

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

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

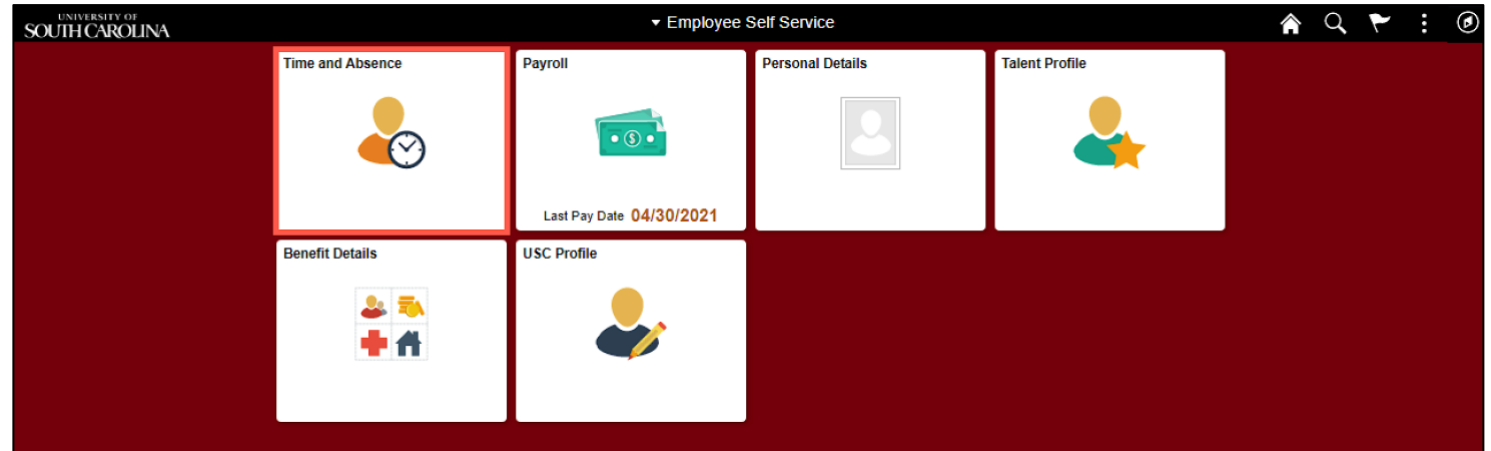
This job aid outlines how a salary non-exempt employee can earn comp time on a timesheet.

