# 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.
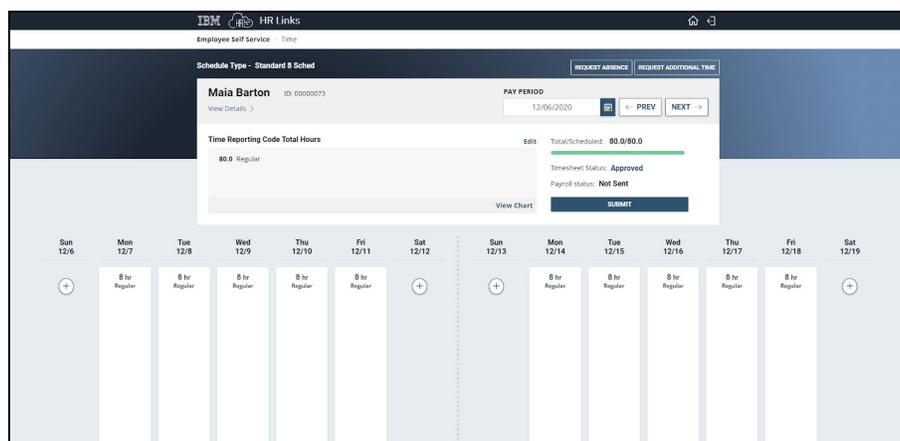
- [Add Overtime Hours to your Timesheet](#)
- [Add Comp Time Hours to your timesheet](#)

## Add Overtime Hours to Timesheet

1. Select **Employee Timesheet** tile from the Employee Self Service homepage.
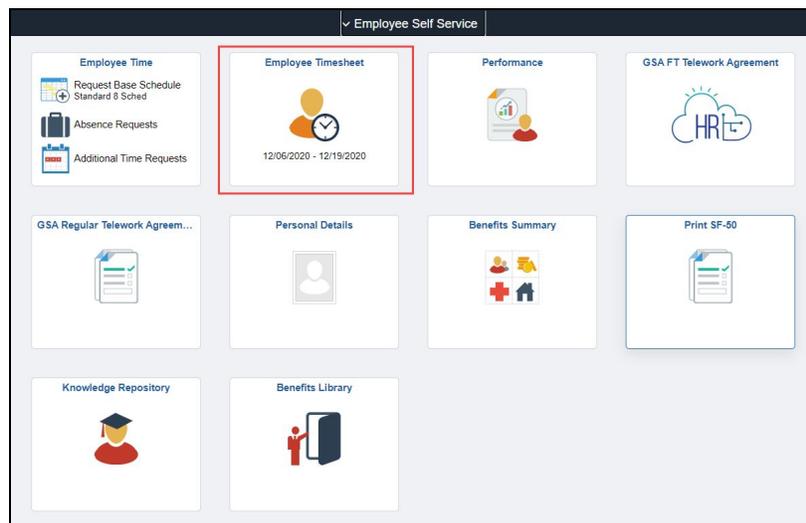


2. The approved overtime doesn't automatically add to the timesheet.

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**.



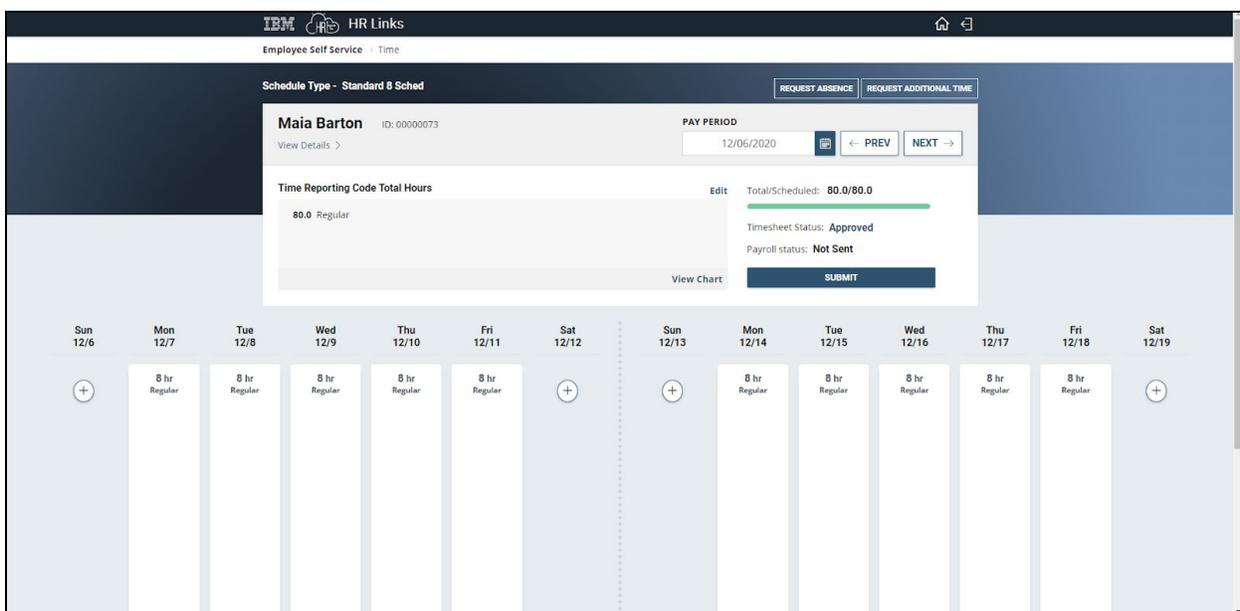*Congratulations! You have now successfully added your overtime earned to your timesheet.*

