How to enter overtime worked (earning comp time) on behalf of a 28 day police employee:
This job aid outlines how a manager can enter overtime worked (resulting in earning compensatory time) on behalf of a 28 day police employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <strong>Choose Other Homepages</strong> drop down arrow and select <strong>Manager Self Service</strong> from the list.</td>
<td>![Screenshot 1]</td>
</tr>
<tr>
<td><strong>Step 2:</strong> Click the <strong>Time and Absence Workcenter</strong> tile.</td>
<td>![Screenshot 2]</td>
</tr>
</tbody>
</table>
Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

Step 3: Click the Manage Time and Absence drop-down arrow.
Step 4: Click the **Timesheet** option from the list.

Step 5: To enter time for a specific employee, begin by clicking the **Filter** button.
Step 6: To find a specific employee, enter their USCID in the Employee ID field. As you begin entering the ID, employee names populate below.

Step 7: Click Done to move on to the Enter Time page.
Step 8: Click the Employee Name/Title line to view the Enter Time page.

In this scenario the officer worked extra hours on several shifts during the week of 5/16 – 22/2021 to ensure road coverage in the unexpected absence of a colleague. The employee forgot to enter their time worked and the week has now passed. As the manager, you can enter time on behalf of your direct reports.

Step 9: 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 10: To use comp time, click the Time Reporting Code drop-down arrow.

Step 11: Select REGHR – Regular Hours.
Step 12: Click in the Time Entry fields for 5/17-19/2021 and enter the overtime hours worked.

Step 13/Optional: Click the Comment icon to add additional information.

Step 14: The Chief authorized this overtime as earned compensatory time. In order to account for comp time accrual in lieu of overtime pay, you must add that indicator on the timesheet. Scroll to the right and Click the Comp Time lookup button.
Step 15: Select the COMPTIME option.

Step 15: Notice the COMPTIME indicator now appears on the timesheet.

Step 16: Click the Submit button to submit the timesheet for approval.
Step 17: 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 the employee.

Step 18: Notice the time for 5/17 - 19/2021 is automatically approved at submission. When time is entered by a manager on behalf of an employee, additional approval is not required.
Enter Overtime Worked (Earn Comp Time) on Behalf of 28 Day Police Employee

**Step 18:** When submitted, the Approved icon appears for the days’ time is entered indicating the timesheet is approved. 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.

To learn how to enter time for a full 28 day cycle on behalf of an employee, please view the job aid titled Enter Full 28 Day Timesheet on Behalf of 28 Day Police Employee.

You successfully learned how to enter overtime hours resulting in earned comp time on behalf of a 28 day police employee.