# 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.
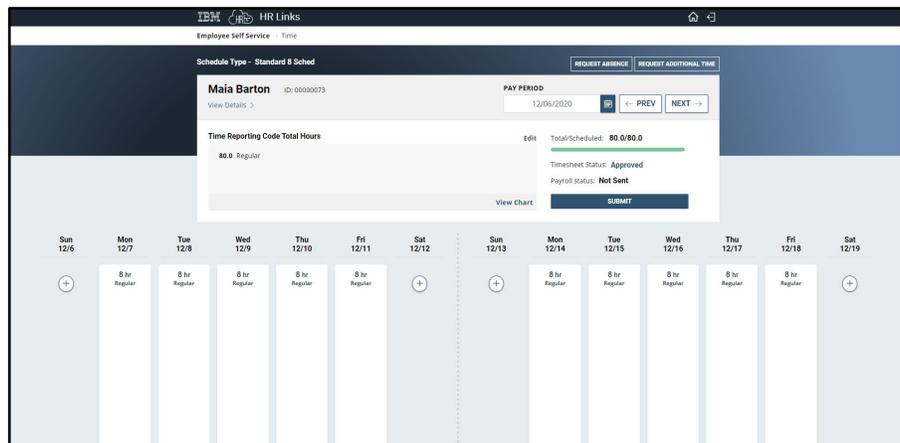
- Add Overtime Hours to your Timesheet
- Add Comp Time Hours to your timesheet

Add Overtime Hours to Timesheet

1. Select **Employee Timesheet** tile from the Employee Self Service homepage.
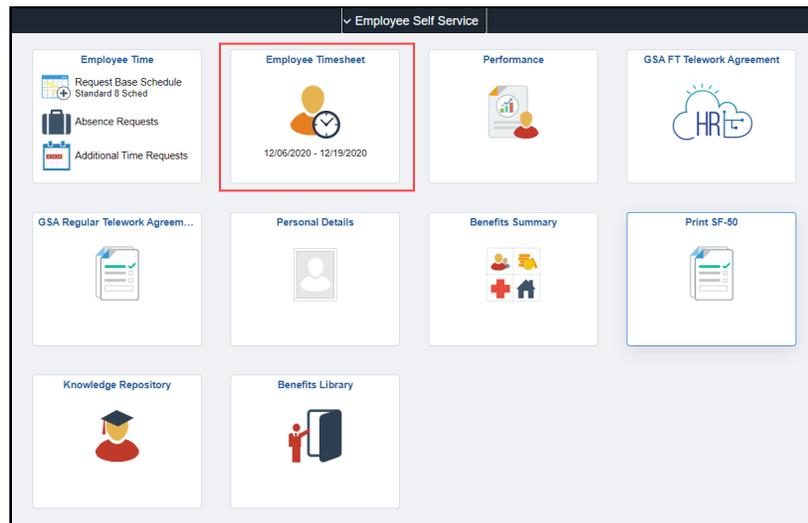
2. The approved overtime doesn't automatically add to the timesheet.

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**.

