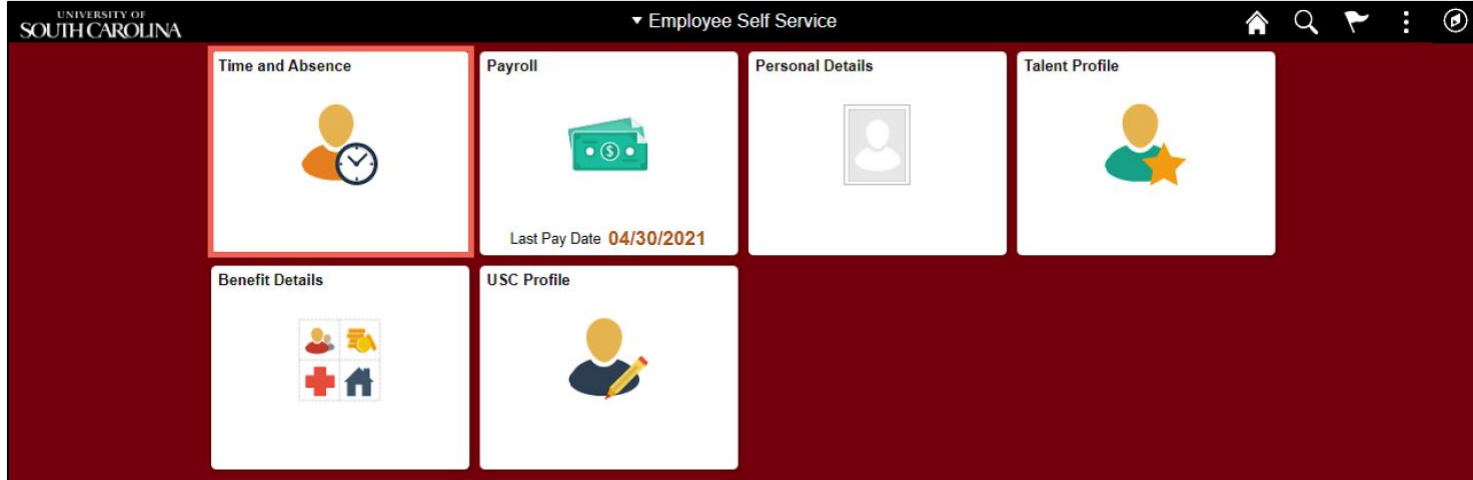


**University of South Carolina
Time and Labor - ESS
Use Holiday Comp Time on a Timesheet – Salary Non-Exempt**

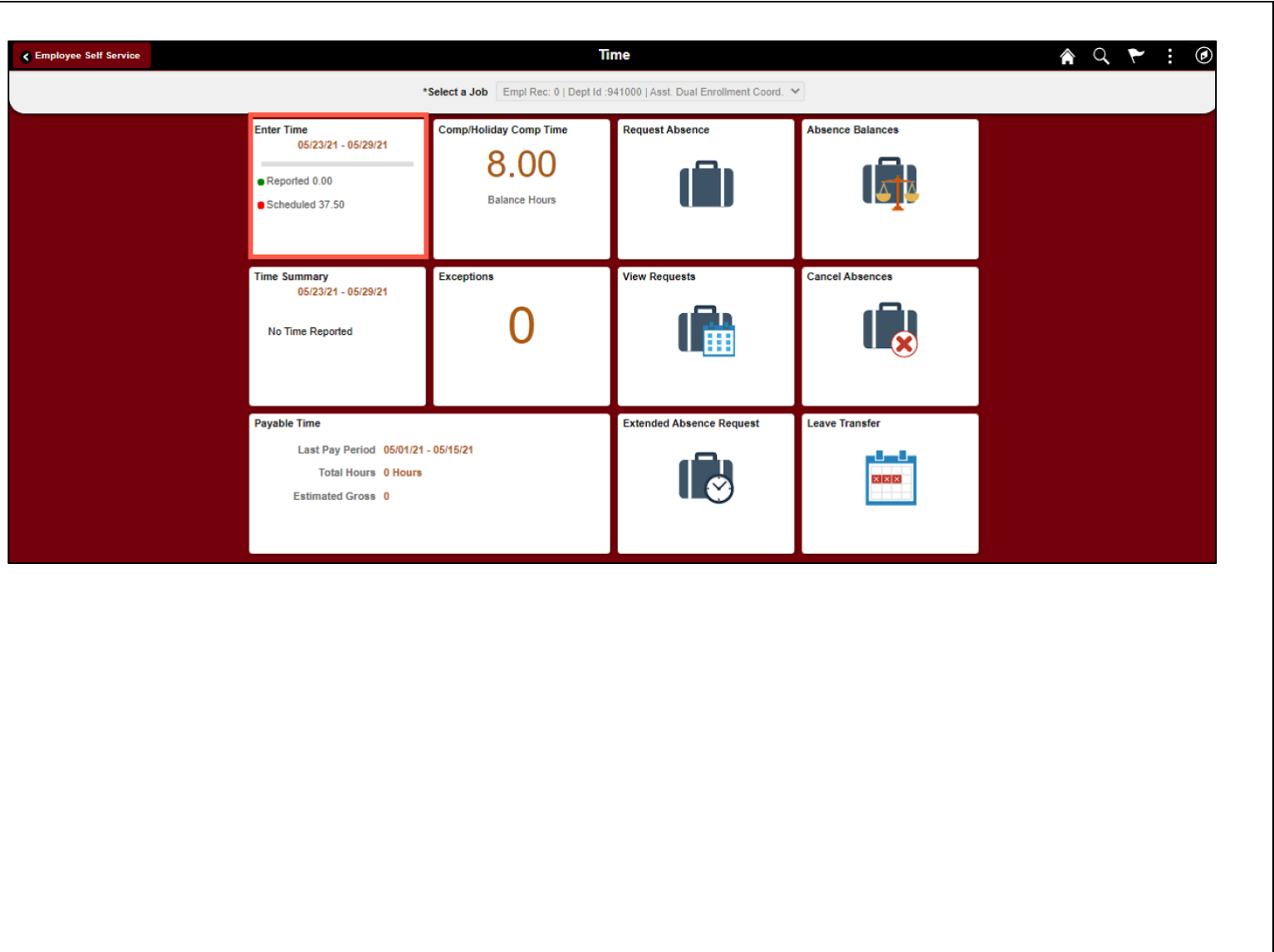
How to use holiday comp time on a timesheet for a salary non-exempt employee:
This job aid outlines how a salary non-exempt employee can use holiday comp time on a timesheet. Note holiday comp cannot be used in the same week which it is earned.

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
Use Holiday Comp Time on a Timesheet – Salary Non-Exempt**

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



The screenshot displays the 'Time' dashboard in the Employee Self Service (ESS) system. The dashboard is organized into a grid of tiles. The top navigation bar includes 'Employee Self Service' and 'Time'. Below the navigation bar, there is a dropdown menu for '*Select a Job' with the selected job being 'Empl Rec: 0 | Dept Id :941000 | Asst. Dual Enrollment Coord.'. The main content area consists of several tiles:

- Enter Time:** 05/23/21 - 05/29/21. Reported 0.00, Scheduled 37.50. This tile is highlighted with a red border.
- Comp/Holiday Comp Time:** 8.00 Balance Hours.
- Request Absence:** Icon of a briefcase.
- Absence Balances:** Icon of a briefcase and scales.
- Time Summary:** 05/23/21 - 05/29/21. 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 Pay Period 05/01/21 - 05/15/21, 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.

