

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

How to use comp time on a timesheet for a salary non-exempt employee:

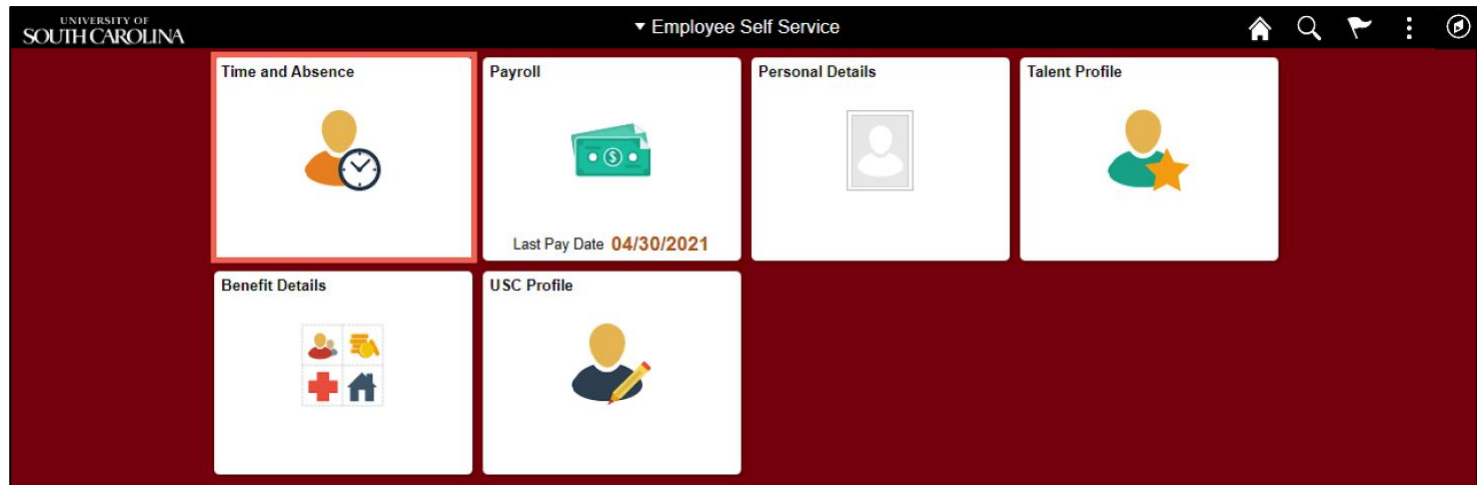
This job aid outlines how a salary non-exempt employee can use comp time on a timesheet.

