Overview:

This job aid provides step-by-step guidance on how to Enter Overtime as Compensatory Earned Time.

Enter Overtime as Comp Earned

1. From the Workday homepage, click the **Menu** icon.

2. Click the **Time** application. In the **Enter Time** section click the **This Week (0)** hours button. **Note:** The number of hours may be different than (0 Hours). For example, if you have previously submitted time for 8 hours, the button will show This Week (8 hours).

3. Click the day of the week you want to enter time. The cell will fill blue, a pop up window will appear and say Enter Time. You will need to enter the total number of hours worked as RP-Regular Hours. (Example: entering 2 hours as comp time earned)

4. Click the drop down from **Time Type** and select **Pay Comp Time (Hours)**. The Time Type may default to RP-Regular Hours. Enter the number of hours you want to enter as

Comp Earned.

5. You will have two entries for that day.

6. Click **OK**

7. On the Enter Time Calendar, you will be able to see your changes/updated on the right hand side of the screen.

8. When ready, click **review** and submit your time to be approved.