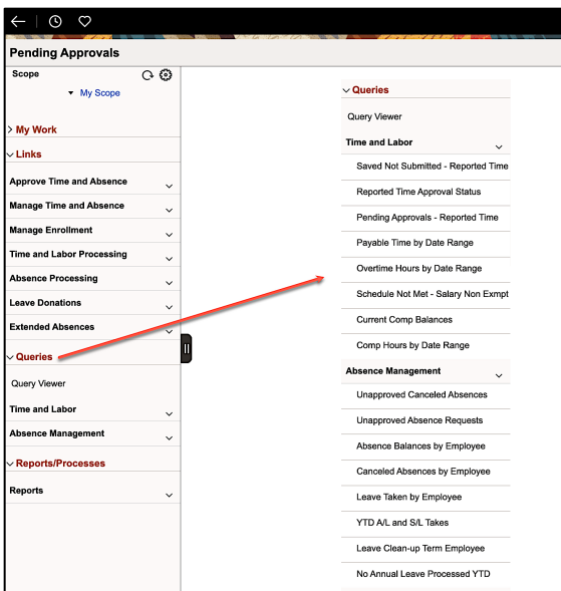
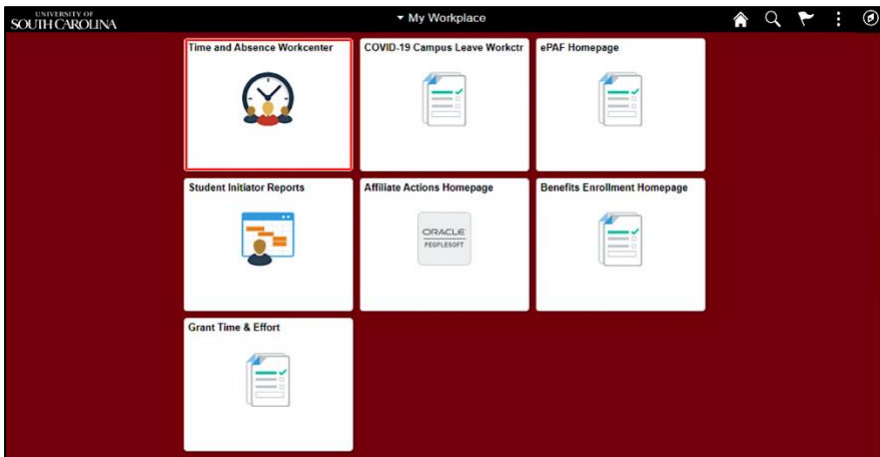




This document outlines all queries available in the Time and Absence WorkCenter for individuals that approve timesheets and absence requests as either manager or TL/ABS approver.

To access the **Time and Absence WorkCentre**, go to hcm.ps.sc.edu.

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





Time and Labor Queries/Reports

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

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

SC_TL_RPTD_TIME_SAVED - Rptd Time saved not submitted
*Reported Date From 01/09/2022
*Reported Date to 01/15/2022
View Results
Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)
View All First 1-3 of 3 Last
Table with 10 columns: Row, ID, Empl Record, Name, Rpt Dt, TRC, Quantity, Dept ID, Descr

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

Description: Use this query to view timesheet status, see when a timesheet was approved, and who approved it. It can also be used to review and ensure timely approval of reported telecommuting hours.

Some important tips: The different status types are:

- 1. Saved: timesheet is saved but not submitted.
2. Needs Approval: timesheet has been submitted and is in the approval process.
3. Approved: the reported time is approved.
4. Push Back: the timesheet requires rework, additional information is needed, or the request submission correction.
5. Denied: the reported time has been denied.

SC_TL_RPTD_TIME_AUDIT_WC - Reported Time
ID K6
*From 01/09/2022
*To 01/15/2022
View Results
Download results in: Excel Spreadsheet CSV Text File XML File (2 kb)
View All First 1-5 of 5 Last
Table with 11 columns: Row, NAME, EMPLOYEE, EMPL RECORD, WORK_DATE, HOURS, TIME REPORTING CODE, WO_NUMBER, TIME REPORTED STATUS, UPDATED BY, TIMESTAMP



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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

Description: Use this query to view timesheets currently pending your approval. It can also be used to view telecommuting hours waiting for approval.

