

OFFICE OF THE CONTROLLER

Payroll:
Time and Labor Approvers

October 2026





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Time and Labor WorkCenter

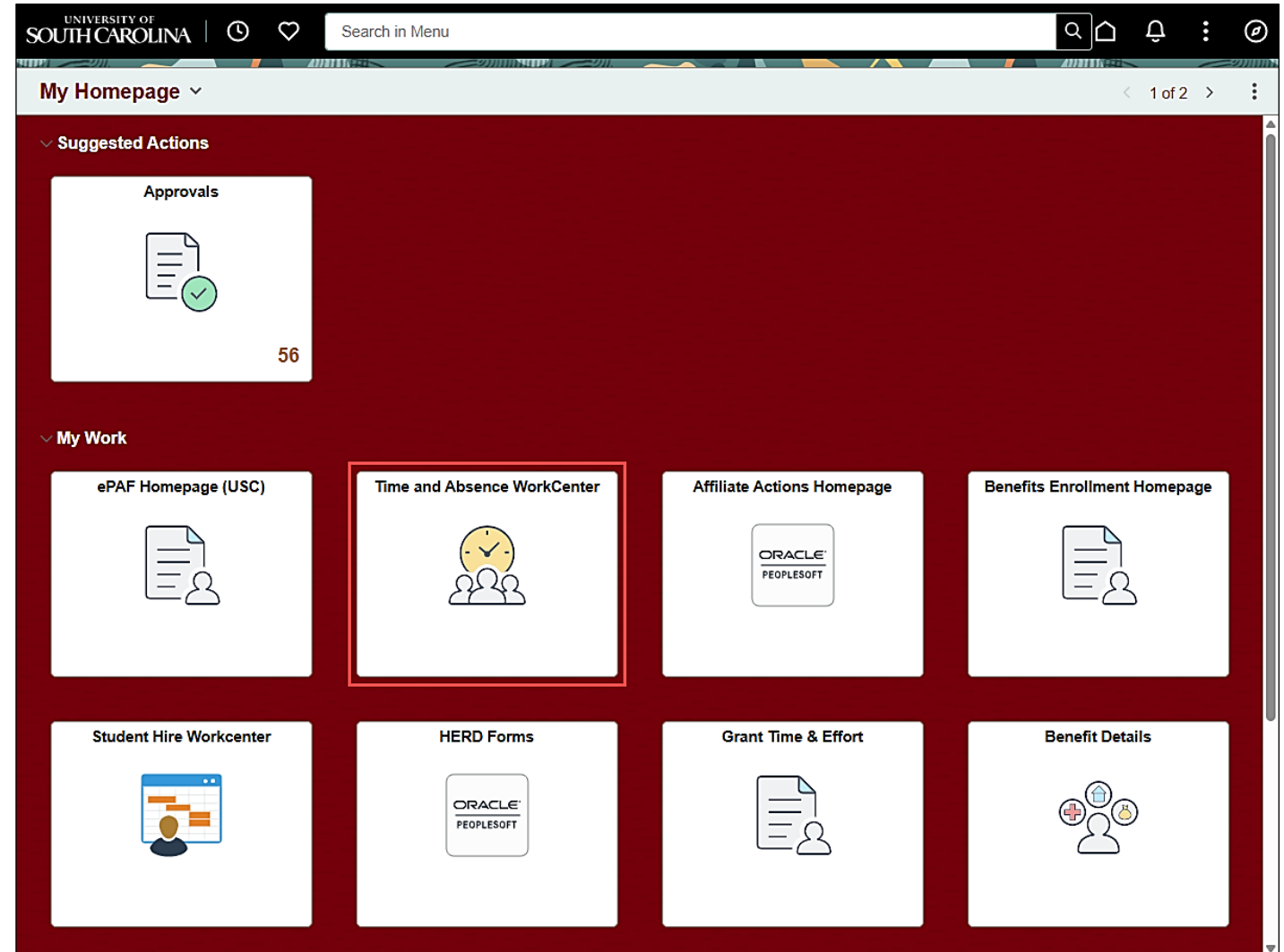


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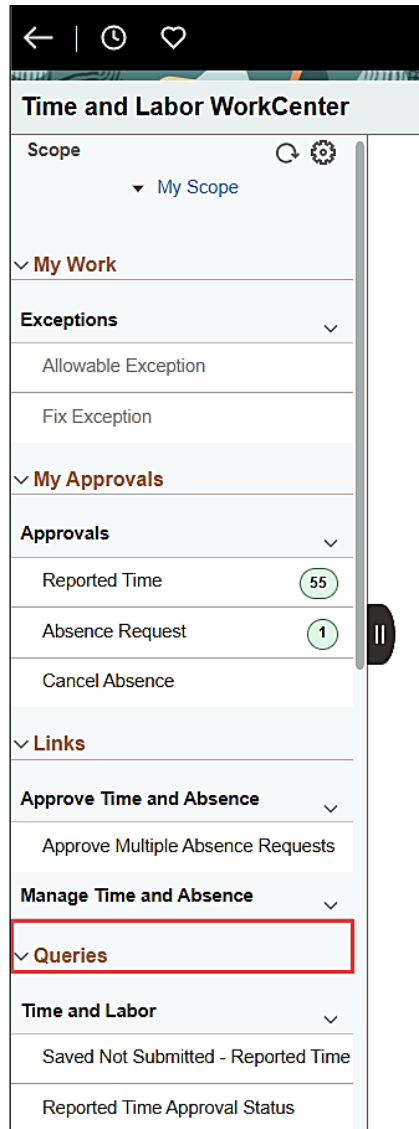
Using Time and Labor WorkCenter

The Time and Labor WorkCenter is the central location for completing and monitoring Time and Labor activities in HCM PeopleSoft.

Navigation: Employee Self Service
→ My Workplace/My Homepage →
Time and Absence WorkCenter



Time and Labor WorkCenter Activities



The Time and Labor WorkCenter is the central location for completing and monitoring Time and Labor activities in HCM PeopleSoft.

From the WorkCenter, approvers can:

- Approve pending timesheets and review items that need action.
- Enter or adjust time on behalf of employees when needed.
- Search for employees in their assigned department(s).
- Review payable time, weekly time calendars, and compensatory time information.
- Run Time and Labor queries and reports to monitor approvals, missing time, overtime, schedules, and comp balances.

Approving and Correcting Time



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Manager Responsibilities for Reported Time

Focus on complete, accurate, and timely time reporting

Approve on Time

- Approve hourly, temporary, and student time by payroll deadlines.
- Approve salaried non-exempt time and ensure the full scheduled week is accounted for.

Monitor Proactively

- Review pending approvals weekly.
- Before every deadline, run Saved Not Submitted query and follow up.
- Use Approval Status and Payable Time to answer employee questions

Step in When Needed

- Managers or TL/ABS Approvers can enter or adjust time when an employee cannot.
- Use the job aid that matches the employee's timesheet type to enter time.



