



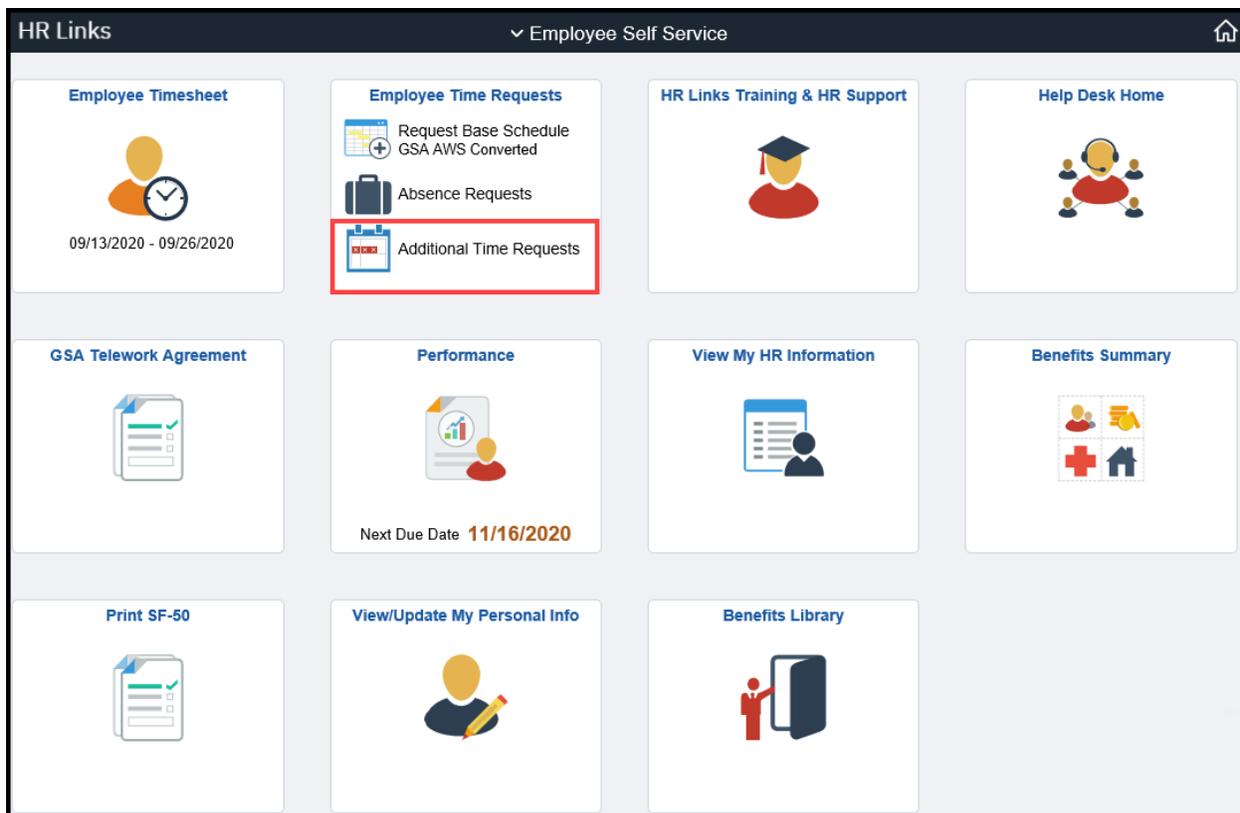
Edit an Overtime/Comp Time/Credit Hours (Employee)

Follow this job aid to learn how to Edit Overtime/Comp Time/Credit Hours in HR Links.

- [Edit Overtime](#)
- [Edit Comp Time](#)
- [Edit Credit Hours](#)

Edit Overtime from Employee Time Requests Tile

1. Select **Additional Time Requests** from the **Employee Time Requests** tile on the Employee Self Service homepage.





2. Find the **Overtime Request** you would like to **edit** under the **Additional Time History** section. Select **View/Edit** for that specific overtime request.

- If you do not see your request in the **Additional Time History** list, you may need to change the **Begin Date** and/or **End Date** in the search parameters to capture the request you are looking for.
- If you cannot see all of your **Requests** because your list is too long, you can use the dropdown menus/calendars at the top of the list to narrow your search.

