



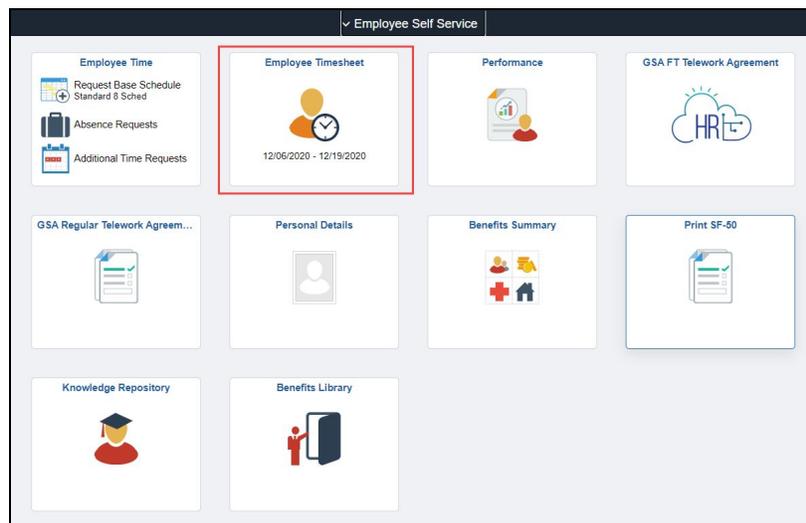
Add Overtime/Comp Time/Credit Hours to Timesheet

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.

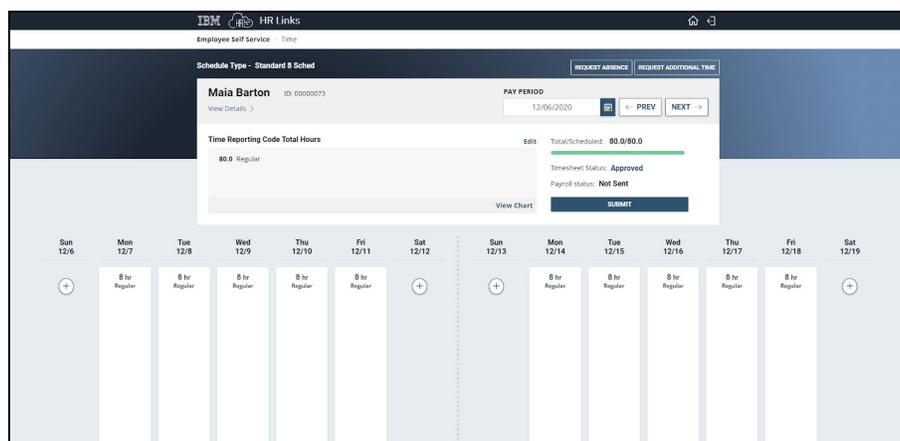
- [Add Overtime Hours to your Timesheet](#)
- [Add Comp Time Hours to your timesheet](#)

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**.

