Enter **Comp Time Elect (Paid)** Entry Code to get paid for **Comp Time** in your next pay rather than using it or waiting for the 30-day auto-payment process**.** (The contract states: "Compensatory time not used within 30 days of the date it is earned shall be paid.)

1. On the Home Screen, note your **Comp Time** balance in the **Leave Balances** box.

Leave Balances	
Comp Time	49.5000 Hours
Dependent Sick Bank	48.0000 Hours
Long Term Illness	205.0000 Hours
Sick	90.3300 Hours
Vacation	74.0000 Hours

2. On the Home Screen, click **My Timesheet** from the Time Entry box.

3. Click the ➕ on the **Regular Time** row to add a new row.

4. On the new row, select the Entry Code **Comp Time Earned (Paid)** and enter the Comp Time **Hours** to be paid.

Date		Entry Code	Hours	O
Sun 03/22	➕ ▾	Regular Time ▾		
	➕ ▾	Comp Time Elect (Paid) ▾	15.00	

5. Click **Save** button

6. The **Results** tab shows the **15.0 hours** of **Comp Time Elect (Paid).**

Exceptions | Schedule | Time Off | **Results**

Work D... ▲	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate
03/22/2020	Order of th...	Comp Time Elect (Paid)	15.00	0.00	825.00	55.00
03/23/2020	Order of th...	Lunch Deducted	0.00	0.50	0.00	0.00
03/23/2020	Order of th...	Regular Time	8.00	0.00	440.00	55.00

7. The **Time Off** tab shows your **Comp Time** bank with 15.0 hours subtracted from the balance.

Comp Time	Hours
Initial Balance Sun 03/22	49.5000
Credits	0.0000
Debits	(15.0000)
Ending Balance Sat 04/04	34.5000
	Show Details >>