**Time & Leave – Compensatory Time Off**

Below is the process for an employee to input earned and taken compensatory time off. ***Comp Time is considered as a type of time as opposed to a type of leave and can be used in lieu of paying overtime.***

1. **Time Tile**: Employee will start on the **Employee Self Service** screen and click on the **Time** tile.
2. **Viewing Comp Time Balance**: Employee can view their current Comp Time balance by using the **Comp Time** tile.
	1. If an employee has a Comp Time balance, they will see a screen like below:
	2. If no balance, there will be nothing to display.
	3. **Enter Time**: Employee will enter Time Reporting Code (TRC) to report earned and/or used Comp Time using the **Enter Time** tile.
	4. Employee will see the following Comp Time codes:
	5. *Depending on the employee’s bargaining unit, the TRC will be named differently, but the base* ***CTZ (State)*** *and* ***CTF (Federal)*** *code will be in the name.*
	6. Employee will then submit their timesheet for supervisory approval.
3. **What is the difference?**
	1. *CTZRQ (State)* (or equivalent bargaining unit code) earned Comp Time is used when the employee works more than 8 hours during the workday.
	2. *CTFRQ (Federal)* (or equivalent bargaining unit code) earned Comp Time is used when the employee works more than 40 hours in the workweek.
	3. ***State and Federal Comp Time balances are held separately.***
4. **How does Employee use Comp Time?** Employee will request Comp Time off per their departmental procedures, and then will enter the *CTZTK* or *CTFTK (or equivalent code depending on the bargaining unit)* TRC on their timesheet for supervisory approval.