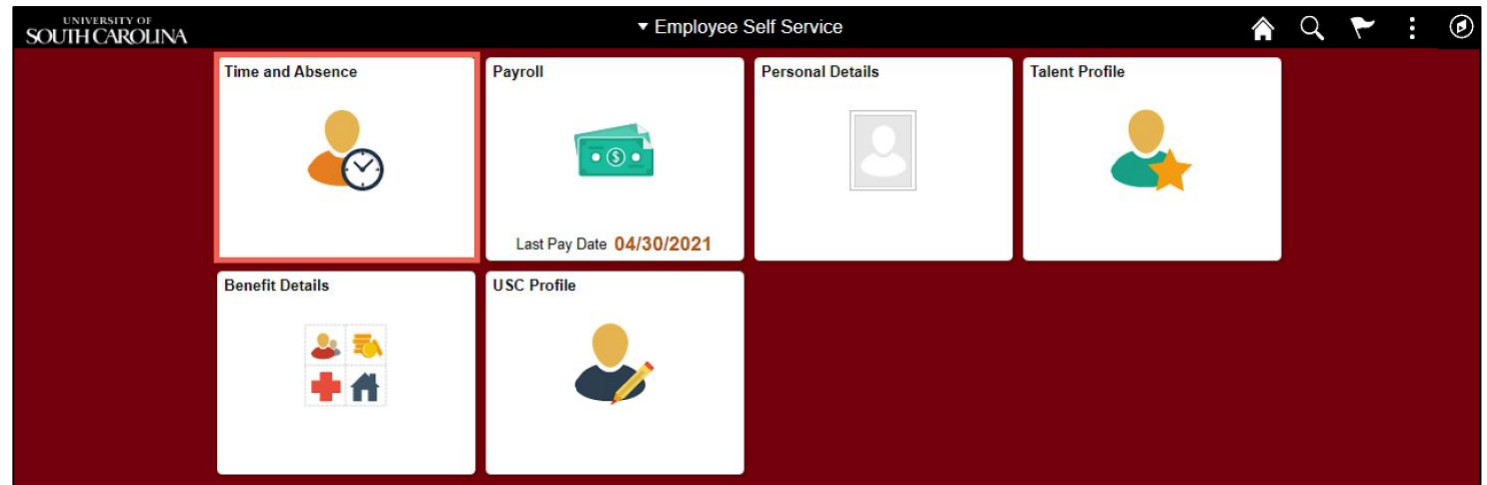
This job aid outlines how an employee can use comp/holiday comp time on an elapsed timesheet with multiple work orders.

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

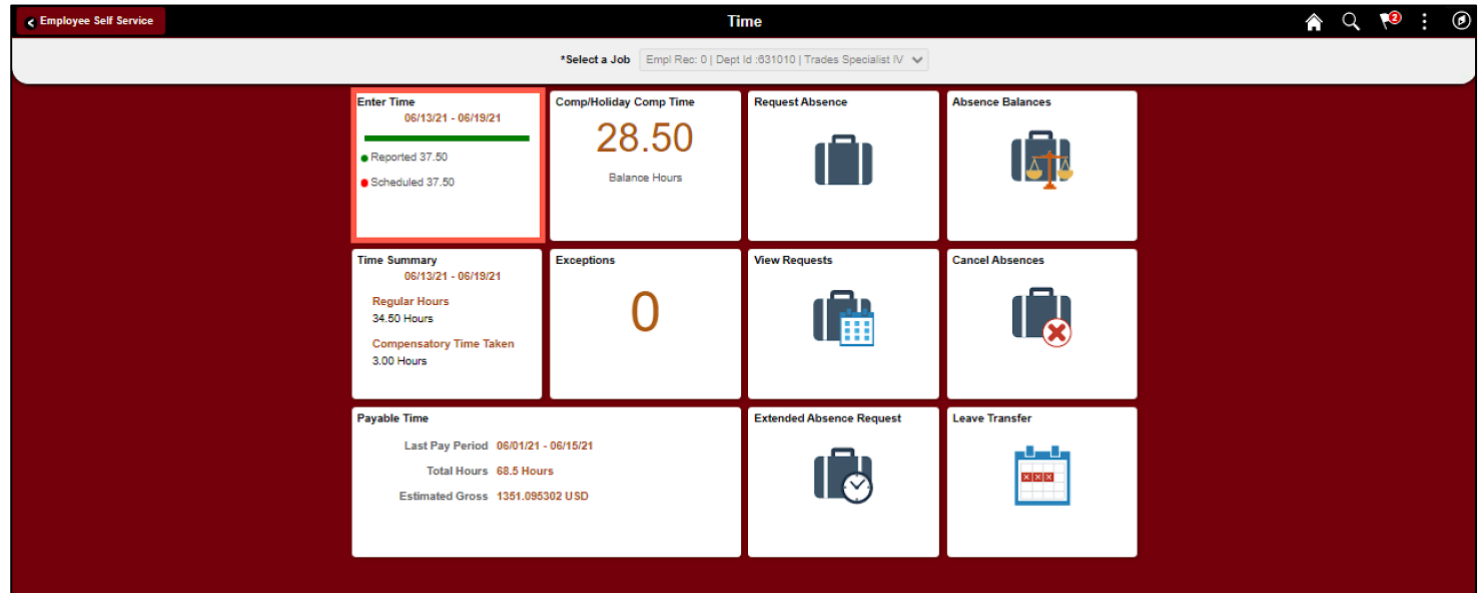
**Processing Steps**

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

**Screenshots**



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



The screenshot displays the 'Time' management interface for an employee. The top navigation bar includes 'Employee Self Service' and the user's job information: '\*Select a Job | Empl Rec: 0 | Dept Id :031010 | Trades Specialist IV'. The main content area is a grid of tiles:

