**COMP TIME EARNED**

**OVERTIME**

If you earn overtime in a week, you can choose to be paid the overtime hours or receive Comp time. Since EmpCenter calculates overtime from the end of the workweek backwards, you should wait until your last day worked (after **ALL** your hours for the week have been recorded) to request the overtime be converted into comp time.

**VIEW OVERTIME HOURS FOR THE WEEK**

1. On the Dashboard, click on the link **Enter My Hours** under Time Entry.

2. Your timesheet for the current period displays. At the bottom of the page, click the Results tab. This will display your regular time, plus the Overtime pay.

3. In this example, there is one hour of overtime pay available.

**REQUEST COMP TIME**

1. Follow the steps to “View overtime hours for the week”.

2. For **each** day you wish to convert to comp time (once a total of 40 hours for the week has been worked), add an entry for that day and select the paycode “**Comp Time Earned**” from the drop down list. **NOTE:** If you need to add a new row, click the **insert a new row** icon.

3. Enter the number of hours of comp time requested in the Hours column. The hours must be less than or equal to the number of Overtime hours earned for the day. (In our example, we are requesting one hour).

4. Click the **Save** button at the top of the page.

5. The **Results** tab is updated to reflect the Comp Time Earned.
**COMP TIME EARNED**

**EXAMPLE:**

In the following example, the employee worked a total of 53 hours for the week. Overtime was earned on Friday, Saturday, and Sunday. For Friday, a total of 8 hours are overtime and .75 hours is regular time. The entire 3.25 hours on Saturday and 1.75 hours on Sunday are overtime hours.

<table>
<thead>
<tr>
<th>Day</th>
<th>Pay Code</th>
<th>Case ID</th>
<th>_combo Code</th>
<th>Mon 05/19</th>
<th>Tue 05/20</th>
<th>Wed 05/21</th>
<th>Thu 05/22</th>
<th>Fri 05/23</th>
<th>Sat 05/24</th>
<th>Sun 05/25</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Clock</td>
<td></td>
<td></td>
<td>06:42 am</td>
<td>06:59 am</td>
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<td>06:49 am</td>
<td>10:31 am</td>
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<td>31.25</td>
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If the employee wishes to convert all of this time to Comp Time, they would need to add three entries:

- One entry for 8.0 hours of Comp Time on Friday
- One entry for 3.25 hours of Comp Time on Saturday
- One entry for 1.75 hours of Comp Time on Sunday