

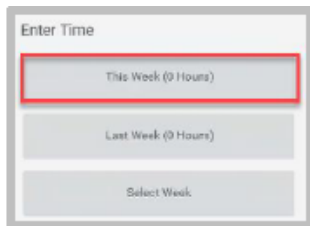
INTRODUCTION

Hourly staff are encouraged to enter time at the end of each week, and submit at the end of the pay period. This job aid covers how Hourly Staff should enter **Comp Time Earned**. **NOTE:** Over Time and Comp Time must be approved in writing by a supervisor prior to being accrued.

ENTER COMP TIME EARNED



1. From the Home Page, click the **Time** worklet.
2. Under the **Enter Time** column, select **This Week**.

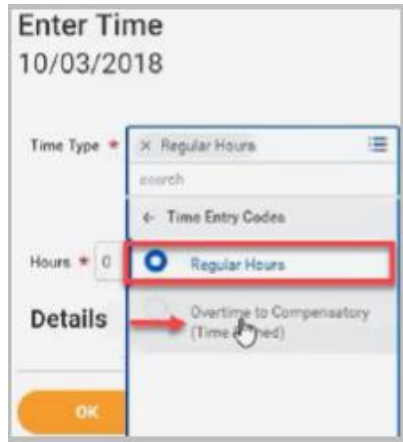


Note: Entering time for **This Week** will be the most common practice. The **Last Week** option will be used to review or correct previous time reported; the **Select Week** option will allow you to enter a specific date to view in the calendar.

The calendar will open. In the top left are arrows to easily navigate to different weeks in the calendar. In the top right are real-time calculations for the time you have entered: **Regular**, **Overtime**, **Overtime 2X**, **Paid Time Off**, **Comp Time** (if applicable), and **Total Hours**.

Day	Hours
Mon 10/22	Hours: 7.5
Tue 10/23	Hours: 7.5
Wed 10/24	Hours: 7.5
Thu 10/25	Hours: 7.5
Fri 10/26	Hours: 7.5
Sat 10/27	Hours: 0
Sun 10/28	Hours: 0

3. Click the day in the calendar for which you would like to enter time.
4. In the **Enter Time** box, click the **Time Type** drop-down and select the appropriate **Time Entry Code**.
5. You will only see **Time Entry Codes** available for your position: *Regular Hours*, or *Overtime to Compensatory*. Choose **Overtime to Compensatory** when entering overtime hours to accrue as Comp Time.



6. Enter the number of **Hours**.
7. **IMPORTANT:** If you work more than 7.5 hours in a day and want the additional hours to be **paid as Overtime**, instead of being accrued as Comp Time, simply enter the total hours worked for the day and Workday will automatically calculate the overtime.
8. If you are eligible to cover any day or portion of a day with **Comp time**, you will need to create two separate time entries: one to enter the number of **Regular Hours worked**; and a second to enter the number of **Compensatory Hours used**.
9. **Note:** Comp Time used may also be entered as a **Time-Off Request** using the **Absence** worklet.
10. Click **OK**. The time entry will appear in your calendar with a status of "Not Submitted." Continue entering time for the week.
11. Click **Submit**. Your request will then be sent for Manager Approval.

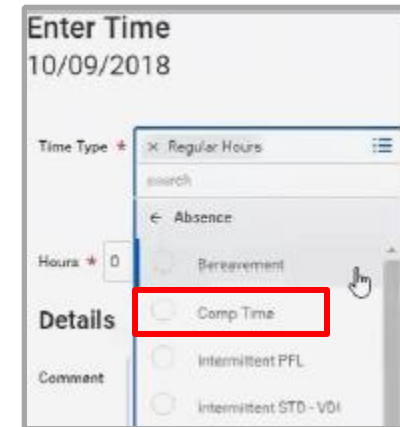
REPORT AN ABSENCE TAKEN

You can report any day or portion of a day that you used absence hours such as Sick, Bereavement, Jury Duty, Comp Time, etc. Also, if you previously requested time off, and the request was approved, you will be able to see these entries in your calendar as well.

1. Click the day in the calendar for which you would like to use absence hours.
2. In the **Enter Time** box, select the **Time Type: Absence** (instead of Time Entry Codes).
3. Select the appropriate **Absence**. (In this example, we selected *Comp time*).

Note: You may need to use the scrollbar on the right of the drop down menu to see all absence types available.

1. Enter the number of **Hours**.
2. Click **OK**.



VIEW/UPDATE YOUR TIME ENTRY

If your time has been previously submitted, and not yet approved, you will be able to make an update to your time-worked entry.

1. Click the time entry in the calendar that you would like to edit.
2. In the **Enter Time** box, make necessary edits to the **Time Type**, **Absence Type**, or **Hours**.
3. Click **OK**.
4. Click **Submit**. Your original time-worked entry will be revised and sent to your Manager for approval.