Table with 14 columns: Row, ID, Empl Record, Name, Email, Rpt Dt, Reported Status, TRC, Quantity, Dept ID, Descr, Manager, Manager Email. Contains 8 rows of pending approval data.

Payable Time by Date Range

Report Name: SC_TL_PYBL_TIME_AUDIT_WC - Payable Time

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

Data: Data is real time

Description: Use this query to view hours approved and processed by employee or employees within a specified date range.

Some important tips: Common status types are:

- Estimated Payable Status: indicates the hours have been processed and are ready to pay.
Distributed Payable Status: indicates the hours have been paid.

Table with 11 columns: Row, NAME, ID, Empl Record, Rpt Dt, Shift ID, TRC, Sum Quantity, Status. Includes search filters for ID, From/To dates, and download options.



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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

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

Some important tips: These are different types of overtime TRCs you may see in the returned results.

- Straight Overtime (LVPOS): Leave paid straight time. Leave or Holiday hours reported over 40 in a 7-day FLSA workweek (Sunday-Saturday). These hours are paid at the employee's regular hourly rate in addition to their salary.
Time and a half (OVT): Regular hours worked over 40 in a 7-day FLSA workweek (Sunday-Saturday) are considered overtime and paid at a premium rate. For those with multiple non-exempt jobs there are overtime allocation methods by the type of employee.

SC_TL_PAYABLE_TIME_OVT_WC - OVT Payable Time
ID []
*From 02/06/2022
*To 02/12/2022
View Results
Download results in: Excel Spreadsheet CSV Text File XML File (52 kb)
View All First 1-100 of 113 Last
Table with 13 columns: Row, ID, Empl Record, Name, Rpt Dt, TRC, Descr, Sum Quantity, Work Order, Status, Dept ID, Descr



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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 accurate data*

Data: Data is real time

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

Some important tips:

- Negative numbers indicate schedule has not been met.
Zeros indicate schedule has been met.
Reported time maybe less than scheduled hours because there was an absence request during that time.
A good way to ensure non-exempt employees are entering their time. Even though they are salaried, they are still required to submit a weekly timesheet.

Table with 11 columns: Row, ID, Empl Record, Name, Dept ID, Descr, Total Scheduled Hours, Total Reported Hours, Total Absence Hours, Sum Holiday, Variance. Contains 11 rows of employee data.



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.

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

Some important tips:

- Zeros indicate the employee had a comp time balance at one time.

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

Comp Hours by Date Range

Report Name: SC_TL_PAYABLE_TIME_CMP_WC - Comp Payable Time

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

Data: Data is real time

Description: Use this query to view the earned, taken, or paid out comp/holiday comp hours for an employee or employees within a specific date range.

SC_TL_PAYABLE_TIME_CMP_WC - Comp Payable Time

ID:

*From: 06/01/2023

*To: 06/28/2024

[View Results](#)