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

Processing Steps

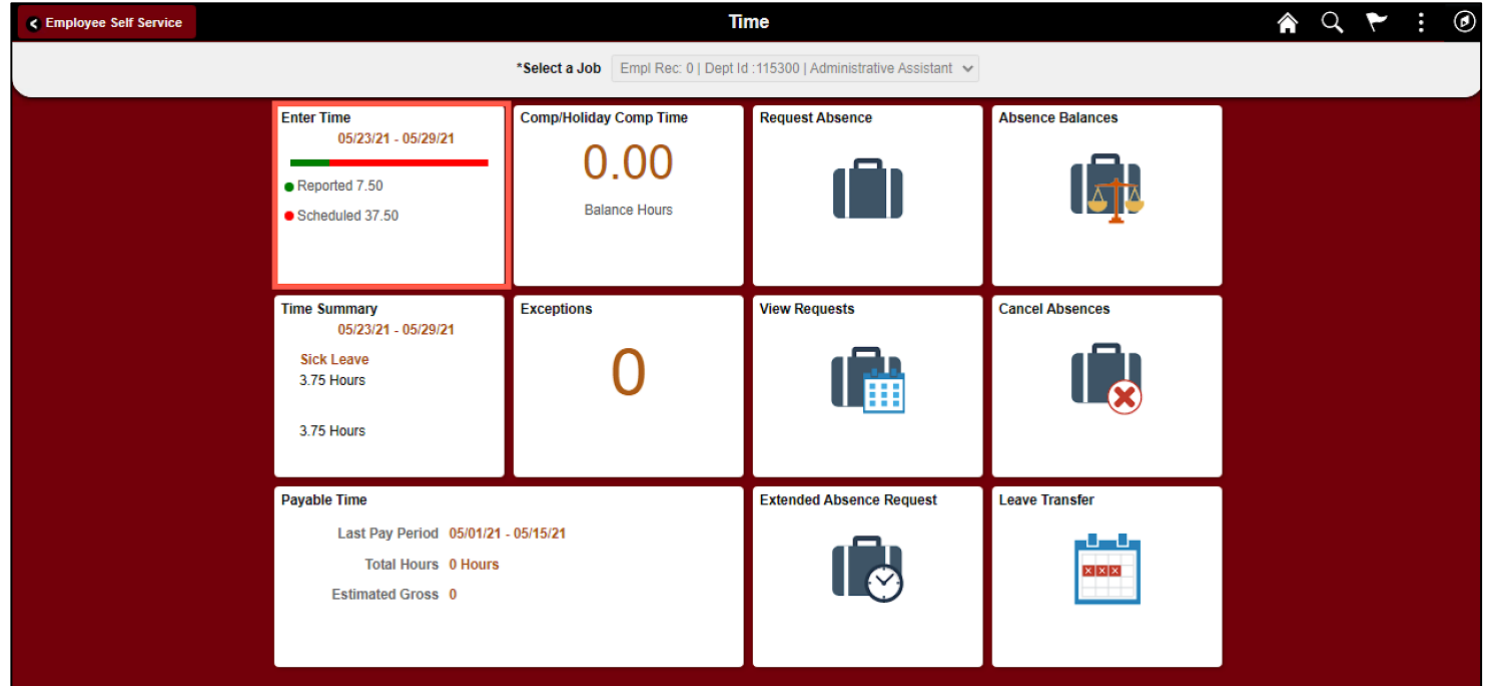
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screenshots









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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 05/23/21 - 05/29/21 ● Reported 7.50 ● Scheduled 37.50	Comp/Holiday Comp Time 0.00 Balance Hours	Request Absence 	Absence Balances 
Time Summary 05/23/21 - 05/29/21 Sick Leave 3.75 Hours 3.75 Hours	Exceptions 0	View Requests 	Cancel Absences 
Payable Time Last Pay Period 05/01/21 - 05/15/21 Total Hours 0 Hours Estimated Gross 0		Extended Absence Request 	Leave Transfer 

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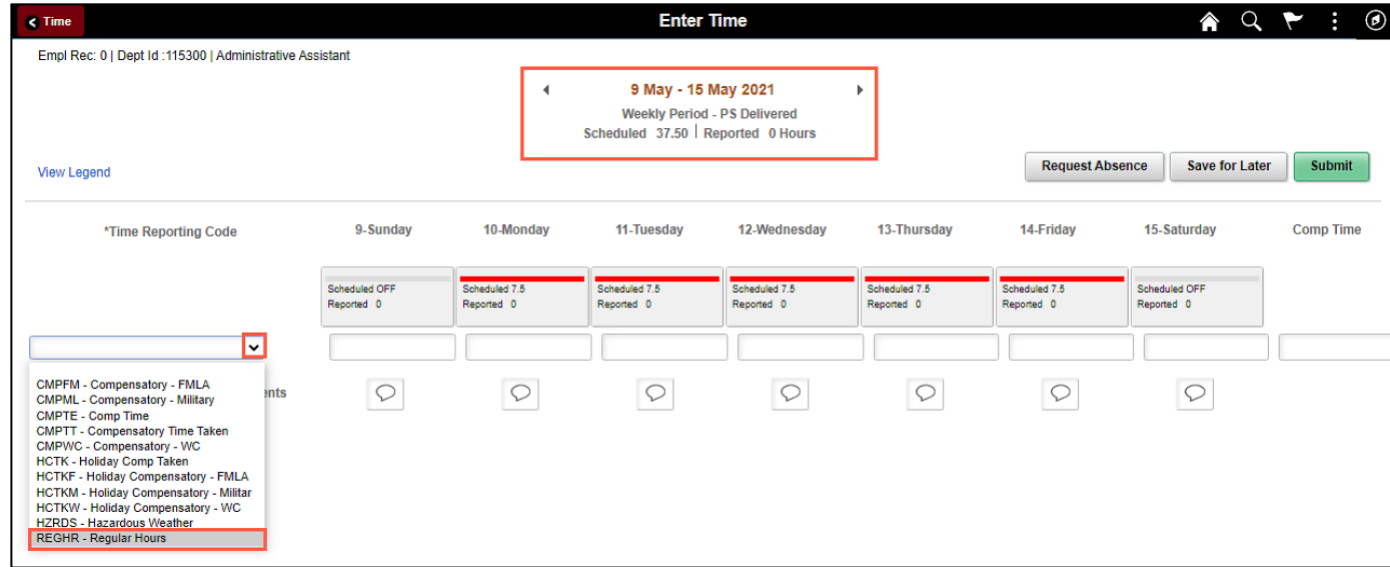
Step 3: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

