



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)

Enter Time 08/21/2023

Status Approved

Time Type *

Hours *

Details

Location

Grant

Fund

Function

Program

Comment

[View Details](#)

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

Overtime as Compensatory Earned Time
Audience: Employees



Comp Earned.

A screenshot of a software dialog box titled "Enter Time" for the date "08/23/2023". The dialog has a close button (X) in the top right corner. It contains a "Time Type" dropdown menu with "Pay Comp Time (Hours)" selected. Below it is a "Hours" input field containing the number "2". A "Details" section follows, with four fields: "Cost Center", "Grant", "Fund", and "Comment", each with a dropdown arrow. At the bottom, there are two buttons: "OK" (blue) and "Cancel" (white with a grey border).

5. You will have two entries for that day.

A screenshot of a time entry summary for Wednesday, 8/23. It shows a total of 12 hours. The first entry is "Pay Comp Time (Hours)" for 2 hours, which is marked as "Not Submitted". The second entry is "RP - Regular Hours" for 10 hours, also marked as "Not Submitted". The background of the summary has a light blue diagonal striped pattern.

6. Click **OK**

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

Can request Time off through timesheet once approved please go to absence calendar for corrections.

Today < > Apr 1 – 7, 2023 Week Actions

Sat, 4/1 Hours: 0	Sun, 4/2 Hours: 0	Mon, 4/3 Hours: 10	Tue, 4/4 Hours: 12	Wed, 4/5 Hours: 8	Thu, 4/6 Hours: 8	Fri, 4/7 Hours: 8
		RP - Regular Hours 10 Hours ✓ Approved	Pay Overtime (Hours) 2 Hours ✓ Approved RP - Regular Hours 10 Hours ✓ Approved	RP - Regular Hours 8 Hours ✓ Approved	RP - Regular Hours 8 Hours ✓ Approved	Pay date 03/18/2023 - 03/31/2023 RP - Regular Hours 8 Hours ✓ Approved

Summary
Apr 1 – 7, 2023

Regular Hours	40
Overtime	2
Compensatory Time Earned	2
Holiday	0
Time Off	0
Holiday Worked	0
Total Hours	44

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