Employee Self Service > Time > Additional Time

REQUEST TIME

Overtime REQUEST OVERTIME

Comp Time REQUEST COMP TIME

Credit Time REQUEST CREDIT TIME

Additional Time History

ADDITIONAL TIME TYPE: All

STATUS: All Statuses

BEGIN DATE: 07/24/2020

END DATE: 01/20/2021

Date	Additional Time Type	Duration	Status	
Thursday October 22	Overtime Request	3 Hours	Approved	VIEW/EDIT CANCEL



3. On this page you can 1) Edit Start/End Date by selecting the  icon or type in the new **Start and/or End Date** you want; 2) Select a new **Additional Time Type** (if applicable); and/or 3) edit the number of **Requested Hours** desired. In this example, the **Requested Hours** will be changed from 3.0 to 5.0 hours.

ADDITIONAL TIME TYPE *

Overtime Request

REASON *

Irregular Scheduled Overtime

START DATE * 10/22/2020  **END DATE** 10/22/2020 

REQUESTED HOURS *

3.0

COMMENTS

Need to complete special project.

Person Doe
10/22/2020
Submitted Absence Request
Need to complete special project.

Total Requested Hours: 3.0

CANCEL REQUEST **BACK** **SUBMIT**



- Once the **Requested Hours** have been changed, the **Total Requested Hours** are automatically recalculated. If desired, you can edit or add information to your request in the **Comments** section. Then select **Submit**.

ADDITIONAL TIME TYPE *
Overtime Request

REASON *
Irregular Scheduled Overtime

START DATE * 10/22/2020 **END DATE** 10/22/2020

REQUESTED HOURS *
5.0

COMMENTS
Extra time was needed to complete special project.

Person Doe
10/22/2020
Submitted Absence Request
Need to complete special project.

Total Requested Hours: 5.0

CANCEL REQUEST **BACK** **SUBMIT**

- You will return to the Request Time screen. The request you edited will have a Status of **Submitted** and is now awaiting your supervisor's approval.

Employee Self Service > Time > Additional Time

REQUEST TIME

Overtime **REQUEST OVERTIME** | Comp Time **REQUEST COMP TIME** | Credit Time **REQUEST CREDIT TIME**

Additional Time History

ADDITIONAL TIME TYPE: All | STATUS: All Statuses | BEGIN DATE: 07/24/2020 | END DATE: 01/20/2021

Date	Additional Time Type	Duration	Status	
Thursday October 22	Overtime Request	5 Hours	Submitted	VIEW/EDIT CANCEL



- Once the edited overtime request is approved by your supervisor, the **Status** will be updated to **Approved**. *You are all set!*

Employee Self Service > Time > Additional Time

REQUEST TIME

Overtime

Comp Time

Credit Time

Additional Time History

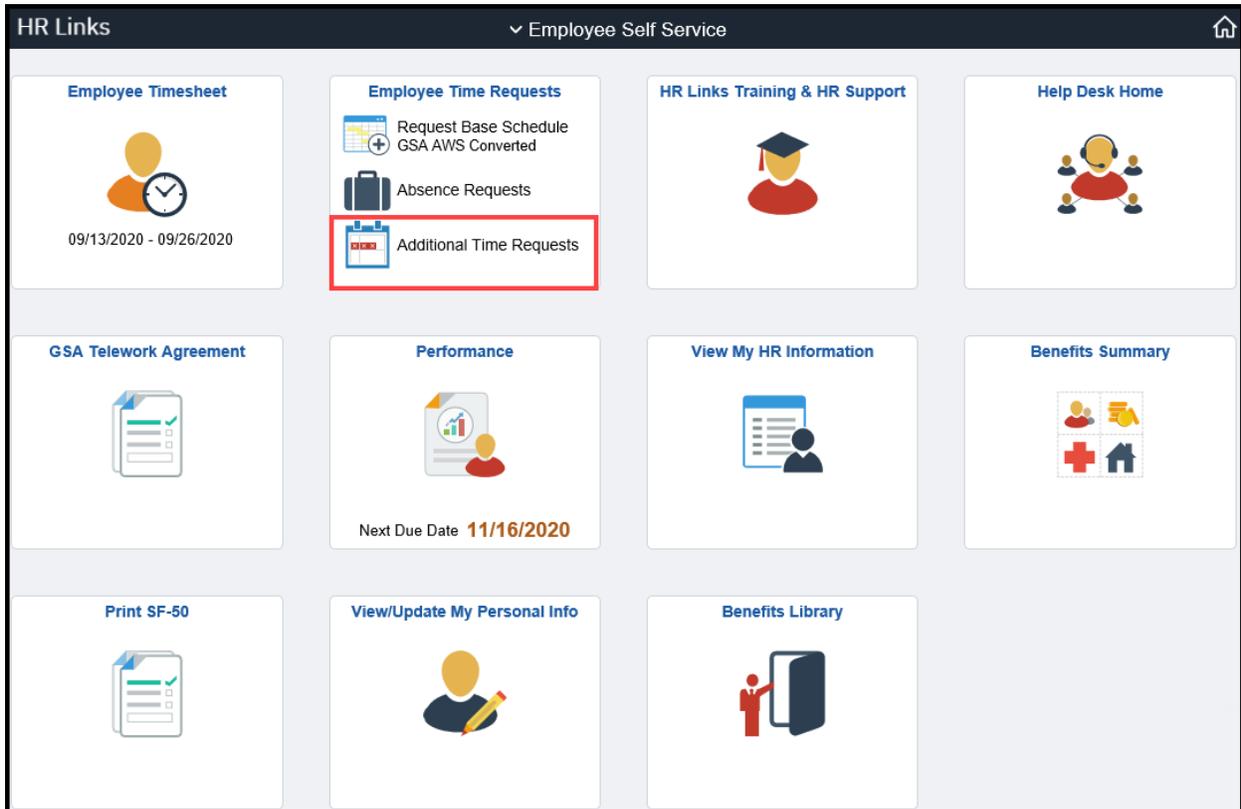
ADDITIONAL TIME TYPE: All | STATUS: All Statuses | BEGIN DATE: 07/24/2020 | END DATE: 01/20/2021