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Missing or Late Time Affects Pay

A complete timesheet and timely approval are required for time to move forward.

Hourly Employees

- Hourly employees will not be paid unless time is entered, approved, and processed
- Late submissions are paid in the next available pay cycle

Salaried Non-Exempt Employees

- Managers are responsible for ensuring that the employee's full scheduled week is accounted for
- Use Schedule Not Met – Salary Non-Exempt query to spot missing time

Corrections

- Employees can correct time up to 30 days from the current date
- Managers and TL/ABS Approvers can correct time up to 60 days
- For older corrections, contact TLAPPRVR@mailbox.sc.edu



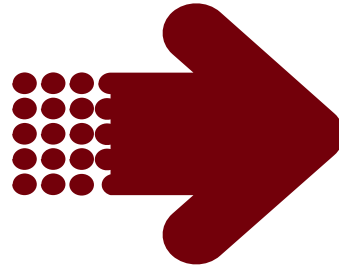
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Time-Entry Errors: Know What to Check

A red triangle indicates an error or exception, not something to ignore

Common Error Causes

- Invalid employee or time reporter status
- Time entered after a job termination date
- Insufficient comp-time balance
- More than 24 hours entered in a day
- HOLEX entered on a non-holiday
- A timesheet date range that does not match the employment date



Manager Response

- Read the error message carefully
- Correct the underlying entry – not just the symptom
- Use the appropriate job aid or exception resources if needed

Record No-Work Days Correctly

No work does not mean zero hours

Use a blank field

- When no hours were worked, leave the timesheet field blank
- Do not enter zero (0) hours

Who this applies to

- Hourly non-exempt temporary employees including students
- Non-exempt, FTE, Research Grant, and Time Limited employees
- This includes holidays

Why it matters

- Entering zero may cause processing issues
- Use the [Timesheet Icon Reference Guide](#) if an employee has questions about the entry grid.



