



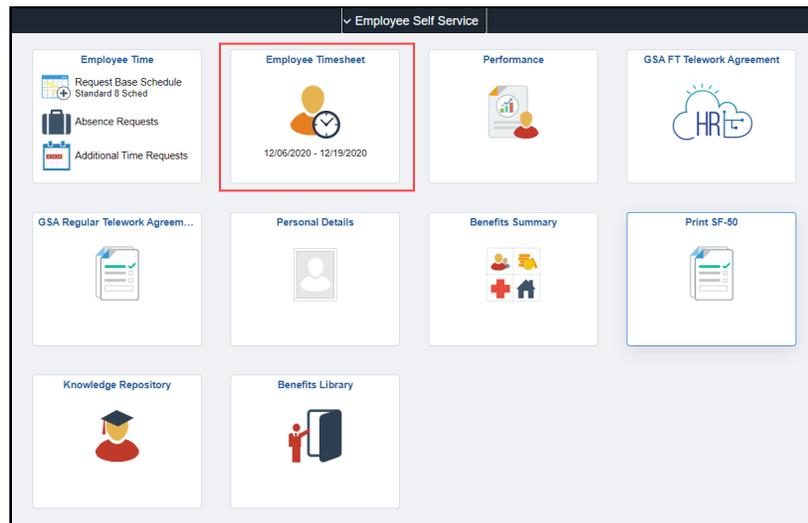
Add Overtime/Comp Time/Credit Hours to Timesheet

After requesting overtime/comp time/credit hours and after your supervisor has approved your request, follow this job aid to add it to your timesheet.

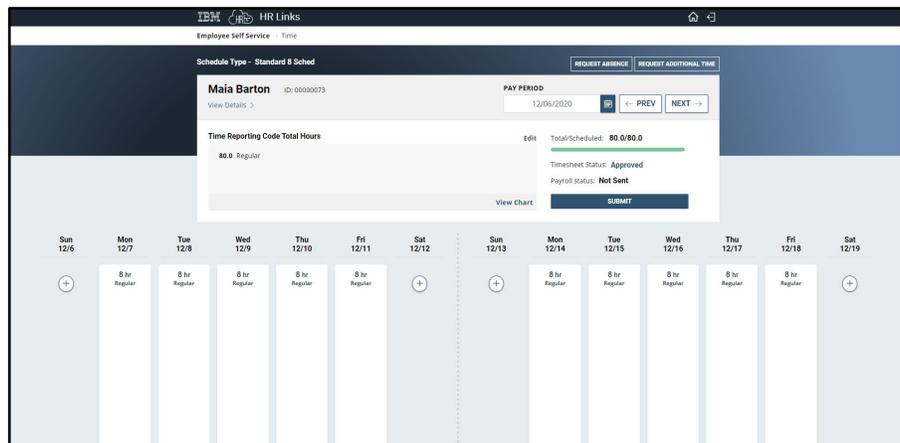
- [Add Overtime Hours to your Timesheet](#)
- [Add Comp Time Hours to your timesheet](#)

Add Overtime Hours to Timesheet

1. Select **Employee Timesheet** tile from the Employee Self Service homepage.



2. The approved overtime doesn't automatically add to the timesheet.





3. Select the **plus (+) symbol** on the date that you want to add your approved overtime.

4. From the dropdown menu, select **014 - 014-Irregular Scheduled OT**.

TIME ENTRY

Sun 12/13

TIME REPORTING CODE *

014 - 014-Irregular Scheduled OT

001 - 001-Regular Time
002 - 002-Holiday Observed
006 - 006-Actual AUO Hours Worked
007 - 007-FLSA Hours Worked
009 - 009-Make Up Hours before OT
010 - 010-Regular Scheduled OT
011 - 011-Holiday Worked
012 - 012-Sunday Premium
013 - 013-Comp Time Earned
014 - 014-Irregular Scheduled OT
015 - 015-Call Back OT
016 - 016-Travel Comp Time Earned
017 - 017-OT Rotating Shift
020 - 020-2nd Shift Night Diff
022 - 022-EDP Act Expose/OT 4%
023 - 023-EDP Act Expose/OT 6%
024 - 024-EDP Act Expose/OT 25%
025 - 025-EDP Act Expose/OT 50%
026 - 026-EDP Act Expose/OT 8%
030 - 030-3rd Shift Night Diff