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

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

Congratulations! You have now successfully added your overtime earned to your timesheet.
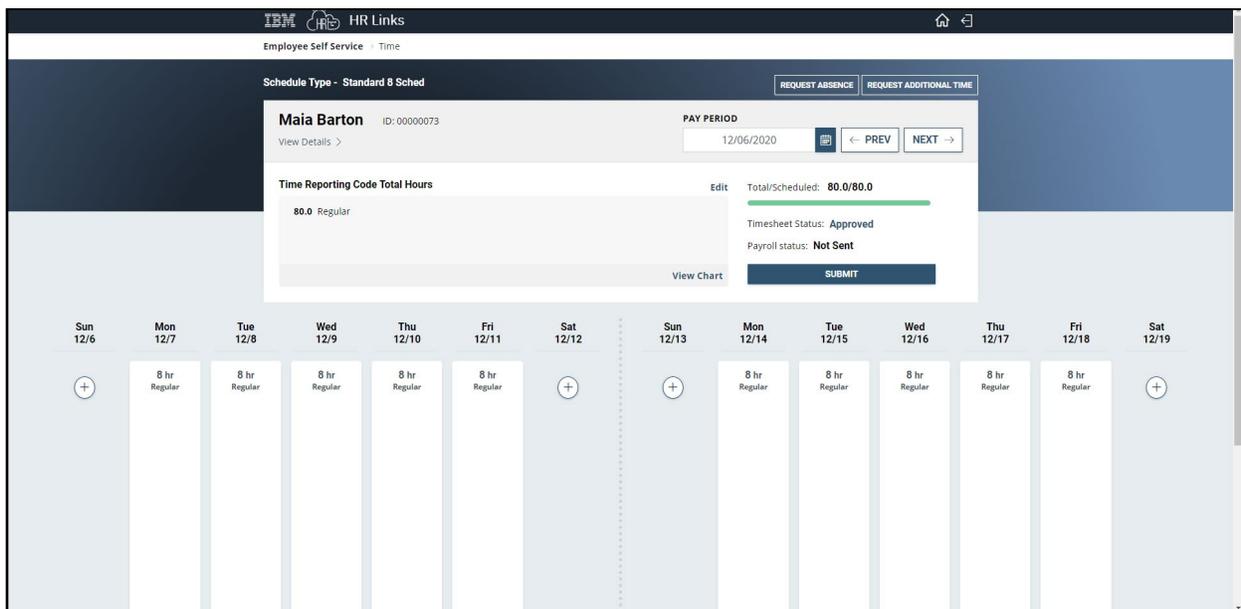
Add Comp Time Hours to Timesheet

1. Select **Employee Timesheet** tile from the Employee Self Service homepage.
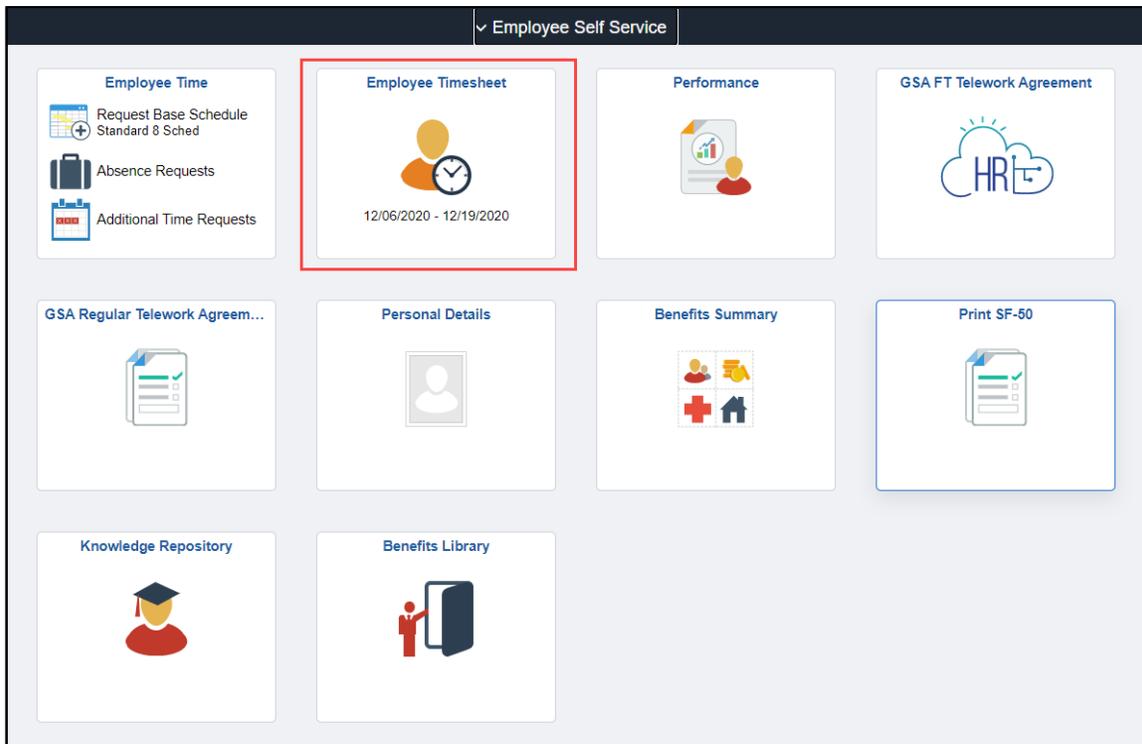
2. The approved comp time doesn't automatically add to the timesheet.

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**.

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

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