

# **TIME AND ABSENCE SYSTEM**

Manager Self Service Training



# TODAY'S AGENDA

- What is Time/Labor and Absence Management
- How Absence Management, Time/Labor, and Payroll Work Together
- Terminology
- What is the Time and Absence Workcenter
- Roles that can Enter Leave Requests on Behalf of Employees
- Final Approval for the Different Leave Types
- Departmental Facilitator Role Responsibilities
- Email Notifications for Timesheets and Absence Management
- My Team Tile
- Module by Employee Type
- Important Tips and Reminders
- Manager Expectations
- Where to find Time/Labor and Absence Management Resources

# WHAT IS TIME/LABOR AND ABSENCE MANAGEMENT

**Time and Labor** is an application that allows employees to report hours worked and other select time reporting codes directly into the HCM PeopleSoft system using timesheets in Employee Self Service (ESS).

**Absence Management** is an application that allows employees to request time off through ESS. Requests are routed to managers for approval and are transferred to Time and Labor for payroll purposes.

## Who uses this system?

All employees (students, staff and faculty).

All leave earning employees (does not include students, temporary staff, temporary faculty, or Research Grant/Time Limited employee who do not earn either sick or annual leave)

# ABS



# TL



# PAYROLL

- Process absence requests.
- Send approved absence takes to TL
- Calculate and display current absence balances for the employee
- Manage extended leave (FMLA)

- Reported time entered on timesheets
- Apply rules to Reported time to generate payable time
- Consume approved ABS data to payable time
- Send all payable time to Payroll

- Consume payable time from TL.
- Calculate pay
- Distribute paycheck to employee

# TIME & LABOR TERMINOLOGY

**Time Reporter**: this is the employee

**TL/ABS Approver**: individual with the ability to enter time worked and request leave on behalf of the employee as well as approve timesheets and leave requests on behalf of the manager

**Elapsed Timesheet**: records number of hours worked/absence per day

- **Exempt** employees use the timesheet to report hours worked on a holiday, the use of Holiday Compensatory time or a hazardous weather event
- **Non-Exempt** employees use the timesheet to report hours worked, the use of Compensatory Time/ Holiday Compensatory Time or a hazardous weather event. Pay is based on the time reported by the employee
- **Hourly** employees will use the timesheet to report hours worked and is paid based on the time reported by the employee

**Time Reporting Code (TRC)**: Timecode

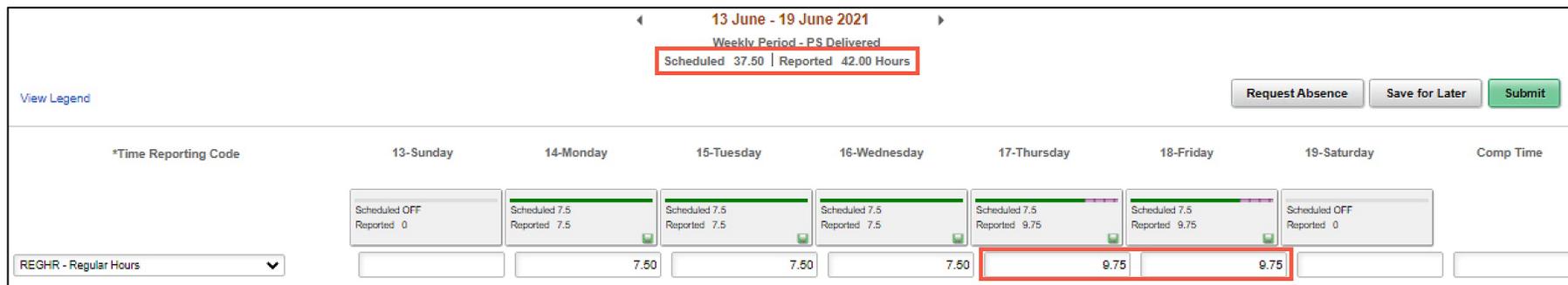
# TIME & LABOR TERMINOLOGY

**Scheduled Hours:** this is the employee's assigned work schedule

- Example: Your schedule is 37.5 hours Monday through Friday, 7.5 hours each day

**Reported Time:** time that is entered by the employee, manager, or TL/ABS Approver.

- When entered by a manager or TL/ABS Approver on behalf of the employee the time automatically moves from reported to payable upon submission of the timesheet.
- Example: This week you worked 42 hours (pre-authorized overtime in support of an event).