Date	Additional Time Type	Duration	Status	
Thursday October 22	Overtime Request	5 Hours	Approved	<input type="button" value="VIEW/EDIT"/> <input type="button" value="CANCEL"/>



Edit Comp Time Earned from Employee Time Requests Tile

1. Select **Additional Time Requests** from the **Employee Time Requests** tile on the Employee Self Service homepage.





2. Find the **Comp Time Earned Request** you would like to **edit** under the **Additional Time History** section. Select **View/Edit** for that specific overtime request.

- If you do not see your request in the **Additional Time History** list, you may need to change the **Begin Date** and/or **End Date** in the search parameters to capture the request you are looking for.
- If you cannot see all of your requests because your list is too long, you can use the dropdown menus/calendars at the top of the list to narrow your search.

Employee Self Service > Time > Additional Time

REQUEST TIME

Overtime REQUEST OVERTIME

Comp Time REQUEST COMP TIME

Credit Time REQUEST CREDIT TIME

Additional Time History

ADDITIONAL TIME TYPE: All | STATUS: All Statuses | BEGIN DATE: 07/24/2020 | END DATE: 01/20/2021

Date	Additional Time Type	Duration	Status	
Thursday October 22	Overtime Request	5 Hours	Submitted	VIEW/EDIT CANCEL
Monday October 19	Comp Time Earned	8 Hours	Approved	VIEW/EDIT CANCEL



- On this page you can 1) Edit Start/End Date by selecting the  icon or type in the new **Start and/or End Date** you want; 2) Select a new **Additional Time Type** (if applicable); and/or 3) edit the number of **Requested Hours** desired. In this example, the **Start Date** and the **End Date** will be changed from Monday October 19, 2020 to Tuesday October 20, 2020. If desired, you can edit or add information to your request in the **Comments** section.

ADDITIONAL TIME TYPE *

Comp Time Earned

START DATE * 10/20/2020 

END DATE 10/20/2020 

REQUESTED HOURS * 8.0

COMMENTS

In lieu of overtime, requesting comp time. Comp time earned changed from 10/19/2020 to 10/20/2020.

« October 2020 »

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Total Requested Hours: 8.0

CANCEL REQUEST **BACK** **SUBMIT**



4. Once you have made the necessary changes, select **Submit**.

ADDITIONAL TIME TYPE *
Comp Time Earned

START DATE * 10/20/2020 **END DATE** 10/20/2020

REQUESTED HOURS *
8.0

COMMENTS
In lieu of overtime, requesting comp time. Comp time earned changed from 10/19/2020 to 10/20/2020.

Person Doe
10/22/2020
[Submitted Absence Request](#)
In lieu of overtime, requesting comp time.

Total Requested Hours: 8.0

CANCEL REQUEST **BACK** **SUBMIT**

5. You will return to the Additional Time screen. The request you edited will have a Status of **Submitted** and is now awaiting your supervisor's approval.

