

# 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 or Faculty, Academic Staff, Limited Appointee 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. 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 ECT15 – University Staff or FCT10 or FCT15 for Faculty, Academic Staff, Limited Appointee – non-exempt)
4. Click **Submit**

Timesheet		Additional Elements		☐ 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	<input type="text"/>	<input type="text" value=""/>	0.00
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Thu	1/17	<input type="text" value="2.00"/>	<input type="text" value="ECT10 - Exempt Comp Time Earned 1.0"/>	0.00
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>			<input type="text" value="8.00"/>	<input type="text" value=""/>	0.00
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Fri	1/18	<input type="text"/>	<input type="text" value=""/>	0.00
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Sat	1/19	<input type="text"/>	<input type="text" value=""/>	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**.