



**Title:** Use Comp Time Earned in the Same Pay Period  
(For Insufficient Comp Time Balance Only)  
**Role:** Timekeeper  
**Functional Area:** Time Tracking

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## Use Comp Time Earned in the Same Week or Pay Period (For Insufficient Comp Time Balance Only)

Use this procedure to use comp time in the same week or pay period that it was earned. This procedure is used for Exempt employees when there is no comp time already available to use.

### Basic Rules:

- Exempt employees earn comp time after working 8.5 hours in a work day.
- If you have no comp time available before the current pay period, you may still earn comp time and use it within the same week or pay period. To use comp time that you earned in the same week or pay period, you must have earned comp time on a day **BEFORE** you plan to use it.  
For example, if you earn comp time on a Wednesday, you can use it on the following day or after – Thursday or any day after.
- Hours are added to your comp time leave balance after the timesheet in which comp time was earned is saved.

### Procedure:

1. Search for the employee.

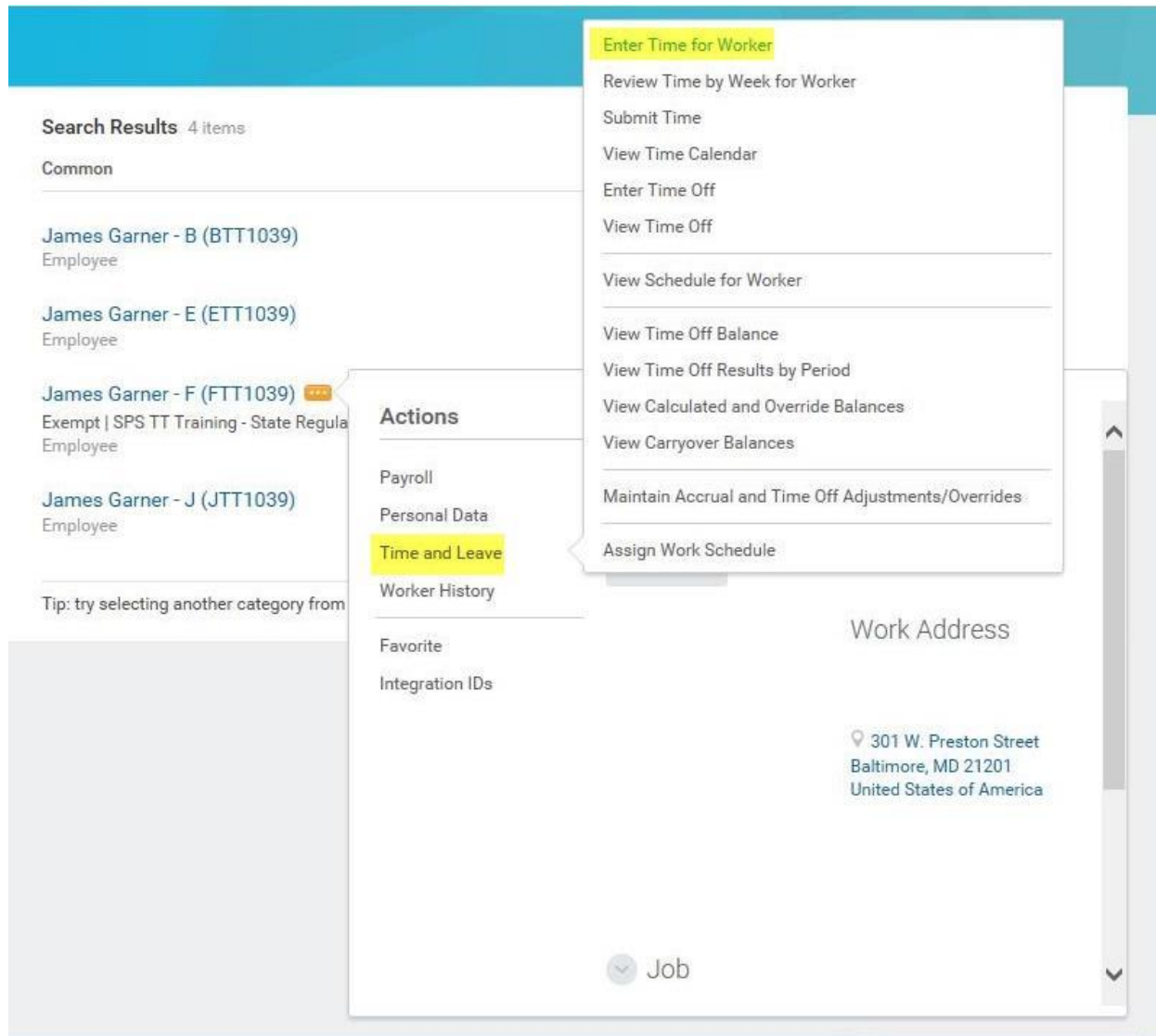


**Tip:** To find an employee...

- Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon, OR
- Find the employee in their assigned Supervisory Organization on the **Members** tab.

2. Click the Related Actions and Preview  icon next to the employee's name.

### Search Results



The screenshot displays a search results page with a list of four employees. The third employee, James Garner - F (FTT1039), is highlighted. A context menu is open over this entry, showing various actions. The 'Time and Leave' category is selected, and a sub-menu is visible with 'Enter Time for Worker' highlighted. The 'Work Address' section shows the location: 301 W. Preston Street, Baltimore, MD 21201, United States of America.

**Search Results** 4 items

Common

James Garner - B (BTT1039)  
Employee

James Garner - E (ETT1039)  
