



Convert OT to Comp Time – Non-Exempt

This job aid explains how to submit a request to convert Overtime (OT) to Comp Time. OT is generated for hours worked over 40 hours each week.

IMPORTANT: Requests must be submitted by the employee no later than 12pm on Monday following the close of a pay period; and must be approved by Time-Approver before the employee timecard can be approved.

How to request the conversion of OT to Comp Time

My Calendar

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Most often it would be the Friday for the week that the OT was generated.

New Request.

'USNH Convert OT to Comp'

Apply.

Date

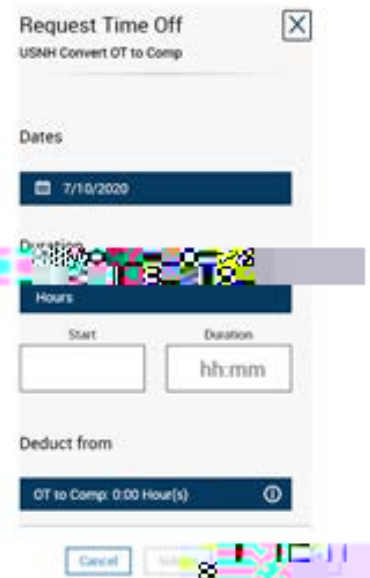
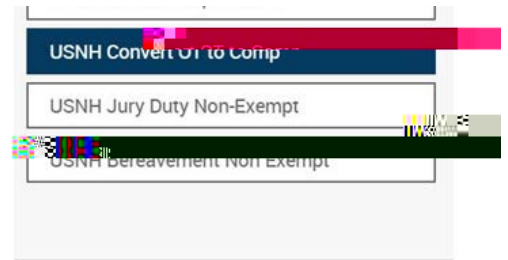
Start Use the start time of your schedule, ex: 8:00am

Duration.

Amount of your OT you are requesting to convert to Comp Time
EX: 02:30 (for 2 ½ hours of OT)

Review

Submit.



REMINDER:

* Future Personal Time off requests will always automatically draw down from any Comp Time balances prior to drawing down from Personal Time.