**Payable Time:** Reported Time that has been approved through the Time Administration Process.

Payroll then pays the Payable time.

- The breakdown can be seen in View Payable Time Summary and Detail in the Workcenter
- Example: Payable time pays based on the chart above and includes additional lines for the extra hours as paid overtime (REGHR 37.5 Hours, OVT 4.5hours)

# WHAT IS A WORK SCHEDULE

A **work schedule** is the work hours expectation of employees for a given day, week, or month.

A schedule is assigned to all employees based on the information provided by College/Division or Campus HR Contacts.

Types of schedules:

1. **Default Schedule:** working a standard Monday through Friday work week with hours per week divided by 5.
2. **Compressed Schedule:** working four workdays instead of the normally scheduled five workdays while continuing to work either 37.5 or 40 hours per week.
3. **Flexible Schedule:** working outside of the default Monday through Friday.
4. **Open Schedule:** no assigned schedule (this is for hourly temp and student employees only)

**Note:** If an employee's work schedule is not correct in the Time and Absence System, please reach out to [payroll@mailbox.sc.edu](mailto:payroll@mailbox.sc.edu) and they will make the change.



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# ABSENCE MANAGEMENT TERMINOLOGY

**Manager:** the employee's direct supervisor as listed in HCM; approves leave requests and can initiate requests on behalf of the employee

**TL/ABS Approver:** an authorized user who can enter time worked and request certain leave types on behalf of the employee as well as approve timesheets and certain leave requests on behalf of the manager

**HR Leave Administrator:** an authorized user who can initiate requests on behalf of employees for bone marrow donor, organ donor, and sick leave advancement, and view leave transaction history within their department security

**Absence Name:** type of leave; only the leaves the employee is eligible for will appear in the drop-down box on the Request Leave page

**Forecast Balance:** provides an employee the ability to see if they have a sufficient balance at the time of a future-dated absence request

**Entitlement:** annual leave and sick leave (accrued leave)

# ABSENCE MANAGEMENT TERMINOLOGY

**Start Date:** the beginning date/first day of the leave request; if leave request is for a partial day, the same date will also be the End Date

**End Date:** the final consecutive day of the leave request

**Duration:** the total hours of leave requested between Start and End Dates based on the work schedule

**Check Eligibility:** button that must be clicked for sick and annual leave requests to ensure the employee is eligible based on available balance

- This button will only appear for sick and annual as they are the only types of accrued leave

**Extended Absence Request:** the tile in Employee Self Service where the employee will request FMLA leave

# WHAT IS THE TIME AND ABSENCE WORKCENTER

**Time and Absence Workcenter** provides a central area to access the most used time and absence related activities.

- Includes approving, viewing time and absence related transactions, queries and reports
- As a Manager you have the ability to search for employees in your designated department(s) in the Time and Absence Workcenter

# ROLES THAT CAN ENTER LEAVE REQUESTS ON BEHALF OF EMPLOYEES

LEAVE TYPE	Manager and TL/ABS_APPROVER	SCHBN_LEAVE_ADMIN
Annual Leave	X	
Sick Leave	X	
Court Leave	X	
Blood Drive and Donation Leave	X	
Death in Immediate Family Leave	X	
Voting Leave	X	
Leave of Absence (LWOP)	X	
American Red Cross Certified Disaster Service Leave	X	
Administrative Leave	X	
Military Leave	X	
Bone Marrow Donor Leave		X
Organ Donor Leave		X
Sick Leave Advancement		X
FMLA		Central Absence Administrator only
Leave Transfer		Central Absence Administrator only

\*If submitted by Manager or TL/ABS Approver and they are the final approver, the requests automatically approve.



