

# **TIME AND ABSENCE SYSTEM**

## **TL/ABS APPROVER TIME AND ABSENCE UPDATES**

August 24, 2022



# TODAY'S AGENDA

## Time and Labor Agenda items:

- Coming Soon!! Holiday Comp Payout
- Highlighted Holiday
- Timesheet Exceptions
- Setting Expectations for Off Cycle Requests

## Absence Agenda items:

- Absence Approval Deadlines
- Coming Soon! Paid Parental Leave

## Shared Items:

- Quick Review of Reports Available on the Time and Absence Workcenter
- Security/Service Now Tickets: Things We Look for When Approving Access

Time and Labor  
**UPDATES**

# COMING SOON! HOLIDAY COMP PAYOUT

Starting **September 5<sup>th</sup>**, HCM PeopleSoft will provide two ways to use hours worked on a holiday for non-exempt, comp-eligible employees, on the timesheet:

- Receive Holiday Comp Time for hours worked on a Holiday
- Receive a Payout for hours worked on a Holiday

If **HOLPAYOUT** is selected, the employee will be paid up to their average workday in holiday payout hours in addition to their salary.

**Note:** Before an employee indicates they would like to receive a payout for hours worked on a holiday, it is very important to receive approval from their manager. Although this option is available to all non-exempt employees, it is at the departments discretion whether they want the employee to receive a payout for the hours worked or comp the hours for future use.

# COMING SOON! HOLIDAY COMP PAYOUT

To receive Holiday Comp Time for hours worked on a Holiday:

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.

Time Enter Time

Empl Rec: 0|FTE|Active|115300|Administrative Assistant

3 July - 9 July 2022  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours

View Legend  
Holiday(s): 07/04/2022 - Independence Day

Save for Later Submit

*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
REGHR - Regular Hours	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 0	Scheduled OFF Reported 0	
		7.50	7.50	7.50	7.50	7.5		
Comments								

**Note:** All holiday comp hours banked are automatically paid out within one year of earning.





# COMING SOON! HOLIDAY COMP PAYOUT

To remove holiday comp payout as a manager or TL/ABS Approver:

1. In the Time and Absence Workcenter, navigate to the **Approve Reported Time** page.
2. If the employee worked the holiday and the hours need to be banked instead of paid out, **remove** the **HOLPAYOUT** indicator by clearing the field and click the **Submit** button.
3. If the employee did not work the holiday, click the – **minus** button to remove the row, click the **Yes to delete** option, and click the **Submit** button.

**Timesheet**

Administrative Coordinator I Employee ID X72 Empl Record 0  
Dept ID 115300  
Earliest Change Date 07/03/2022

Select Another Timesheet

\*View By Calendar Period Previous Period Next Period  
\*Date 07/03/2022 Previous Employee  
Scheduled Hours 30.00 Reported Hours 37.50

Holiday(s): 07/04/2022 - Independence Day

From Sunday 07/03/2022 to Saturday 07/09/2022

Sun 7/3	Mon 7/4	Tue 7/5	Wed 7/6	Thu 7/7	Fri 7/8	Sat 7/9	Total	Time Reporting Code	Comp Time		
	7.50						7.50	REGHR - Regular Hours	HOLPAYOUT	+	-
		7.50	7.50	7.50	7.50		30.00	REGHR - Regular Hours		+	-

Save for Later Submit

# HOLIDAY HIGHLIGHTED ON TIMESHEET

The holiday (day of the week) is highlighted in yellow and directly under the **View Legend** link the holiday date and name is spelled out in bold. Below is an example of a non-exempt FTE employee timesheet for the upcoming July 4<sup>th</sup> holiday.

Time Enter Time

Empl Rec: 0|FTE|Active|115300|Administrative Assistant

3 July - 9 July 2022  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours

[View Legend](#)  
Holiday(s): 07/04/2022 - Independence Day

Save for Later Submit

*Time Reporting Code	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	Comp Time
	Scheduled OFF 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"/>
Comments	<input type="text"/>	<input type="text"/>						

**Note:** The highlighted holiday on the timesheet does not change how holidays are managed in the Time and Absence System. Please note if no hours are worked on the holiday, the field should be left blank and leave earning employees will automatically be paid for the holiday. This [Manage Paid Holidays](#) quick reference guide outlines how to manage paid holidays in the Time and Absence system.

# HOLIDAY HIGHLIGHTED ON TIMESHEET

Supervisors and TL/ABS Approvers can also see the holiday highlighted on the timesheet when they approve and/or edit an employee's timesheet using the **Approve Reported Time** option within the Time and Absence Workcenter as indicated in the screenshot below.