TIME ENTRY
Sun 12/13

TIME REPORTING CODE *
014 - 014-Irregular Scheduled OT

ADDITIONAL TRC

QUANTITY: 3.0

LABOR CODE

TASK CODE

ADD ANOTHER LABOR CODE

DELETE TIME

CANCEL

SAVE

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

IBM HR Links
Employee Self Service > Time

Schedule Type - Standard 8 Sched

Maia Barton ID: 00000073

PAY PERIOD: 12/06/2020

Time Reporting Code Total Hours

Code	Hours
80.0 Regular	80.0
3.0 Irregular Scheduled OT	3.0

Total/Scheduled: 80.0/80.0 + 3.0

Timesheet Status: Needs Submission

Payroll status: Not Sent

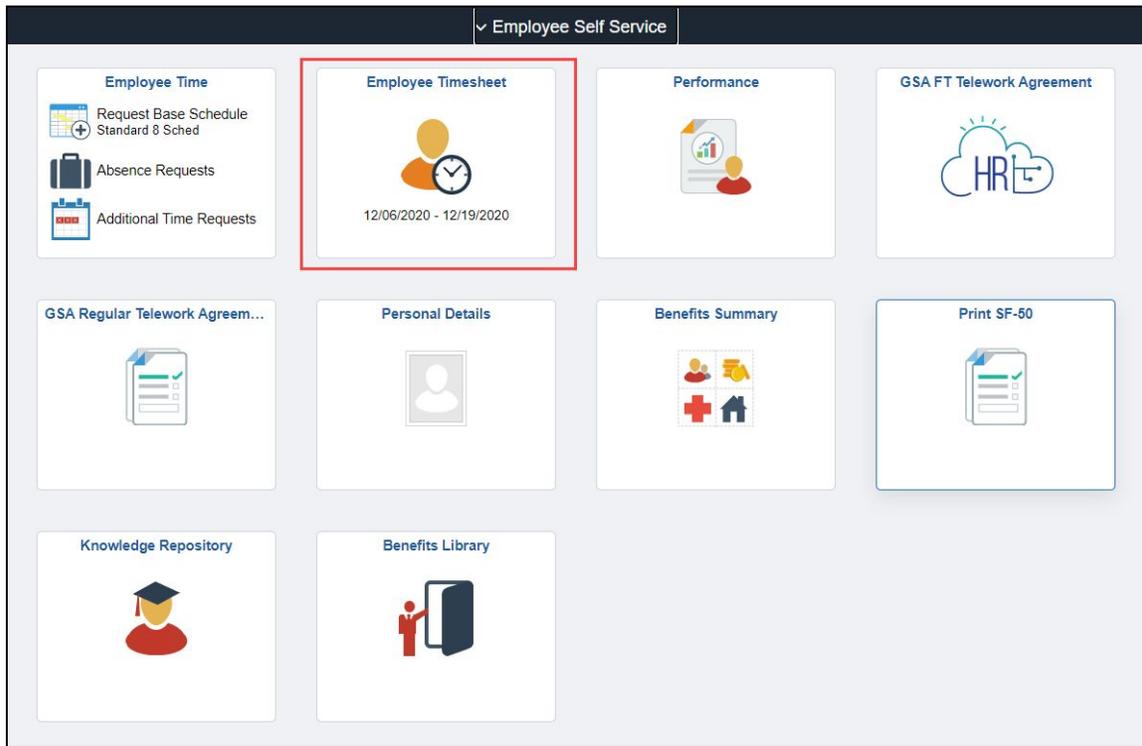
SUBMIT

Sun 12/6	Mon 12/7	Tue 12/8	Wed 12/9	Thu 12/10	Fri 12/11	Sat 12/12	Sun 12/13	Mon 12/14	Tue 12/15	Wed 12/16	Thu 12/17	Fri 12/18	Sat 12/19
+	8 hr Regular	+	3 hr Irr OT	8 hr Regular	+								