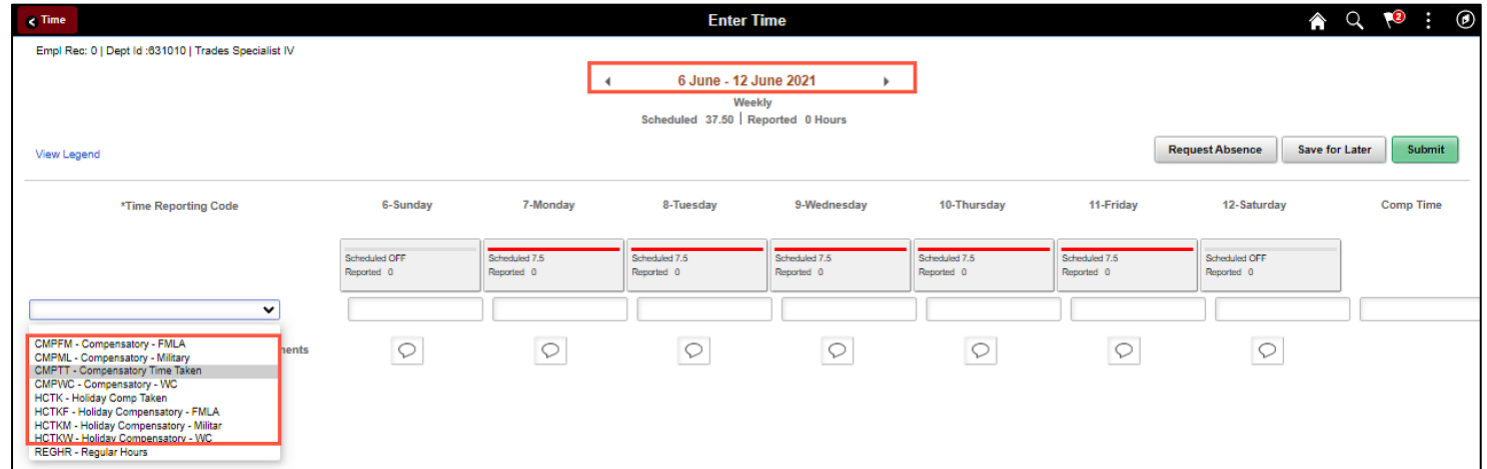
- Enter Time (06/13/21 - 06/19/21):** A green progress bar shows 'Reported 37.50' and 'Scheduled 37.50'. This tile is highlighted with a red border.
- Comp/Holiday Comp Time:** Shows a balance of 28.50 hours.
- Request Absence:** Represented by a briefcase icon.
- Absence Balances:** Represented by a briefcase and scales icon.
- Time Summary (06/13/21 - 06/19/21):** Shows 34.50 Regular Hours and 3.00 Compensatory Time Taken.
- Exceptions:** Shows a balance of 0.
- View Requests:** Represented by a briefcase and calendar icon.
- Cancel Absences:** Represented by a briefcase and a red 'X' icon.
- Payable Time:** Shows 'Last Pay Period: 06/01/21 - 06/15/21', 'Total Hours: 68.5 Hours', and 'Estimated Gross: 1351.095302 USD'.
- Extended Absence Request:** Represented by a briefcase and clock icon.
- Leave Transfer:** Represented by a calendar icon.

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

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

You can only have one TRC per line.

- Regular comp time expires at the end of the fiscal year in which it is earned. UofSC fiscal year runs July 1, year through June 30, year. Comp time must be used/entered on the timesheet prior to the last payroll in June.
- Holiday comp time expires one year from the day on which the comp time is earned. In this example the employee worked on Memorial Day 2021, so they have until May 31, 2022, to use the holiday comp time.



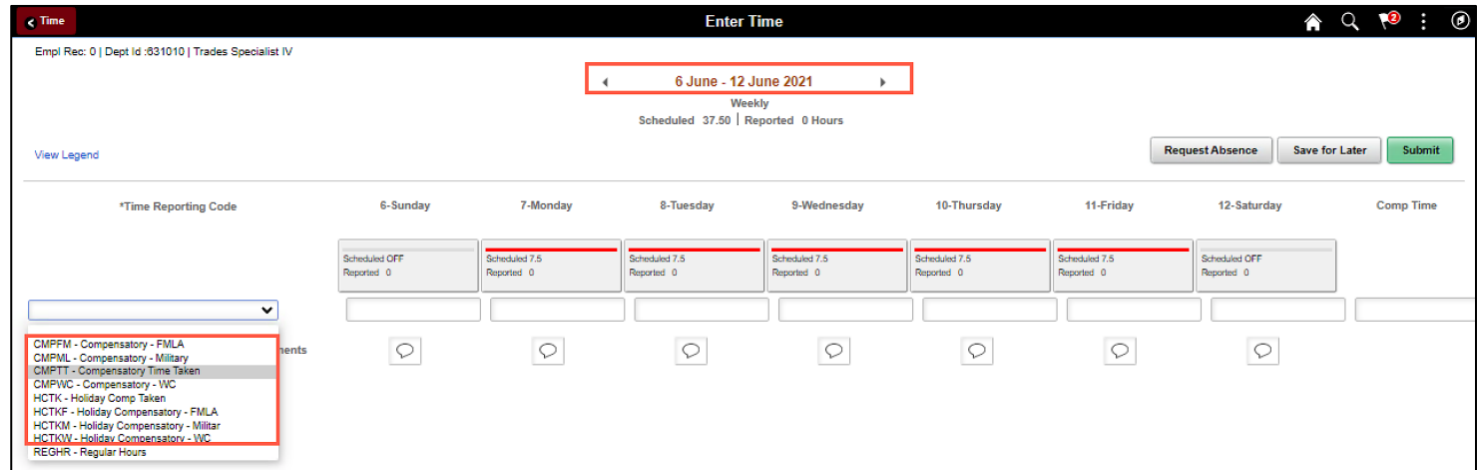
The screenshot displays the 'Enter Time' interface for a weekly timesheet. At the top, it shows the employee's information: 'Empl Rec: 0 | Dept Id :031010 | Trades Specialist IV'. The selected period is '6 June - 12 June 2021', with a total of 'Scheduled 37.50 | Reported 0 Hours'. Below this, there are buttons for 'Request Absence', 'Save for Later', and 'Submit'. The main area is a table with columns for days of the week (6-Sunday, 7-Monday, 8-Tuesday, 9-Wednesday, 10-Thursday, 11-Friday, 12-Saturday) and a 'Comp Time' column. Each day's cell contains a box for 'Scheduled' and 'Reported' hours. A dropdown menu is open, showing a list of Time Reporting Codes (TRCs) with 'HCTKW - Holiday Compensatory - WC' selected and highlighted in red.

Use Comp/Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

**Step 4/Work Order Line #1:** To use comp time, click the **Time Reporting Code** drop-down arrow.

Comp time and holiday comp time can be used for a variety of reasons, but the TRC must align with the specific usage reason, as applicable. Comp time TRCs shown below:

- CMPFM – Compensatory-FMLA
- CMPLML – Compensatory-Military
- \*CMPPTT – Compensatory Time Taken (this should be the default use of comp time unless using for reason of FMLA, Military Leave, or Worker’s Comp)
- CMPWC – Compensatory Time-WC (workers comp)
- \*HCTK – Holiday Comp Taken (this should be the default use of holiday comp time unless using for reason of FMLA, Military Leave, or Worker’s Comp)
- HCTKF – Holiday Compensatory-FMLA
- HCTKM – Holiday Compensatory-Military
- HCTKW – Holiday Compensatory-WC (workers comp)