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# FINAL APPROVER FOR THE DIFFERENT LEAVE TYPES

Leave Type	Manager or TL/ABS APPROVER	Central Leave Administrator
Annual Leave	X	
Sick Leave	X	
Court Leave	X	
Blood Drive and Donation Leave	X	
Death in Immediate Family Leave	X	
Voting Leave	X	
Leave of Absence (LWOP)	X	
American Red Cross Disaster Service Leave	X	X
Bone Marrow Donor Leave	X	X
Organ Donor Leave	X	X
Administrative Leave	Not Routed	X
Military Leave	Not Routed	X
Sick Leave Advancement	Not Routed	X
Leave Transfer	Not Routed	X
FMLA	Not Routed	X



2 Step Approval Process Required

\*Hazardous Weather and Emergency Leave that is forgiven by the Governor will be processed in the timesheet

# DEPARTMENTAL FACILITATOR RESPONSIBILITIES

Due to the number of employees that require training, online resources are available in an on-demand and self-paced format to include recorded webinars and printable job aids.

All TL/ABS Approver is the **Departmental Facilitators**, the front-line support for students, staff and faculty within their assigned department(s).

A listing of all Departmental Facilitators is available on the **Time/Labor and Absence Management Implementation** webpage and has been provided to the Service Desk. This is to ensure students, staff, and faculty are directed to the right people when they need help with entering time and/or leave requests.

Search:

Operating Unit ▲	Department ▼	Department Description ▼	Name ▼	Email ▼
AK000	911030	AIK Exercise and Sports Science	Amanda Johnson	<a href="mailto:amanda.johnson@usca.edu">amanda.johnson@usca.edu</a>
AK000	911030	AIK Exercise and Sports Science	Sarah Marie Williamson	<a href="mailto:sarahmarie.williamson@usca.edu">sarahmarie.williamson@usca.edu</a>
AK000	911030	AIK Exercise and Sports Science	Katie Nelson	<a href="mailto:KatelynN@usca.edu">KatelynN@usca.edu</a>
AK000	911031	AIK Education	Amanda Johnson	<a href="mailto:amanda.johnson@usca.edu">amanda.johnson@usca.edu</a>
AK000	911031	AIK Education	Kelly Hester	<a href="mailto:KellyH@usca.edu">KellyH@usca.edu</a>
AK000	911031	AIK Education	Sarah Marie Williamson	<a href="mailto:sarahmarie.williamson@usca.edu">sarahmarie.williamson@usca.edu</a>
AK000	911032	AIK Business	Amanda Johnson	<a href="mailto:amanda.johnson@usca.edu">amanda.johnson@usca.edu</a>
AK000	911032	AIK Business	Gina Buckley	<a href="mailto:GinaB@usca.edu">GinaB@usca.edu</a>
AK000	911032	AIK Business	Sarah Marie Williamson	<a href="mailto:sarahmarie.williamson@usca.edu">sarahmarie.williamson@usca.edu</a>
AK000	911035	AIK Nursing	Amanda Johnson	<a href="mailto:amanda.johnson@usca.edu">amanda.johnson@usca.edu</a>
AK000	911035	AIK Nursing	Laura Foreman	<a href="mailto:foremanl@usca.edu">foremanl@usca.edu</a>
AK000	911035	AIK Nursing	Sarah Marie Williamson	<a href="mailto:sarahmarie.williamson@usca.edu">sarahmarie.williamson@usca.edu</a>

# DEPARTMENTAL FACILITATORS

All TL/ABS Approver will be Departmental Facilitators, the front-line support for students, staff and faculty within their assigned department(s).

Use the **Search field** to enter your department number or department name to find your Departmental Facilitator.