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

You can only have one TRC per line.

Step 4: Click the **Time Reporting Code** drop-down arrow.

Step 5: Select **REGHR – Regular Hours**.



Enter Time

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

9 May - 15 May 2021
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

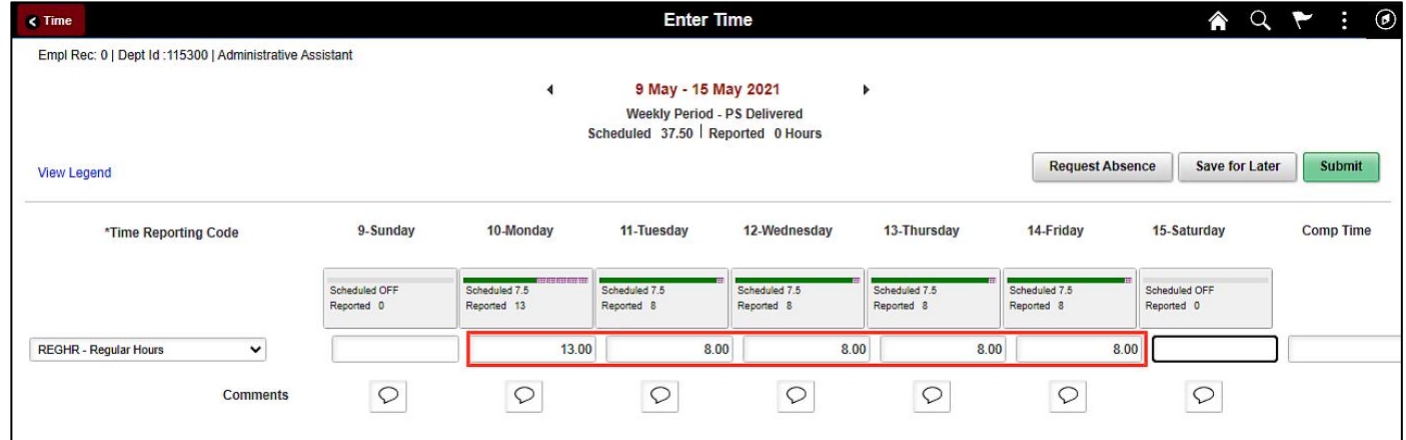
*Time Reporting Code	9-Sunday	10-Monday	11-Tuesday	12-Wednesday	13-Thursday	14-Friday	15-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- CMPFM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMPTE - Comp Time
- CMPTE - 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 6: Click in the **Time Entry** field and enter hours worked for each day.

To earn comp time, the hours entered will need to be more than 40 hours.



