

OVERTIME & COMPENSATORY TIME

Workday tracks overtime and compensatory time. Please refer to any site or Departmental specific policies or procedures of how overtime is approved.

Overtime will be calculated each week, based on the defined work week, as your enter time. Total overtime hours can be found at the top of the screen labeled OT.

Regular	Addl. Straight Time	Time Off	OT	Comp Time Worked	Grand Total
16	0	24	5	4	49


Compensatory time may be earned by certain employees and must be reported in Workday. When entering compensatory time, you must enter it as an individual time block and select "*Comp Time Worked*". If you are using compensatory time off, you will again enter this as an individual time block and select "*Comp Time Used*". This option will only be available to you if you have a compensatory time off balance. All compensatory time is to be used within twelve (12) months following the month it was earned.

MODIFY TIME BLOCKS TO REFLECT OVERTIME

From the **Enter My Time** page:

1. Click on the time block for the appropriate day (if it was populated from the auto-fill).
2. Leave the Time Type as **Regular – Hours Worked**.
3. Change the In and Out times, as appropriate (e.g. I worked an extra 2 hours after work, so I will change my Out time from 05:00 PM to 07:00 PM).

NOTE: You can simply type 500 and click Enter and Workday will change the format of that time entry to 05:00 PM.

4. Use the **Prompt** icon  or type to indicate if the Meal Payment should be **Pay** or **No Pay**.

5. Click  .

1 PM	Regular - Hours Worked 1:00pm - 5:00pm 4 Hours ⌚ Not Submitted	Regular - Hours Worked 1:00pm - 5:00pm 4 Hours ⌚ Not Submitted	Regular - Hours Worked 1:00pm - 7:00pm 6 Hours ⌚ Not Submitted	Regular - Hours Worked 1:00pm - 5:00pm 4 Hours ⌚ Not Submitted
2 PM				
3 PM				
4 PM				
5 PM				
6 PM				
7 PM				

6. The totals will alter at the top of the page to reflect the 2 hours of overtime.

Regular	Addl. Straight Time	Time Off	OT	Comp Time Worked	Grand Total
16	0	24	5	4	49