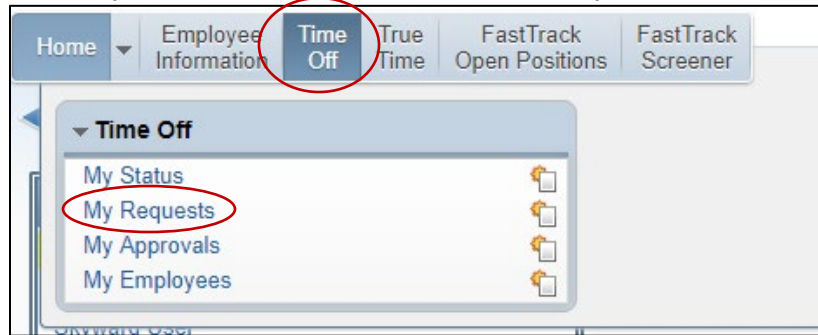
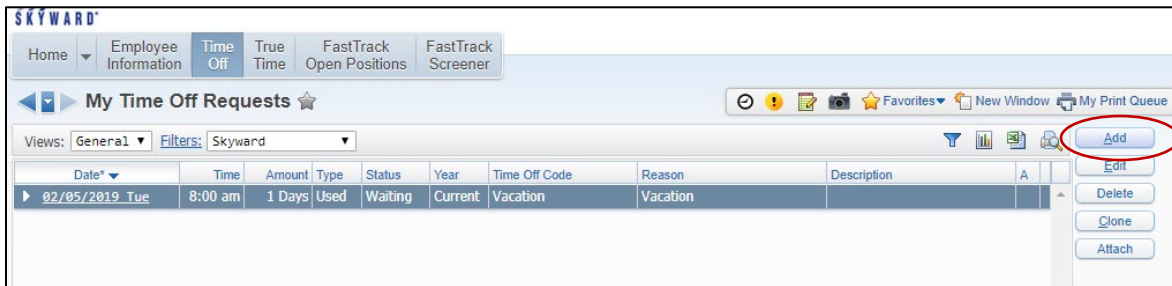


Entering Comp Time in Employee Access

Log into Skyward Employee Access. Select Time Off, then My Requests.



Click the Add button



Under Time Off Code, select Comp Time - Days

A screenshot of the 'Time Off Request' form. The 'Time Off Code' dropdown is set to 'Vacation - Days'. The 'Reason' dropdown is open, and 'Comp Time - Days' is selected. The 'Start Date' is set to '04/01/2019' (Monday). The 'Hours per Day' is set to '8h 00m'. There are 'Save' and 'Back' buttons on the right.

Select the correct Reason. For comp time earned in addition to a full 40 hours worked in a week, select Comp Time Earned Overtime x1.5. For comp time earned when working under 40 hours in a week, select Comp Time Earned Straight x1.0. If using previously earned comp time, select Comp Time Used.

A screenshot of the 'Time Off Request' form. The 'Time Off Code' is 'Comp Time - Days'. The 'Reason' dropdown is open, showing 'Comp Time Used', 'Comp Time Earned Overtime x1.5', and 'Comp Time Earned Straight x1.0'. The 'Type' is set to 'Single Day'. The 'Start Date' is '04/01/2019' (Monday). The 'Hours per Day' is '8h 00m'. There are 'Save' and 'Back' buttons on the right.

For earned comp time, enter the reason for the extra hours in the Description field. Enter the date the time was earned or will be used. (If you will be accruing comp time on weekends or holidays, contact the Payroll Department. They will allow entry on weekends, however, use caution when entering a time off request, as time off will also be allowed on weekends or holidays.) Enter the fraction for the number of hours earned or to be used (1 hour = .125, 2 hours = .25, 3 hours = .375, etc. For more day percentages, see final page). If selecting the option to earn 1.5 times, only enter the time you worked. The system will calculate the correct amount earned. Click Save.

Below is an example of 2 hours extra worked in a full 40 hour week. Notice the entered amount is what was worked (.25 days). The system automatically calculates the time earned of 3 hours (.375 days).