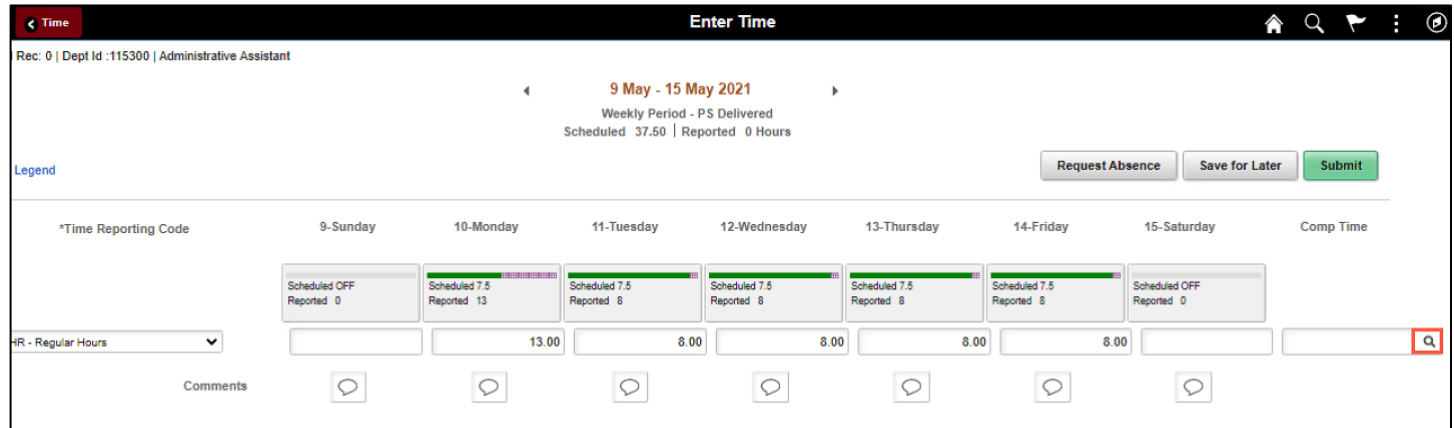
Empl Rec: 0 | Dept Id :115300 | Administrative Assistant

9 May - 15 May 2021
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

*Time Reporting Code	9-Sunday	10-Monday	11-Tuesday	12-Wednesday	13-Thursday	14-Friday	15-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 13	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled OFF Reported 0	
REGHR - Regular Hours		13.00	8.00	8.00	8.00	8.00		
Comments								

Step 7: To earn comp time for the extra hours worked, click the **Comp Time** Lookup button.



Rec: 0 | Dept Id :115300 | Administrative Assistant

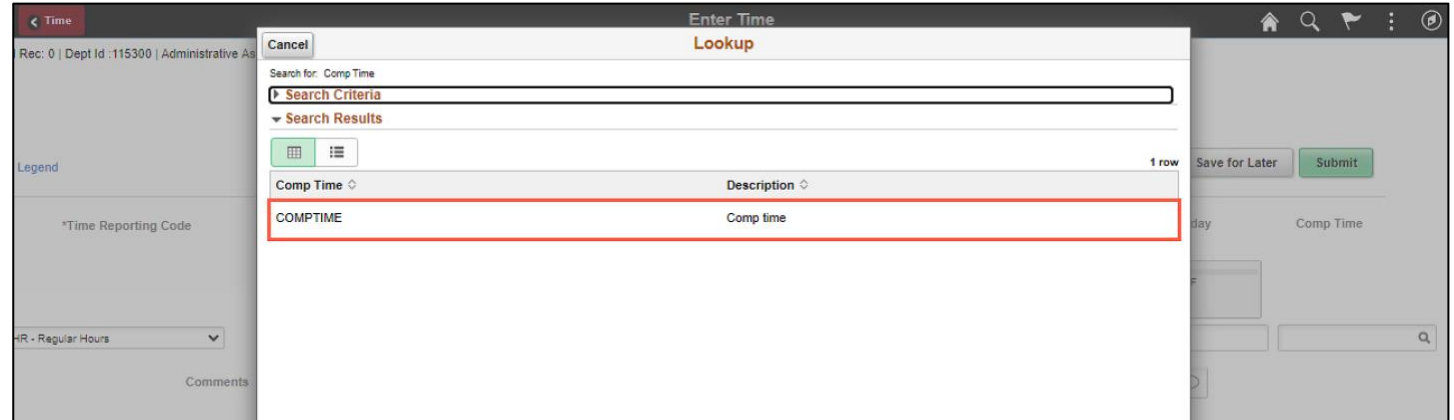
9 May - 15 May 2021
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

