



Use Comp Time Earned in the Same Week or Pay Period (Used 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. From the **Home** page, click the **Time** worklet.

Time Worklet

The screenshot shows the 'Time' worklet interface. At the top, there's a blue header bar with a back arrow and the word 'Time'. Below the header, there are two main sections: 'Enter Time' on the left and 'View Time' on the right. The 'Enter Time' section contains five buttons: 'This Week (0 Hours)', 'Last Week (40 Hours)', 'Select Week', 'Request Time Off', and 'Correct My Time Off'. The 'View Time' section contains two buttons: 'View My Calendar' and 'Review My Time by Week'. There are also navigation arrows between the two sections.

2. Choose whether to enter time for the current week or a prior week. Use one of the following buttons:

To...	Do This...
To enter time for the current week...	Click the This Week button.
To enter time for the previous week...	Click the Last Week button.
To select a week in a previous pay period...	Click the Select Week button.



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

3. Enter time for the day or entire week. **Note:** Comp Time is earned after working 8.5 hours in a day.

4. 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	0	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	0		

Save **Back** **Cancel**

5. 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.

6. Click the **Save** button.
7. Navigate back to the timesheet.



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8. Use comp time just earned. Click the **Add Row**  icon.
9. 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”.

10. When you are finished entering time, click the  button.

Enter Time for Worker Confirmation Page

Enter Time - Confirmation James Garner - F (FTT1039) 

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		

Feb 24- Mar 2, 2016
IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

  

11. 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.



12. Click the **Save**  button.

13. The System Task is complete.