# TIMESHEET EMAIL NOTIFICATION

**From:** [SLOOPD@mailbox.sc.edu](mailto:SLOOPD@mailbox.sc.edu) <[SLOOPD@mailbox.sc.edu](mailto:SLOOPD@mailbox.sc.edu)>

**Sent:** Thursday, June 17, 2021 10:19 AM

**To:** [xxAE12@mailbox.sc.edu](mailto:xxAE12@mailbox.sc.edu); [xxGAINESLS@mailbox.sc.edu](mailto:xxGAINESLS@mailbox.sc.edu); Albright, Jennifer <[JALBRIGH@mailbox.sc.edu](mailto:JALBRIGH@mailbox.sc.edu)>

**Subject:** Timesheet requires your approval

This message is to notify you that there is a timesheet requiring your approval.

Name: Deanna Sloop

Employee ID: V0 [REDACTED] 0, 0

Business Title: Sr. Information Systems/BA

Date: 2021-06-21

To access the page, click on the following link to view the transaction: [Click here](#). This is a system-generated email. Do not reply to this email.

# ABSENCE REQUEST EMAIL NOTIFICATION

**From:** [JMCKAY@mailbox.sc.edu](mailto:JMCKAY@mailbox.sc.edu)

**Date:** June 16, 2021 at 4:47:55 PM EDT

**To:** [xxGAINESLS@mailbox.sc.edu](mailto:xxGAINESLS@mailbox.sc.edu), "Albright, Jennifer" <[JALBRIGH@mailbox.sc.edu](mailto:JALBRIGH@mailbox.sc.edu)>

**Subject:** There is an Absence Request awaiting your approval

There is an Absence Request awaiting your approval

Employee Name: Jennifer Mckay

Employee Id: YC [REDACTED] 1

Department: DOIT Application Services

Job Title: Sr. Information Systems/BA

Absence Start Date: 2021-06-11

Absence Name: 250157 - USC AL TAKE F - Annual Leave

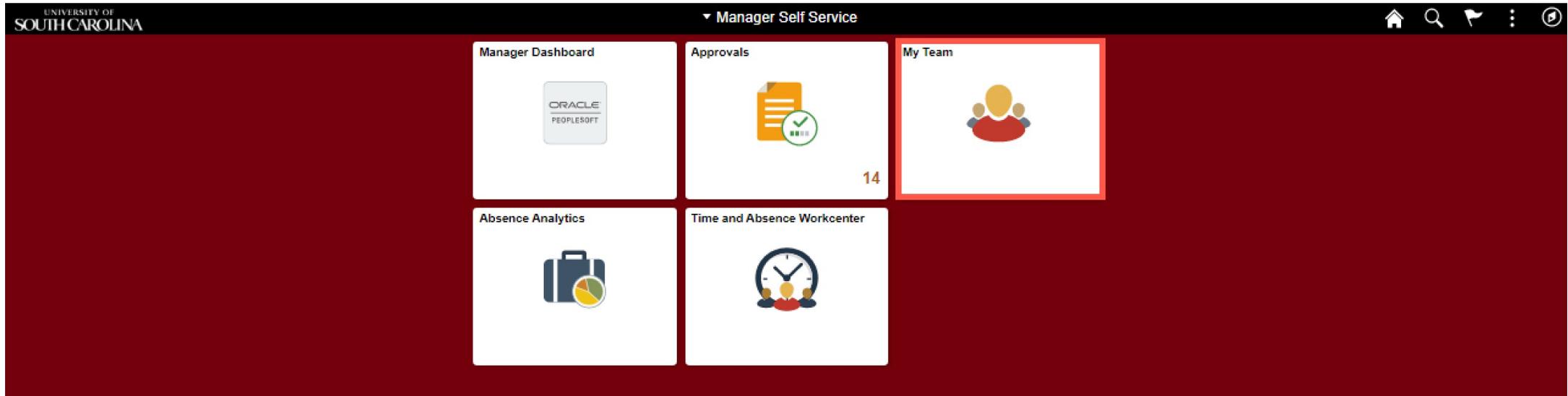
Absence End Date: 2021-06-11

Status: Submitted

Comments:

Please use the following link to view the transaction: [Click here](#)

# MY TEAM TILE IN MANAGER SELF SERVICE



Within the **My Team** Tile, managers can:

- view the onboarding summary for their new employees
- request an absence on behalf of an employee
- view job information, and specific personal information such as emergency contact(s)
- view planned absences, for direct/indirect reports, as indicated by a suitcase in the Today's Status column on the **My Team** landing page

**Note:** If you don't see your direct/indirect reports within the My Team Tile, reach out to your HR Contact and they will work with the appropriate people to get it corrected.