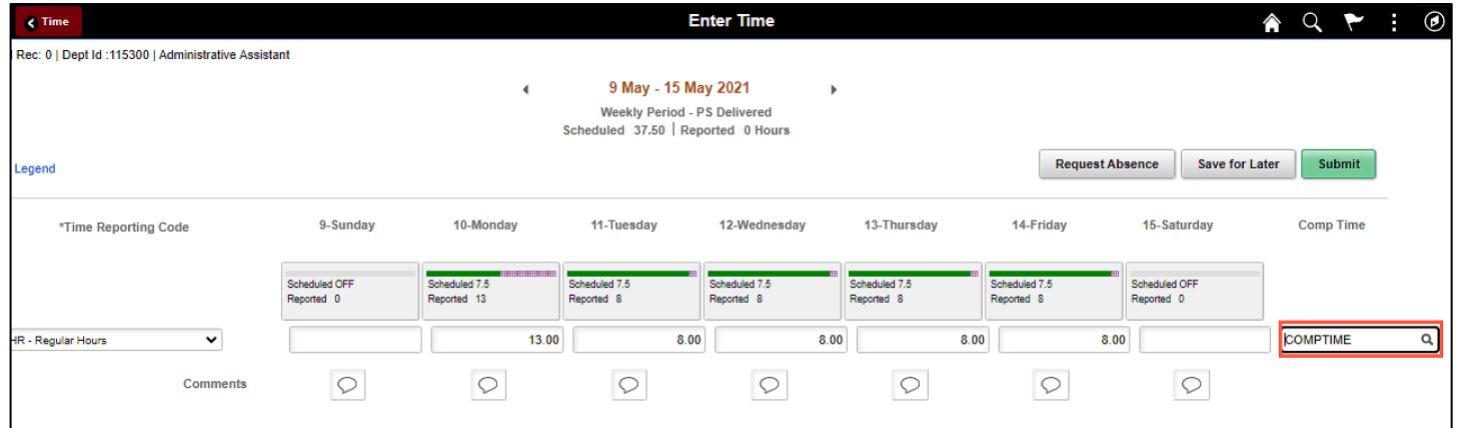
*Time Reporting Code	9-Sunday	10-Monday	11-Tuesday	12-Wednesday	13-Thursday	14-Friday	15-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 13	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled OFF Reported 0	
HR - Regular Hours		13.00	8.00	8.00	8.00	8.00		
Comments								

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Step 8: Select **Comp Time** from the list.



Step 9: Notice **COMPTIME** is now populated in the **Comp Time** field.



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

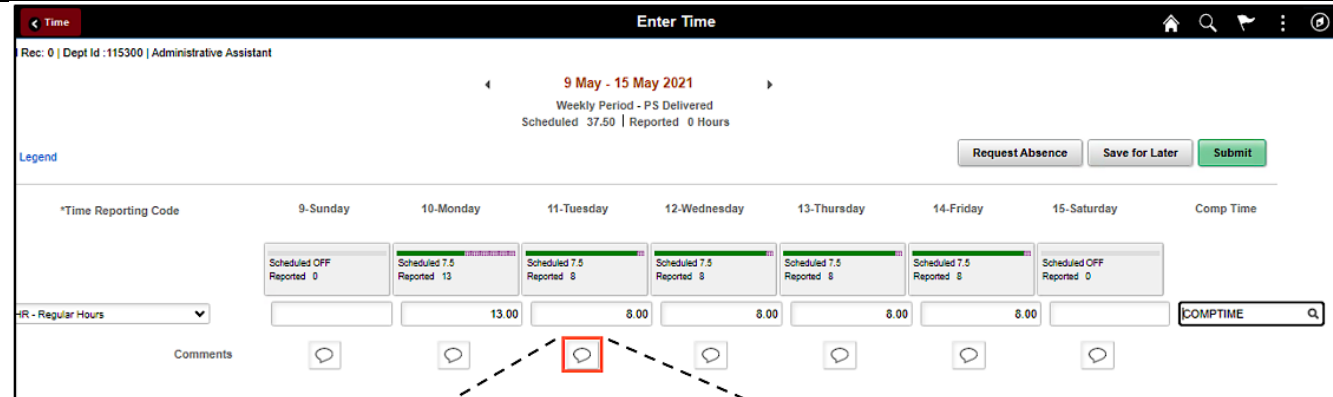
Step 10: Click the **Comments** button.

