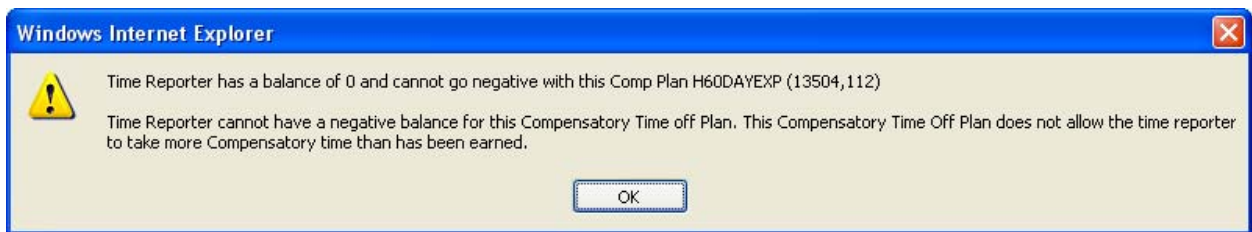


HR Direct – MANAGE SAME WEEK COMP TIME REPORTING

Employees seeking to use compensatory time, must first have it accrued and in their comp time balance account. This means Comp Time Earned (CES) needs to be processed before a person can use Comp Time Used (CTU).

A PeopleSoft Process called **Time Administration** runs every day at noon and 5:00p.m. --- This process moves your reported time to a payable time status and consequently adds your CES into your available comp time balances. If you need to use newly earned Comp Time in the same pay period, you need to follow the steps below to correctly sequence the data entry of your time.

If you try posting both the CES and CTU at the same time, the systems will display the following error:



Scenario: Here is an example of processing time for a week when the employee worked on Sunday’s Open House and wants to use the time to take the Friday off.

- Using the HR Direct timesheet enter CES for Open House hours worked and click Submit.

[Click for Instructions](#)

View By: Date: Refresh [<< Previous Week](#) [Next >>](#)

Reported Hours: 0.000 Hours Scheduled Hours: 37.500 Hours

From Sunday 01/10/2010 to Saturday 01/16/2010

Timesheet Overrides

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
	1/10	1/11	1/12	1/13	1/14	1/15	1/16		
+ -	6.0								CES - Compensatory Ovt Stra
+ -									
+ -									

Submit

- Allow PeopleSoft Time Administration process to run.
 - If you report CES before noon, you can then go in after 3:00 and use it.
 - If you report CES after noon, you can go in the next morning and use it.

3. Return to your timesheet after waiting appropriate amount of time and enter CTU for Friday and click

From Sunday 01/10/2010 to Saturday 01/16/2010

Timesheet Overrides

	Sun 1/10	Mon 1/11	Tue 1/12	Wed 1/13	Thu 1/14	Fri 1/15	Sat 1/16	Total	Time Reporting Code
<input type="button" value="+"/> <input type="button" value="-"/>	6.0								CES - Compensatory Ovt Stra
<input type="button" value="+"/> <input type="button" value="-"/>						6.0			CTU - Comp Overtime Used
<input type="button" value="+"/> <input type="button" value="-"/>						1.5			VAC - Vacation Time

4. Submissions Complete. Click .

Timesheet
Submit Confirmation

 The Submit was successful.
Time for the Week of 2009-06-14 to 2009-06-20 is submitted

For additional job aids, policy and other useful information visit <http://www.uml.edu/hrdirect>