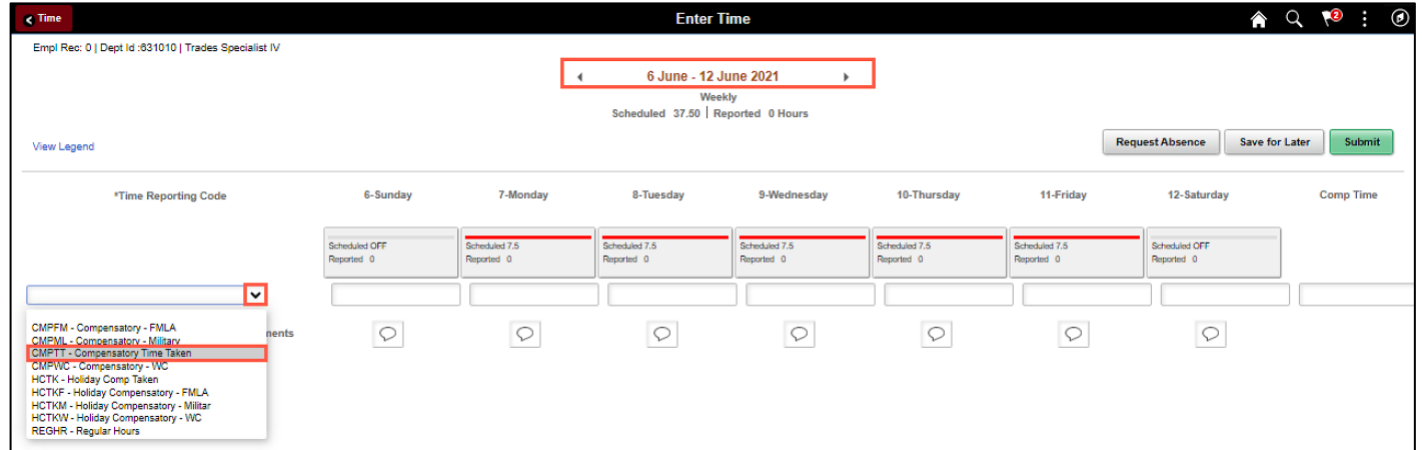
The screenshot displays the 'Enter Time' interface. At the top, it shows the user's information: 'Empl Rec: 0 | Dept Id :031010 | Trades Specialist IV'. The date range is '6 June - 12 June 2021', with 'Weekly' scheduling and 'Scheduled 37.50 | Reported 0 Hours'. There are buttons for 'Request Absence', 'Save for Later', and 'Submit'. Below this is a table for entering time by day:

*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-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 OFF Reported 0	
	<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The dropdown menu for 'Time Reporting Code' is open, showing the following options:

- CMPFM - Compensatory - FMLA
- CMPLML - Compensatory - Military
- CMPPTT - 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

**Step 5: Select CMPTT –  
Compensatory Time Taken.**



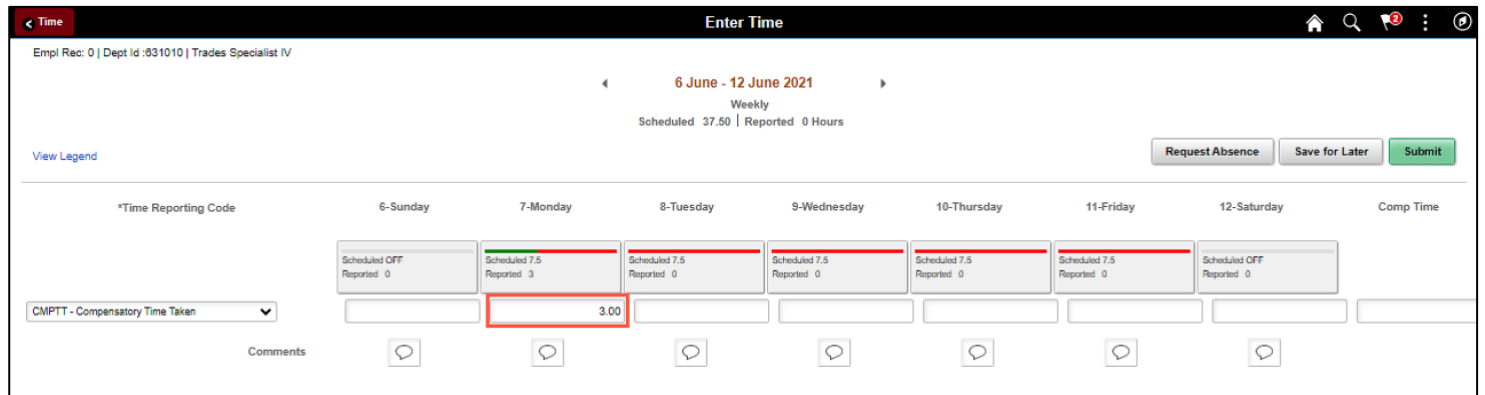
Empl Rec: 0 | Dept Id: 031010 | Trades Specialist IV

6 June - 12 June 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-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	
<input type="text" value="CMPTT - Compensatory Time Taken"/> <ul style="list-style-type: none"> <li>CMPTT - Compensatory Time Taken</li> <li>CMPTM - Compensatory - Military</li> <li>CMPTF - Compensatory - FMLA</li> <li>CMPTW - Compensatory - WC</li> <li>HCTK - Holiday Comp Taken</li> <li>HCTKF - Holiday Compensatory - FMLA</li> <li>HCTKM - Holiday Compensatory - Military</li> <li>HCTKW - Holiday Compensatory - WC</li> <li>REGHR - Regular Hours</li> </ul>								

**Step 6: Click in the Time Entry field  
and enter hours worked for each day.**



Empl Rec: 0 | Dept Id: 031010 | Trades Specialist IV

6 June - 12 June 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

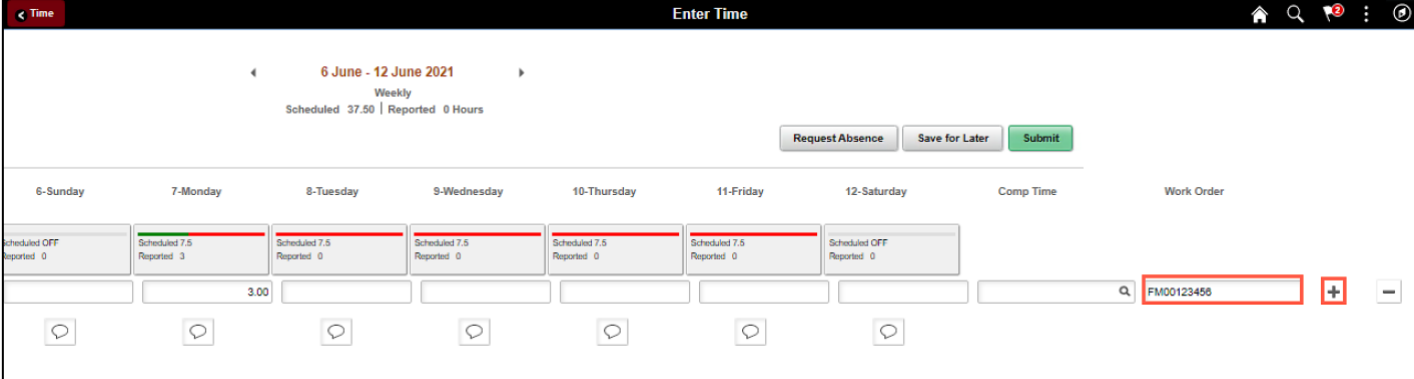
*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
<input type="text" value="CMPTT - Compensatory Time Taken"/>		3.00						

