Non-Exempt Compensatory Time Used

This procedure provides steps for using compensatory time (comp time). If an employee is eligible to receive comp time in lieu of overtime payment and the employee has a comp time balance, comp time usage is designated in the timesheet.

To use Compensatory Time Earned an employee must enter it in the timesheet on the date for which they want to use it.

Steps:

1. If a non-exempt employee wants to use a full 8.0 hours of compensatory time, no hours or shifts should be input on that date.
   1. From the **Time Reporting Code** dropdown; choose **CTUSE-Comp Time Taken**.
   2. In the **Quantity** Column enter 8.0
   3. Click Submit
2. To use a partial day of Comp Time Earned an employee must enter it on the date for which they want to use it; in addition to the hours worked on that same day.
   1. Scroll to the far right of the timesheet and click '+-' to add a new row.

   2. Enter the in/out times of your shift on the first row, and the CTUSE Time Reporting Code with quantity on the second row.
   3. Click Submit