Employee Type	Employee Class	ABS	TL
<b>Hourly:</b> Temporary and student employees who enter all time worked into the timesheet (your offer letter mentioned an FLSA status of Non-Exempt and a pay type of hourly).	Temporary (includes Students)	Not enrolled**	Record all worked hours
<b>Salary Non Exempt (Leave Earning):</b> Staff employees in FTE, Research Grant, or Time Limited positions who enter all time worked into the timesheet. These employees are often referred to as 'Salaried Non-Exempt' (your offer letter mentioned an FLSA Status of Non-Exempt but referenced an annual salary amount not an hourly rate as shown for Hourly employees).	FTE, RGP & TML who earn at least one type of leave (to include Police)	Enrolled Can request all leave types	Earn & Use Compensatory Time Earn & Use Holiday Comp Time Record Hazardous Weather Record on call hours* Record call back hours*
<b>Salary Non Exempt (Non Leave Earning)</b>	RGP & TML who earn no leave	Not enrolled**	Record all worked hours
<b>Salary Exempt (Leave Earning):</b> Staff and faculty employees in FTE, Research Grant, or Time Limited positions who are Exempt from the FLSA and as such do not enter regular working hours into a timesheet. These employees only do exception time reporting in a timesheet (working on a holiday or hazardous weather). They are often referred to as 'Salaried Exempt' (your offer letter mentioned an FLSA Status of Exempt and referenced an annual salary amount).	FTE, RGP & TML who earn at least one type of leave	Enrolled Can request eligible leave types	Record Time Worked on a holiday Use Holiday Comp Time Record Hazardous Weather
<b>Salary Exempt (Non Leave Earning):</b> Temporary and student employees in positions which are Exempt from the FLSA and as such do not enter working hours into a timesheet (your offer letter mentioned an FLSA Status of Exempt and referenced an annual salary amount). (Note: For purposes of this Time and Absence system, only exempt temporary staff will be entering leave of absence hours into a timesheet. TFAC (adjuncts) and exempt student employees do not enter any time worked or leave of absence into the timesheet).	RGP & TML who earn no leave and Temporary (excludes Students)	Not enrolled**	Record LOA for Personal & Sick

# MODULE BY EMPLOYEE TYPE

\*APPLICABLE POSITIONS ONLY

\*\*FLMA IS MANAGED OUTSIDE OF PS



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# IMPORTANT TIPS AND REMINDERS

- Employees can adjust timesheets 30 days retroactively in any status and managers can adjust timesheets 60 days retroactively. If an employee makes an adjustment to an approved timesheet, it will be re-routed for approval.
- Employees receive their monthly leave accrual the month in which it is earned.
- Absences are deducted from the employee's balance in the pay period in which it occurs (and is processed), not at the time of the request or approval.
- Future absence requests for Annual Leave are encouraged for foreseen absences but unforeseen absences can be entered in at the time they occur or for up to 60 days in the past by a manager or designated approver. Absences beyond 60 days in the past must be entered by a Central Leave Administrator in the Benefit's Office.
- Affiliates who have the TL/ABS Approver role and/or are the direct supervisor have access to approve/adjust timesheets and approve/request an absence on behalf of an employee through the Time and Absence Workcenter.