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

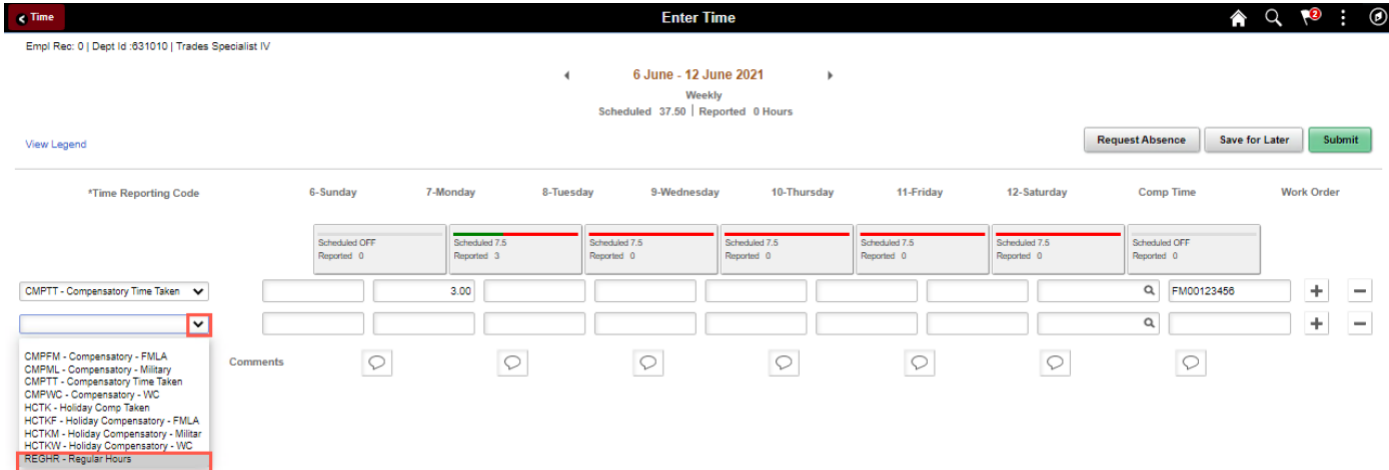
**Step 8:** Click the **+** (plus) button to add an additional line for the second work order you worked that week.

**Step 9/Work Order Line #2:** Scroll back to the left to enter time worked for the second work order. Click the **Time Reporting Code** drop-down arrow.

**Step 10:** Select **REGHR – Regular Hours**.



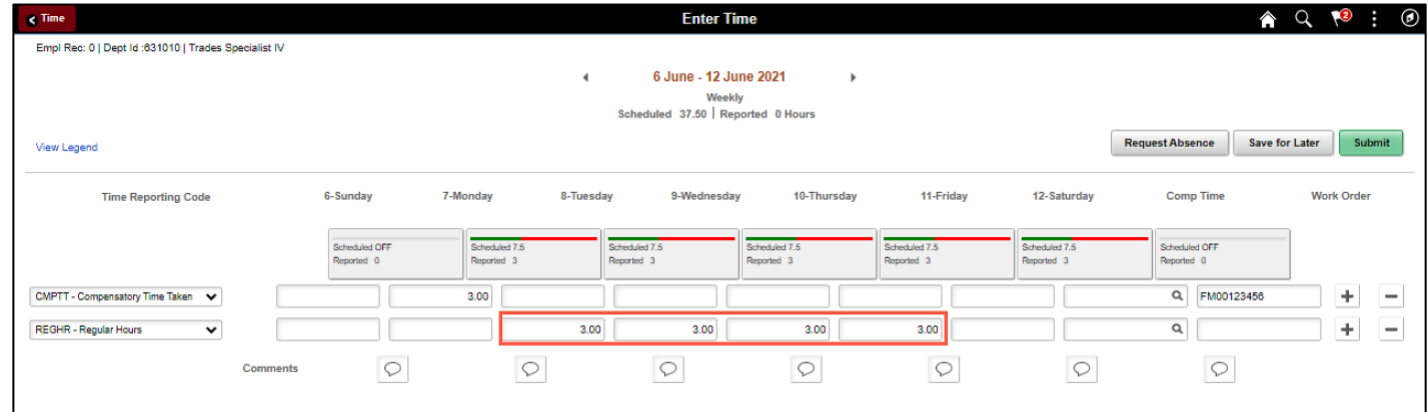
The screenshot shows the 'Enter Time' interface for the week of June 6-12, 2021. The user is currently viewing the 'Work Order' field, which is highlighted with a red box and contains the value 'FM00123456'. A plus sign button is visible next to the field, indicating that a new work order line can be added. The interface also shows a 'Time Reporting Code' dropdown menu and a 'Comments' field.



The screenshot shows the 'Enter Time' interface for the week of June 6-12, 2021. The 'Time Reporting Code' dropdown menu is open, and 'REGHR - Regular Hours' is selected. The 'Work Order' field is highlighted with a red box and contains the value 'FM00123456'. The interface also shows a 'Time Reporting Code' dropdown menu and a 'Comments' field.