Employee

James Garner - F (FTT1039) **Time and Leave**  
Exempt | SPS TT Training - State Regular  
Employee

James Garner - J (JTT1039)  
Employee

Tip: try selecting another category from

**Actions**

- Payroll
- Personal Data
- Time and Leave**
- Worker History
- Favorite
- Integration IDs

**Enter Time for Worker**

- Review Time by Week for Worker
- Submit Time
- View Time Calendar
- Enter Time Off
- View Time Off
- View Schedule for Worker
- View Time Off Balance
- View Time Off Results by Period
- View Calculated and Override Balances
- View Carryover Balances
- Maintain Accrual and Time Off Adjustments/Overrides
- Assign Work Schedule

**Work Address**

301 W. Preston Street  
Baltimore, MD 21201  
United States of America



Job

3. In the menu, hover over Time and Leave and then click the Enter Time for Worker hyperlink.



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### Enter Time for Worker

4. In the Date field, enter or select the date for which you want to enter time.
5. Click the **OK**  button.
6. Enter time for the day or entire week. **Note:** Comp Time is earned after working 8.5 hours in a workday.
7. When you are finished entering time, click the Next  button.

### Enter Time for Worker

Enter Time - Confirmation James Garner - F (FTT1039) ⋮

Feb 24 - Mar 2, 2016

**IMPORTANT:** You'll lose the time you just entered if you leave this page without saving.

Daily Totals	Week Totals
Wednesday 9	Regular Hours 8
Thursday 0	Comp Earned 1
Friday 0	Additional Job Hours 0
Saturday 0	Holiday/Emergency 0
Sunday 0	Time Off 0
Monday 0	Shift Diff 0
Tuesday 0	Total Paid Hours 8
Wednesday 0	
Total Hours 9	

Save
Back
Cancel


8. Review the Daily and Week totals.



**Information:** Note that the **Comp Earned** value in the **Week Totals** sections reflects the comp time earned for the day(s) you just entered. You must save the timesheet and then navigate back to the timesheet before this Comp Time will be available to use in a future day of the same timesheet.

