

Comp Time

Compensatory time earnings are granted at the discretion of the employer. Splitting of overtime and compensatory time during the same week is not permitted.

If a University Staff Non-Exempt employee works more than 40 hours in the week, the employee may prefer to accrue comp time instead of overtime payment.

Comp Time Accrual

1. Navigate to your [timesheet](#).
2. On one of the days that comp time is earned, check the **Comp Time checkbox**.
NOTE: Comp time earnings will be based on the earnings per week, not by the total time period; thus it will be necessary to designate Comp Time for each eligible week.
3. Click the **Submit** button.
4. After the Time Administration job runs (4a, 9a, 11a, 1p, 3p and around 8p), all of the work week's hours over 40 will be charged to comp time and the comp time balance will be updated.
NOTE: If the comp time earnings cause the comp time balance to exceed 80 hours, a labor exception will be generated. No time will be paid for that day until after the exception has been fixed.

Select for Delete			Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity	Sched Hrs	Comp Time
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Sun	7/15								0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Mon	7/16	⌚	8:00:00AM	10:30:00AM	11:00:00AM	4:00:00PM	7.50	HOLWK - Holiday Worked	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Tue	7/17	⌚	8:00:00AM			5:00:00PM	9.00		0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Wed	7/18	⌚	6:00:00AM			4:00:00PM	10.00		0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Thu	7/19	⌚	8:00:00AM	9:30:00AM	10:30:00AM	6:00:00PM	9.00		0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Fri	7/20	⌚	7:00:00AM			6:00:00PM	11.00		0.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Sat	7/21								0.00	<input type="checkbox"/>

Summary | Payable Time | Absence Balances | Compensatory Time | Exceptions

Reported Time Summary 4
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Comp Time Use

1. Navigate to your [timesheet](#).
2. On the row with the date of the comp time use, select **CTUSE** from the **Time/Absence Code** drop down list.
3. Enter the hours being requested in the **Quantity** field.
4. If submitting time and using comp time on the same day, click the **plus sign** to add a row and *enter time*.
5. Click **Submit**.