ADDITIONAL TRC

TASK CODE

CANCEL SAVE

Sun 12/13 3 hr Irr OT

Mon 12/14 8 hr Regular

Tue 12/15 8 hr Regular

5. Enter in the **quantity** for the amount of hours that were earned. Select **Save**.



TIME ENTRY

Sun 12/13

TIME REPORTING CODE * ADDITIONAL TRC

014 - 014-Irregular Scheduled OT [Search]

QUANTITY LABOR CODE TASK CODE

3.0 [Search] [Search]

[ADD ANOTHER LABOR CODE](#)

[DELETE TIME](#) [CANCEL](#) [SAVE](#)

6. Overtime earned now shows up on your timesheet. Make any other changes to your timesheet and **submit**.

IBM HR Links
Employee Self Service > Time

Schedule Type - Standard 8 Sched REQUEST ABSENCE REQUEST ADDITIONAL TIME

Maia Barton ID: 00000073 PAY PERIOD

View Details > 12/06/2020 [Calendar] < PREV NEXT >

Time Reporting Code Total Hours Edit

| | |
|----------------------------|------------------------------------|
| 80.0 Regular | Total/Scheduled: 80.0/80.0 + 3.0 |
| 3.0 Irregular Scheduled OT | Timesheet Status: Needs Submission |
| | Payroll status: Not Sent |

[View Chart](#) [SUBMIT](#)

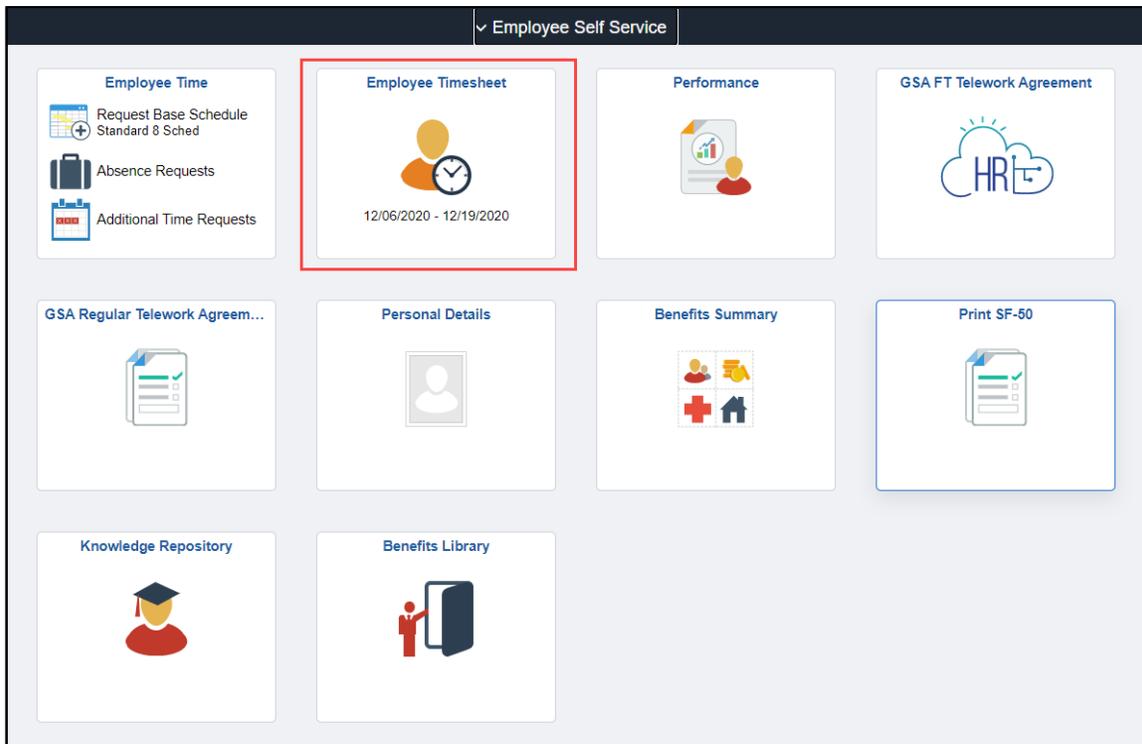
| Sun 12/6 | Mon 12/7 | Tue 12/8 | Wed 12/9 | Thu 12/10 | Fri 12/11 | Sat 12/12 | Sun 12/13 | Mon 12/14 | Tue 12/15 | Wed 12/16 | Thu 12/17 | Fri 12/18 | Sat 12/19 |
|----------|--------------|--------------|--------------|--------------|--------------|-----------|-------------------|--------------|--------------|--------------|--------------|--------------|-----------|
| [+] | 8 hr Regular | [+] | 3 hr Irregular OT | 8 hr Regular | [+] |

Congratulations! You have now successfully added your overtime earned to your timesheet.