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

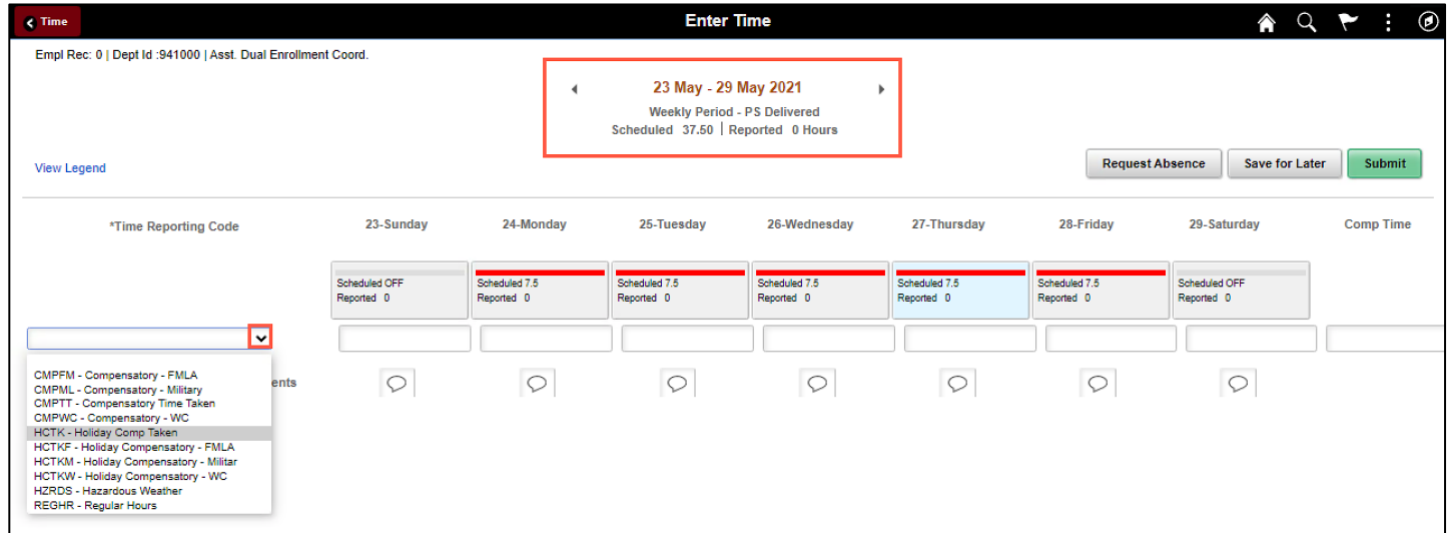
Step 3: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

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.

Step 4: To use holiday comp time, click the **Time Reporting Code** drop-down arrow.



Enter Time

Empl Rec: 0 | Dept Id: 941000 | Asst. Dual Enrollment Coord.

23 May - 29 May 2021
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

*Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-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"/>	<input type="text"/>

Time Reporting Code Legend:

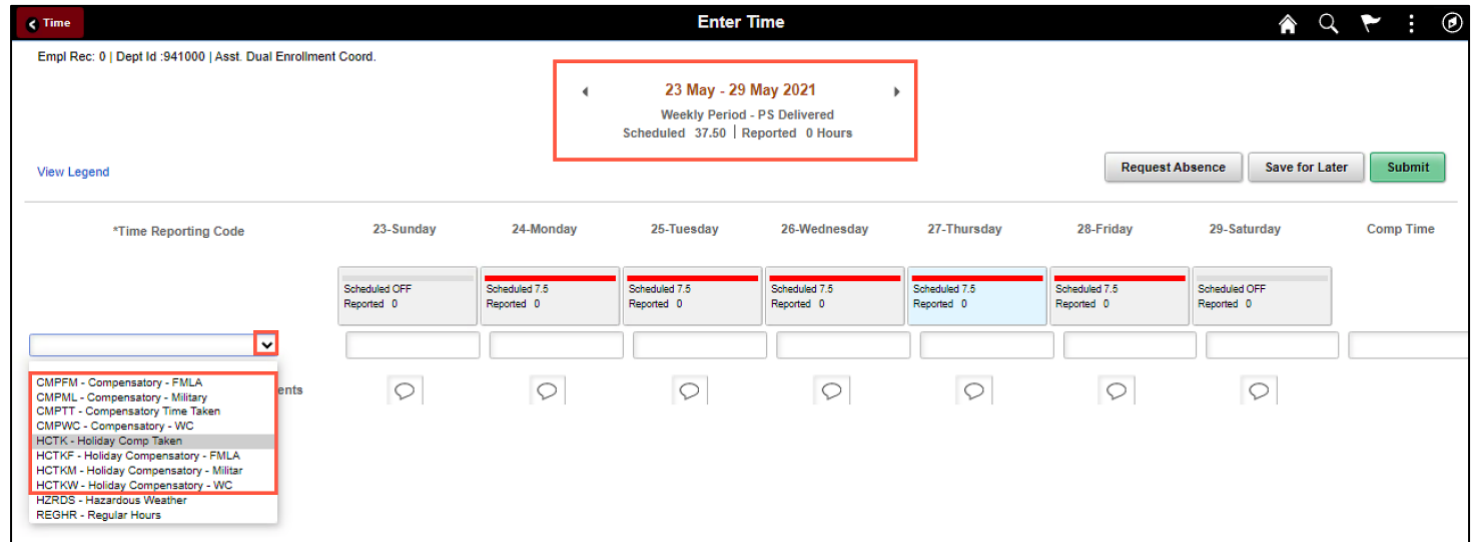
- CMPFM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMPPTT - Compensatory Time Taken
- CMPWVC - Compensatory - WC
- HCTK - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Militar
- HCTKW - Holiday Compensatory - WC
- HZRDS - Hazardous Weather
-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

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

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)

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



Enter Time

Empl Rec: 0 | Dept Id :941000 | Asst. Dual Enrollment Coord.