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

Processing Steps

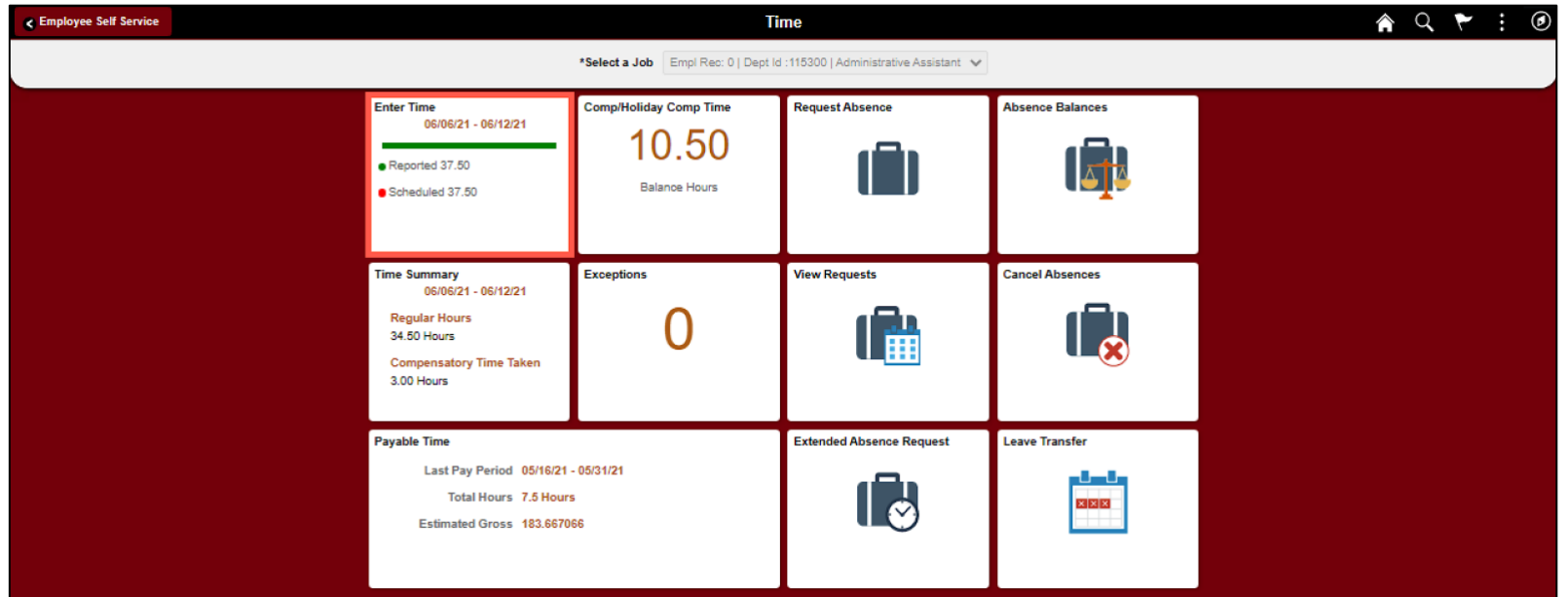
Screenshots

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










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



Employee Self Service | **Time** | *Select a Job: Empl Rec: 0 | Dept Id :115300 | Administrative Assistant

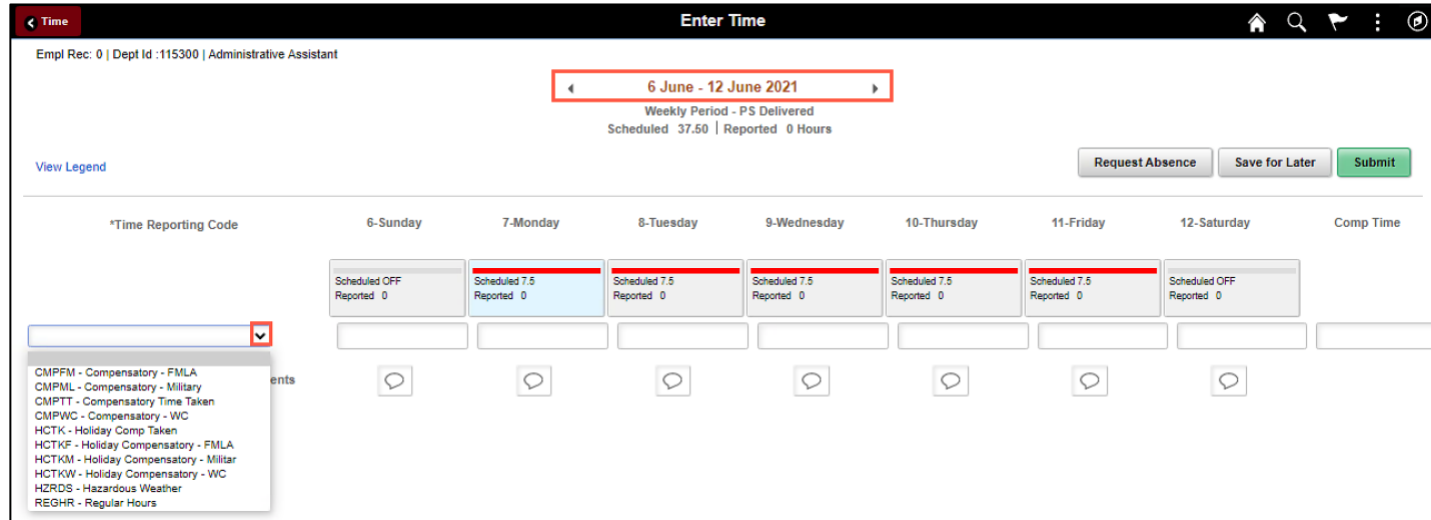
Enter Time 06/06/21 - 06/12/21  Reported 37.50 Scheduled 37.50	Comp/Holiday Comp Time <h1>10.50</h1> Balance Hours	Request Absence 	Absence Balances 
Time Summary 06/06/21 - 06/12/21 Regular Hours 34.50 Hours Compensatory Time Taken 3.00 Hours	Exceptions <h1>0</h1>	View Requests 	Cancel Absences 
Payable Time Last Pay Period 05/16/21 - 05/31/21 Total Hours 7.5 Hours Estimated Gross 183.667066	Extended Absence Request 	Leave Transfer 	

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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.