The screenshot displays the 'Timesheet' application interface. On the left is a navigation sidebar with a menu under 'Approve Time and Absence' where 'Approve Reported Time' is highlighted with a red box. The main content area shows the employee's details: Employee ID, Dept ID 115300, and Earliest Change Date 06/19/2022. Below this is a 'Select Another Timesheet' section with a 'View By' dropdown set to 'Calendar Period' and a date picker set to '07/03/2022'. It shows 'Scheduled Hours' as 30.00 and 'Reported Hours' as 0.00. A red box highlights the text 'Holiday(s): 07/04/2022 - Independence Day' above a weekly grid. The grid shows dates from Sunday 7/3 to Saturday 7/9, with Monday 7/4 highlighted in yellow. Below the grid are 'Save for Later' and 'Submit' buttons. A 'Reported Time Status' section contains tabs for 'Summary', 'Leave / Compensatory Time', 'Absence', 'Exceptions', and 'Payable Time'. The 'Reported Time Status' table below shows one entry with a total of 0.00 hours.

Date	Total	TRC	Description	Sched Hrs	Add Comments
	0.00			0.00	

# MANAGING TIMESHEET EXCEPTIONS

The exception icon appears when you enter time that the system identifies as an exception and flagged as a potential issue. The most common exceptions currently seen on the Workcenter are:

- **Invalid Employee Status** – employee is entering hours worked on the timesheet for the terminated job. Please be sure to enter hours worked on the active job.
- **Work Order is Required** – applicable for Facilities and Housing only.
- **HOLEX only on Holiday** – selecting the time reporting code HOLEX-Worked a Holiday and entering hours worked on a day that is not an approved UofSC holiday.

If an exception error (red triangle) occurs for a specific day, then that day will not be picked up in Time and Labor processing and therefore will not be paid.

Please pay close attention to Fix Exceptions in the workcenter and make the applicable changes. Managing exceptions job aids are available on the [Time/Labor and Absence Management Implementation](#) webpage.

If you have questions, please reach out to Judy Timmons ([timmons5@mailbox.sc.edu](mailto:timmons5@mailbox.sc.edu))  **South Carolina**

# OFF CYCLE REQUESTS: SETTING EXPECTATIONS

- Delays in approving timesheets has caused an increase in off cycle requests. Please be sure to approve timesheets and absence requests timely.
- If requesting an off-cycle payment, a written request must be submitted to include:
  - an explanation of why the off cycle is needed
  - how you can prevent this from happening in the future
- Due to timing, off cycle requests for late timesheets are not always guaranteed to be processed.

Absence Management  
**UPDATES**

# ABSENCE APPROVAL DEADLINES

Absence Processing Period	Absence Approval Deadlines (due by 5:00 p.m.)
September 1 – September 15, 2022	Friday, September 2, 2022
September 16 – September 30, 2022	Monday, September 19, 2022
October 1 – October 15, 2022	Monday, October 3, 2022
October 16 – October 31, 2022	Tuesday, October 18, 2022
November 1 – November 15, 2022	Tuesday, November 1, 2022
November 16 – November 30, 2022	Tuesday, November 15, 2022
December 1 – December 15, 2022	Friday, December 2, 2022
December 16 – December 31, 2022	Friday, December 9, 2022

- Managers and TL/ABS Approvers should ensure planned absence requests are submitted and approved in the [Time and Absence System](#) by **5:00 p.m.** on the following dates.
- *Please note these deadlines are for planned absences only. Unforeseen absences should be submitted and approved as quickly as possible.*

# COMING SOON! PAID PARENTAL LEAVE

- Signed into law on May 13, 2022
  - Adds Section 8-11-150 (A) and amends Section 8-11-155 of the South Carolina Code of Laws
- Provide six weeks or two weeks of paid parental leave (PPL)
  - Employees who occupy all or part of a full-time equivalent position
- Qualifying event
  - Adoption
  - Birth
  - Foster Care
- Effective **October 1, 2022**