Time Off Request

* Time Off Code: Hours per Day: 8h 00m

* Reason: [Detail...](#)

Description:
Maximum characters: 200, Remaining characters: 169

Type: Single Day Date Range

* Start Date:

Days: x 1.5 = 0.3750

Start Time: AM

[Save](#) [Back](#)

Below is an example of 2 hours extra worked in a day during a week when less than 40 hours total will be worked.

Time Off Request

* Time Off Code: Hours per Day: 8h 00m

* Reason: [Detail...](#)

Description:
Maximum characters: 200, Remaining characters: 169

Type: Single Day Date Range

* Start Date:

Days:

Start Time: AM

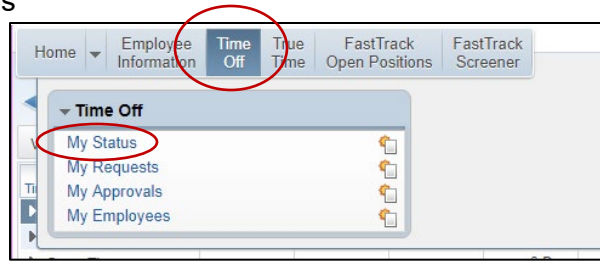
[Save](#) [Back](#)

The comp time will show as waiting for approval from the supervisor. For comp time earned, the amount will show as a negative number. For Comp time used, it will be a positive number.

Note to supervisors: Do not approve a comp time request before the end of the week, as you need to be certain of the number of regular hours the employee worked before approving either straight time or time and a half.

Date*	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description
01/14/2019 Mon	4:30 am	-0.375 Da	Used	Waiting	Current	Comp Time	Comp Time Earned Overtime	Snow Plowing, 4:30 am - 6:30
12/28/2018 Fri	8:00 am	1 Days	Used	Waiting	Current	Vacation	Vacation	

Go to Time Off/My Status



Any comp time earned shows in the Available column, and a request to use up to that amount can be submitted.

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining	Future Waiting	Av
Vacation		210.6 Days	194.6 Days	16 Days		1 Days	15 Days				
Alt Leave		1 Days		1 Days			1 Days				
Comp Time				0 Days		-0.375 Days	0.375 Days				
Family Sick		3 Days		3 Days			3 Days				
Other			5 Days	-5 Days			-5 Days				
Personal		46 Days		46 Days			46 Days				
Sick		251 Days	11 Days	240 Days			240 Days				

Below is an example of entering a request to use 2 hours (.25 days) of comp time.

Time Off Request

* Time Off Code: **Comp Time - Days** Hours per Day: 8h 00m

* Reason: **Comp Time Used** [Detail...](#)

Description:

Maximum characters: 200, Remaining characters: 200

Type: Single Day Date Range

* Start Date: **04/01/2019** **Monday**

Days: **0.2500**

Start Time: **08:00** AM

[Save](#) [Back](#)

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description
04/01/2019 Mon	8:00 am	0.25 Days	Used	Waiting	Current	Comp Time	Comp Time Used	
01/14/2019 Mon	4:30 am	0.375 Days	Used	Approved	Current	Comp Time	Comp Time Earned Overtime	Snow Plowing, 4:30 am - 6:30 am
12/28/2018 Fri	8:00 am	1 Days	Used	Approved	Current	Vacation	Vacation	

The remaining available balance of comp time that can be used is now 1 hour (.125 days).

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining	Future Waiting	Av
Vacation		210.6 Days	195.6 Days	15 Days			15 Days				
Alt Leave		1 Days		1 Days			1 Days				
Comp Time			-0.375 Days	0.375 Days		0.25 Days	0.125 Days				
Family Sick		3 Days		3 Days			3 Days				
Other			5 Days	-5 Days			-5 Days				
Personal		46 Days		46 Days			46 Days				
Sick		251 Days	11 Days	240 Days			240 Days				

Portion of the Day Percentages

8 Hours	=	1.0
7.5	=	0.9375
7.0	=	0.875
6.5	=	0.8125
6 Hours	=	0.75
5.5	=	0.6875
5.0	=	0.625
4.5	=	0.5625
4 Hours	=	0.5
3.5	=	0.4375
3.0	=	0.375
2.5	=	0.3125
2 Hours	=	0.25
1.5	=	0.1875
1.0	=	0.125
0.5	=	0.0625
0.25	=	0.03125