Enter Time

Empl Rec: 0 | Dept Id :115300 | Administrative Assistant

6 June - 12 June 2021

Weekly Period - PS Delivered
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
	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	

CMPFM - Compensatory - FMLA
 CMPML - Compensatory - Military
 CMPPTT - Compensatory Time Taken
 CMPWVC - Compensatory - WC
 HCTK - Holiday Comp Taken
 HCTKF - Holiday Compensatory - FMLA
 HCTKM - Holiday Compensatory - Militar
 HCTKW - Holiday Compensatory - WC
 HZRDS - Hazardous Weather
 REGHR - Regular Hours

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Step 4: 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)

Enter Time

Empl Rec: 0 | Dept Id :115300 | Administrative Assistant

6 June - 12 June 2021
Weekly Period - PS Delivered
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
	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" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

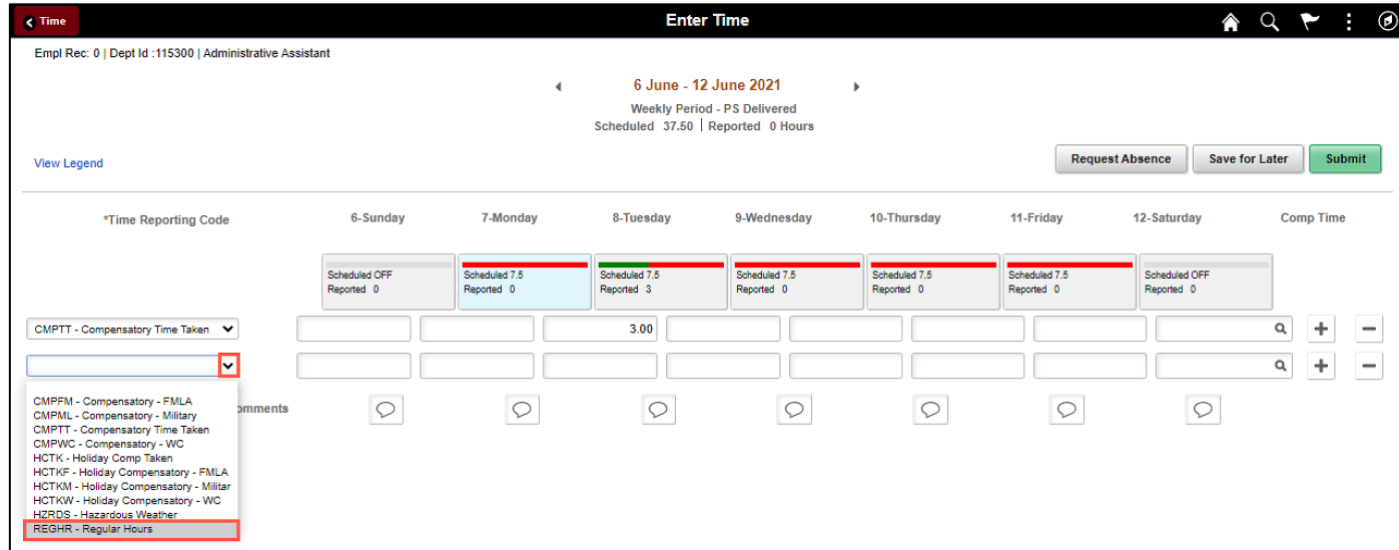
Time Reporting Code

- 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
- HERDS - Hazardous Weather
- REGHR - Regular Hours

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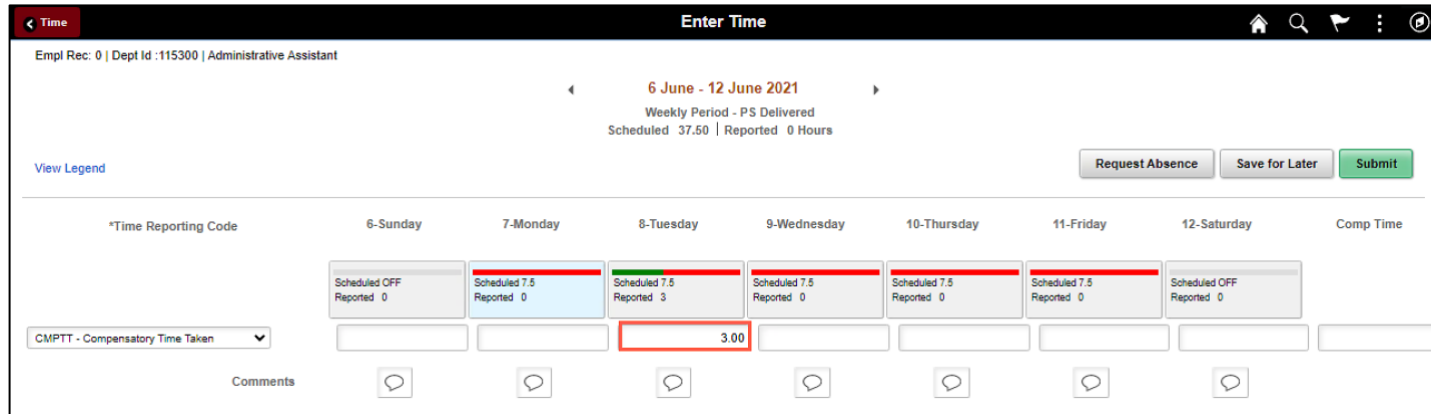
Step 5: Select CMPTT – Comp Time Taken. Be sure to select the appropriate comp time option from the drop-down list.