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Overtime, Comp Time, and Holiday Comp



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Overtime and Compensatory Time

Accurate entry and approval allow the system to apply the correct rules

Overtime

- For eligible employees, overtime is automatically calculated for hours worked over 40 in the Sunday-Saturday FLSA workweek
- No additional action is needed beyond accurate time entry and approval

Comp Time

- To earn comp time, the Comp Time Indicator must be added to the time sheet
- This is located by scrolling to the far right of the timesheet

Monitor with Queries

- Use Overtime Hours by date Range to review overtime
- Use Current Comp Balances and Comp Hours by Date Range for balance and activity questions



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.

Search in Menu

Enter Time

April 6, 2025 - April 12, 2025

*View By Period

Scheduled 37.50 | Reported 45.00 Hours

Save for Later

Submit

*Time Reporting Code

Row Totals

9 Wed 8 of 7.5

10 Thu 8 of 7.5

11 Fri 8 of 7.5

12 Sat 0 of 0

Comp Time

REGHR - Regular Hours

45.00

+

-

8.00

8.00

8.00

COMPTIME

Holiday Comp: Banking and Payout

For eligible Non-Exempt Employees

Bank Holiday Comp

- Enter hours worked on a university-recognized holiday with REGHR
- The system identifies the holiday and adds the hours to the holiday comp balance

Request Payout

- Add a second REGHR line for the holiday hours
- Use the Comp Time lookup to select HOLPAYOUT

For Exempt Employees

- To bank Holiday comp time: Click the Time Reporting Code drop-down arrow, and select HOLEX
- To use Holiday Comp Time: Click the Time Reporting Code drop-down arrow, and select HCTK – Holiday Comp Taken



Payout Timing

- Unused *salary non-exempt* Holiday Comp pays out one year after it is earned
- Unused *salary exempt* Holiday Comp will be lost one year after it is earned if not used
- Unused Overtime Comp pays out at fiscal year-end (June 30th)

HOLPAYOUT Indicator

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

Search in Menu

Enter Time

<

>

April 13, 2025 - April 19, 2025

*View By Period

Scheduled 37.50 | Reported 47.50 Hours

Save for Later

Submit

Holiday(s): 04/18/2025 - Good Friday

*Time Reporting Code	Row Totals	16 Wed	17 Thu	18 Fri	19 Sat	Comp Time
		10 of 7.5	10 of 7.5	7.5 of 7.5	0 of 0	

REGHR - Regular Hours

40.00

+

-

10.00

10.00

COMPTIME

REGHR - Regular Hours

7.50

+

-

7.50

HOLPAYOUT

Queries and Time Status



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Time and Labor Query Quick Reference