Time and Absence

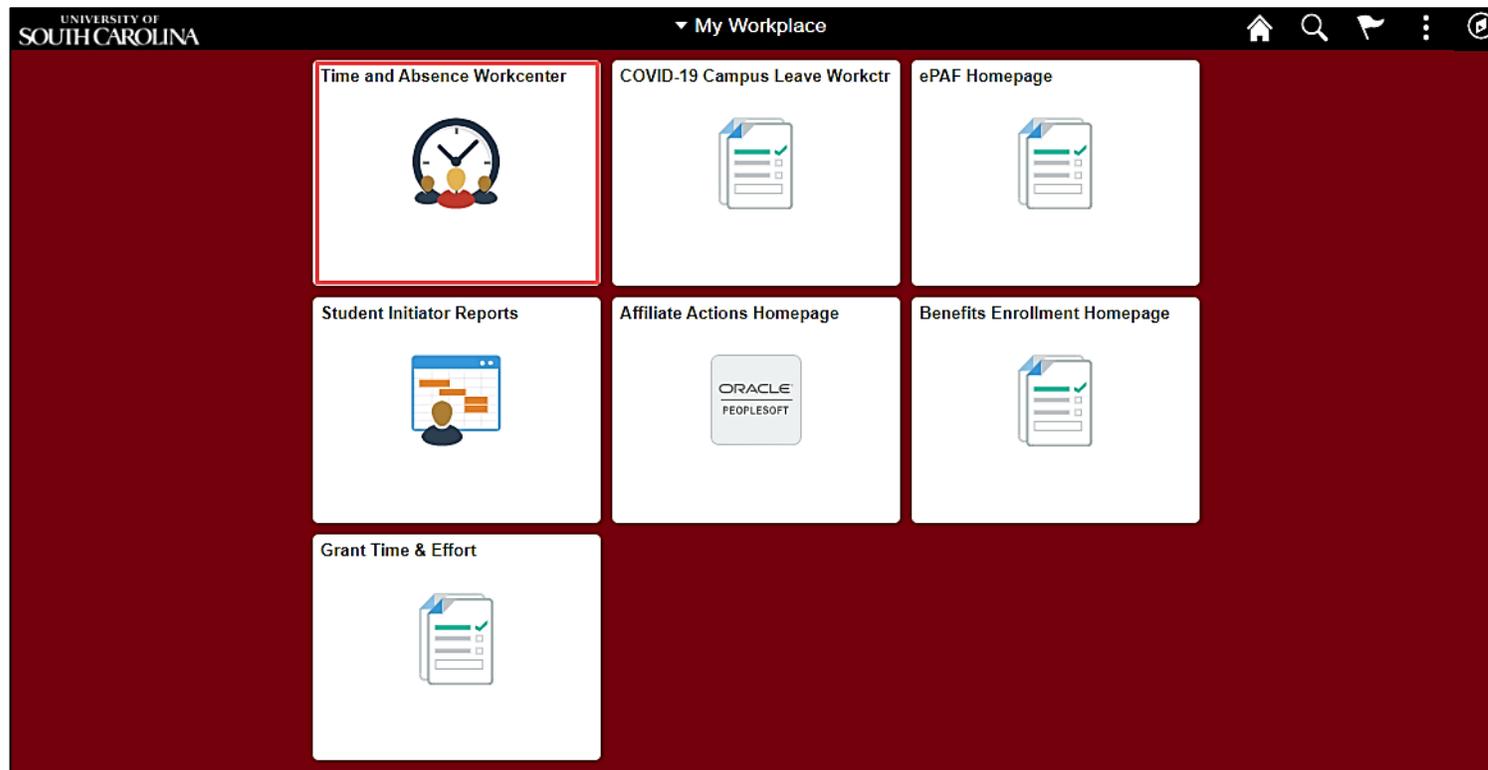
# **QUERIES AND REPORTS**

# WHERE TO FIND THE QUERIES/REPORTS

All queries are available in the Time and Absence WorkCenter for individuals that approve timesheets and absence requests as either manager or TL/ABS approver.

To access the **Time and Absence WorkCenter**, go to [hcm.ps.sc.edu](http://hcm.ps.sc.edu).

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



# TL AND ABS QUERIES AVAILABLE ON WORKCENTER

The screenshot displays the 'Manager Self Service' interface. At the top, there is a navigation bar with 'Manager Self Service' on the left and 'Time and Labor WorkCenter' in the center, which is highlighted with a red box. On the right side of the navigation bar are icons for home, search, notifications, and a menu. The left sidebar contains a navigation menu with categories: 'Scope', 'My Work', 'Links', 'Queries', and 'Reports/Processes'. The 'Queries' category is expanded, showing 'Time and Labor' and 'Absence Management', both of which are highlighted with a red box. A red arrow points from the 'Time and Labor' item in the sidebar to the expanded menu on the right. The expanded menu lists the following items: 'Time and Labor' (with a dropdown arrow), 'Saved Not Submitted - Reported Time', 'Reported Time Approval Status', 'Pending Approvals - Reported Time', 'Overtime Hours by Date Range', 'Schedule Not Met - Salary Non Exmpt', 'Current Comp Balances', 'Absence Management' (with a dropdown arrow), 'Unapproved Canceled Absences', 'Unapproved Absence Requests', 'Absence Balances by Employee', 'Canceled Absences by Employee', 'Leave Taken by Employee', 'YTD A/L and S/L Takes', and 'Leave Clean-up Term Employee'.

