

The **Comp Time Earned Requested** Entry Code allows you to bank comp time rather than be paid for overtime hours. When you choose Comp Time Earned Request, the hours will get added to your Comp Time bank as 1.5 times the hours worked.

1. On the Home Screen, click **My Timesheet** from the Time Entry box.
2. On the **Regular Time** row, enter your in and out time worked (example: Sat. 3/14, 8-11am – 3.0 OT hours)
3. Click the **+** on the **Regular Time** row to add a new row.

Date	Entry Code
Sat 03/14	Regular Time

4. On the new row, select the Entry Code **Comp Time Earned Requested**

Date	Entry Code
Sat 03/14	Regular Time
	Regular Time
	Call in - Clock
	Comp Time Earned Requested
	Comp Time Elect (Paid)

In this example, the work schedule is Mon. to Fri. 7:00am - 3:30pm

5. In the **Hours** column, enter the number of hours you want banked as comp time
6. Click **Save** button

Date		Entry Code	Hours	Overrid...	Adjust Rea...	Comments	soe	Total
Wed 03/11		Regular Time	07:00 am 03:30 pm	0.00				8.00
Thu 03/12		Regular Time	07:00 am 03:30 pm	0.00				8.00
Fri 03/13		Regular Time	07:00 am 04:30 pm	0.00				9.00
Sat 03/14		Regular Time	08:00 am 11:00 am	0.00		TUC repairs		3.00
		Comp Time Earned Requested	3.00	0.00			<input type="checkbox"/>	0.00

7. Click the **Results** tab to see the **Comp Time Earned** for 3/14.

<span>Exceptions</span> <span>Schedule</span> <span>Time Off</span> <span><b>Results</b></span>						
Work Da...	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate
03/13/2020	Order of th...	Regular Time	8.00	0.00	440.00	55.00
03/14/2020	Order of th...	Comp Time Earned	0.00	3.00	0.00	0.00
03/16/2020	Order of th...	Lunch Deducted	0.00	0.50	0.00	0.00
03/16/2020	Order of th...	Regular Time	8.00	0.00	440.00	55.00

On the **Results** tab, 3/14 shows 3.0 hours **Comp Time Earned** in the **Unpaid Hours** column.

8. Click the **Time Off** tab to see the additional hours added to the **Comp Time** bank

Comp Time	Hours
Initial Balance Sun 03/08	30.0000
Credits	4.5000
Debits	0.0000
Ending Balance Sat 03/21	34.5000
<a href="#">Show Details &gt;&gt;</a>	

On the **Time Off** tab, the **Credits** have been increased to reflect the 3.0 hours of **Comp Time Earned** ( $3.0 \times 1.5 = 4.50$ )