# Add Comp Time Hours to Timesheet

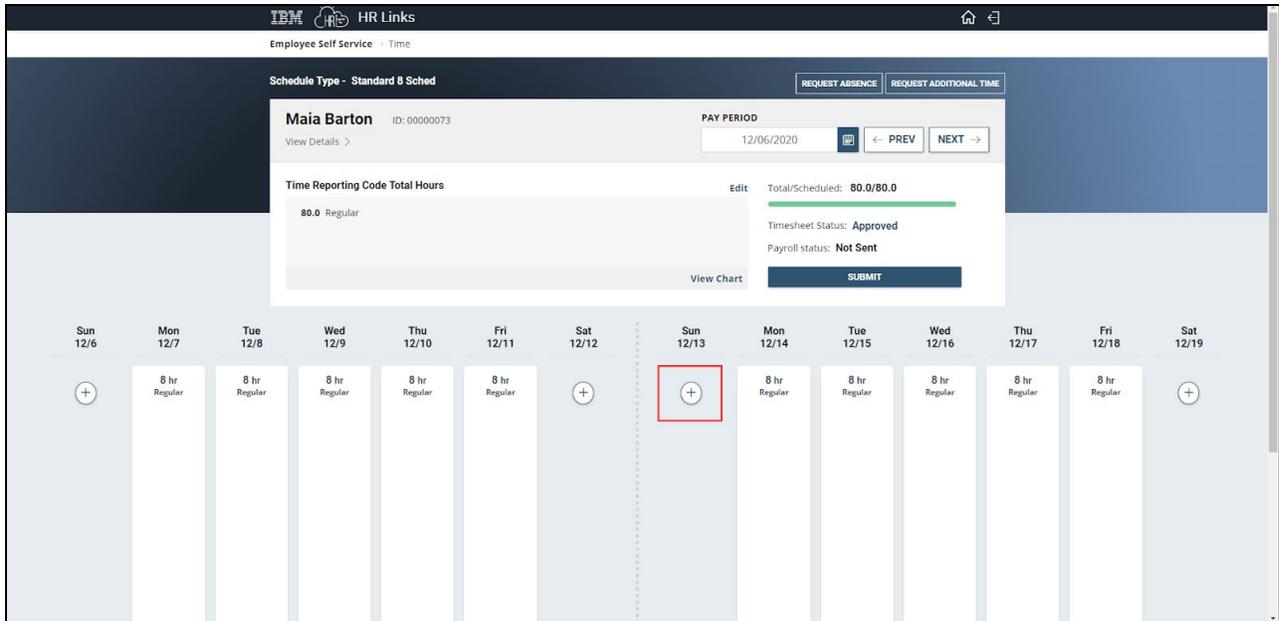1. Select **Employee Timesheet** tile from the Employee Self Service homepage.
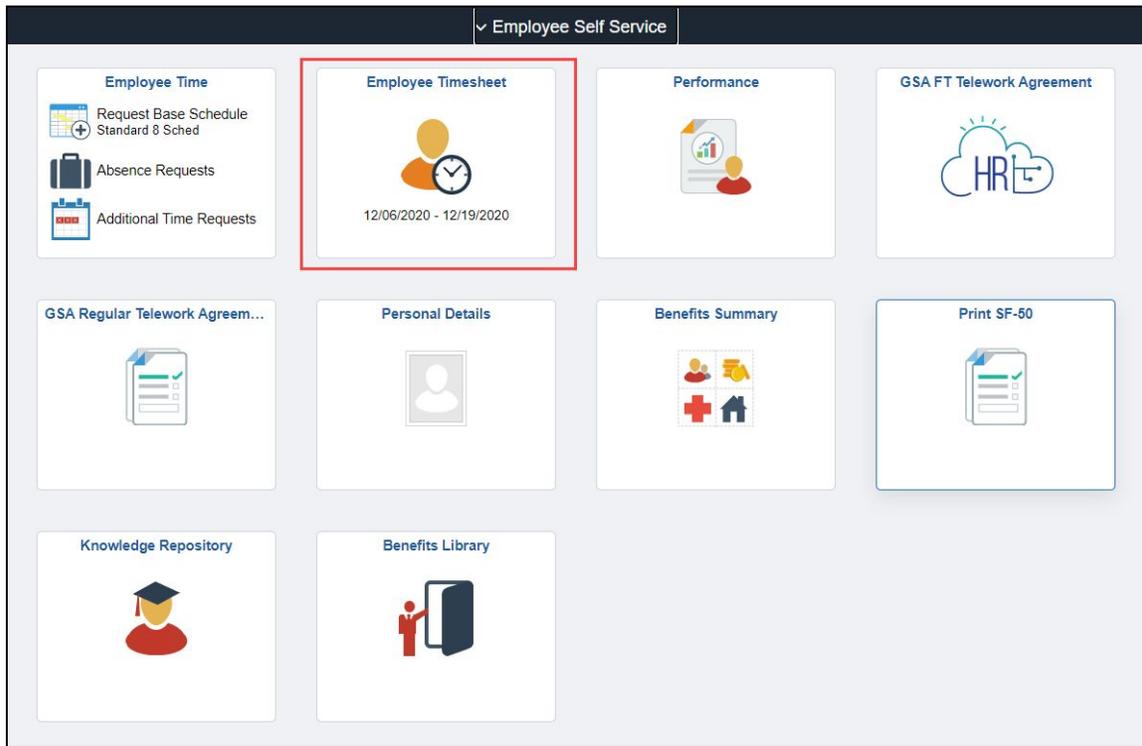