# TIME/LABOR QUERIES/REPORTS

SC\_TL\_RPTD\_TIME\_SAVED - Rptd Time saved not submitted

\*Reported Date From  

\*Reported Date to  

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

First 1-3 of 3 Last

Row	ID	Empl Record	Name	Rpt Dt	TRC	Quantity	Dept ID	Descr
1	G6 [REDACTED]	0	[REDACTED]	01/10/2022	REGHR	6.000000	115300	DEPARTMENT OF EXERCISE SCIENCE
2	G6 [REDACTED]	0	[REDACTED]	01/11/2022	REGHR	6.000000	115300	DEPARTMENT OF EXERCISE SCIENCE
3	G6 [REDACTED]	0	[REDACTED]	01/12/2022	REGHR	6.000000	115300	DEPARTMENT OF EXERCISE SCIENCE

## Saved Not Submitted – Reported Time

**Report Name:** SC\_TL\_RPTD\_TIME\_SAVED - Rptd Time saved not submitted

**Selection Criteria:** Reported Date From and To (required)

**Data:** Data is real time

**Frequency:** Run this query prior to each payroll deadline to ensure all entered time is approved.

**Description:** Use this query to view timesheets that have been saved but not yet submitted for approval.

# TIME/LABOR QUERIES/REPORTS

SC\_TL\_RPTD\_TIME\_AUDIT\_WC - Reported Time

ID

\*From

\*To

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (2 kb)

[View All](#)

First 1-5 of 5 Last

Row	NAME	EMPLOYEE	EMPL RECORD	WORK_DATE	HOURS	TIME REPORTING CODE	WO_NUMBER	TIME REPORTED STATUS	UPDATED BY	TIMESTAMP
1		K6:	0	01/10/2022	7.500000	REGHR		Approved		01/14/2022 3:41:26PM
2		K6:	0	01/11/2022	7.500000	REGHR		Approved		01/14/2022 3:41:26PM
3		K6:	0	01/12/2022	7.500000	REGHR		Approved		01/14/2022 3:41:26PM
4		K6:	0	01/13/2022	7.500000	REGHR		Approved		01/14/2022 3:41:26PM
5		K6:	0	01/14/2022	7.500000	REGHR		Approved		01/14/2022 3:41:26PM

## Reported Time Approval Status

**Report Name:** SC\_TL\_RPTD\_TIME\_AUDIT\_WC - Reported Time

**Selection Criteria:** From and To Dates (required) and/or USCID for a specific employee

**Frequency:** Routinely monitor this query.

**Description:** Use this query to view timesheet status, see when a timesheet was approved, and who approved it.

# TIME/LABOR QUERIES/REPORTS

## SC\_TL\_PENDING\_APPROVALS\_WC- Pending Reported Time approval

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (13 kb)

[View All](#)

First 1-27 of 27 Last

Row	ID	Empl Record	Name	Email	Rpt Dt	Reported Status	TRC	Quantity	Dept ID	Descr
1	C30	0		S@email.sc.edu	03/31/2022	Needs Approval	REGHR	1.000000	115300	DEPARTMENT OF EXERCISE SCIENCE
2	C30	0		S@email.sc.edu	04/01/2022	Needs Approval	REGHR	2.500000	115300	DEPARTMENT OF EXERCISE SCIENCE
3	E67	0		I@mailbox.sc.edu	03/28/2022	Needs Approval	REGHR	7.500000	115300	DEPARTMENT OF EXERCISE SCIENCE
4	E67	0		I@mailbox.sc.edu	03/29/2022	Needs Approval	REGHR	7.500000	115300	DEPARTMENT OF EXERCISE SCIENCE
5	E67	0		I@mailbox.sc.edu	03/30/2022	Needs Approval	REGHR	7.500000	115300	DEPARTMENT OF EXERCISE SCIENCE

## Pending Approvals – Reported Time

**Report Name:** SC\_TL\_RPTD\_TIME\_SAVED - Pending Reported Time approval

**Selection Criteria:** No selection criteria

**Data:** Data is real time

**Frequency:** Run this query weekly to ensure all pending timesheets are approved and employees compensated timely.

**Description:** Use this query to view timesheets currently pending your approval.

# TIME/LABOR QUERIES/REPORTS

SC\_TL\_PAYABLE\_TIME\_OVT\_WC - OVT Payable Time

ID

\*From

\*To

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (52 kb)

View All

First 1-100 of 113 Last

Row	ID	Empl Record	Name	Rpt Dt	TRC	Descr	Sum Quantity	Work Order	Status	Dept ID	Descr
1	A0	0		02/11/2022	OVT	Overtime @1.5	5.000000		Distributed	600200	ATHLETICS
2	A0	0		02/11/2022	OVT	Overtime @1.5	5.000000		Distributed	600200	ATHLETICS
3	A3	1		02/08/2022	OVT	Overtime @1.5	0.500000		Distributed	111500	CLINICAL PHARM AND OUTCOME SCI
4	A3	1		02/09/2022	OVT	Overtime @1.5	2.000000		Distributed	111500	CLINICAL PHARM AND OUTCOME SCI
5	A3	1		02/10/2022	OVT	Overtime @1.5	2.000000		Distributed	111500	CLINICAL PHARM AND OUTCOME SCI
6	A3	1		02/11/2022	OVT	Overtime @1.5	2.000000		Distributed	111500	CLINICAL PHARM AND OUTCOME SCI