Step 6: Click in the Time Entry field and enter the number of comp time hours you would like to use.



The screenshot shows the 'Enter Time' interface for an Administrative Assistant. The weekly period is 6 June - 12 June 2021. The interface includes a table for time reporting codes across the days of the week. The dropdown menu for 'Time Reporting Code' is open, showing various options. 'CMPTT - Compensatory Time Taken' is selected and highlighted in red. The '8-Tuesday' column shows a scheduled time of 7.5 hours and a reported time of 3 hours.

*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 3	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					
Comments								

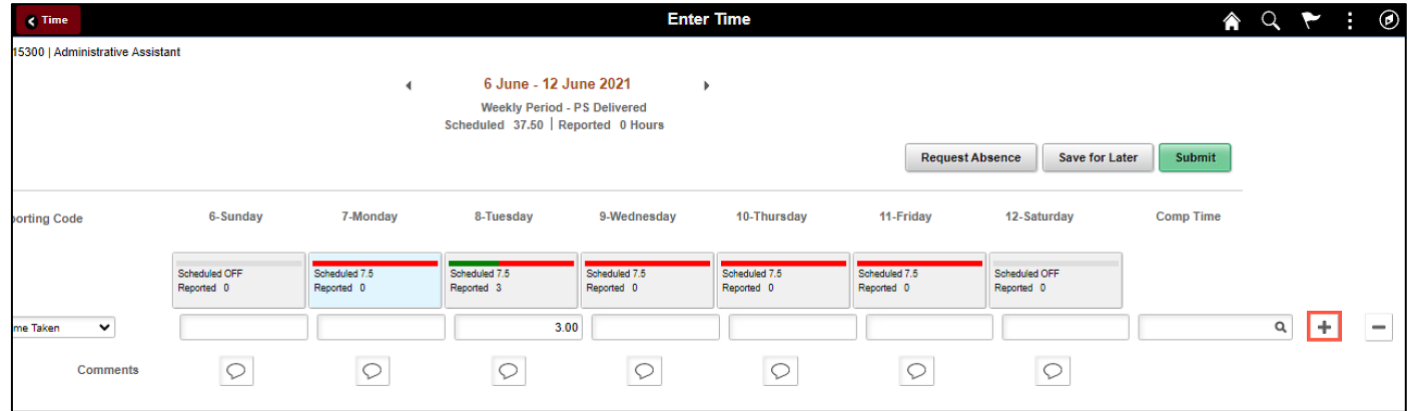


The screenshot shows the 'Enter Time' interface after the value '3.00' has been entered in the '8-Tuesday' time reporting code field. The dropdown menu is now closed, and the value '3.00' is visible in the input field. The '8-Tuesday' column shows a scheduled time of 7.5 hours and a reported time of 3 hours.

*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 3	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					
Comments								

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Step 7: To complete the timesheet for the work week, scroll to the right and click the + (plus) button to add an additional line.



