## Compensatory Time Earned

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| 1.   | Begin by navigating to the employee's timesheet.  
*(NavBar: Navigator > Manager Self Service > Time Management > Report Time)*  
Click the Timesheet menu item. |
| 2.   | Enter an employee's Empl ID into the **Employee ID** field.  
For this training example, enter a valid value e.g. "20202020". |
| 3.   | Click the **Get Employees** button. |
| 4.   | Select the employee's **last name link** from the Last Name column in the **Employees For** section.  
For this training example, click the Alder link. |
| 5.   | The timesheet will default to the current time reporting period. If necessary, adjust the **View By** and/or **Date fields** in the **Select Another Timesheet** section to view the correct time period.  
Click the **horizontal scroll bar** to advance to the right side of the Timesheet where you will convert overtime to comp time. |
| 6.   | In the **Rule Element 1** field, click the **look up button** for any day within the week the employee worked overtime.  
Click the **Look up Rule Element 1** button. |
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| 7.   | Select **COMPTE** in the Look Up Rule Element 1 dialog window. This will convert all overtime for the week to comp time. Removal of the element will convert all comp time back to overtime.  
Click the **COMPTE** link to select the element and close the dialog window. |
| 8.   | When you are finished applying the rule element, return to the left side of the screen.  
Click in the left side of the **Horizontal Scrollbar**. |
| 9.   | Scroll down if necessary, and click the **Submit** button. |
| 10.  | Click the **OK** button on the Submit Confirmation page. |
| 11.  | The balance at the bottom of the timesheet under the Leave / Compensatory Time tab will update after Time Administration has run. To view the updated balances, change the view to a day or week after the day on which the overtime that was converted was earned.  
Example: An employee accrues overtime on Friday (6/9) of the first week of a pay period. To view the updated comp time balance, once the overtime is converted to comp time, change the timesheet view to By Day and view Saturday (6/10) or change the view to By Week and view the second week of the pay period. |
| 12.  | You have completed this topic.  
**End of Procedure.** |