## Overtime Hours by Date Range

**Report Name:** SC\_TL\_PAYABLE\_TIME\_OVT\_WC - OVT Payable Time

**Selection Criteria:** USCID for a specific employee and From and To Dates (all required)

**Data:** Data is real time

**Frequency:** Monitor this data to ensure only authorized employees are working overtime hours.

**Description:** Use this query to view overtime hours for an employee within a specified date range.

# TIME/LABOR QUERIES/REPORTS

## SC\_TL\_MISSING\_TIMESHEETS\_WC - Missing Timesheet

\*From Rpt Dt  

\*To Rpt Dt  

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (5 kb)

[View All](#)

First 1-11 of 11 Last

Row	ID	Empl Record	Name	Dept ID	Descr	Total Scheduled Hours	Total Reported Hours	Total Absence Hours	Total Holiday	Variance
1	K5	2		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	0.00000	0.00000	0.00000	-37.50
2	M3	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	0.00000	0.00000	0.00000	-37.50
3	U0	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	0.00000	0.00000	0.00000	-37.50
4	E6	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	37.50000	0.00000	0.00000	0.00
5	E9	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	37.50000	0.00000	0.00000	0.00
6	K8	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	37.50000	0.00000	0.00000	0.00
7	P4	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	37.50000	0.00000	0.00000	0.00
8	Q8	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	30.00000	7.50000	0.00000	0.00
9	U8	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	7.50000	30.00000	0.00000	0.00
10	X7	0		115300	DEPARTMENT OF EXERCISE SCIENCE	30.00	30.00000	0.00000	0.00000	0.00
11	X7	0		115300	DEPARTMENT OF EXERCISE SCIENCE	37.50	39.50000	0.00000	0.00000	2.00

## Schedule Not Met – Salary Non-Exempt

**Report Name:** SC\_TL\_MISSING\_TIMESHEETS\_WC - Missing Timesheet

**Selection Criteria:** Reported Date From and To (required) **\*Only select a 7-day Sunday to Saturday range for data to be accurate\***

**Data:** Data is real time

**Frequency:** Run this query weekly to ensure all employees are meeting scheduled hours.

**Description:** Use this query to verify that your salary non-exempt employees met their schedule. Salaried non-exempt employee types are FTE, Research Grant, and Time Limited.

# TIME/LABOR QUERIES/REPORTS

SC\_TL\_COMP\_BALANCE\_WC- Comp Balances as of sysdate

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

[First](#) [1-4 of 4](#) [Last](#)

Row	ID	Empl Record	Name	Plan Descr	End Bal	Dept ID	Descr
1	K5	2		Sal NE Holiday Comp Earned	7.500	115300	DEPARTMENT OF EXERCISE SCIENCE
2	Q8	0		Salary Non Exempt OT Comp	24.500	115300	DEPARTMENT OF EXERCISE SCIENCE
3	U3	0		Sal NE Holiday Comp Earned	12.000	115300	DEPARTMENT OF EXERCISE SCIENCE
4	Y9	0		Sal NE Holiday Comp Earned	5.000	115300	DEPARTMENT OF EXERCISE SCIENCE

## Current Comp Balances

**Report Name:** SC\_TL\_COMP\_BALANCE\_WC- Comp Balances as of sysdate

**Selection Criteria:** No selection criteria

**Data:** Data is real time.

**Frequency:** Routinely monitor this query to stay up-to-date on employees with current comp balances.

**Description:** Use this query to find employees with a current compensatory time balance. The balances will include comp time and holiday comp time.

# ABSENCE MANAGEMENT QUERIES/REPORTS

## SC\_AMS\_PEND\_CANCEL\_INPROG\_A\_VW- Unapproved Canceled Absences

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

First 1-1 of 1 Last

Row	ID	Empl Record	Name	Begin Date	End Date	Absence	Duration Hours	Days	Datetime Submitted	Requester OPERID	Thread ID	Dept ID	Pay Group	Approver ID	Approver User ID
1	Q83	0		04/28/2022	04/29/2022	Annual Leave	15.00	2.00	03/01/2022 3:56:07PM		2950	115300	P12	T35	

## Unapproved Canceled Absences

**Report Name:** SC\_AMS\_PEND\_CANCEL\_INPROG\_A\_VW- Unapproved Canceled Absences

**Selection Criteria:** No selection criteria

**Data:** Data is real time

**Frequency:** Run this query in accordance with absence approval deadlines to ensure all pending absences are approved for the payroll in which the absence occurs.