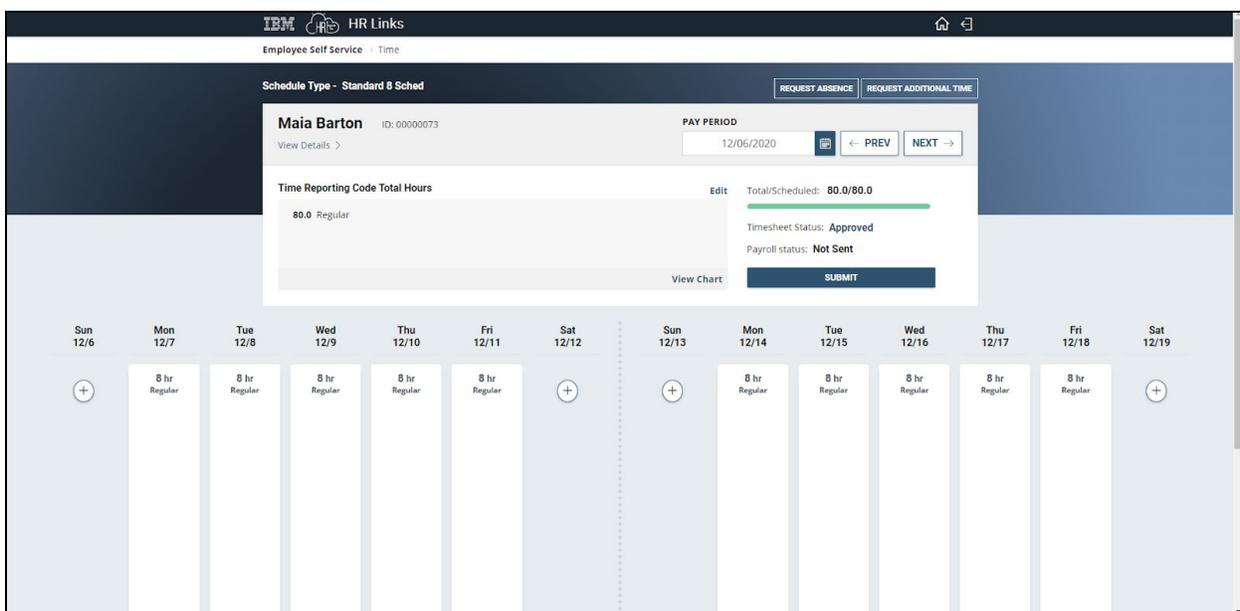
Congratulations! You have now successfully added your overtime earned to your timesheet.