23 May - 29 May 2021
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

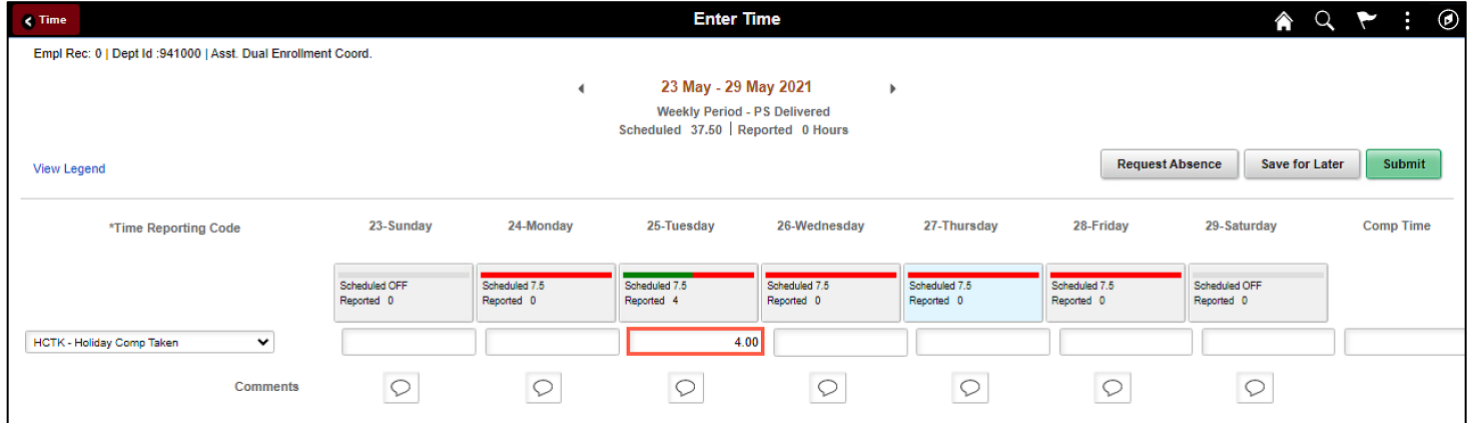
*Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	

Time Reporting Codes:

- 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
- HZRDS - Hazardous Weather
- REGHR - Regular Hours

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

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



EmpI Rec: 0 | Dept Id :941000 | Asst. Dual Enrollment Coord.

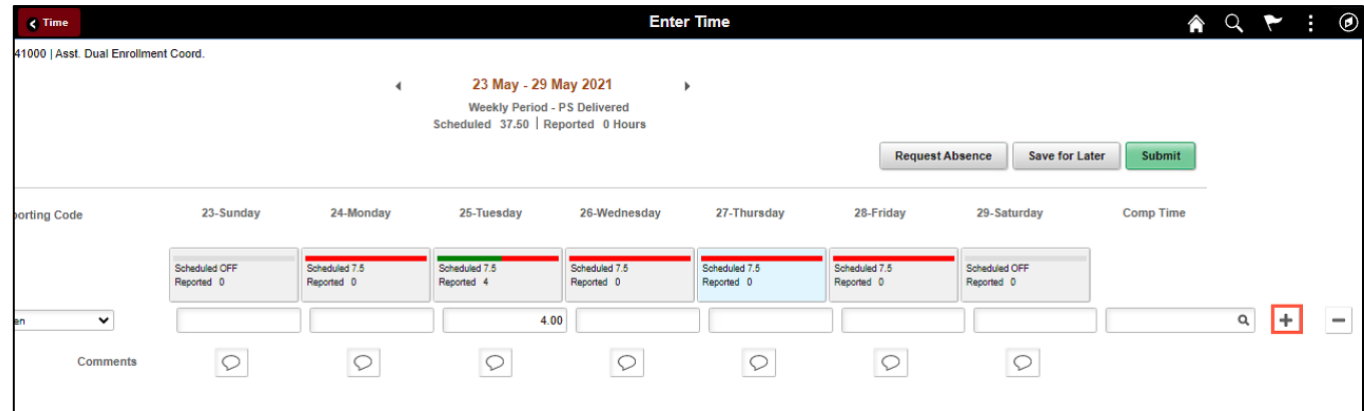
23 May - 29 May 2021
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