Enter Time

115300 | Administrative Assistant

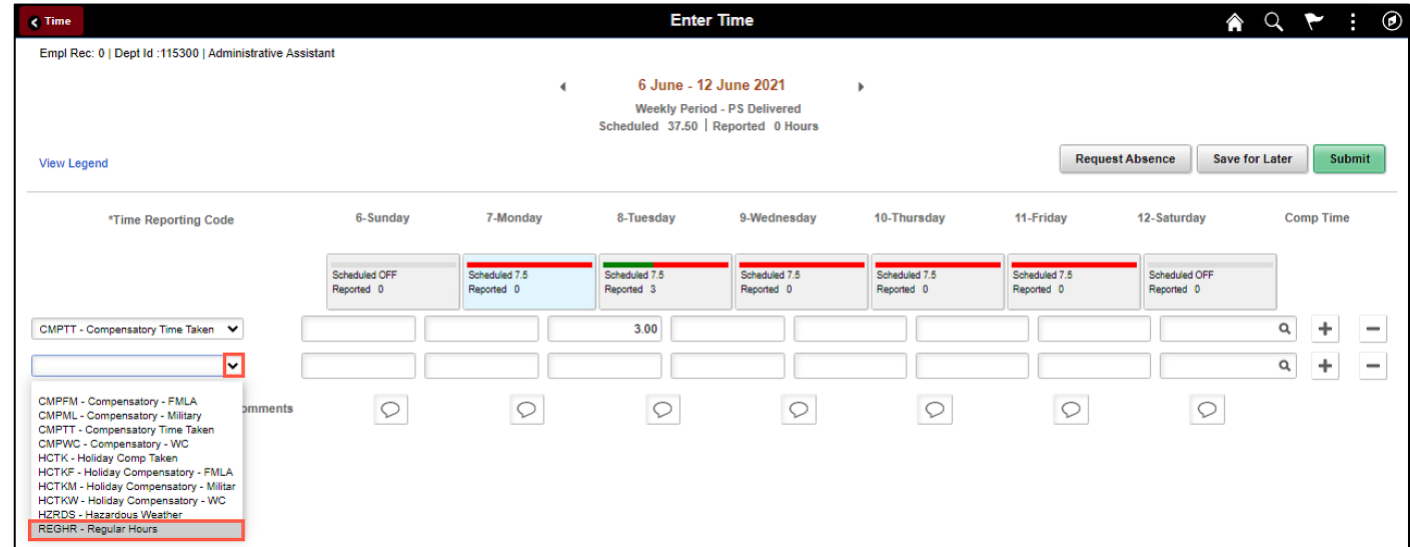
6 June - 12 June 2021
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

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 3	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
Time Taken			3.00					
Comments								

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

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



Enter Time

Empl Rec: 0 | Dept Id :115300 | Administrative Assistant

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

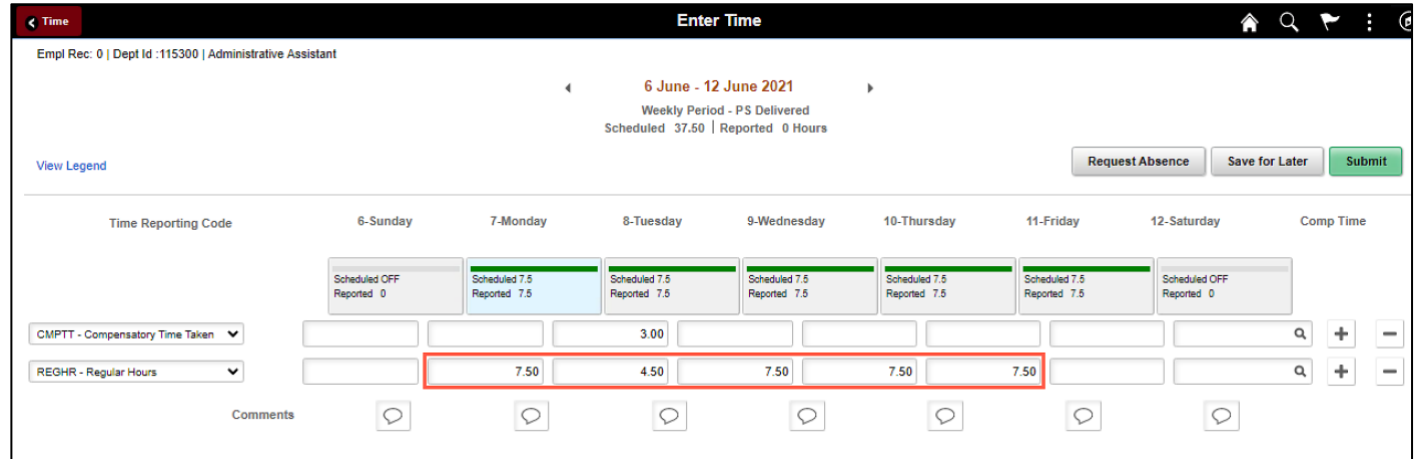
View Legend Request Absence Save for Later Submit

*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 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 OFF Reported 0	
Time Taken			3.00					
Comments								

- CMPFM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMPTT - Compensatory Time Taken
- CMPWC - Compensatory - WC
- HCTK - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Militar
- HCTKW - Holiday Compensatory - WC
- HZRDS - Hazardous Weather
- REGHR - Regular Hours**

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Step 10: Click in the **Time Entry** field and enter hours worked for each day.