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

Step 11: Click in the **Comment** field and enter a comment applicable to the time entered.

Step 12: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

Step 13: Click the **X** to close the Time Reporting Comments page.



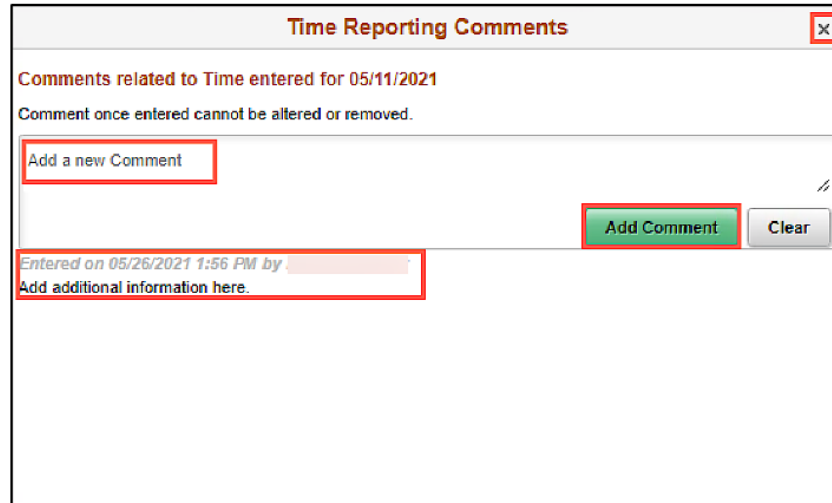
Enter Time

Rec: 0 | Dept Id :115300 | Administrative Assistant

9 May - 15 May 2021
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

Legend Request Absence Save for Later Submit

*Time Reporting Code	9-Sunday	10-Monday	11-Tuesday	12-Wednesday	13-Thursday	14-Friday	15-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 13	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled OFF Reported 0
HR - Regular Hours		13.00	8.00	8.00	8.00	8.00	8.00	COMPTIME
Comments								



Time Reporting Comments X

Comments related to Time entered for 05/11/2021

Comment once entered cannot be altered or removed.

