

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 FLSA 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. Click the plus button for the day that additional time was earned.
3. On the new row enter the numbers of hours to be processed as comp time in the **Quantity** field and select the appropriate **Time/Absence Code** (ECT10 or ECT 15)
4. Click **Submit**

Timesheet		Additional Elements				<input type="checkbox"/> Show all columns by default			
Select for Delete				Date	Status	Quantity	Time / Absence Code	Sched Hrs	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>	Wed	1/16			0.00	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>	Thu	1/17	⌚	2.00	ECT10 - Exempt Comp Time Earned 1.0	0.00
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>			⌚	8.00		0.00
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>	Fri	1/18			0.00	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>	Sat	1/19			0.00	

Delete Selected Rows
Submit
Copy from Previous Week

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 number of 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**.