[View Legend](#) [Request Absence](#) [Save for Later](#) [Submit](#)

*Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 4	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
HCTK - Holiday Comp Taken			4.00					
Comments								

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

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

41000 | Asst. Dual Enrollment Coord.

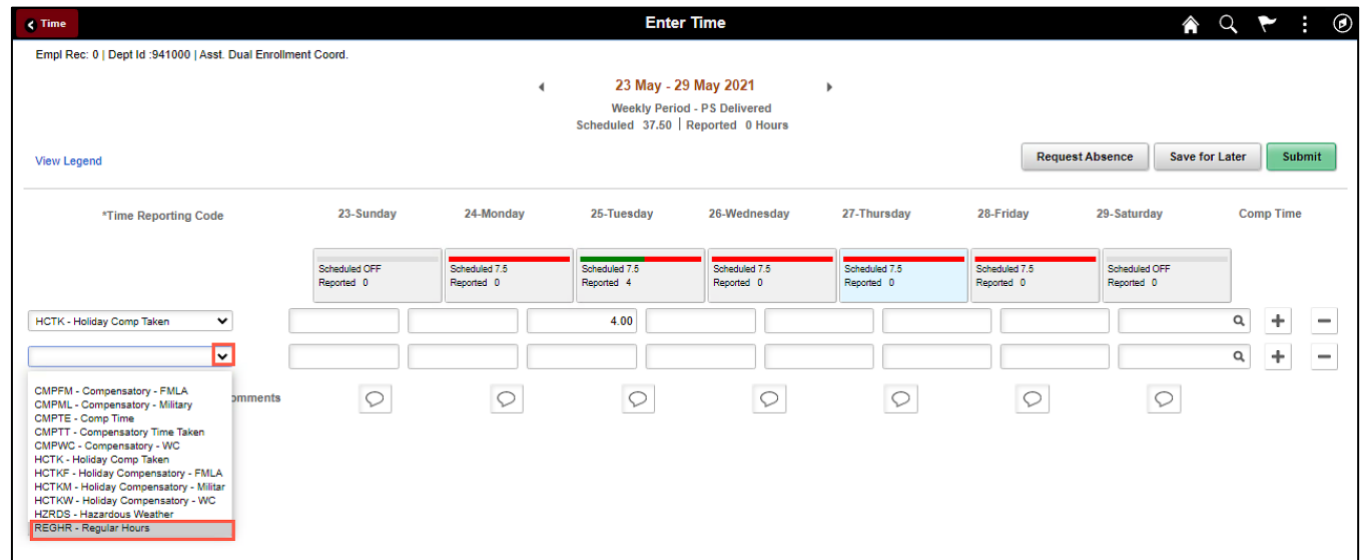
23 May - 29 May 2021
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 4	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
			4.00					
Comments								

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

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



Enter Time

Empl Rec: 0 | Dept Id : 941000 | Asst. Dual Enrollment Coord.

23 May - 29 May 2021
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

View Legend

*Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 4	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
			4.00					
Comments								

HCTK - Holiday Comp Taken

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

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

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

< Time
Enter Time
🏠 🔍 🚩 ⋮

Empl Rec: 0 | Dept Id :941000 | Asst. Dual Enrollment Coord.