Add a new Comment

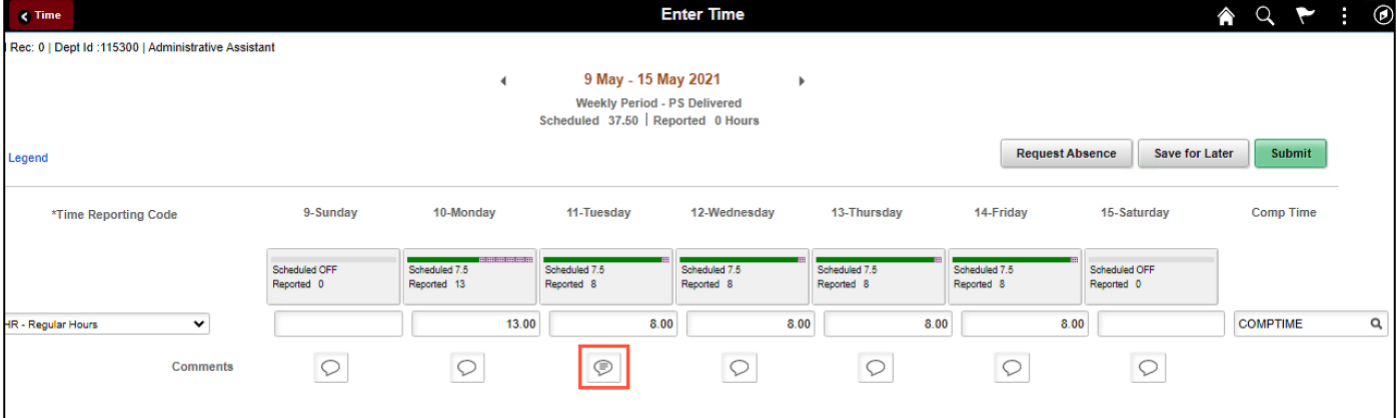
Add Comment Clear

Entered on 05/26/2021 1:56 PM by

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.



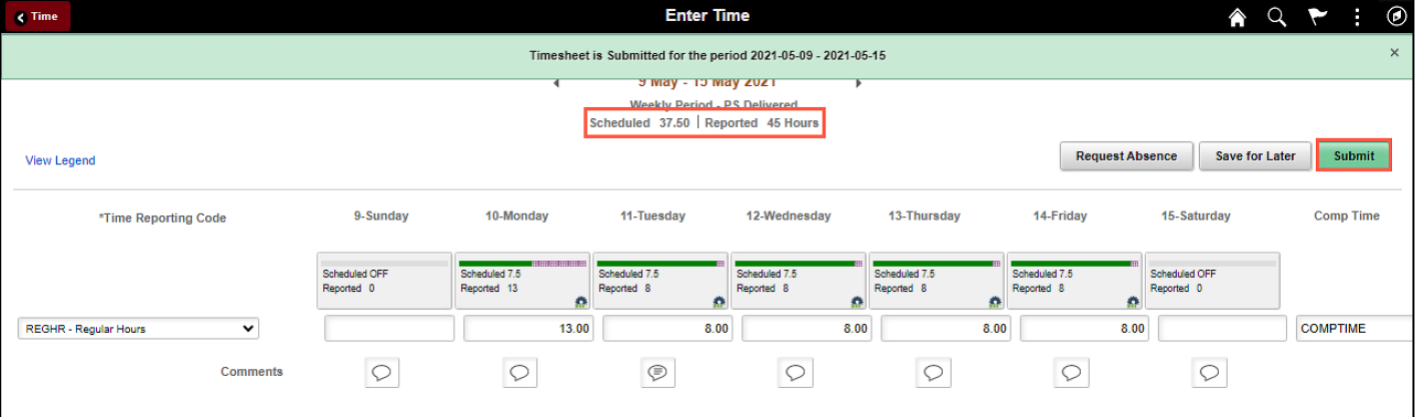
Time Reporting Code

	9-Sunday	10-Monday	11-Tuesday	12-Wednesday	13-Thursday	14-Friday	15-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 13	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled OFF Reported 0	COMPTIME
REGHR - Regular Hours		13.00	8.00	8.00	8.00	8.00		
Comments								

Step 14: 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.

The summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view. The Reported hours is showing the extra hours worked that will be added to your comp time.



Timesheet is Submitted for the period 2021-05-09 - 2021-05-15

Weekly Period - PS Delivered
Scheduled 37.50 | Reported 45 Hours





View Legend

	9-Sunday	10-Monday	11-Tuesday	12-Wednesday	13-Thursday	14-Friday	15-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 13	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled OFF Reported 0	COMPTIME
REGHR - Regular Hours		13.00	8.00	8.00	8.00	8.00		
Comments								

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Step 15: 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 earn 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

< Time
Enter Time
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Empl Rec: 0 | Dept Id : 115300 | Administrative Assistant

9 May - 15 May 2021
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 45 Hours

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

*Time Reporting Code	9-Sunday	10-Monday	11-Tuesday	12-Wednesday	13-Thursday	14-Friday	15-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 13	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled OFF Reported 0	COMPTIME
REGHR - Regular Hours	13.00	8.00	8.00	8.00	8.00	8.00		
Comments	🗨️	🗨️	🗨️	🗨️	🗨️	🗨️		