Employee Self Service > Time > Additional Time

REQUEST TIME

Overtime **REQUEST OVERTIME** Comp Time **REQUEST COMP TIME** Credit Time **REQUEST CREDIT TIME**

Additional Time History

Date	Additional Time Type	Duration	Status	
Thursday October 22	Overtime Request	5 Hours	Submitted	VIEW/EDIT CANCEL
Tuesday October 20	Comp Time Earned	8 Hours	Submitted	VIEW/EDIT CANCEL



- Once the edited **Comp Time Earned** request is approved by your supervisor, the **Status** will be updated to **Approved**. *You are all set!*

Employee Self Service > Time > Additional Time

REQUEST TIME

Overtime
REQUEST OVERTIME

Comp Time
REQUEST COMP TIME

Credit Time
REQUEST CREDIT TIME

Additional Time History

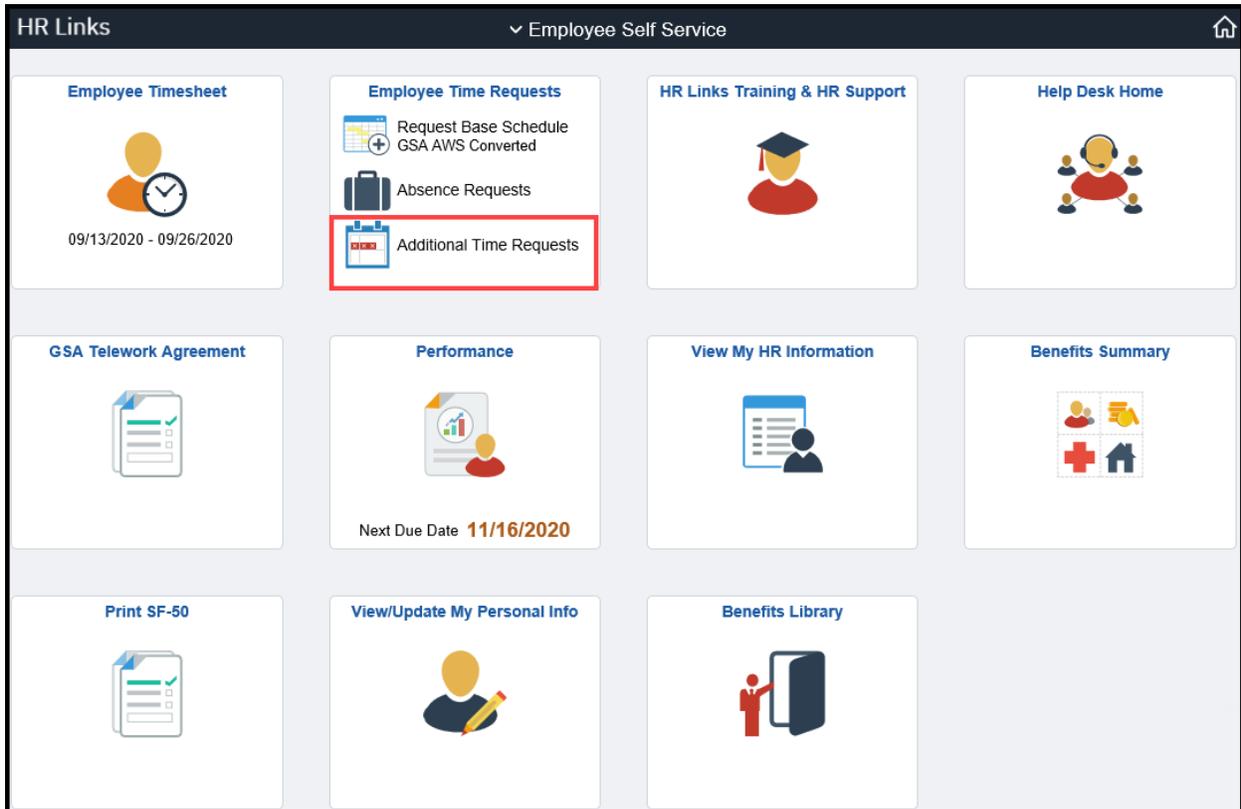
ADDITIONAL TIME TYPE: All | STATUS: All Statuses | BEGIN DATE: 07/25/2020 | END DATE: 01/21/2021

Date	Additional Time Type	Duration	Status	
Thursday October 22	Overtime Request	5 Hours	Submitted	VIEW/EDIT CANCEL
Tuesday October 20	Comp Time Earned	8 Hours	Approved	VIEW/EDIT CANCEL



Edit Credit Hours Earned from Employee Time Requests Tile

1. Select **Additional Time Requests** from the **Employee Time Requests** tile on the Employee Self Service homepage.





2. Find the **Credit Hours Request** you would like to **edit** under the **Additional Time History** section. Select **View/Edit** for that specific overtime request.

