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.** Over Time and Comp Time must be approved in writing by a supervisor prior to being accrued. At the end of the pay period, the full timesheet will be reviewed and submitted.

This job aid covers employee time entry topics: 1) Overtime 1.5 or Doubletime 2.0 to Compensatory Time Off Plan. (Review your union contract)

ENTER OVERTIME 1.5 OR DOUBLETIME 2.0 to COMPENSATORY

1. From the Home Page, click the **Time** worklet.



2. Under the Enter Time column, select This Week.



The calendar will open. In the top left are arrows to easily navigate to different weeks in the calendar. In the top right are the calculations from your in and out times entered: **Regular**, **Overtime 1.5**, **Overtime 2X**, **Paid Time Off**, and **Total Hours**.

Enter Time 🚥 🚥						06 🗹	Enter Time >
Today () () Aug 29 - Sep 4, 2022 ∨ Mon. 8/29 Tise. 8/ Hours: 0	0 Wed.8/31 1 Hours: 0 Time Period End 08/16/2022-08/31/2022	Thu 91 Houre O	Fit, 9/2 Houre 0 Time Period Lockout 08/16/2022 - 08/31/2022	Sat, 9/3 Hours: 0	Week Actions Actions Actions Keek Kee	Summary Aug 29 – Sep 4, 2022 Student Regular Hours 0 FWS Hours 0 Overtime Hours 0 Sick Hours 0 Meal Penalty 0 Total Hours 0	03/10/2025 Time Type * * Oversime 1.3 to Compensatory in * Time Type * * Time Type Codes In * * Time Type Codes Out * In Dis Public Safey - Seguer (N-Out) Out Posson Out * Dis Public Safey - Cell Back (Norwel) Hours Out Posson Out * Distantion Details Comment * Enter comment

3. Click the day in the calendar for which you would like to record Overtime 1.5 or Doubletime 2.0 to Compensatory Time off.



- 4. In the Enter Time box, click the Time Type prompt and select the appropriate Time Entry Code. (Overtime 1.5 to Compensatory or Doubletime 2.0 to Compensatory).
- 5. Enter the In and Out times to record Overtime 1.5 to Compensatory or Doubletime 2.0 to Compensatory Time off.
- 6. Click **OK**. The time entry will appear in your calendar with a status of *Not Submitted*. The entry will be sent to your manager for approval.