**Description:** Use this query to view canceled absence requests that are currently pending approval (unapproved).

# ABSENCE MANAGEMENT QUERIES/REPORTS

## SC\_AMS\_UNAPPROVED\_LEAVE\_A\_VW - Unapproved Absence Requests

Beginning of Next Pay Period  

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (96 kb)

[View All](#)

First 1-100 of 168  Last

Row	Empl ID	Empl Record	Name	Dept ID	Pay Status	Absence	Begin Date	End Date	Duration Hours	Submit Date	WF Status	Approved	Source	Approver ID	Approver User ID
1	A0	0		941000	Active	Sick Leave	03/29/2022	03/30/2022	15.00	03/28/2022	Rework	N	Employee Absence Request	S9	
2	A0	0		911403	Active	Annual Leave	03/04/2022	03/04/2022	7.50	03/10/2022	Submitted	N	Employee Absence Request	S9	
3	A0	0		911403	Active	Sick Leave	02/28/2022	02/28/2022	7.50	03/10/2022	Submitted	N	Employee Absence Request	S9	
4	A0	0		911403	Active	Sick Leave	03/02/2022	03/02/2022	7.50	03/10/2022	Submitted	N	Employee Absence Request	S9	
5	A0	0		911403	Active	Sick Leave	03/09/2022	03/09/2022	7.50	03/11/2022	Submitted	N	Employee Absence Request	S9	

## Unapproved Absence Requests

**Report Name:** SC\_AMS\_UNAPPROVED\_LEAVE\_A\_VW - Unapproved Absence Requests

**Selection Criteria:** Beginning of Next Pay Period Date

**Data:** Data is real time

**Frequency:** Run this query in accordance with absence approval deadlines to ensure all pending absences are approved for the payroll in which the absence occurs.

**Description:** Use this query to view absence requests that are currently pending approval (unapproved). Approvals should occur timely for the payroll in which the absence occurred to ensure accurate leave balances.



South Carolina

# ABSENCE MANAGEMENT QUERIES/REPORTS

## SC\_AMS\_BALANCES\_APPR- Absence Balances by Employee

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (49 kb)

[View All](#)

First 1-56 of 56 Last

Row	Empl ID	Empl Record	Name	Pay Status	Reg/Temp	Annual Leave Balance	Sick Leave Balance	Balance Date	Elig Grp	Position	Resp Code	Dept ID	Dept. Name	College/Div	Group	FLSA Stat	Approver ID	Approver User ID
1	A6	1		A	Research Grant	243.880000	243.880000	03/31/2022	USCRTLALL	00773357	CL034	115300	ASPH Exercise Science	Arnold School of Public Health	P12	T	T3	
2	B3	2		A	Research Grant	46.900000	46.900000	03/31/2022	USCRTLALL	00773682	CL034	115300	ASPH Exercise Science	Arnold School of Public Health	P12	T	T3	
3	B5	0		A	Regular	365.640000	535.900000	03/31/2022	USCFTE12M	00092979	CL034	115300	ASPH Exercise Science	Arnold School of Public Health	C12	T	T3	
4	B8	0		A	Regular	380.460000	1378.140000	03/31/2022	USCFTE12M	00102252	CL034	115300	ASPH Exercise Science	Arnold School of Public Health	C12	T	T3	

## Absence Balances by Employee

**Report Name:** SC\_AMS\_BALANCES\_APPR- Absence Balances by Employee

**Selection Criteria:** No selection criteria

**Data:** As of the calendar date shown

**Frequency:** Routinely monitor this query to stay up to date on absence balances for your employees.

**Description:** Use this query to view current absence balances for all your leave earning employees.

# ABSENCE MANAGEMENT QUERIES/REPORTS

## SC\_AMS\_CANCELED\_ABS\_APPR - Canceled Absences by Employee

Begin Date From

Begin Date To

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (4 kb)

[View All](#)

[First](#) [1-10 of 10](#) [Last](#)

Row	Empl ID	Empl Record	Begin Date	End Date	Absence	Datetime	Requester OPERID	Trans Nbr	Parent Id	Thread ID	Approver ID	Approver User ID
1	D2	0	04/13/2022	04/15/2022	Annual Leave	01/25/2022 9:09:27AM		4083	2272	2272	S9	
2	E8	0	04/15/2022	04/15/2022	Annual Leave	03/24/2022 12:10:30PM		61697	3267	3267	S9	
3	J4	0	04/11/2022	04/13/2022	Annual Leave	03/11/2022 3:03:32PM		64828	3092	3092	S9	
4	K0	0	04/13/2022	04/18/2022	Annual Leave	03/14/2022 11:38:11AM		60237	2956	2956	S9	
5	S5	0	04/11/2022	04/18/2022	Annual Leave	03/07/2022 11:42:15AM		67944	3023	3023	S9	
6	U9	0	04/12/2022	04/12/2022	Sick Leave	03/31/2022 10:48:26AM		71667	3357	3357	S9	
7	V0	0	04/14/2022	04/15/2022	Annual Leave	03/30/2022 12:40:29PM		64298	3356	3356	S9	
8	W2	0	04/13/2022	04/13/2022	Sick Leave	03/18/2022 10:44:18AM		68613	3169	3169	S9	
9	W2	0	04/15/2022	04/15/2022	Annual Leave	03/07/2022 3:48:09PM		61249	3020	3020	S9	
10	W3	0	04/11/2022	04/15/2022	Annual Leave	02/21/2022 9:04:10AM		61192	2859	2859	S9	

## Canceled Absences by Employee

**Report Name:** SC\_AMS\_CANCELED\_ABS\_APPR - Canceled Absences by Employee

**Selection Criteria:** Begin Date From and To

**Data:** As of the calendar date shown

**Frequency:** Run this query when you need a wholistic view of cancelled absences.

**Description:** Use this query to view canceled absences that occurred during a specified date range. This is vital information as cancelled absences do not appear in an employee's **'View Absence Request'** which provides a history of absences.



