

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. Sign in to my.wisconsin.edu.
2. Click the **Time and Absence** tile.
3. 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.
4. Click the **Submit** button.
5. 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.

Comp Time Use

1. Sign in to my.wisconsin.edu.
2. Click the **Time and Absence** tile.
3. Select the **Timesheet** tab on the left side of the page.
4. On the row with the date of the comp time use, select *CTUSE* from the **Time/Absence Code** drop down list.
5. Enter the hours being requested in the **Quantity** field.
6. If submitting time and using comp time on the same day, click the **plus sign** to add a row and *enter time*.
7. Click **Submit**.