Use Comp/Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

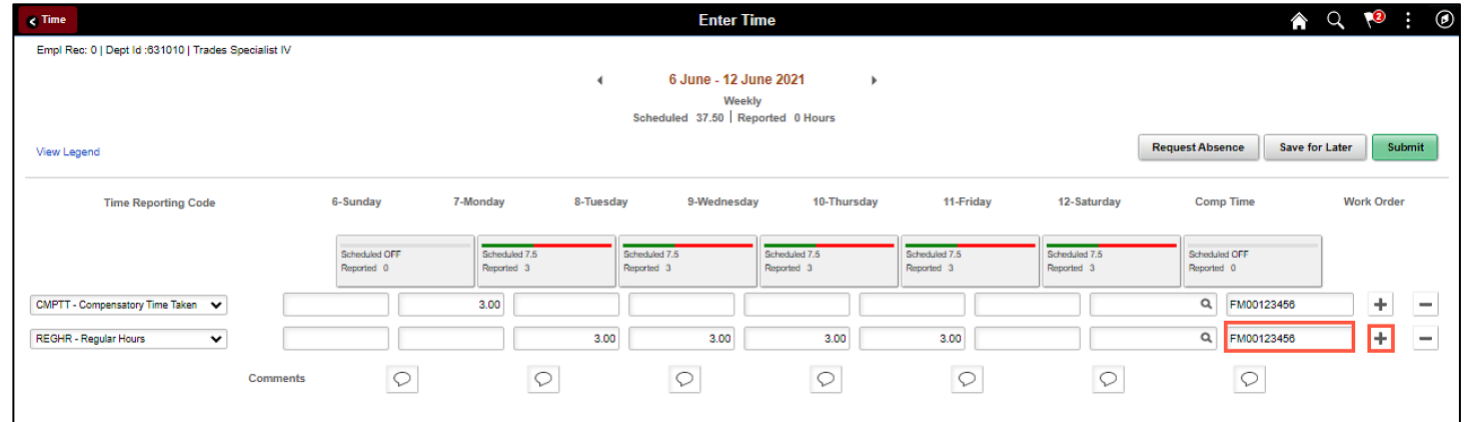
**Step 11:** Click in the **Time Entry** field and enter hours worked for each day.



Time Reporting Code: 6-Sunday, 7-Monday, 8-Tuesday, 9-Wednesday, 10-Thursday, 11-Friday, 12-Saturday, Comp Time, Work Order

Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled OFF Reported 0	
CMPPT - Compensatory Time Taken		3.00							FM00123456
REGHR - Regular Hours		3.00	3.00	3.00	3.00				

**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 second line.



Time Reporting Code: 6-Sunday, 7-Monday, 8-Tuesday, 9-Wednesday, 10-Thursday, 11-Friday, 12-Saturday, Comp Time, Work Order

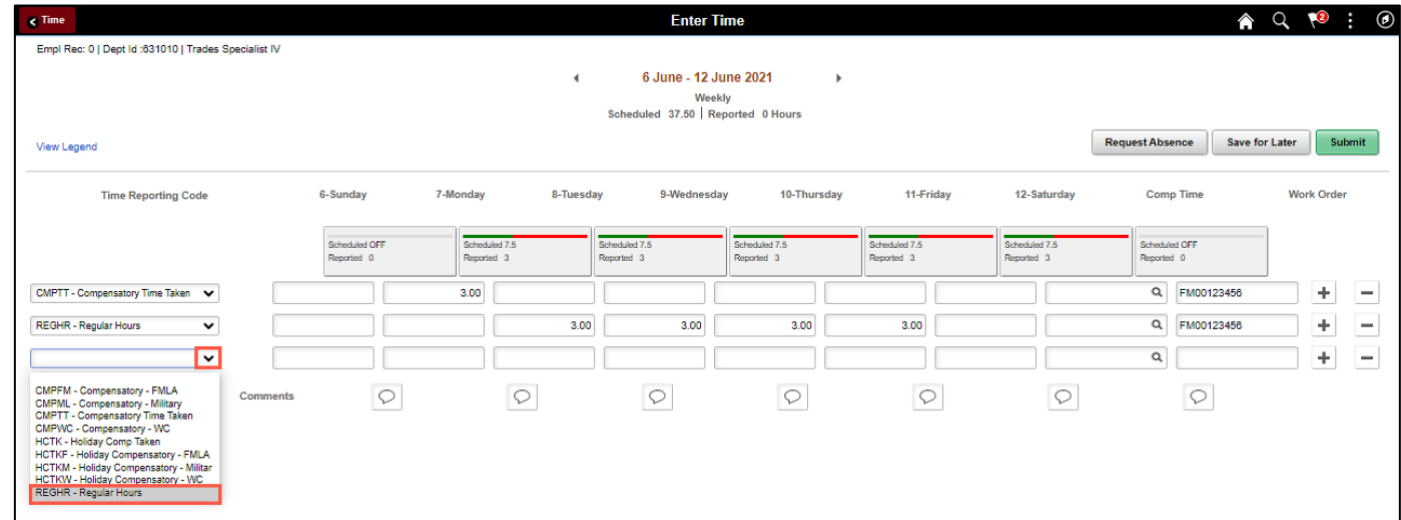
Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled OFF Reported 0	
CMPPT - Compensatory Time Taken		3.00							FM00123456
REGHR - Regular Hours		3.00	3.00	3.00	3.00				FM00123456

**Step 13:** Click the **+ (plus)** button to add an additional line for the third work order you worked that week.

Use Comp/Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

**Step 14/Work Order Line #3:** Scroll back to the left to enter time worked for the third work order. Click the **Time Reporting Code** drop-down arrow.

**Step 15:** Select **REGHR – Regular Hours**.



Empl Rec: 0 | Dept Id :031010 | Trades Specialist IV

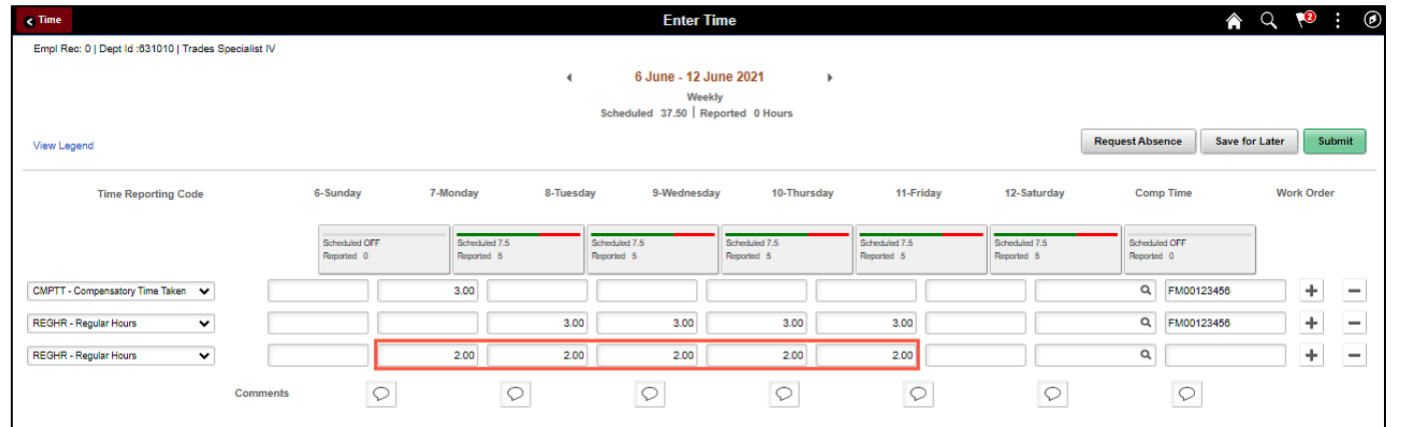
6 June - 12 June 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 3	Scheduled OFF Reported 0		
CMPTT - Compensatory Time Taken		3.00						FM00123456	+ -
REGHR - Regular Hours			3.00	3.00	3.00	3.00		FM00123456	+ -
									+ -

Comments

**Step 16:** Click in the **Time Entry** field and enter hours worked for each day.



Empl Rec: 0 | Dept Id :031010 | Trades Specialist IV

6 June - 12 June 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
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		
CMPTT - Compensatory Time Taken		3.00						FM00123456	+ -
REGHR - Regular Hours			3.00	3.00	3.00	3.00		FM00123456	+ -
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			+ -

Comments




Use Comp/Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

**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 third line.

**Step 18:** Click the **+ (plus)** button to add an additional line for the third work order you worked that week.

**Step 19/Work Order Line #4:** Scroll back to the left to enter time worked for the third work order. Click the **Time Reporting Code** drop-down arrow.

