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.

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.)

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.