Empl Rec: 0 | Dept Id :115300 | Administrative Assistant

6 June - 12 June 2021
Weekly Period - PS Delivered
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
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					
REGHR - Regular Hours		7.50	4.50	7.50	7.50	7.50		
Comments								

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

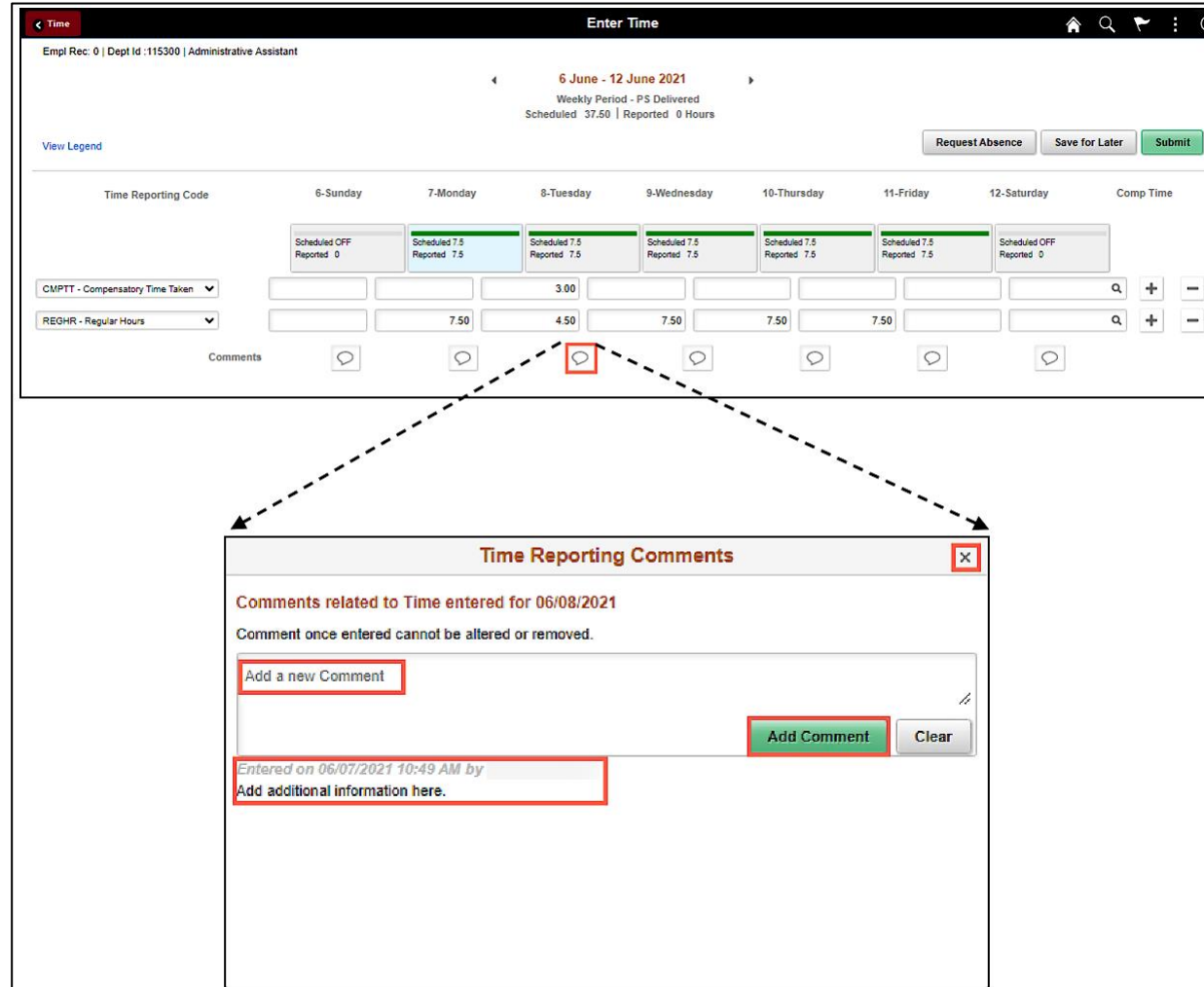
Step 11: Click the **Comments** button.

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

Step 12: Click in the **Comment** field and enter a comment applicable to the time entered.