**Step 20:** Select **REGHR – Regular Hours**.



Time Reporting Code

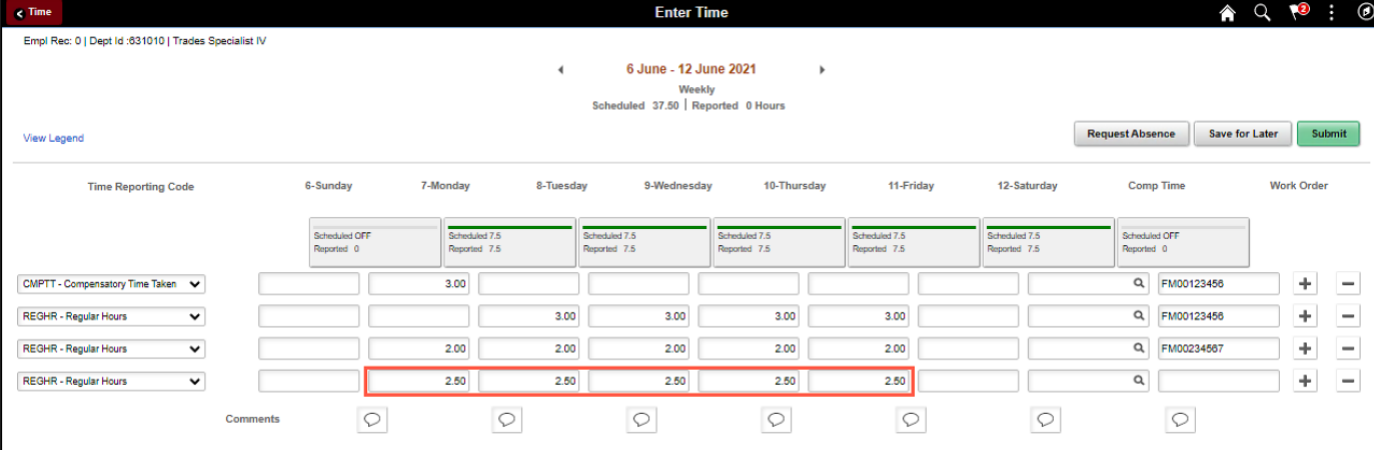
	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0		Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled OFF Reported 0	
CMPTT - Compensatory Time Taken		3.00							FM00123456 + -
REGHR - Regular Hours			3.00	3.00	3.00	3.00			FM00123456 + -
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			FM00234567 + -



Time Reporting Code

- CMPTT - Compensatory Time Taken
- REGHR - Regular Hours
- REGHR - Regular Hours
- REGHR - Regular Hours
- REGHR - Regular Hours
- CMPFM - Compensatory - FMLA
- CMFML - Compensatory - Military
- CMPTT - Compensatory Time Taken
- CMPIWC - Compensatory - IWC
- HCTK - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Militar
- HCTKW - Holiday Compensatory - IWC
- REGHR - Regular Hours

**Step 21:** Click in the **Time Entry** field and enter hours worked for each day.



Empl Rec: 0 | Dept Id :031010 | Trades Specialist IV

6 June - 12 June 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

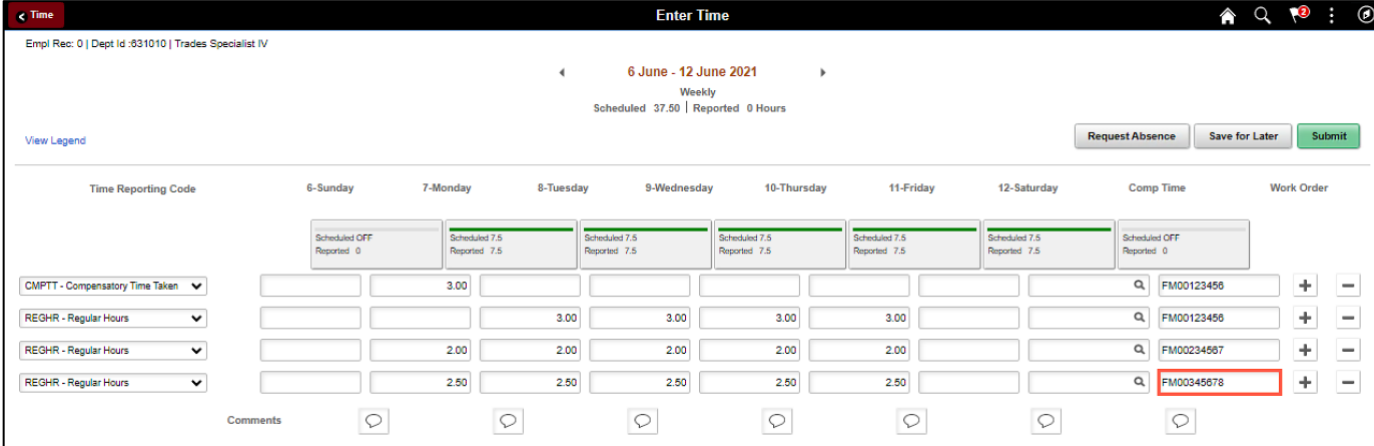
View Legend

Request Absence Save for Later Submit

Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
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	
CMPTT - Compensatory Time Taken		3.00						Q	FM00123456 + -
REGHR - Regular Hours			3.00	3.00	3.00	3.00		Q	FM00123456 + -
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		Q	FM00234567 + -
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50		Q	+ -
Comments									

**Step 22:** Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the fourth line.

**Note:** If you need to enter hours for additional work orders, follow steps 18 through 22.



Empl Rec: 0 | Dept Id :031010 | Trades Specialist IV

6 June - 12 June 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

View Legend

Request Absence Save for Later Submit

Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
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	
CMPTT - Compensatory Time Taken		3.00						Q	FM00123456 + -
REGHR - Regular Hours			3.00	3.00	3.00	3.00		Q	FM00123456 + -
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		Q	FM00234567 + -
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50		Q	FM00345678 + -
Comments									