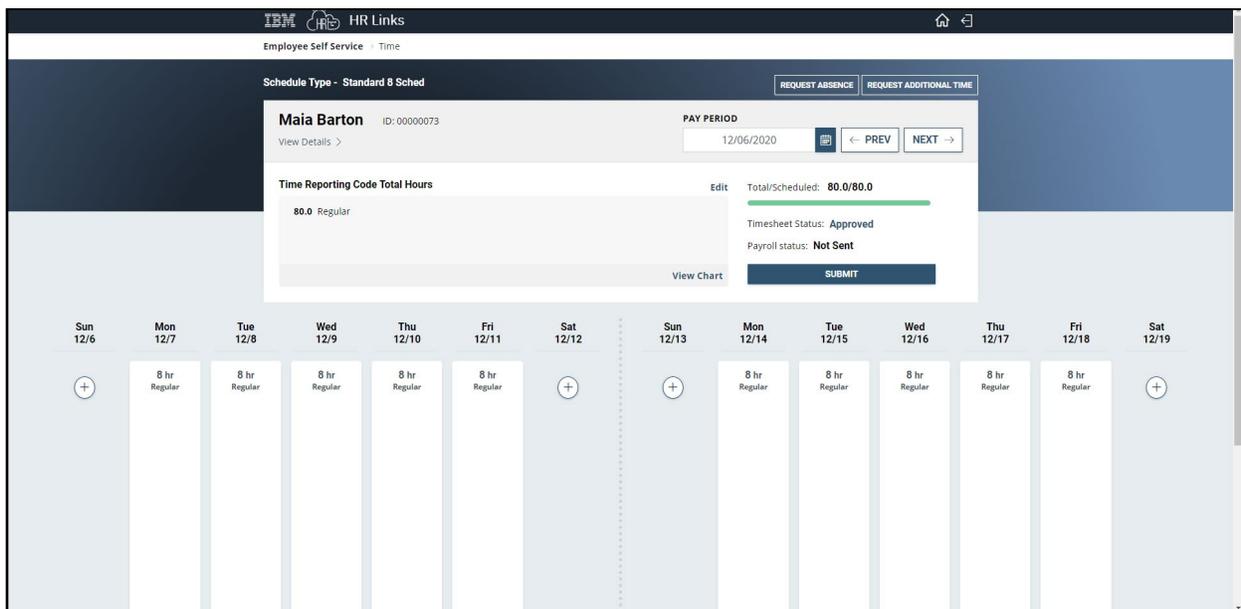


Add Comp Time Hours to Timesheet

1. Select **Employee Timesheet** tile from the Employee Self Service homepage.



2. The approved comp time doesn't automatically add to the timesheet.



3. Select the **plus (+) symbol** on the date that you want to add your approved comp time.



4. From the dropdown menu, select **013 - 013-Comp Time Earned**.

5. Enter in the **quantity** for the amount of hours that were earned. Select **Save**.



TIME ENTRY

Sun 12/13

TIME REPORTING CODE * ADDITIONAL TRC

013 - 013-Comp Time Earned

QUANTITY LABOR CODE TASK CODE

3

ADD ANOTHER LABOR CODE

CANCEL SAVE

6. Comp Time Earned now shows up on your timesheet. Make any other changes to your timesheet and **submit**.

The screenshot shows the HR Links interface for employee Maia Barton. The schedule type is 'Standard 8 Sched' and the pay period is '12/06/2020'. The 'Time Reporting Code Total Hours' section shows 80.0 Regular and 3.0 Comp Time Earned. The 'Total/Scheduled' is 80.0/80.0 + 3.0. The 'Timesheet Status' is 'Needs Submission' and the 'Payroll status' is 'Not Sent'. The timesheet grid shows 8 hours of Regular time for each day from Sun 12/6 to Sat 12/12, and 3 hours of CT Earn for Sun 12/13. The 'Sun 12/13' cell is highlighted with a red box.

Congratulations! You have now successfully added your comp time earned to your timesheet.