Recording Comp Time

Important:
Employees must request and receive supervisory approval for scheduling and using accrued compensatory time. You must have an approved compensatory time balance before coding Compensatory Time as a Time Reporter Code on your timesheet.

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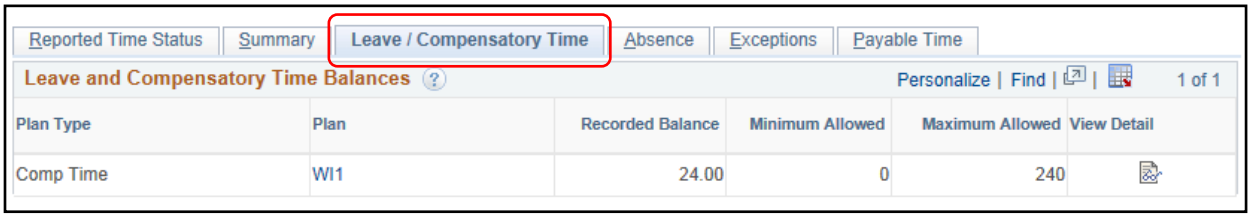
How to View Your Compensatory Time Balance

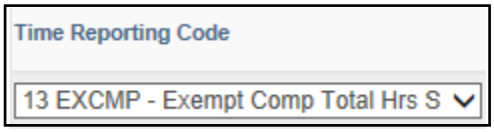
You can view your compensatory time balance in your **Timesheet** under the **Leave/Compensatory Time** tab.



How to Record Compensatory Time Earned – Elapsed Time Reporters

Note: You are only eligible to record earned compensatory time if you worked over 80 hours in a two week period. Compensatory time cannot be used in the same pay period that it was earned.

1. Begin entering your time as usual by accessing the second week of the pay period on your **Timesheet**. Hours worked over 80 hours are eligible to earn OT or compensatory time.
2. Select the last line entry for the pay period and select the **Time Reporting Code EXCMP** (to earn as compensatory time)**.**



3. Enter appropriate **Chartfields** (see **Project Charting** on the **Elapsed Time Entry** job aid for more information).
4. Click **Submit.**

How to Use Earned Compensatory Time – Elapsed Time Reporters

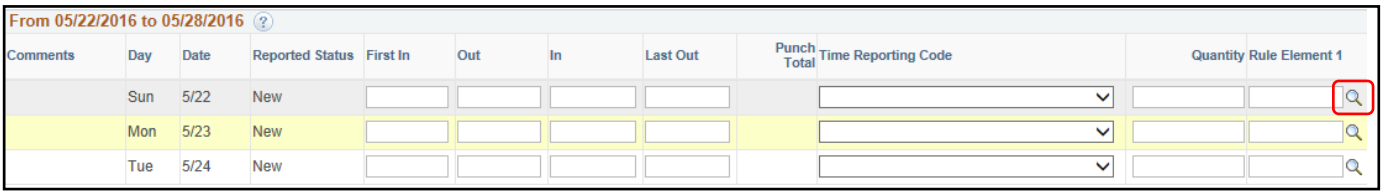
1. Begin entering your time as usual by accessing the appropriate week on your **Timesheet**.
2. Select the day of the week you wish to report time for by clicking in the box below the day. See **Elapsed Time Entry** job aid for more information.
3. Enter the total amount of hours you will use as **Compensatory Time** on each day.
4. Select the **Time Reporting Code CMPUS** from the **Time Reporter Code** drop down.

5. Click **Submit**.

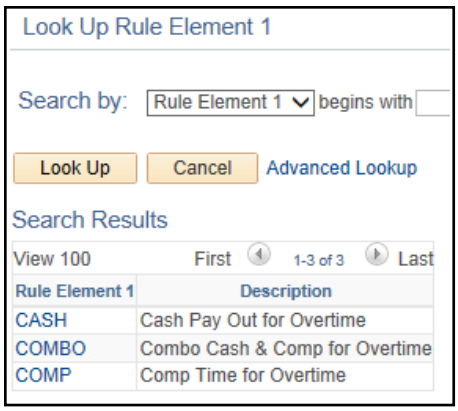
How to Record Compensatory Time – Punch Time Reporters

*Note: You must choose one type of compensatory time in the same pay period. For example, if you earned 10 hours of compensatory time, you cannot code 5 hours to **CASH** and 5 hours to **COMP**. You must choose only one.*

1. Begin entering your time as usual by accessing the appropriate week on your **Timesheet**.
2. Select the very last line entry at the end of the week to record **Compensatory Time**. *Please note: this line may not be work hours. If the last line entered on the timesheet is Stand By pay, this is the line that will need to the COMP recorded in Rule Element 1. You can only record Compensatory Time once you have already worked 40 hours of work time.*
3. Click magnifying glass next to **Rule Element 1**.



4. Select **COMP** (for compensatory time earned) or **COMBO** (whole hours will be paid out and the half hours will be earned as compensatory time).



5. Enter appropriate **Chartfields** (see **Project Charting** on the **Punch Time Entry** job aid for more information).
6. Click **Submit.**

How to Use Earned Compensatory Time – Punch Time Reporters

1. Begin entering your time as usual by accessing the appropriate week on your **Timesheet**.
2. Enter the total amount of hours you will use as **Compensatory Time** in the **Quantity Column** on each day that compensatory time is being used.
3. Select the **Time Reporting Code CMPUS** from the **Time Reporter Code** drop down.

4. Click **Submit**.