**South Carolina**

# ABSENCE MANAGEMENT QUERIES/REPORTS

## SC\_AMS\_TAKES\_APPR\_VW - Leave Taken by Employee

ID

Leave Type

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

First 1-3 of 3 Last

Row	ID	Empl Record	Name	Dept ID	Pay Status	Absence	Absence Reason	Begin Date	End Date	Duration Hours	Source	Submit Date	Approved	WF Status	Calendar Group	Process Dt	Approver ID	Approver User ID
1	A01	0		911602	R	Annual Leave	Personal	10/25/2021	10/25/2021	7.50	Employee Absence Request	10/20/2021	Y	Approved	2121_CUR	11/05/2021	S97	
2	A01	0		911602	R	Annual Leave	Personal	11/01/2021	11/03/2021	22.50	Employee Absence Request	08/17/2021	Y	Approved	2122_CUR	11/18/2021	S97	
3	A01	0		911602	R	Annual Leave	Personal	01/07/2022	01/07/2022	7.50	Employee Absence Request	12/13/2021	Y	Approved	2201_CUR	01/06/2022	S97	

## Leave Taken by Employee

**Report Name:** SC\_AMS\_TAKES\_APPR\_VW - Leave Taken by Employee

**Selection Criteria:** Employee USCID and Leave Type (optional)

**Data:** As of the calendar date shown

**Frequency:** Run this query when you need to inquire about absences taken by a specific employee.

**Description:** Use this query to view all absences for a specific employee.

# ABSENCE MANAGEMENT QUERIES/REPORTS

SC\_AMS\_YTD\_TAKES\_APPR\_VW- YTD A/L and S/L Takes

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(7 kb\)](#)

View All

First 1-19 of 19 Last

Row	Empl ID	Empl Record	Name	Absence	YTD Takes	Calendar Group	Pay Group	Approver User ID	Approver ID
1	E6	0		Annual Leave Takes	26.250000	2206_CUR	C12	T3:	
2	E6	0		Sick Leave Takes	27.500000	2206_CUR	C12	T3:	
3	E9	0		Annual Leave Takes	7.000000	2206_CUR	C12	T3:	
4	E9	0		Sick Leave Takes	6.000000	2206_CUR	C12	T3:	
5	K6	0		Annual Leave Takes	21.000000	2206_CUR	C12	T3:	
6	K6	0		Sick Leave Takes	10.000000	2206_CUR	C12	T3:	
7	P4	0		Annual Leave Takes	30.000000	2206_CUR	C12	T3:	
8	Q8	0		Annual Leave Takes	22.500000	2206_LAG	P12	T3:	
9	T2	0		Annual Leave Takes	22.500000	2206_CUR	C12	T3:	
10	U3	0		Annual Leave Takes	68.000000	2206_CUR	C12	T3:	
11	U3	0		Sick Leave Takes	24.750000	2206_CUR	C12	T3:	
12	U8	0		Annual Leave Takes	15.000000	2206_CUR	C12	T3:	
13	U8	0		Sick Leave Takes	45.000000	2206_CUR	C12	T3:	
14	V4	0		Annual Leave Takes	7.500000	2206_CUR	C12	T3:	
15	V4	0		Sick Leave Takes	3.750000	2206_CUR	C12	T3:	
16	V8	0		Sick Leave Family	11.000000	2206_CUR	C12	T3:	
17	V8	0		Sick Leave Takes	11.000000	2206_CUR	C12	T3:	
18	X7	0		Annual Leave Takes	11.500000	2206_CUR	C12	T3:	
19	X7	0		Sick Leave Takes	18.750000	2206_CUR	C12	T3:	

## YTD A/L and S/L Takes

**Report Name:** SC\_AMS\_YTD\_TAKES\_APPR\_VW- YTD A/L and S/L Takes

**Selection Criteria:** No selection criteria

**Data:** As of the calendar date shown

**Frequency:** Run this query when you need year-to-date summary data of annual and/or sick leave taken for all your employees.

**Description:** Use this query to view year-to-date annual and sick leave takes for all leave earning employees. The query is sorted by EMPL ID.