23 May - 29 May 2021
 Weekly Period - PS Delivered
 Scheduled 37.50 | Reported 0 Hours

Request Absence
Save for Later
Submit

Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-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	
HCTK - Holiday Comp Taken	<input type="text"/>	<input type="text"/>	4.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
REGHR - Regular Hours	<input type="text"/>	7.50	3.50	7.50	7.50	7.50	<input type="text"/>	<input type="text"/>
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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

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

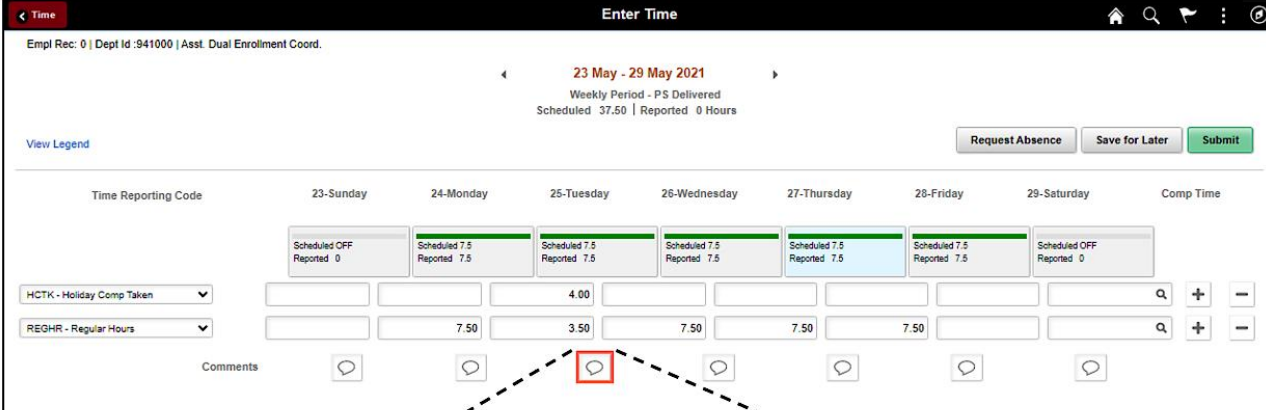
Step 11: Click the **Comments** button.

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.

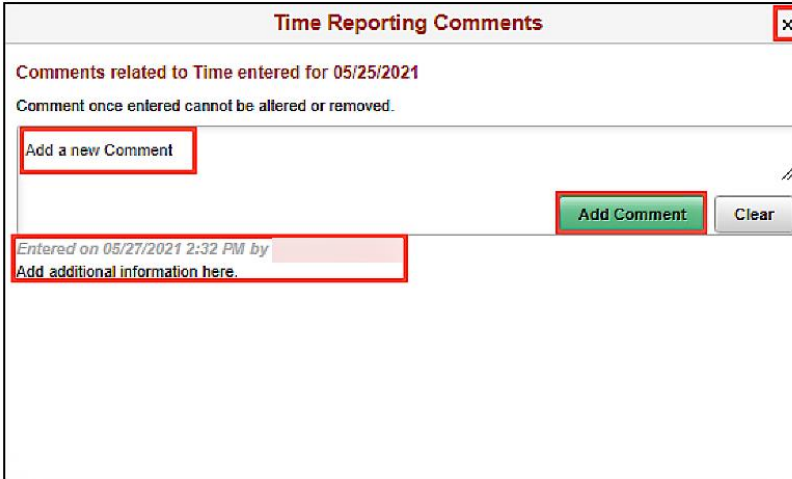
Step 13: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

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



Time Reporting Code

	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-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	
HCTK - Holiday Comp Taken			4.00					
REGHR - Regular Hours		7.50	3.50	7.50	7.50	7.50		
Comments								



Time Reporting Comments

Comments related to Time entered for 05/25/2021

Comment once entered cannot be altered or removed.