Use Comp/Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

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

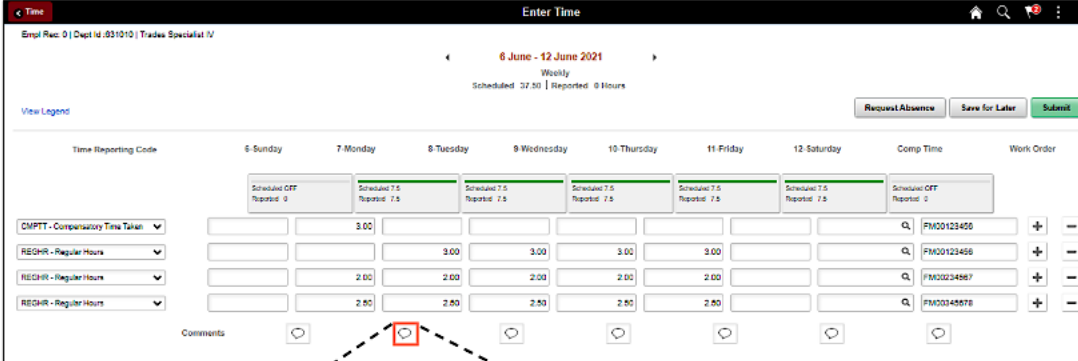
**Step 23:** Click the **Comments** button.

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

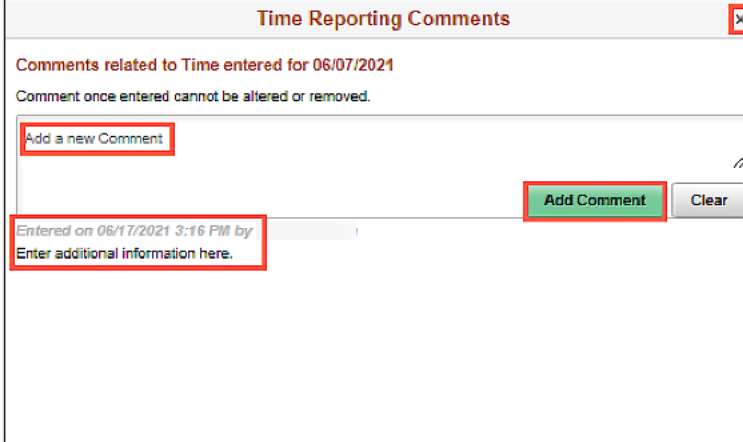
**Step 24:** Click in the **Comment** field and enter a comment applicable to the time entered.

**Step 25:** Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

**Step 26:** Click the **X** to close the Time Reporting Comments page.



Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
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		
CMPTT - Compensatory Time Taken		3.00						FM00123420	+ -
REGHR - Regular Hours			3.00	3.00	3.00	3.00		FM00123456	+ -
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		FM00234567	+ -
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50		FM00345678	+ -
Comments									



**Time Reporting Comments** ✕

Comments related to Time entered for 06/07/2021

Comment once entered cannot be altered or removed.

Add a new Comment

**Add Comment** Clear

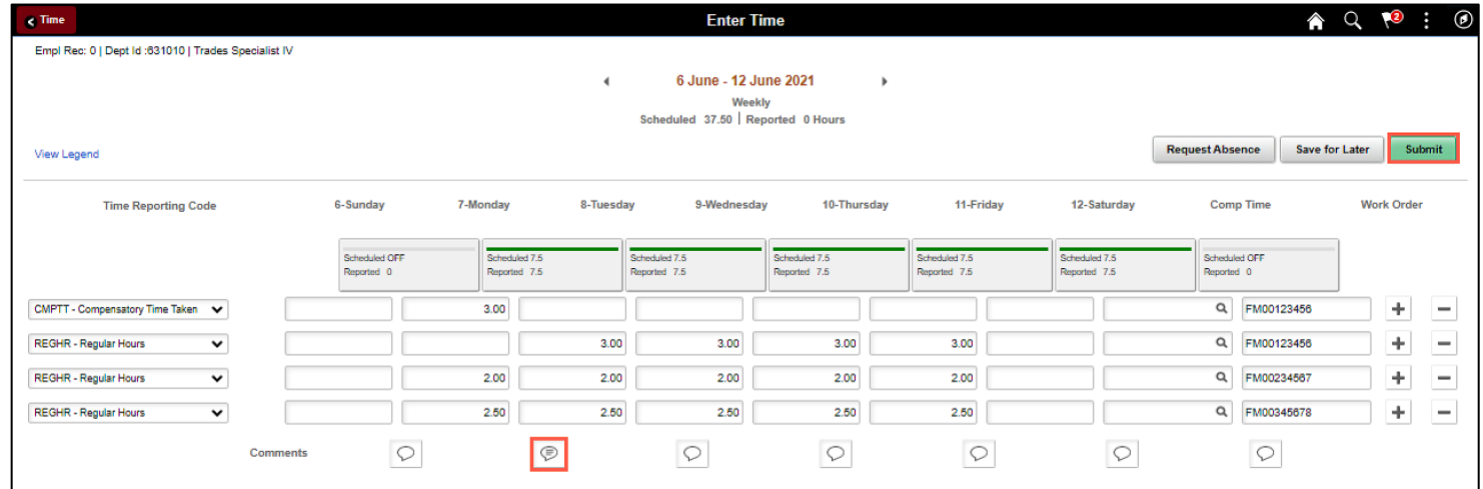
Entered on 06/17/2021 3:16 PM by [User Name]

Enter additional information here.