- If you do not see your request in the **Additional Time History** list, you may need to change the **Begin Date** and/or **End Date** in the search parameters to capture the request you are looking for.
- If you cannot see all of your **Requests** because your list is too long, you can use the dropdown menus/calendars at the top of the list to narrow your search.

Employee Self Service > Time > Additional Time

REQUEST TIME

Overtime

Comp Time

Credit Time

Additional Time History

ADDITIONAL TIME TYPE: All | STATUS: All Statuses | BEGIN DATE: 07/25/2020 | END DATE: 01/21/2021

Date	Additional Time Type	Duration	Status		
Thursday October 22	Overtime Request	5 Hours	Submitted	<input type="button" value="VIEW/EDIT"/>	<input type="button" value="CANCEL"/>
Tuesday October 20	Comp Time Earned	8 Hours	Canceled	<input type="button" value="VIEW/EDIT"/>	<input type="button" value="CANCEL"/>
Monday October 19	Credit Hours Earned	1 Hours	Submitted	<input type="button" value="VIEW/EDIT"/>	<input type="button" value="CANCEL"/>



- On this page you can 1) Edit Start/End Date by selecting the  icon or type in the new **Start and/or End Date** you want; 2) Select a new **Additional Time Type** (if applicable); and/or 3) edit the number of **Requested Hours** desired. In this example, the **Start Date** and the **End Date** will be changed from Monday October 19, 2020 to Friday October 23, 2020. If desired, you can edit or add information to your request in the **Comments** section.

ADDITIONAL TIME TYPE *

Credit Hours Earned

START DATE * 10/23/2020  **END DATE** 10/23/2020 

REQUESTED HOURS * 1.0

COMMENTS

Worked 1 hour over my regular work day.

October 2020

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Total Requested Hours: 1.0

CANCEL REQUEST **BACK** **SUBMIT**



4. Once you have made the necessary changes, select **Submit**.

ADDITIONAL TIME TYPE *
Credit Hours Earned

START DATE * 10/23/2020 **END DATE** 10/23/2020

REQUESTED HOURS *
1.0

COMMENTS
Worked 1 hour over my regular work day.

Person Doe
10/23/2020
[Submitted Absence Request](#)
Worked 1 hour over my regular work day.

Total Requested Hours: 1.0

CANCEL REQUEST **BACK** **SUBMIT**

5. You will return to the Additional Time screen. The request you edited will have a Status of **Submitted** and is now awaiting your supervisor's approval.

Employee Self Service > Time > Additional Time

REQUEST TIME

Overtime **REQUEST OVERTIME** Comp Time **REQUEST COMP TIME** Credit Time **REQUEST CREDIT TIME**

Additional Time History

ADDITIONAL TIME TYPE: All STATUS: All Statuses BEGIN DATE: 07/25/2020 END DATE: 01/21/2021

Date	Additional Time Type	Duration	Status	
Friday October 23	Credit Hours Earned	1 Hours	Submitted	VIEW/EDIT CANCEL
Thursday October 22	Overtime Request	5 Hours	Submitted	VIEW/EDIT CANCEL
Tuesday October 20	Comp Time Earned	8 Hours	Canceled	VIEW/EDIT CANCEL

6. Once the edited **Credit Hours Earned** request is approved by your supervisor, the **Status** will be updated to **Approved**. *You are all set!*



REQUEST TIME

 **Overtime**
REQUEST OVERTIME

 **Comp Time**
REQUEST COMP TIME

 **Credit Time**
REQUEST CREDIT TIME

Additional Time History

ADDITIONAL TIME TYPE: All | STATUS: All Statuses | BEGIN DATE: 07/25/2020 | END DATE: 01/21/2021

Date	Additional Time Type	Duration	Status	
Friday October 23	Credit Hours Earned	1 Hours	Approved	VIEW/EDIT CANCEL
Thursday October 22	Overtime Request	5 Hours	Submitted	VIEW/EDIT CANCEL
Tuesday October 20	Comp Time Earned	8 Hours	Canceled	VIEW/EDIT CANCEL