Step 13: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

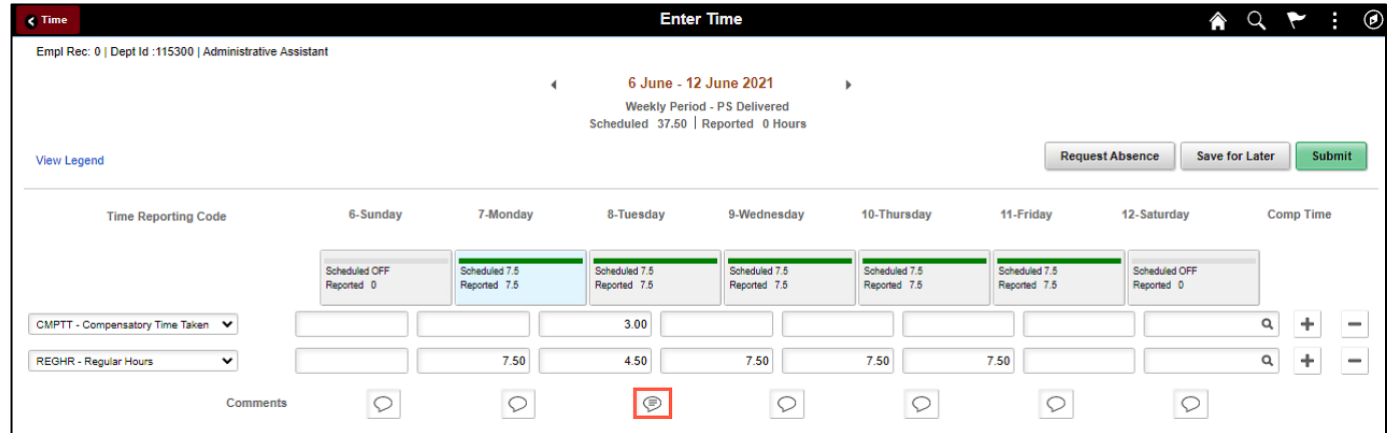
Step 14: Click the **X** to close the Time Reporting Comments page.



The screenshot displays the 'Enter Time' interface for an Administrative Assistant. The weekly period is 6 June - 12 June 2021, with 37.50 hours scheduled and 0 hours reported. The interface shows a grid of time reporting codes for each day of the week. A red box highlights the 'Comments' button under the '8-Tuesday' column. A dashed line points from this button to a 'Time Reporting Comments' modal window. The modal window shows a text input field for 'Add a new Comment', an 'Add Comment' button, and a 'Clear' button. A red box highlights the 'Add Comment' button. Below the input field, there is a timestamp and the name of the user who entered the comment, along with a field for 'Add additional information here.'

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



Time Reporting Code

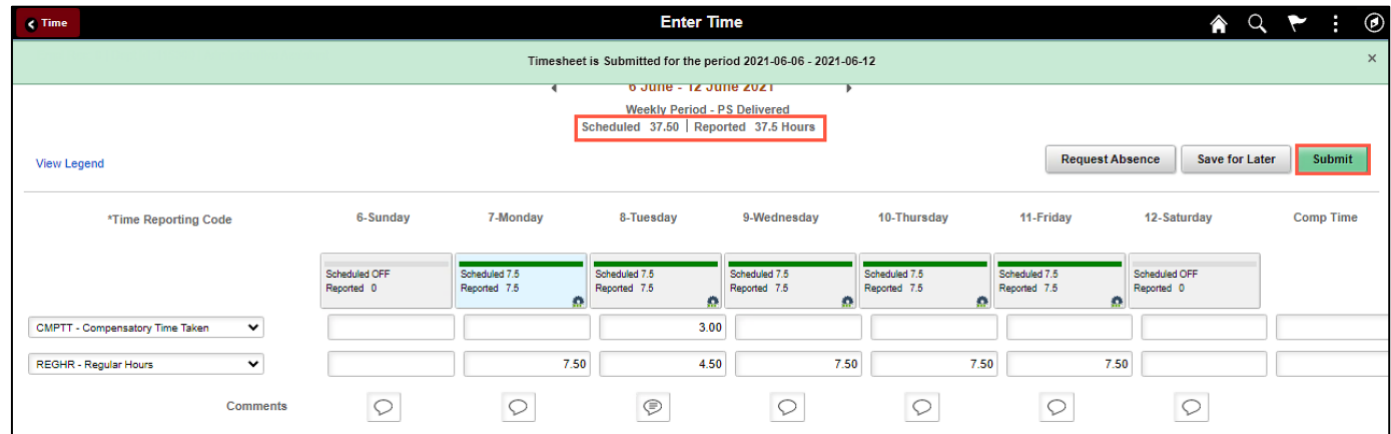
	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
CMPPTT - Compensatory Time Taken			3.00					
REGHR - Regular Hours		7.50	4.50	7.50	7.50	7.50		

Comments

Step 15: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.

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.



