

OFFICE OF THE CONTROLLER
Time and Labor
Top 10 Q and A

February 2026



UNIVERSITY OF
South Carolina



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Top 10 Time and Labor Q and A



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#1 Time and Labor Q and A

What happens if an employee forgets to enter time?

- ✓ Hourly employees **will not be paid** unless time is entered, approved, and processed.
- ✓ Managers are responsible for ensuring **salary non-exempt employees** complete timesheets.
- ✓ If an employee cannot enter time, Managers or Time & Labor (T&L) approvers may enter or adjust time.
- ✓ Time correction limits:
 - Employees: up to **30 days** from current date
 - Managers/T&L approvers: up to **60 days** from current date
 - Changes over 60 days must be sent to **TLAPPRVR@MAILBOX.COM**



#2 Time and Labor Q and A

What are the deadline submission dates for approved hours to be paid?

- ✓ Hourly employees must **submit and receive approval** for hours worked by payroll deadlines.
- ✓ Late submissions are paid in the **next available pay cycle**.
- ✓ Payroll deadlines:
 - Posted on the [Payroll Pay Dates](#) webpage
 - Email reminder sent **one day before** the deadline to the department approvers



#3 Time and Labor Q and A

What does a red triangle on a timesheet indicate?



A red triangle signals a **time entry error or exception**.

- ✓ Common exceptions include:
 - Invalid employee or time reporter status
 - Entering time after a job termination date
 - Insufficient comp time balance
 - Reporting more than **24 hours** in one day
 - Using **HOLEX** on a non-holiday

- ✓ Employees and managers should review the error message carefully and correct the issue.



#4 Time and Labor Q and A

How should employees report days when no hours were worked?

- ✓ Leave the timesheet field **blank**.
- ✓ Do not enter zero (0) hours.
- ✓ Applies to:
 - Hourly non-exempt temporary employees (including students)
 - Non-exempt FTE, RGP, and TL employees
- ✓ This includes holidays.
- ✓ Entering zero hours may cause **processing issues**.



#5 Time and Labor Q and A

Why don't some employees appear in the Time and Absence Workcenter?

- ✓ TL/ABS approvers are assigned based on **Job Data department**.
- ✓ Access is determined by the employee's **assigned department**.
- ✓ If employees do not appear:
 - Verify the employee's department assignment
 - Verify the employee is hired in PeopleSoft
 - Confirm you are listed as a department approver (on their hiring paperwork and is the same as their funding department)
- ✓ When the TL/ABS Approver terminates or leaves the role, the approver form will need to be updated. The [Access to HCM link](#) will assist with adding/deleting approvers.



#6 Time and Labor Q and A

How do I earn overtime hours on my timesheet?

- ✓ Overtime is **automatically calculated** for hours worked over 40 in an FLSA workweek.
- ✓ No additional action is required beyond:
 - Accurate time entry
 - Manager or TL/ABS approver approval
- ✓ To earn Comp Time:
 - The **Comp Time Indicator** must be added to the timesheet
 - This can be added by the employee or approver



Comp Time Indicator

To earn Comp Time, The **Comp Time Indicator** must be added to the timesheet. The Comp Time Indicator is located by scrolling to the **far right** of the timesheet.

Enter Time

April 6, 2025 - April 12, 2025

Scheduled 37.50 | Reported 45.00 Hours

*View By: Period

Save for Later Submit

*Time Reporting Code	Row Totals	9 Wed	10 Thu	11 Fri	12 Sat	Comp Time
		8 of 7.5	8 of 7.5	8 of 7.5	0 of 0	

REGHR - Regular Hours 45.00 + - 8.00 8.00 8.00 **COMPTIME**

#7 Time and Labor Q and A

What should an employee do if they cannot see their timesheet?

- ✓ If the position appears **grayed out**:
 - Use the calendar at the top of the page
 - Select the employee's **hire date**
- ✓ This will display the correct timesheet for entry.
- ✓ A “Terminated” label may appear. This is expected when the position started on a day other than Sunday.



#8 Time and Labor Q and A

When is Holiday Comp and Overtime Comp paid out?

- ✓ Earned when eligible employees work on a **university-recognized holiday**.
- ✓ Holiday Comp Time:
 - **Salary non-exempt employees:** Holiday Comp must be used within one year of the date earned. Any unused Holiday Comp is automatically paid out one year after it is earned.
 - **Exempt Employees:** Holiday Comp may be tracked for reporting purposes and is not eligible for payout.
- ✓ Overtime Comp Time:
 - Earned when eligible employees accrue compensatory time in lieu of overtime pay.
 - All unused Overtime Comp is automatically paid out at the end of the fiscal year (June 30th).



#9 Time and Labor Q and A

How do I enter Holiday Comp hours to be paid out or banked?

- ✓ HCM PeopleSoft provides two options for non-exempt, comp-eligible employees.
- ✓ To receive the hours on a holiday **as banked comp time hours** to be used later:
 1. Enter the hours worked on the holiday using the regular hours (**REGHR**) time reporting code.
 2. When the timesheet is submitted, the system will automatically know to record the hours worked as holiday comp time and add it to your holiday comp time balance.



#9 Time and Labor Q and A, Cont'

How do I enter Holiday Comp hours to be paid out or banked?

- ✓ To receive a **payout** for the hours worked on a holiday:
 1. Add a second line and enter the hours worked on the holiday using the regular hours (**REGHR**) time reporting code.
 2. To indicate you would like to receive a payout, click the Comp Time Look up button and select **HOLPAYOUT** from the list. When the timesheet is submitted, the system will know to pay the employee instead of banking the hours for future use.



