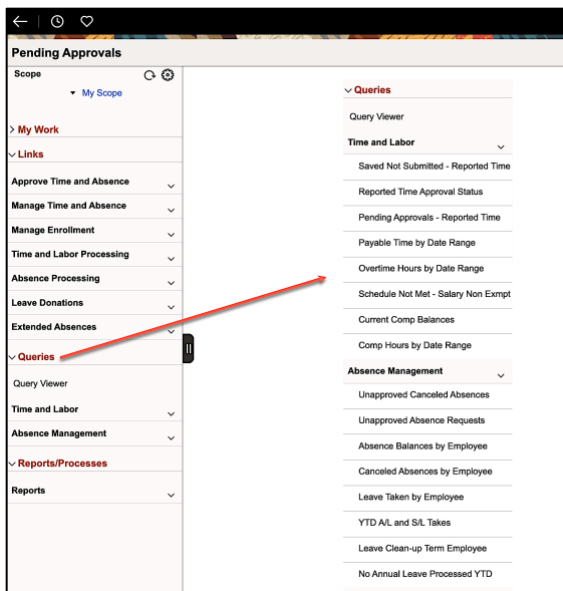
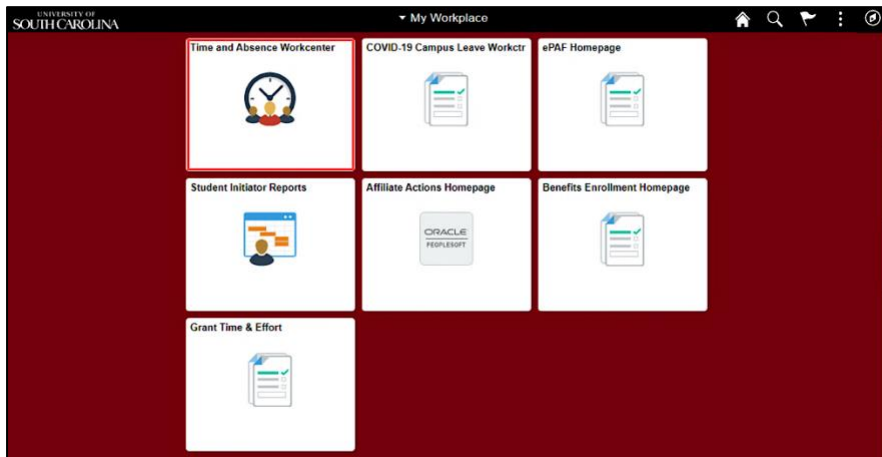




This document outlines all queries available in the Time and Absence WorkCenter for individuals that approve timesheets and absence requests as either manager or TL/ABS approver.

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

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 12 columns: Row, NAME, EMPLOYEE, EMPL RECORD, WORK\_DATE, HOURS, TIME REPORTING CODE, WO\_NUMBER, TIME REPORTED STATUS, UPDATED BY, TIMESTAMP



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.

Table with 13 columns: Row, ID, Empl Record, Name, Email, Rpt Dt, Reported Status, TRC, Quantity, Dept ID, Descr, Manager, Manager Email. Contains 8 rows of data for pending approvals.

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, and To dates. Contains 25 rows of data for payable time.



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**Time and Absence Queries/Reports**  
**Managers and TL/ABS Approvers**

**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

\*To

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



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.

SC\_TL\_MISSING\_TIMESHEETS\_WC - Missing Timesheet
\*From Rpt Dt 01/09/2022
\*To Rpt Dt 01/15/2022
View Results
Download results in: Excel Spreadsheet CSV Text File XML File (5 kb)
View All
Table with 11 columns: Row, ID, Empl Record, Name, Dept ID, Descr, Total Scheduled Hours, Total Reported Hours, Total Absence Hours, Sum Holiday, Variance

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
Table with 8 columns: Row, ID, Empl Record, Name, Plan Descr, End Bal, Dept ID, Descr



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Time and Absence Queries/Reports
Managers and TL/ABS Approvers

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.

Table with columns: Row, ID, Empl Record, Name, Rpt Dt, TRC, Descr, Sum Quantity, Work Order, Status, Dept ID, Descr. Includes search filters for ID, From/To dates, and download options.



**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.

Table with 19 columns: 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. Contains 4 rows of employee data.

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.

Table with 13 columns: Row, Empl ID, Empl Record, Begin Date, End Date, Absence, Datetime, Requester OPERID, Trans Nbr, Parent Id, Thread ID, Approver ID, Approver User ID. Includes date filters and 10 rows of absence data.





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
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. Contains 3 rows of leave data.

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
Table with 11 columns: Row, Empl ID, Empl Record, Name, Absence, YTD Takes, Calendar Group, Pay Group, Approver User ID, Approver ID. Contains 19 rows of YTD take data.



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.