9. Click the **Save**  button.

10. Navigate back to the timesheet.

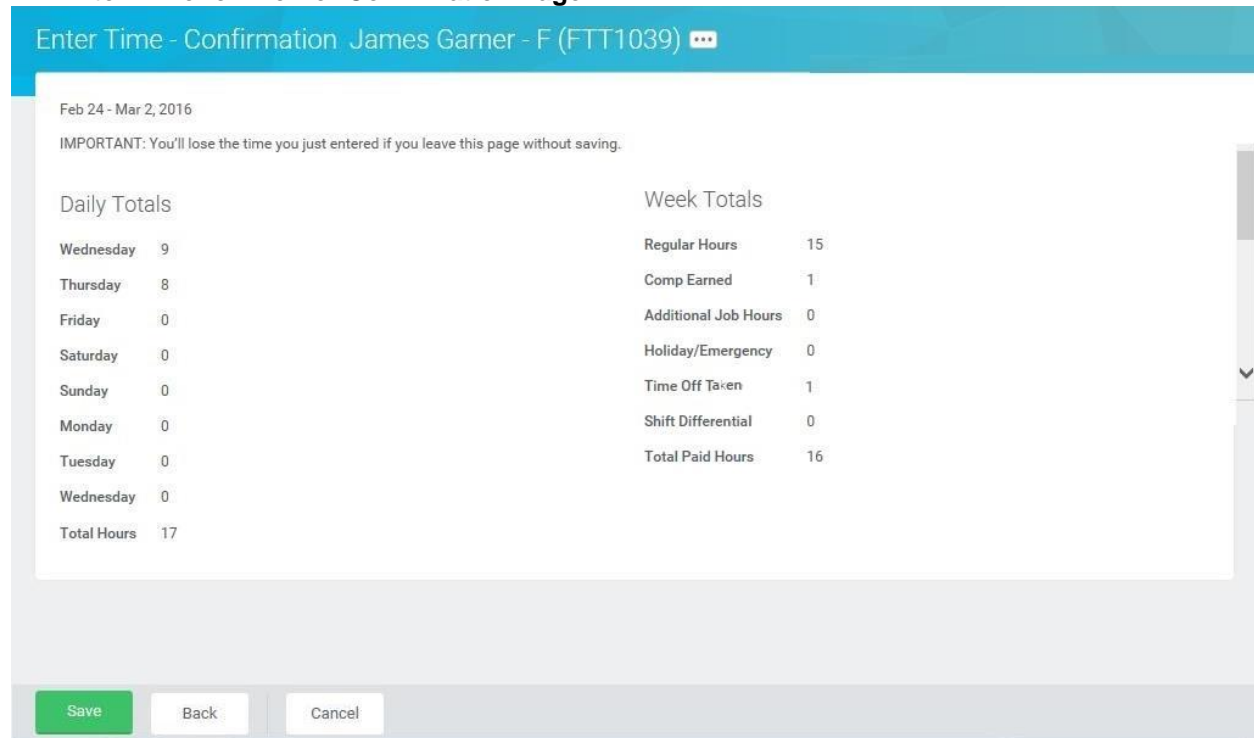
11. Use comp time just earned. Click the **Add Row**  icon.

12. Then, complete the following fields:

- **Time Type:** Select category Time Off then select Compensatory Time.
- **Time Off Reason:** Enter/Select the reason for leave.
- **In:** Enter start time for the comp time.
- **Out:** Enter the end time for the comp time.
- **Out Reason:** Select "Out".

13. When you are finished entering time, click the **Next**  button.

**Enter Time for Worker Confirmation Page**



Enter Time - Confirmation James Garner - F (FTT1039) ...

Feb 24 - Mar 2, 2016

IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

Daily Totals		Week Totals	
Wednesday	9	Regular Hours	15
Thursday	8	Comp Earned	1
Friday	0	Additional Job Hours	0
Saturday	0	Holiday/Emergency	0
Sunday	0	Time Off Taken	1
Monday	0	Shift Differential	0
Tuesday	0	Total Paid Hours	16
Wednesday	0		
Total Hours	17		

Save Back Cancel

14. Review the Daily and Week totals.



Information:

- The hours you entered on the each day display in the **Daily Totals** column.
- In the **Week Totals** column, the Comp Time that was earned is displayed in the **Comp Earned** category. Comp time used is reflected in the **Time Off Taken** category.
- If you need to update time, click the **Back** button.

15. Click the **Save**  button.

16. The System Task is complete.