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

View All First 1-17 of 17 Last

Row	ID	Empl Record	Name	Rpt Dt	TRC	Descr	Sum Quantity	Work Order	Status	Dept ID	Descr
1		0		12/22/2023	HOLCM	Holiday comp earned	7.500000		Closed	125800	THEATRE AND DANCE
2		0		06/10/2023	CMPP	Comp Time Payout	0.375000		Distributed	702100	STRATEGIC INITIATIVES
3		0		06/10/2023	CMPP	Comp Time Payout	6.500000		Distributed	622620	CAROLINA CARD OFFICE
4		0		07/01/2023	HCMP	Holiday Comp Payout	1.000000		Distributed	622620	CAROLINA CARD OFFICE
5		0		09/04/2023	HOLCM	Holiday comp earned	1.000000		Closed	622620	CAROLINA CARD OFFICE
6		0		12/17/2023	HCMP	Holiday Comp Payout	1.000000		Distributed	622620	CAROLINA CARD OFFICE
7		0		02/25/2024	HCMP	Holiday Comp Payout	3.000000		Distributed	622620	CAROLINA CARD OFFICE
8		0		12/25/2023	HOLCM	Holiday comp earned	7.500000		Closed	125800	THEATRE AND DANCE
9		0		12/26/2023	HOLCM	Holiday comp earned	7.500000		Closed	125800	THEATRE AND DANCE
10		0		12/27/2023	HOLCM	Holiday comp earned	7.500000		Closed	125800	THEATRE AND DANCE
11		0		12/28/2023	HOLCM	Holiday comp earned	7.500000		Closed	125800	THEATRE AND DANCE
12		0		12/29/2023	HOLCM	Holiday comp earned	7.500000		Closed	125800	THEATRE AND DANCE
13		0		06/10/2023	CMPP	Comp Time Payout	15.000000		Distributed	622620	CAROLINA CARD OFFICE
14		0		12/18/2023	HCTKW	Holiday Compensatory - WC	7.500000		Distributed	125800	THEATRE AND DANCE
15		0		01/14/2024	HCMP	Holiday Comp Payout	7.500000		Distributed	125800	THEATRE AND DANCE
16		0		01/15/2024	HOLCM	Holiday comp earned	6.500000		Closed	125800	THEATRE AND DANCE
17		0		03/03/2024	HCMP	Holiday Comp Payout	6.500000		Distributed	125800	THEATRE AND DANCE



Absence Management Queries/Reports

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

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

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 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

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.

An important tip: Use the [Payroll Processing Schedule](#) to determine a Beginning Pay Period Date.

SC_AMS_UNAPPROVED_LEAVE_A_VW - Unapproved Absence Requests

Beginning of Next Pay Period

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	



Absence Balances by Employee

Report Name: SC_AMS_BALANCES_APPR- Absence Balances by Employee

Selection Criteria: No selection criteria

Data: Data is real time

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

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	

Canceled Absences by Employee

Report Name: SC_AMS_CANCELED_ABS_APPR - Canceled Absences by Employee

Selection Criteria: Begin Date From and To

Data: Data is real time

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.

SC_AMS_CANCELED_ABS_APPR - Canceled Absences by Employee

Begin Date From

Begin Date To

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		4063	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	W2	0	04/11/2022	04/15/2022	Annual Leave	02/21/2022 9:04:10AM		61192	2859	2859	S9	



Leave Taken by Employee

Report Name: SC_AMS_TAKES_APPR_VW - Leave Taken by Employee

Selection Criteria: Employee USCID and Leave Type (optional)

Data: Data is real time

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

An important tip: Use the Absence Type Reference Guide for specific leave names and reasons.

SC_AMS_TAKES_APPR_VW - Leave Taken by Employee
ID: A0
Leave Type: Annual Leave
View Results
Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)
View All First 1-3 of 3 Last
Table with 19 columns: 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

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: Data is real time

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.

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
Table with 11 columns: Row, Empl ID, Empl Record, Name, Absence, YTD Takes, Calendar Group, Pay Group, Approver User ID, Approver ID



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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: Data is real time

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.

Table with 17 columns: 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. Contains 5 rows of employee absence data.

No Annual Leave Processed Year to Date

Report Name: SC_AMS_NO_AL_TAKES_YTD_APPR_VW

Selection Criteria: No selection criteria

Data: Data is real time

Description: This query lists employees who have no annual leave hours processed year-to-date for the purpose of resolving missing reported annual leave hours. Note that any annual leave requests submitted and unapproved before the last finalized calendar will not be reflected in this query. Future dated annual leave requests do not appear in this query as absences do not process until the calendar in which the absence occurs.

Table with 10 columns: Row, Empl ID, Empl Record, Name, YTD Balance, Calendar Group, Pay Group, Approver User ID, Approver ID. Contains 14 rows of employee data with zero annual leave processed.