Pending Approvals – Reported Time

SC_TL_PENDING_APPROVALS_WC

Weekly approval check

Saved Not Submitted

SC_TL_RPTD_TIME_SAVED

Catch unfinished time

Approval Status

SC_TL_RPTD_TIME_AUDIT_WC

Trace saved, pending, denied

Payable Time

SC_TL_PYBL_TIME_AUDIT_WC

Verify ready to pay or paid time

Overtime

SC_TL_PAYABLE_TIME_OVT_WC

Review overtime by date range

Schedule Not Met

SC_TL_MISSING_TIMESHEETS_WC

Find missing salary non-exempt time

Current Comp Balances

SC_TL_COMP_BALANCE_WC

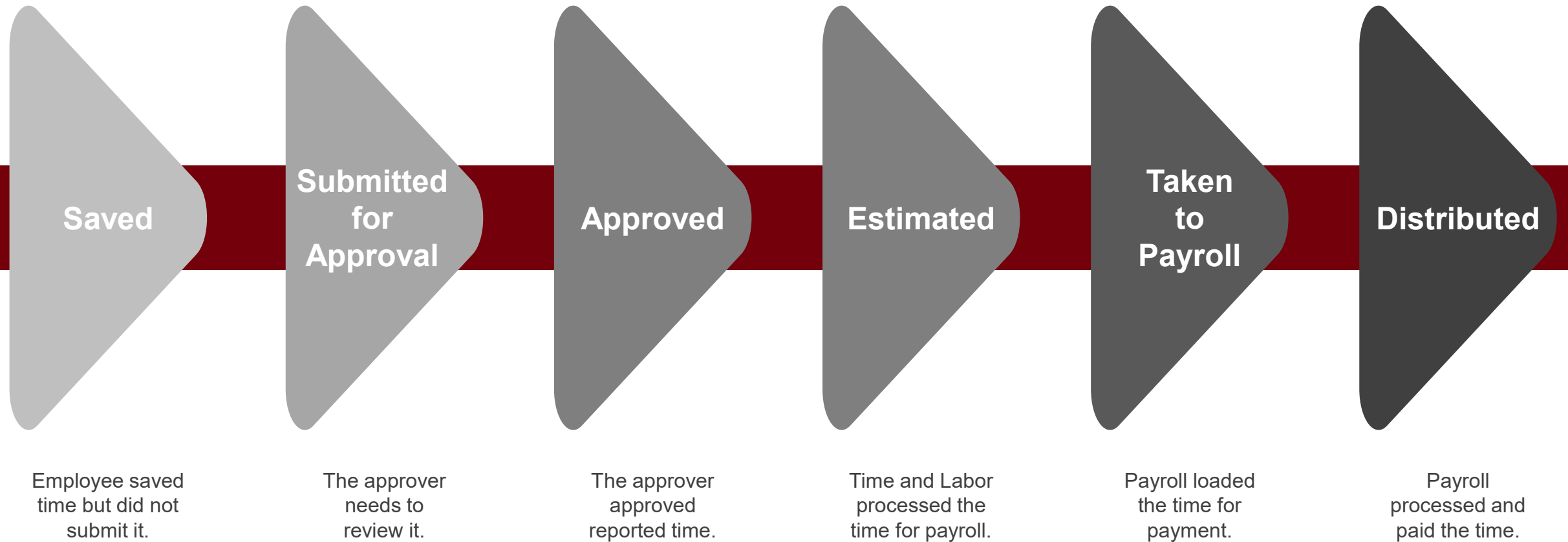
Check current balances

Comp Hours

SC_TL_PAYABLE_TIME_CMP_WC

Review comp activity

Understanding Time Statuses



Use Reported Time Approval Status to see where reported time is in the process. Use Payable Time by Date Range to confirm whether processed time is ready to pay or already paid.

Troubleshooting and Payroll Monitoring



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When an Employee or Time is Not Visible

Start with dates and Job Data before treating it as a system issue

Employee Cannot See a Timesheet

- Use the calendar at the top of the page and select the employee's hire date
- A “Terminated” label can be expected when a position began on a day other than Sunday

Employee Missing from WorkCenter

- TL/ABS Approver visibility is based on the employee's Job Data department
- Verify the department, assignment, hire status, and approver assignment

Access Changes

- When a TL/ABS Approver leaves the role, update the approver form
- Use the current HCM All Access form in ServiceNow



Manager Check Before Payroll Deadlines

A five-minute review can prevent a next-cycle payment



1. Review

- ✓ Run Pending Approvals – Reported Time
- ✓ Approve accurate time waiting for action

2. Catch

- ✓ Run Saved Not Submitted – Reported Time
- ✓ Follow up with employees who have incomplete timesheets

3. Confirm

- ✓ Use Approval Status or Payable Time by Date Range for questions
- ✓ Address errors and correction needs promptly

Resources and Communications



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Resources

Use the current Payroll resources when you need a step-by-step process

The Time/Labor and Absence Management page includes the most current Time & Labor job aids, reference guides, and queries/reports guides.

- [Time/Labor and Absence Management webpage](#)
- [HCM PeopleSoft](#)
- Payroll [Pay Dates](#) and [Pay Schedules](#)



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Resources

Visit the [Payroll Website](#) for more resources.