# IMPORTANT TIPS AND REMINDERS

- Actual leave request system in ESS with managerial approval in MSS before leave is taken (not a leave reporting system after the fact).
- Be sure to approve all pending requests timely – notification emails and/or a daily check in the Time and Absence Workcenter for pending requests will be helpful.
- When a timesheet and absence request is submitted for approval, you will receive one notification.
- An Absence Type reference guide is available as a refresher on all absence types and when they are appropriate to approve.
- Managers cannot edit a submitted absence for an employee but can push back or deny for the employee to cancel and resubmit. A manager can cancel an absence on behalf of the employee.
- Managers can approve canceled absences from the employee if leave was already approved but not ultimately taken.
- If an employee is going into Leave of Absence (LWOP) for more than 5 consecutive working days, work with your HR Contact to ensure the employee's situation is appropriately addressed in the HR/Payroll system.

# MANAGER EXPECTATIONS

- Approve Non-Exempt temp, student timesheets weekly – impacts pay.
- Approve Non-Exempt Salaried staff timesheets weekly – ensure the whole scheduled week is accounted for.
- Approve Pending Leave Requests timely.
- Managers are the expected approver and need to communicate with the TL/ABS approver in situations where they need a back up to enter time worked and request certain leave types on behalf of their employees as well as approve timesheets and certain leave requests.
- Enter time or initiate leave request on behalf of the employee who cannot do it themselves - the timesheet and the absence request for certain leave types will auto approve when submitted by the manager.
- Approve Exempt Salaried timesheets if exception reporting.

Payroll Department

Payroll Department

My Payroll

Pay Dates

Direct Deposit

International Payroll

Payroll Toolbox

Forms

Payroll Schedules

HCM PeopleSoft Resources

Time/Labor and Absence Management Implementation

Office Contacts

**Time/Labor and Absence Management Implementation**

Beginning August 1, 2021, UofSC employees will use a new time reporting and leave request system. Replacing ITAMS and implementing additional modules in HCM PeopleSoft brings pay, time and absence management together into one system.

**[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.

**Managing UofSC Paid Holidays in the Time and Absence System**

Unsure what to do on your timesheet when a UofSC paid holiday rolls around. The [Manage Paid Holidays](#) reference guide provides a quick summary of how holidays are managed in the Time and Absence System. It outlines actions needed by the employee, if any, and what the system will do for employees who did not work the holiday and what to do for employees who actually worked on the holiday.

**Notice to Managers: Receiving Timesheets/Absence Requests for Employees that are not your Direct Reports**

If you receive an email requesting your approval of a timesheet or absence request for an employee that is not in your reporting structure or you are notified of this issue by a manager, please contact your HR Contact for assistance. A supervisor update will be needed to correct data so that the employee's correct supervisor will receive the emails.

An updated [HR Contact](#) listing for the Columbia campus is available if you are unsure who to reach out to within your college/department.

Expand all

- [Student Job Aids](#) (+)
- [Employee Job Aids](#) (+)
- [Manager Job Aids](#) (+)
- [TL/ABS Approver Job Aids](#) (+)
- [TL/ABS Approver Touchpoint Resources](#) (+)
- [Find Your Departmental Facilitator](#) (+)
- [Time and Absence System Frequently Asked Questions](#) (+)

If you have any questions, please contact CMTEAM@sc.edu.

# TIME/LABOR AND ABSENCE MANAGEMENT IMPLEMENTATION WEBPAGE

Job Aids are available for:

- Employees
- Managers
- TL/ABS Approvers

Listing of Departmental Facilitators, front line support for employees.

Webpage URL:

[https://sc.edu/about/offices\\_and\\_divisions/payroll/payroll\\_toolbox/time\\_labor\\_and\\_absence\\_management/index.php](https://sc.edu/about/offices_and_divisions/payroll/payroll_toolbox/time_labor_and_absence_management/index.php)

Link to the Time and Absence System:

[hcm.ps.sc.edu](https://hcm.ps.sc.edu)

**THANK YOU!**

**IF YOU HAVE ANY QUESTIONS, PLEASE  
REACH OUT TO [CMTEAM@SC.EDU](mailto:CMTEAM@SC.EDU).**