Use Comp/Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

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

**Step 27:** The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.



Enter Time

Empl Rec: 0 | Dept Id: 831010 | Trades Specialist IV

6 June - 12 June 2021  
Weekly  
Scheduled 37.50 | Reported 0 Hours

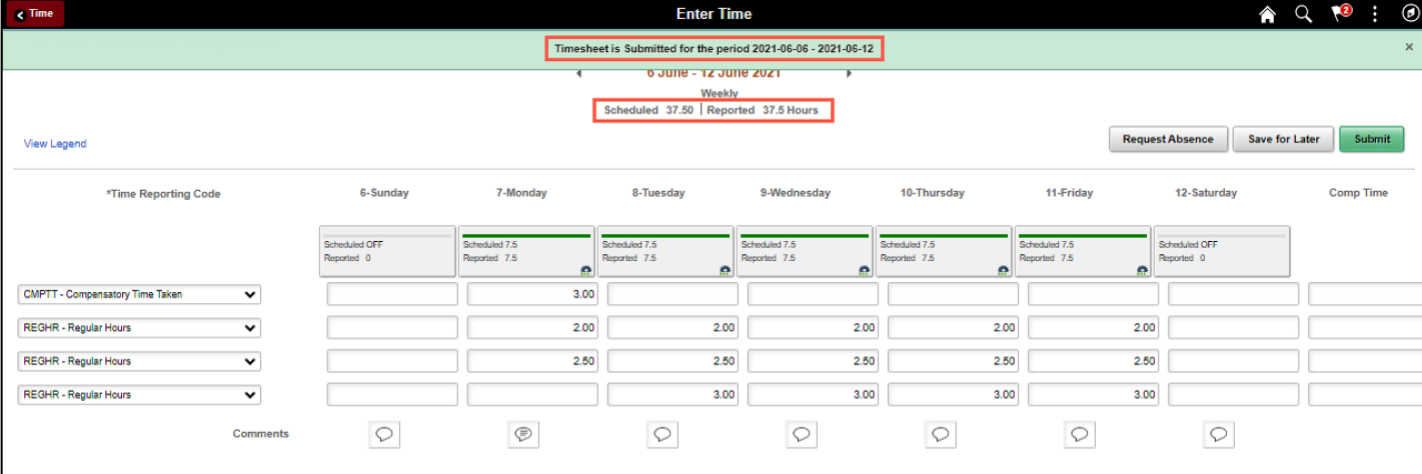
Request Absence Save for Later **Submit**

Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
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	
CMPPTT - Compensatory Time Taken		3.00						FM00123456	+ -
REGHR - Regular Hours			3.00	3.00	3.00	3.00		FM00123456	+ -
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		FM00234567	+ -
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50		FM00345678	+ -
Comments									

Use Comp/Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

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.



**Enter Time**

Timesheet is Submitted for the period 2021-06-06 - 2021-06-12

Weekly  
Scheduled 37.50 | Reported 37.5 Hours





Request Absence Save for Later Submit

*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
Scheduled OFF Reported 0	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	
CMPTT - Compensatory Time Taken		3.00						
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50		
REGHR - Regular Hours			3.00	3.00	3.00	3.00		
Comments								

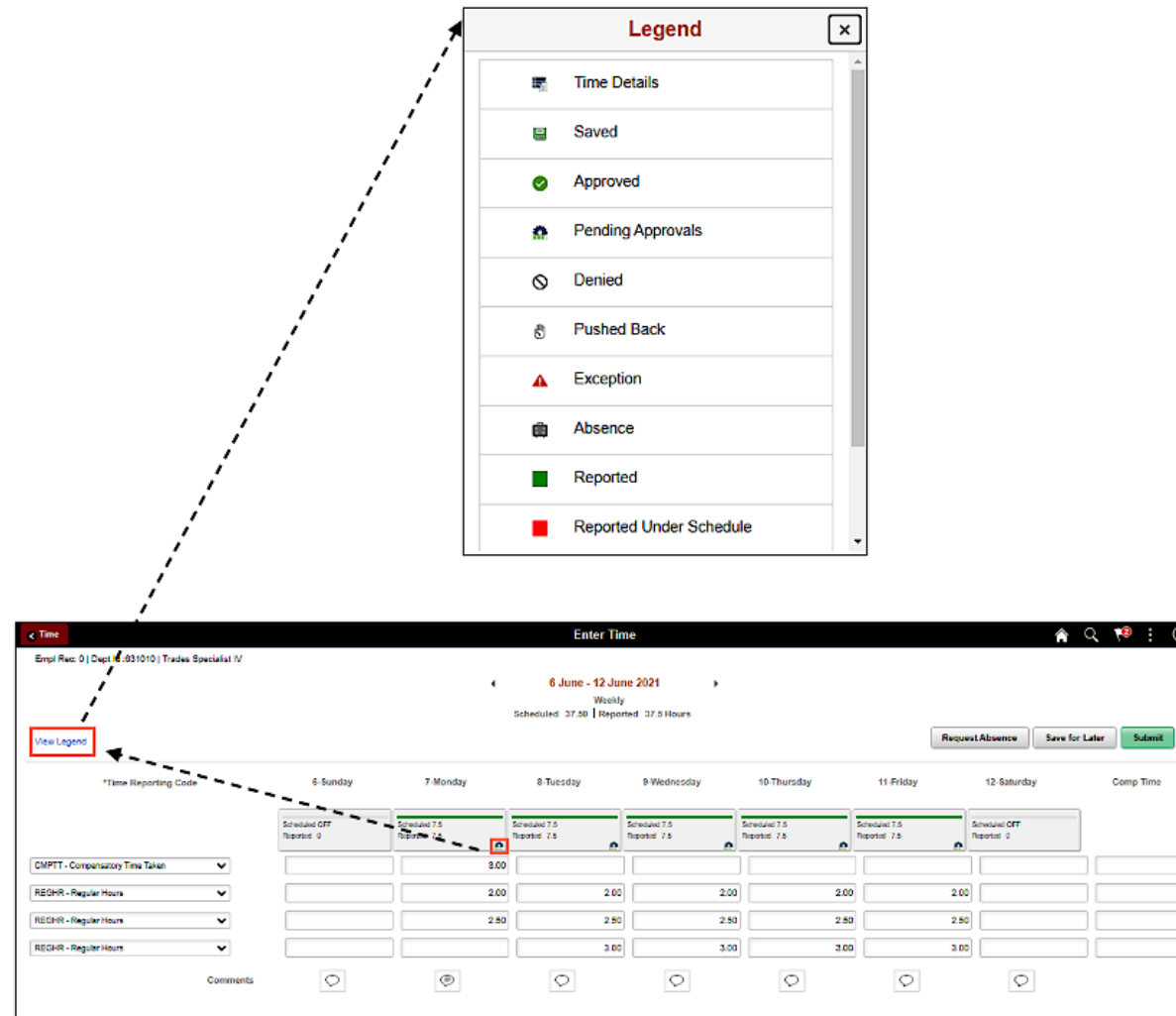
Use Comp/Holiday Comp Time on an Elapsed Timesheet for Multiple Work Orders

**Step 28:** 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 enter use comp/holiday comp time on an elapsed timesheet for multiple work orders.



The screenshot shows the 'Enter Time' interface for a user named 'Trades Specialist IV' on '6 June - 12 June 2021'. The interface includes a 'View Legend' link (highlighted with a red box) and a 'Legend' pop-up window. The legend lists various status icons: Time Details, Saved, Approved, Pending Approvals, Denied, Pushed Back, Exception, Absence, Reported, and Reported Under Schedule. The main timesheet grid shows a weekly schedule from Sunday to Saturday. The '7 Monday' column shows a status of 'Reported Under Schedule' (indicated by a red square icon) for the 'REGHR - Regular Hours' row. The 'View Legend' link is connected to the legend pop-up by a dashed arrow.