# ABSENCE MANAGEMENT QUERIES/REPORTS

## SC\_AMS\_TERM\_EE\_LV\_APPR\_VW- Leave Clean-up Term Employee

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (6 kb)

View All

First 1-12 of 12 Last

Row	ID	Empl Record	Name	Pay Status	Dept ID	Term Date	Absence	Begin Date	End Date	Duration Hours	WF Status	Approved	Source	Submit Date	Calendar Group	Approver ID	Approver User ID
1	C8	0		Terminated	986060	09/30/2021	Annual Leave	10/08/2021	10/08/2021	7.50	A	Y	Employee Absence Request	08/05/2021		S97	
2	C8	0		Terminated	986060	09/30/2021	Annual Leave	10/11/2021	10/11/2021	7.50	A	Y	Employee Absence Request	08/05/2021		S97	
3	J1	0		Terminated	631000	04/01/2022	Annual Leave	08/15/2022	08/15/2022	7.50	A	Y	Employee Absence Request	09/27/2021		S97	
4	K0	0		Terminated	181900	03/18/2022	Sick Leave	04/05/2022	04/05/2022	8.00	A	Y	Employee Absence Request	02/02/2022		S97	
5	K0	0		Terminated	181900	03/18/2022	Sick Leave	05/26/2022	05/26/2022	1.75	A	Y	Employee Absence Request	02/02/2022		S97	

## Leave Clean-up Term Employee

**Report Name:** SC\_AMS\_TERM\_EE\_LV\_APPR\_VW- Leave Clean-up Term Employee

**Selection Criteria:** No selection criteria

**Data:** As of the calendar date shown

**Frequency:** Run this query in accordance with absence approval deadlines to ensure all pending absences for separated employees are approved or cancelled as applicable.

**Description:** Use this query to view absences for separated/inactive employees that were submitted prior to the date of separation and absences that are approved for dates past the employee's date of separation. Both types require clean-up to ensure proper annual leave payout or leave transfer if moving to another State of SC agency.



South Carolina

# HCM PEOPLESOFT SECURITY REQUESTS

These are just a few things we look for when approving access requests:

- List all departments the employee will need access to on the form or a separate spreadsheet if there are too many to list on the form.
- Make sure to include the employee's signature, if still working at the university.
- Business Officer Signature/Approval is **required** for all payroll requests. Use the **UofSC Budget Contacts** as your guide.
- College/Division/Campus HR Contact signatures **required** for all HR requests.
- If an employee changes responsibility or leaves the University, please let us know by completing a form. Be sure to list roles and departments so that the security team knows what needs to be removed. If leaving the University, some access is automatically taken away while other access requires manual removal.
- Make sure the employee completes the TL/ABS Approver training within 30 days. If not complete within that time the training access will be removed and the ticket will be closed.
- Track the number of approvers you have assigned to each department. We do check before approving the TL/ABS Approver request and will reach out if the request takes you over the allowable 3.
- Please be sure to always use the current **HCM All Access** form which can be found in Service Now. If the correct form is not used, we will reach out to request the correct one to be completed.

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**

August 1, 2021, UofSC employees started using a new time reporting and leave request system. This new system replaced ITAMS and implemented additional modules in HCM PeopleSoft bringing 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.

**New Features Available in HCM PeopleSoft Starting March 21**

Due to a system upgrade, when you log into **HCM PeopleSoft on or after Monday, March 21, 2022**, you will notice some new features available on the Employee Self Service homepage. These new features are very interactive and easy to use. You can continue to use the Employee Self Service homepage the way you do today or choose to utilize these new features. You decide what works best for you!

To prepare for these new features, both the PeopleSoft HR/Payroll (HCM) and Finance systems will be unavailable the weekend of March 18. **The Finance system will be unavailable beginning at 3:00 p.m. on Friday, March 18 and the HR/Payroll (HCM) system will be unavailable beginning at 5:30 p.m.** Both systems will be back online and available to users no later than Monday, March 21, 2022 at 8 a.m.

For more detailed information about these new features, be sure to view the detailed quick reference guide about the features and a job aid that will help you save and edit favorites that will appear in the new Quick Access Bar.

- [New Features Reference for Employee Self Service \[pdf\]](#)
- [Saving and Editing Favorites \[pdf\]](#)

Expand all

- Student Job Aids (+)
- Employee Job Aids (+)
- Manager Job Aids (+)
- TL/ABS Approver Job Aids (+)
- TL/ABS Approver Touchpoint Resources (+)
- Time and Absence System Frequently Asked Questions (+)

# TIME/LABOR AND ABSENCE MANAGEMENT IMPLEMENTATION WEBPAGE

Job Aids and Reference Guides are available for:

- Employees
- Managers
- TL/ABS Approvers

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)

# CONTACT INFORMATION

For questions regarding **Timesheets, Schedule Changes, and Exceptions**, please email Judy Timmons: [timmons5@mailbox.sc.edu](mailto:timmons5@mailbox.sc.edu).

For question regarding **Leave Requests and Balances**, please contact Central Benefits: [hrleave@mailbox.sc.edu](mailto:hrleave@mailbox.sc.edu).

**THANK YOU!**