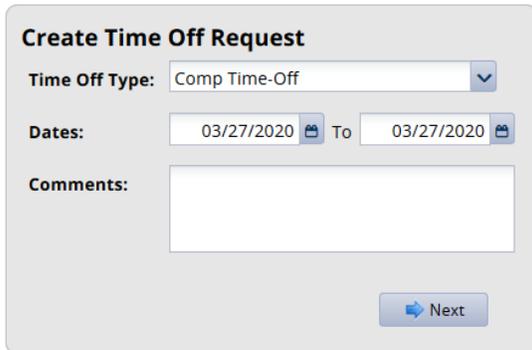


Utilize the **Time Off Request (TOR)** in UD WorkForce to use your earned **Comp Time**. This will update your timesheet with a row for **Comp Time-Off** with the hours you entered.

1. On the Home Screen, click **My Time Off** from the Schedules box.
2. Click the **Create New Request** button 
3. Choose **Comp Time-Off** as the Time Off Type
4. Select the **Date(s)** with the calendar icon (**Comments** are optional)
5. Click the **Next** button



Create Time Off Request

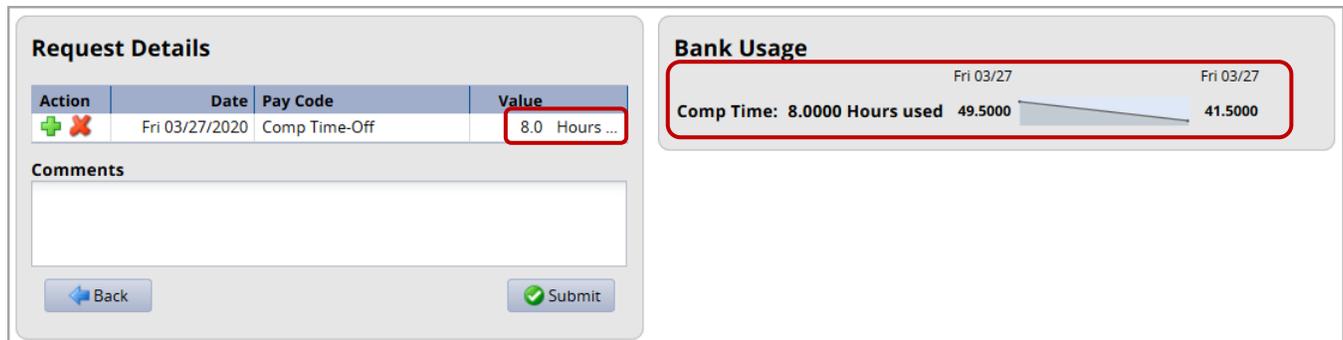
Time Off Type:

Dates: To

Comments:

[Next](#)

6. **Request Details** - leave the **8.0 Hours**, or click in the box and change the number of hours requested off
7. **Bank Usage** shows the effect of the request on your Comp Time bank balance
8. Click the **Submit** button (Click **OK** when you see the Status message box.)



Request Details

Action	Date	Pay Code	Value
	Fri 03/27/2020	Comp Time-Off	8.0 Hours ...

Comments:

[Back](#) [Submit](#)

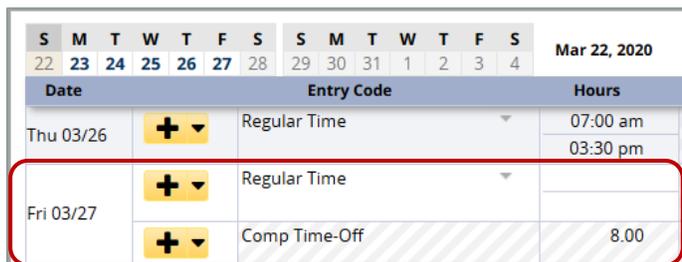
Bank Usage

Fri 03/27 Fri 03/27

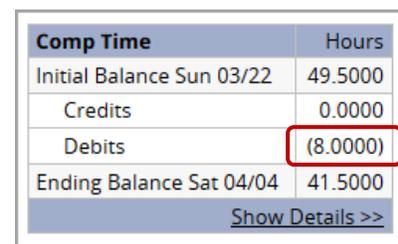
Comp Time: 8.0000 Hours used 49.5000  41.5000

10. To see how the TOR updates your timesheet after it is approved, click **My Timesheet** on the Home Screen.

11. On the Timesheet on Fri. 3/27, you have no Regular Time and **8.0 Hours of Comp Time-Off**
12. The **Time Off** tab (found below the timesheet) shows your **Comp Time** bank with 8.0 hours subtracted from the balance.



S	M	T	W	T	F	S	S	M	T	W	T	F	S	Mar 22, 2020
22	23	24	25	26	27	28	29	30	31	1	2	3	4	
Date	Entry Code		Hours											
Thu 03/26		Regular Time	07:00 am	03:30 pm										
Fri 03/27		Regular Time												
		Comp Time-Off			8.00									



Comp Time	Hours
Initial Balance Sun 03/22	49.5000
Credits	0.0000
Debits	(8.0000)
Ending Balance Sat 04/04	41.5000
Show Details >>	