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

6 JUNE - 12 JUNE 2021

Weekly Period - PS Delivered
Scheduled 37.50 | Reported 37.5 Hours

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 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					
REGHR - Regular Hours		7.50	4.50	7.50	7.50	7.50		

Comments

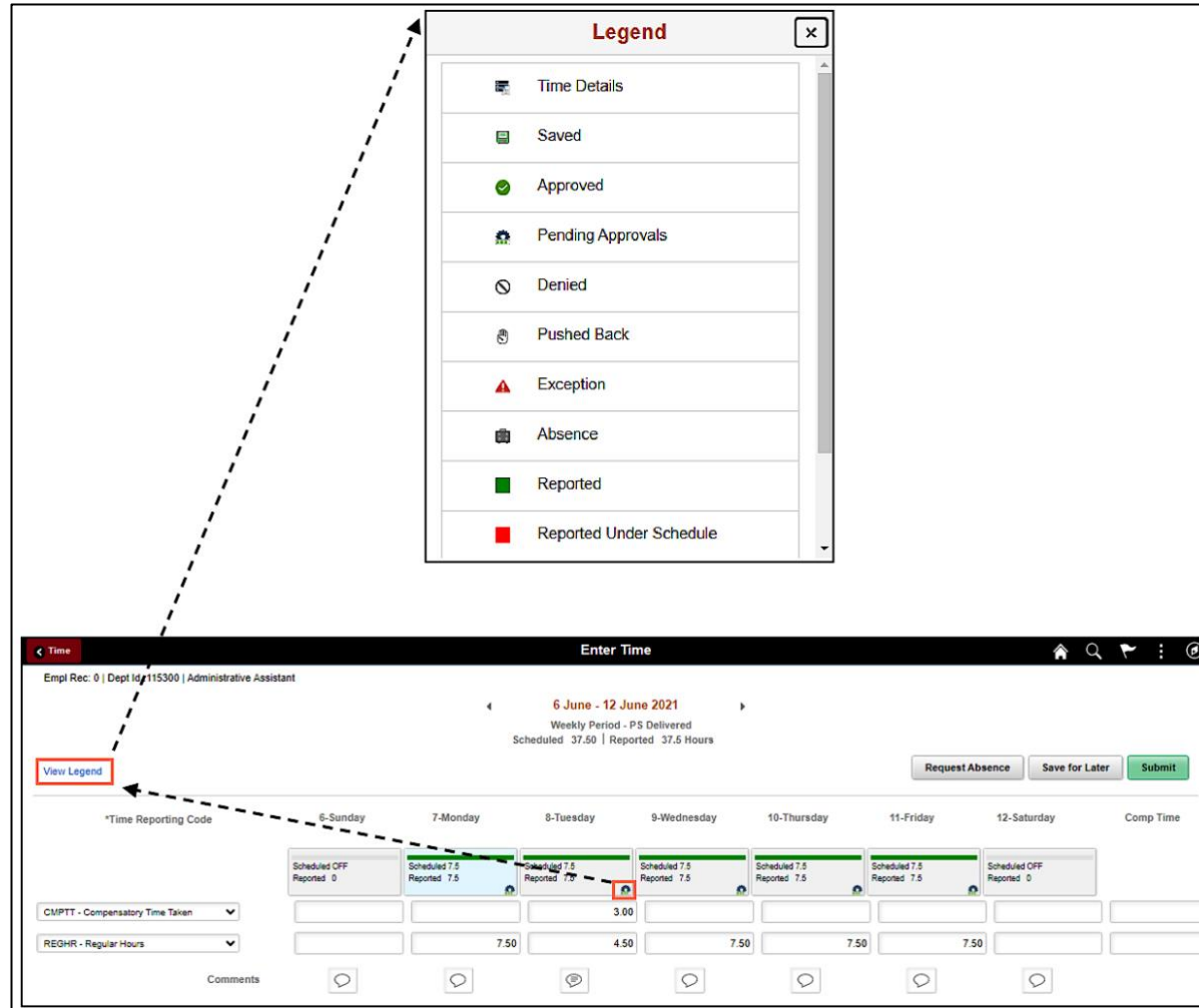
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Step 16: When submitted, the **Pending Approvals** icon appears for the days' time is entered indicating the timesheet is waiting for approval. Click the **View Legend** link to view the legends used and a short description of each one.

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 use comp time on a timesheet as a salary non-exempt employee.



The screenshot displays the 'Enter Time' interface for an Administrative Assistant. At the top, it shows the date range '6 June - 12 June 2021' and a weekly period of 37.50 hours. A 'View Legend' link is highlighted with a red box. A dashed arrow points from this link to 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. Below the legend, the 'Enter Time' interface shows a table of days with their respective scheduled and reported hours. A red box highlights the 'View Legend' link in the interface, and a dashed arrow points from it to the legend pop-up.

*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
Scheduled OFF	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled 7.5	Scheduled OFF	
Reported 0	Reported 7.5	Reported 7.5	Reported 7.5	Reported 7.5	Reported 7.5	Reported 7.5	Reported 0	
CMPPTT - Compensatory Time Taken			3.00					
REGHR - Regular Hours		7.50	4.50	7.50	7.50	7.50		
Comments								