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.
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.
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.
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.

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

Additional Time History

<table>
<thead>
<tr>
<th>Date</th>
<th>Additional Time Type</th>
<th>Duration</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday October 22</td>
<td>Overtime Request</td>
<td>5 Hours</td>
<td>Approved</td>
</tr>
</tbody>
</table>

[Image of additional time history table]

*Image of HR Links interface for requesting overtime, comp time, and credit hours.*
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.

![Additional Time History Table]

- **Date**: Thursday October 22
- **Additional Time Type**: Overtime Request
- **Duration**: 5 Hours
- **Status**: Submitted
- **Begin Date**: 07/24/2020
- **End Date**: 01/20/2021
- **Date**: Monday October 19
- **Additional Time Type**: Comp Time Earned
- **Duration**: 8 Hours
- **Status**: Approved

**View/Edit** button is highlighted for the Comp Time Earned request.
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.
4. Once you have made the necessary changes, select **Submit**.

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

![Employee Self Service homepage with Additional Time Requests highlighted](image-url)
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.
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.
4. Once you have made the necessary changes, select **Submit**.

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