2. The approved comp time doesn't automatically add to the timesheet.
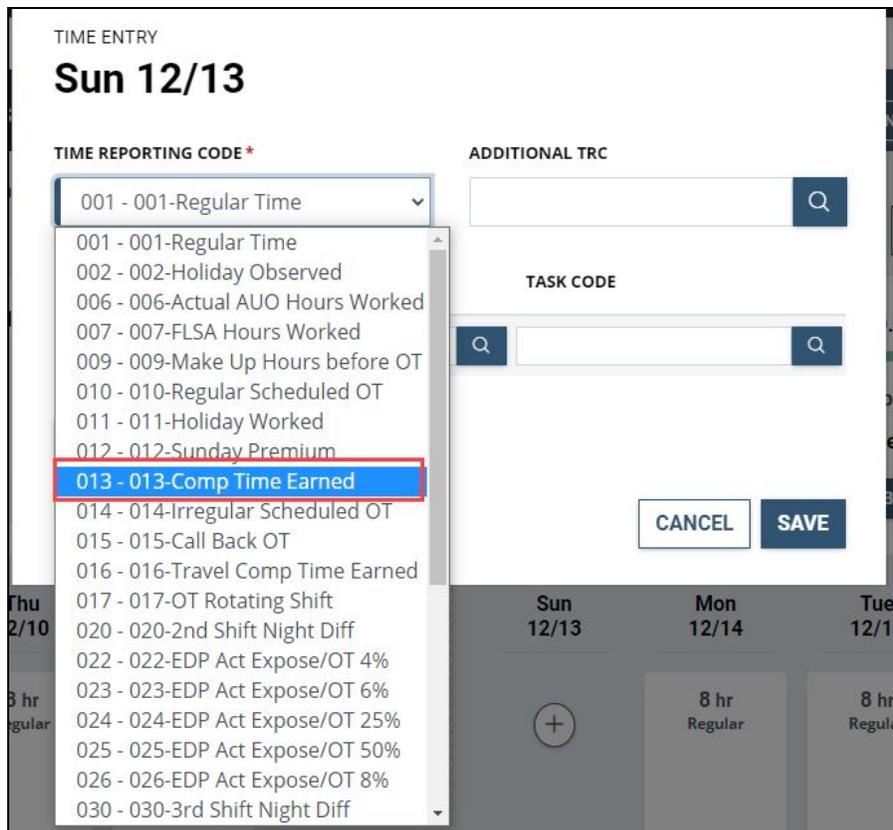
3. Select the **plus (+) symbol** on the date that you want to add your approved comp time.



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.*

# Questions?

Check out our [complete library](#) of job aids, videos, and training courses! You can search based on your role ([employee](#), [supervisor](#), [timekeeper](#)) or by topic ([time and leave](#), [telework](#), [benefits](#), [performance](#)).

If you still have questions, contact the following:

- **Issues with Single Sign On (SSO):** GSA IT Service Desk at 866-450-5250 or ITServiceDesk@gsa.gov
- **Time and Attendance:**  [your Timekeeper or Time Administrator](#)
- **Benefits:** the [Benefits and Retirement Center](#)
- **Performance Management:** the [HR performance team](#)
- **Need a new labor code in HR Links**: Contact your [regional Labor Admin](#)
- **All other HR Questions contact your servicing HR Office:**
  - [PBS HR Service Center](#)
  - [FAS HR Service Center](#)
  - [Staff Office HR Service Center](#)
  - [Executive Resources HR Service Center](#)