


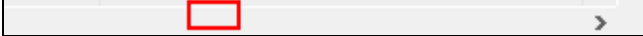


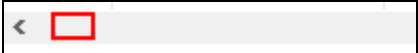

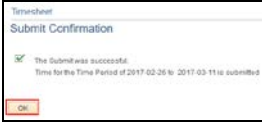


## Compensatory Time Earned

Step	Action
1.	<p>Begin by navigating to the employee's timesheet.  <i>(NavBar: Navigator &gt; Manager Self Service &gt; Time Management &gt; Report Time)</i></p> <p>Click the <b>Timesheet</b> menu item.</p> 
2.	<p>Enter an employee's Empl ID into the <b>Employee ID</b> field.</p> <p>For this training example, enter a valid value e.g. "20202020".</p> 
3.	<p>Click the <b>Get Employees</b> button.</p> 
4.	<p>Select the employee's <b>last name link</b> from the Last Name column in the <b>Employees For</b> section.</p> <p>For this training example, click the <b>Alder</b> link.</p> 
5.	<p>The timesheet will default to the current time reporting period. If necessary, adjust the <b>View By</b> and/or <b>Date fields</b> in the <b>Select Another Timesheet</b> section to view the correct time period.</p> <p>Click the <b>horizontal scroll bar</b> to advance to the right side of the Timesheet where you will convert overtime to comp time.</p> 
6.	<p>In the <b>Rule Element 1</b> field, click the <b>look up button</b> for any day within the week the employee worked overtime.</p> <p>Click the <b>Look up Rule Element 1</b> button.</p> 

## Quick Reference Guide

Step	Action
7.	<p>Select <b>COMPTE</b> 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.</p> <p>Click the <b>COMPTE</b> link to select the element and close the dialog window.</p> 
8.	<p>When you are finished applying the rule element, return to the left side of the screen.</p> <p>Click in the left side of the <b>Horizontal Scrollbar</b>.</p> 
9.	<p>Scroll down if necessary, and click the <b>Submit</b> button.</p> 
10.	<p>Click the <b>OK</b> button on the Submit Confirmation page.</p> 
11.	<p>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.</p> <p>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.</p>
12.	<p>You have completed this topic. <b>End of Procedure.</b></p>