Add a new Comment

Add Comment Clear

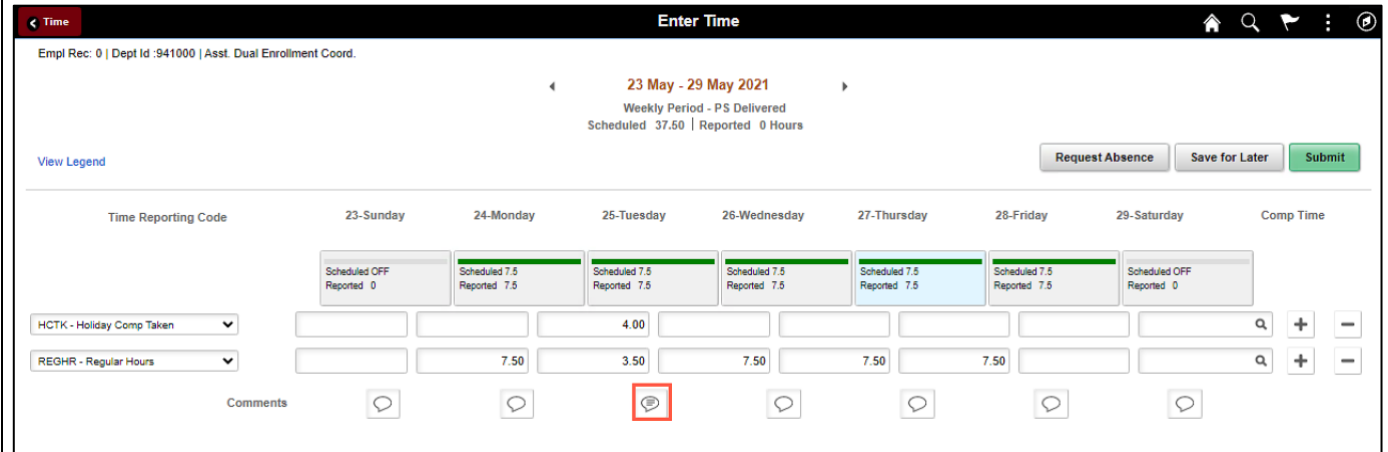
Entered on 05/27/2021 2:32 PM by [redacted]

Add additional information here.

I

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

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

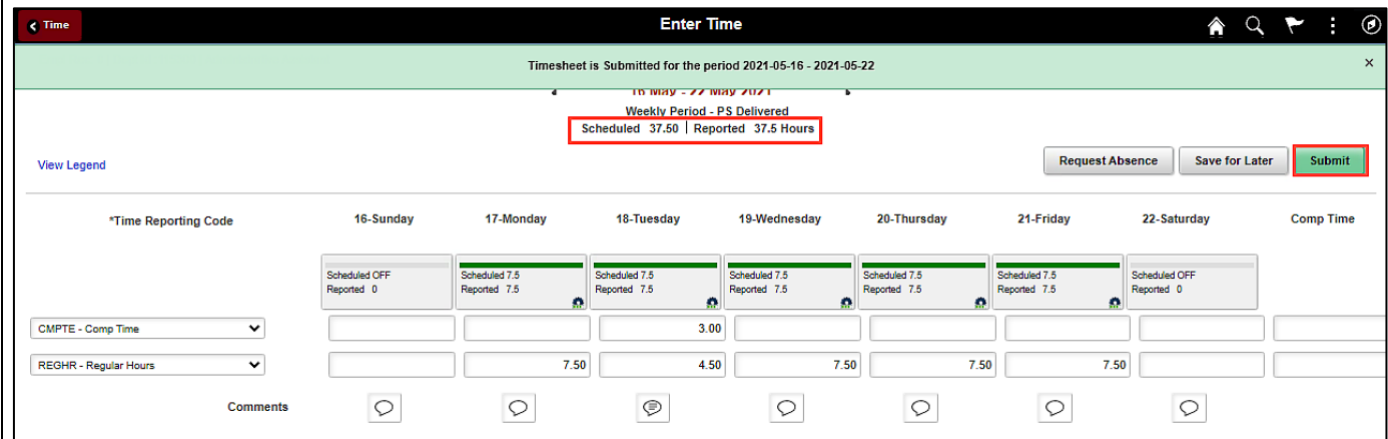


Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
HCTK - Holiday Comp Taken			4.00					
REGHR - Regular Hours		7.50	3.50	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.







*Time Reporting Code	16-Sunday	17-Monday	18-Tuesday	19-Wednesday	20-Thursday	21-Friday	22-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	
CMPTC - Comp Time			3.00					
REGHR - Regular Hours		7.50	4.50	7.50	7.50	7.50		
Comments			🗨️					

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











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

Legend ✕

-  Time Details
-  Saved
-  Approved
-  Pending Approvals
-  Denied
-  Pushed Back
-  Exception
-  Absence
-  Reported
-  Reported Under Schedule






Enter Time

Empl Rec: 0 | Dept Id: 941000 | Asst. Dual Enrollment Coord.

23 May - 29 May 2021

Weekly Period - PS Delivered
Scheduled 37.50 | Reported 37.5 Hours

Request Absence
Save for Later
Submit

*Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-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	
HCTK - Holiday Comp Taken			4.00					
REQHR - Regular Hours		7.50	3.50	7.50	7.50	7.50		
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>