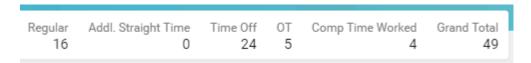
OVERTIME & COMPENSATORY TIME

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.



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 is or type to indicate if the Meal Payment should be **Pay** or **No Pay**.



1 PM	Regular - Hours Worked	Regular - Hours Worked	Regular - Hours Worked	Regular - Hours Worked
2 PM	1:00pm - 5:00pm 4 Hours (2) Not Submitted	1:00pm - 5:00pm 4 Hours (2) Not Submitted	1:00pm - 7:00pm 6 Hours © Not Submitted	1:00pm - 5:00pm 4 Hours (a) Not Submitted
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 Of 16 0 24			Grand Total 49
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