Add Comp Time Hours to Timesheet

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

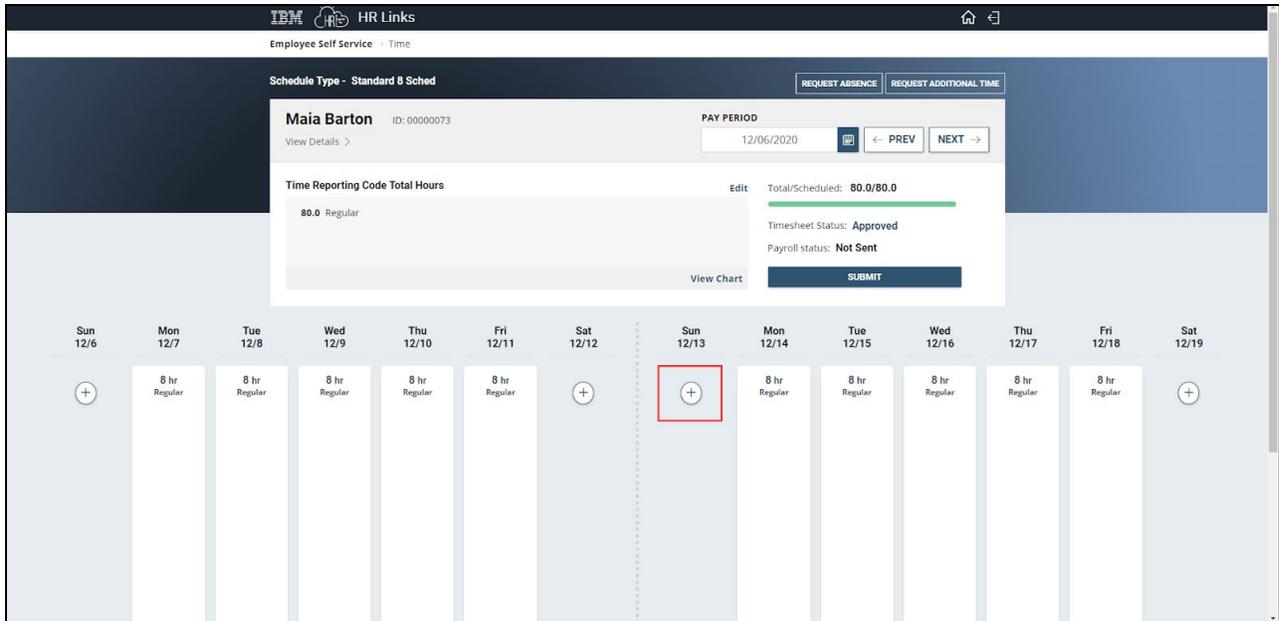


2. The approved comp time doesn't automatically add to the timesheet.

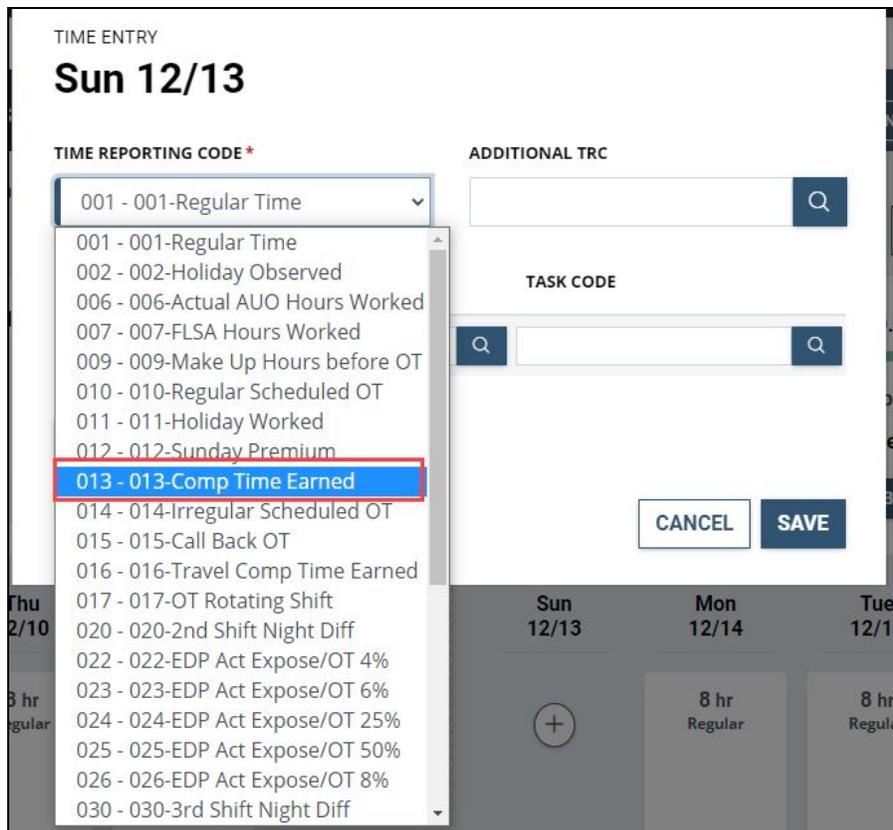




3. Select the **plus (+) symbol** on the date that you want to add your approved comp time.



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**.

TIME ENTRY
Sun 12/13

TIME REPORTING CODE *
013 - 013-Comp Time Earned

ADDITIONAL TRC

QUANTITY: 3

LABOR CODE

TASK CODE

ADD ANOTHER LABOR CODE

CANCEL SAVE

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

IBM HR Links
Employee Self Service - Time

Schedule Type - Standard 8 Sched

Maia Barton ID: 00000073

PAY PERIOD: 12/06/2020

Time Reporting Code Total Hours

80.0	Regular
3.0	Comp Time Earned

Total/Scheduled: 80.0/80.0 + 3.0

Timesheet Status: Needs Submission

Payroll status: Not Sent

SUBMIT

Sun 12/6	Mon 12/7	Tue 12/8	Wed 12/9	Thu 12/10	Fri 12/11	Sat 12/12	Sun 12/13	Mon 12/14	Tue 12/15	Wed 12/16	Thu 12/17	Fri 12/18	Sat 12/19
+	8 hr Regular	+	3 hr CT Earn	8 hr Regular	+								

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](#)