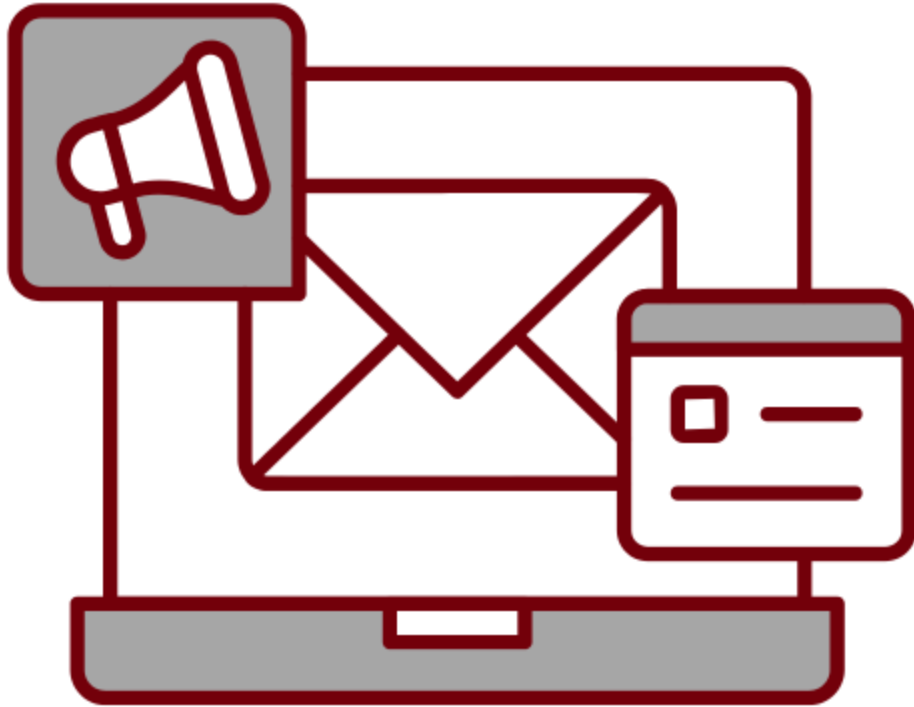
Access [PeopleSoft HCM](#) using your Network Username and password.

Reminder

Use separate browsers for PeopleSoft HCM and Finance to avoid the Invalid Portal Name error.

The screenshot shows the official website of the University of South Carolina Payroll Department. At the top, there is a navigation bar with links for 'GATEWAYS FOR: STUDENTS, FACULTY & STAFF, ALUMNI, PARENTS & FAMILIES, CALENDAR, MAP, DIRECTORY, APPLY, GIVE'. The main header features the University of South Carolina logo and a search bar labeled 'SEARCH SC.EDU'. Below the header, a red banner reads 'Payroll Department'. The main content area includes a large image of a woman in a blue coat walking outdoors, and a red sidebar with the heading 'MONEY MATTERS' and text stating: 'In cooperation with Human Resources and University departments, we fulfill the obligation of paying all University of South Carolina employees accurately and timely.' A left-hand menu lists: 'Payroll Department', 'My Payroll', 'Pay Dates', 'Direct Deposit', 'International Payroll', 'Payroll Toolbox', and 'Office Contacts'. The main text block states: 'We are responsible for preparing payrolls for the University of South Carolina in accordance with university policies and federal/state rules and regulations.' Below this, a section titled 'Payroll Department Communication Hours and Contact Information' provides details about the team's relocation to the 6th floor of 1600 Hampton Street, their hours (Wednesdays 9 a.m. to 4 p.m.), and contact information: 'payroll@mailbox.sc.edu' or '803-777-4227'. A final paragraph mentions the employee liaison team's commitment to responding within 24 hours. On the right, a box titled 'PEOPLESOFT HCM Login to the HCM PeopleSoft System' instructs users to use their Network Username and password with two-factor authentication (DUO), noting that the HCM PeopleSoft system replaces ITAMS. At the bottom right, a 'Contact Payroll' button is visible.

Contact Us



If you have any questions
regarding timesheets,
please contact
PAYROLL@mailbox.sc.edu.



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Questions



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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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