

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.

HR Links	✓ Employe	e Self Service	
Employee Timesheet	Employee Time Requests	HR Links Training & HR Support	Help Desk Home
	Request Base Schedule	•	
	Absence Pequests		424
	Absence Requests		2 2
09/13/2020 - 09/26/2020	Additional Time Requests		
GSA Telework Agreement	Performance	View My HR Information	Benefits Summary
			♣ ₹
			• #
	Next Due Date 11/16/2020		
Print SF-50	View/Update My Personal Info	Benefits Library	
		14	



- 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 $ ightarrow$ Time $ ightarrow$ Addit	ional Time			
REQUEST TIME				
Overtime REQUEST OVERTIME	C	Comp Time REQUEST COMP TIME	2	Credit Time
Additional Time History	ADDITIONAL TIM	ME TYPE STATUS	BEGIN DATE	END DATE
Additional Time History	All	✓ All Statuses	▶ 07/24/2020	₩ 01/20/2021
Date	Additional Time Type	Duration	Status	
Thursday October 22	Overtime Request	3 Hours	Approved VI	
				0



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*	END DATE	
10/22/2020	10/22/2020	Ē
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



4. 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**.

Overtime Request ~		
REASON *		
Irregular Scheduled Overtime 🗸		
START DATE*	END DATE	
10/22/2020	10/22/2020	Ē
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		

5. 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 \rightarrow Time \rightarrow Additional Ti	me			
REQUEST TIME				
Overtime REQUEST OVERTIME	Ċ	Comp Time REQUEST COMP TIME		Credit Time
Additional Time History	ADDITIONAL TI	ME TYPE STATUS	BEGIN DATE	END DATE
Additional Time History	All	✓ All Statuses	✓ 07/24/2020	<pre></pre>
Date Additi	onal Time Type	Duration	Status	
Thursday October 22 Overti	me Request	5 Hours	Submitted	W/EDIT CANCEL



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

Employee Self Service \rightarrow Time \rightarrow Additional Time	ne			
REQUEST TIME				
Overtime REQUEST OVERTIME	C:	Comp Time REQUEST COMP TIME	2	Credit Time REQUEST CREDIT TIME
Additional Time Llistery	ADDITIONAL TIME 1	TYPE STATUS	BEGIN DATE	END DATE
Additional Time History	All	✓ All Statuses	✓ 07/24/2020	<pre></pre>
Date Additio	onal Time Type	Duration	Status	
Thursday October 22 Overti	me Request	5 Hours	Approved	IEW/EDIT 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.

REQUEST TIME	ditional Time			
Overtime REQUEST OVERTIME	Ċ	Comp Time	2	Credit Time REQUEST CREDIT TIME
Additional Time History	ADDITIONAL T	IME TYPE 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	



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 **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.

Comp Time Earned 🗸 🗸									
START DATE*	END [DATE							
10/20/2020				10/	20/20	20			iiii iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii
REQUESTED HOURS*	«		Octo	ber	2020		»		
8.0	Su	Мо	Tu	We	Th	Fr	Sa		
	27	28	29	30	1	2	3		
COMMENTS	4	5	6	7	8	9	10		
In lieu of overtime, requesting comp time. Comp time	11	12	13	14	15	16	17		
earned changed from 10/19/2020 to 10/20/2020.	18	19	20	21	22	23	24	time.	
	25	26	D.	28	29	30	31		
	1	2	3	4	5	6	7		Total Requested Hours: 8.



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

Comp Time Earned	*		
START DATE*		END DATE	
10/20/2020	≣	10/20/2020	Ē
REQUESTED HOURS*			
8.0			
COMMENTS		Person Doe	
In lieu of overtime, requesting comp tir earned changed from 10/19/2020 to 10	ne. Comp time)/20/2020.	10/22/2020 Submitted Absence Request In lieu of overtime, requesting comp time.	
			Total Requested Hours: 8.0

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 $ ightarrow$ Time $ ightarrow$ Addit	tional Time			
REQUEST TIME				
Overtime REQUEST OVERTIME	C	Comp Time		edit Time
Additional Time History	ADDITIONAL TIM	All Statuses	■ BEGIN DATE▼ 07/25/2020	END DATE
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



6. 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 $ ightarrow$ Time $ ightarrow$ Ado	ditional Time			
REQUEST TIME				
CVertime REQUEST OVERTIME	C.	Comp Time REQUEST COMP TIME	2	redit Time
Additional Time History	ADDITIONAL TIM	E TYPE STATUS	BEGIN DATE	END DATE
Date	All Additional Time Type	All Statuses Duration	• 07/25/2020 Status	O1/21/2021
Thursday October 22	Overtime Request	5 Hours	Submitted	I/EDIT CANCEL
Tuesday October 20	Comp Time Earned	8 Hours	Approved	I/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 \rightarrow Time \rightarrow Add	litional Time			
REQUEST TIME				
Overtime REQUEST OVERTIME	ADDITIONAL TH	Comp Time REQUEST COMP TIME ME TYPE STATUS	BEGIN DATE	Credit Time REQUEST CREDIT TIME
Additional Time History	All	✓ All Statuses	✓ 07/25/20	20 🛱 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	Canceled	VIEW/EDIT CANCEL
Monday October 19	Credit Hours Earned	1 Hours	Submitted	



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 **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.

Credit Hours Earned	•								
START DATE*	END	DATE							
10/23/2020				10/	23/20	20			₩.
REQUESTED HOURS*	«		Oct	ober	2020		»		
1.0	Su	Мо	Tu	We	Th	Fr	Sa		
	27	28	29	30	1	2	3		
COMMENTS	4	5	6	7	8	9	10		
Worked 1 hour over my regular work day.	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24	day.	
	25	26	27	28	29	30	31		
	1	2	3	4	5	6	7		Total Requested Hours: 1.0
									•



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

Credit Hours Earned 🗸 🗸		
START DATE*	END DATE	
10/23/2020	10/23/2020	Ē
REQUESTED HOURS*		
1.0		
COMMENTS	Person Doe	
Worked 1 hour over my regular work day.	10/23/2020 Submitted Absence Request	
	Worked 1 hour over my regular work day.	
		Total Requested Hours: 1.0
		Total Requested Hours: 1.

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	2	Credit Time		
Additional Time History	ADDITIONAL TIME	TYPE STATUS	BEGIN DATE	END DATE		
Additional Time History	All	✓ All Statuses	♥ 07/25/2020	₩ 01/21/2021		
Date	Additional Time Type	Duration	Status			
Friday October 23	Credit Hours Earned	1 Hours	Submitted	/IEW/EDIT CANCEL		
Thursday October 22	Overtime Request	5 Hours	Submitted	VIEW/EDIT CANCEL		
Tuesday October 20	Comp Time Earned	8 Hours	Canceled	/IEW/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!*



Employee Self Service > Time > Additional Time							
REQUEST TIME							
Overtime REQUEST OVERTIME	C.	Comp Time REQUEST COMP TIME	2	Credit Time REQUEST CREDIT TIME			
Additional Time History	ADDITIONAL TH	ME TYPE STATUS	BEGIN DATE	END DATE			
Additional Time Thistory	All	✓ All Statuses	♥ 07/25/2020	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			