HOLPAYOUT Indicator

Click the Comp Time Look up button and select HOLPAYOUT from the list.

The screenshot shows the 'Enter Time' interface for the period April 13, 2025 - April 19, 2025. It displays a progress bar for 'Scheduled 37.50 | Reported 47.50 Hours' and a 'Holiday(s): 04/18/2025 - Good Friday' notification. Below this is a table for time reporting with columns for dates (16 Wed, 17 Thu, 18 Fri, 19 Sat) and 'Comp Time'. The table shows progress bars and values: 10 of 7.5 for Wed and Thu, 7.5 of 7.5 for Fri, and 0 of 0 for Sat. At the bottom, there are two rows of input fields for 'REGHR - Regular Hours'. The first row has a value of 40.00 and a search field containing 'COMPTIME'. The second row has a value of 7.50 and a search field containing 'HOLPAYOUT', which is highlighted with a red box.

*Time Reporting Code	Row Totals	16 Wed	17 Thu	18 Fri	19 Sat	Comp Time
REGHR - Regular Hours	40.00	10 of 7.5	10 of 7.5	7.5 of 7.5	0 of 0	COMPTIME
REGHR - Regular Hours	7.50			7.50		HOLPAYOUT

#10 Time and Labor Q and A

Are there queries that will assist with pulling various employee data?

- ✓ Queries available in HCM include:
 - Saved but Not Submitted (run at least twice monthly)
 - Reported Time Approval Status
 - Pending Approvals – Reported Time
 - Payable Time by Date Range
 - Overtime Hours by Date Range
 - Schedules Not Met – Salary Non-Exempt
 - Current Comp Balances
 - Comp Hours by Date Range

- ✓ Use this [Job Aid](#) to access the queries above in PeopleSoft HCM.



Questions



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HCM PeopleSoft Resources

» **Time/Labor and Absence Management**

Employment Verification

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Time/Labor and Absence Management in HCM PeopleSoft

Our Time/Labor and Absence Management modules in HCM PeopleSoft bring pay, time, and absence management together into one system.

We recently made some changes to the Business Manager role in PeopleSoft HCM. Those with this role will now be able to access HR queries, and we've also added new payroll queries. Please refer to the below document for a list of available queries.

- [Useful Queries for Business Managers in PeopleSoft HCM \[pdf\]](#) 

The HCM All Access form has been updated to reflect this change to the Business Manager role. When submitting HCM access requests, please ensure you are using the current version of the form, so you see all roles/options currently available in the system. The current version of the access form is always housed in the [ServiceNow system](#) , available by searching 'HCM' in the search field and selecting the first option that appears.

[Login to the HCM PeopleSoft System](#)

To log in, use your Network Username and password. This requires two-factor authentication (DUO). The HCM PeopleSoft system replaces ITAMS.

It is important to note that you will receive an error message (STR_PCMINVPORTAL: Invalid portal name) when logged into both the HCM PeopleSoft and Finance PeopleSoft systems in the same browser. It is recommended that you use different browsers for each system (Edge, Chrome, Safari, etc.). If that doesn't work, clear your browser cache using the [How to clear your web browser's cache](#)  instructions.

Expand all

Student Job Aids



Employee Job Aids



Manager Job Aids



HR Leave Administrator Job Aids



TL/ABS Approver Job Aids



TL/ABS Approver Touchpoint Resources



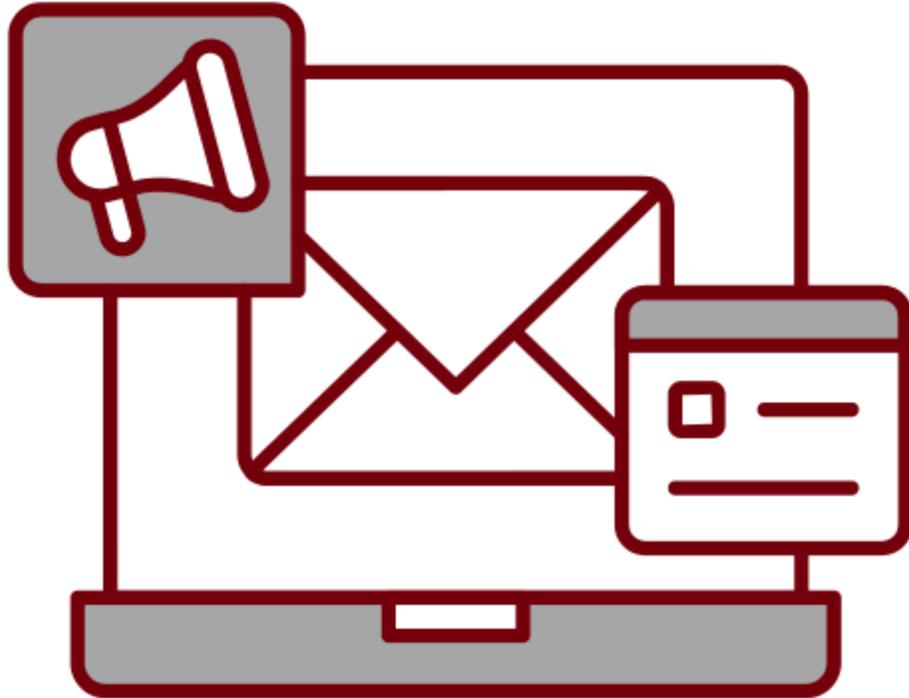
Where to Find the Resources

For more resources, visit the [Time/Labor and Absence Management](#) page on our website.



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Contact Us



For specific questions, please visit our [website](#) to find the appropriate contact.



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THANK YOU!

Office of the Controller



Alone, we can do so little; together,
we can do so much.



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