How to earn comp time on an elapsed timesheet for multiple work orders:
This job aid outlines how an employee can earn comp time on an elapsed timesheet with multiple work orders.

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<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <strong>Time and Absence</strong> tile.</td>
<td><img src="image" alt="Employee Self Service Landing Page" /></td>
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Step 2: Click the Enter Time tile, to enter time on a timesheet.
Step 3: Be sure to select the correct timesheet for the work week. Use the Arrows to navigate to the appropriate timesheet.

Begin by selecting the appropriate Time Reporting Code (TRC).

You can only have one TRC per line.

Step 4/Work Order Line#1: Click the Time Reporting Code drop-down arrow.

Step 5: Select REGHR – Regular Hours.

Step 6: Click in the Time Entry field and enter hours worked for each day. This week you worked a few hours more than your scheduled hours and you would like to have the hours added to your comp balance.
To earn comp time, the hours entered will need to be more than the scheduled hours.

**Step 7:** To earn comp time for the extra hours worked, scroll to the right, and click the **Comp Time** Lookup button.

**Note:** Comp Time will need to be added to every line added to the timesheet.

**Step 8:** Click to select **Comp Time** from the list.
Notice **COMPTIME** is now populated in the **Comp Time** field.

**Step 9:** Click in the **Work Order** field and enter the order number that corresponds with the hours worked for the first line.

**Step 10:** Click the + (plus) button to add an additional line for the second work order you worked that week.

**Step 11/Work Order Line #2:** Scroll back to the left to enter time worked for the second work order. Click the **Time Reporting Code** drop-down arrow.

**Step 12:** Select **REGHR** – Regular Hours.
Step 13: Click in the Time Entry field and enter hours worked for each day.

Step 14: To earn comp time for the extra hours worked, scroll to the right, and click the Comp Time Lookup button.

Note: Comp Time will need to be added to every line added to the timesheet.
Step 15: Click to select **Comp Time** from the list.

Step 16: Click in the **Work Order** field and enter the order number that corresponds with the hours worked for the second line.

Step 17: Click the **+ (plus)** button to add an additional line for the third work order you worked that week.
Step 18/Work Order Line #3: Scroll back to the left to enter time worked for the third work order. Click the Time Reporting Code drop-down arrow.

Step 19: Select REGHR – Regular Hours.

Step 20: Click in the Time Entry field and enter hours worked for each day.
**Step 21:** To earn comp time for the extra hours worked, scroll to the right, and click the **Comp Time** Lookup button.

**Note:** Comp Time will need to be added to every line added to the timesheet.

**Step 22:** Click to select **Comp Time** from the list.
Step 23: Click in the Work Order field and enter the order number that corresponds with the hours worked for the third line.

Note: If you need to enter hours for additional work orders, follow steps 17 through 23.
You can enter comments about the time entries if you feel additional information is needed.

**Step 24:** Click the Comments button.

Use the Comments page to enter comments for the reported time.

**Step 25:** Click in the Comment field and enter a comment applicable to the time entered.

**Step 26:** Click the Add Comment button. The comment is added, along with a timestamp and who entered the comment.

**Step 27:** Click the X to close the Time Reporting Comments page.
Notice when a comment has been added to a specific time entry, squiggles appear in the comment bubble.

**Step 28:** The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.
Once the timesheet has been submitted correctly, you will see a message across the top of the screen saying that the timesheet has been submitted successfully. Also, an email is generated that will automatically be sent to you.

When submitted, the summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view. The Reported time reflects the additional hours worked that week.
Step 29: When submitted, the Pending Approvals icon appear for the days’ time entered indicating the timesheet is waiting for approval. Click the View Legend link to view the legends used and a short description of each one.

The most common icons that may appear in the Daily Status box are:

⚠️ The user has an exception that needs to be fixed before submitting the timesheet.

💾 The timesheet has been saved for later.

⏰ The time entered has been submitted and is pending approval.

✔️ The entered time has been approved.

You successfully learned how to earn comp time on an elapsed timesheet for multiple work orders.