



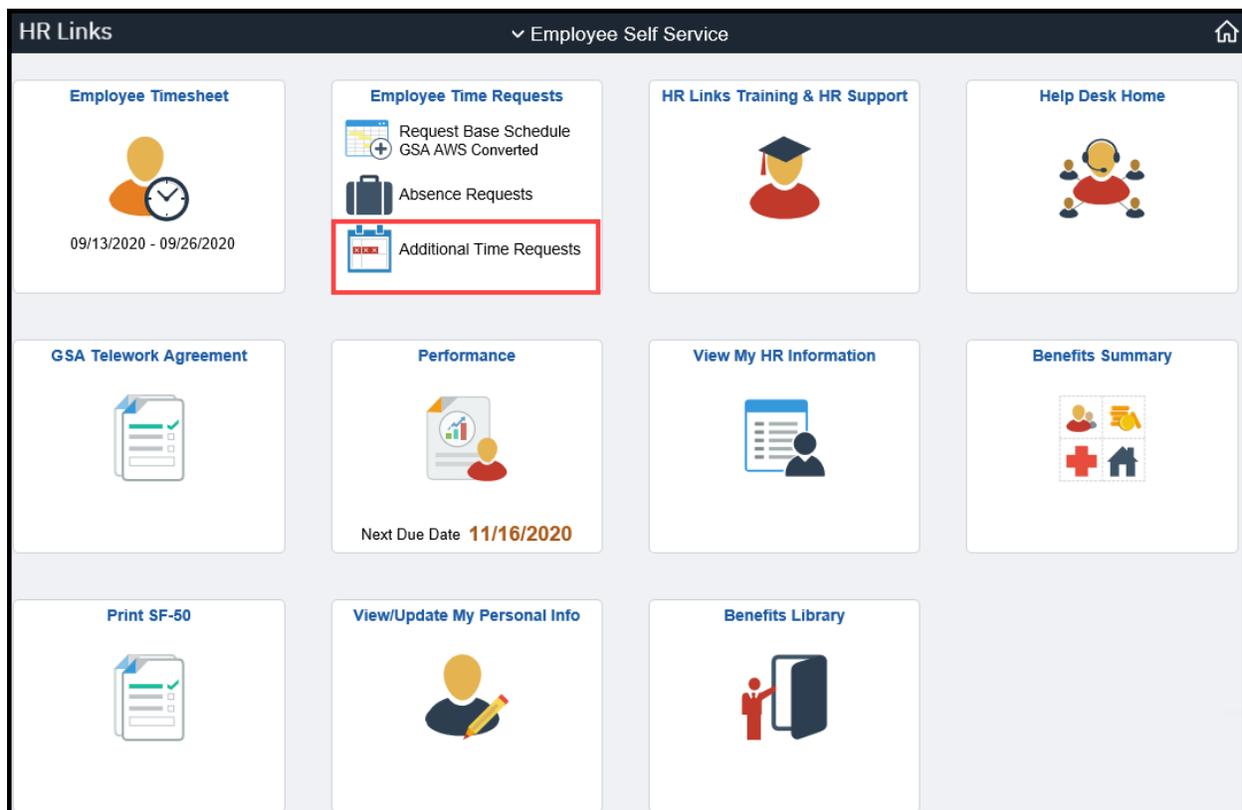
Request Overtime/Comp Time/Credit Hours

Follow this job aid to learn how to Request Overtime/Comp Time/Credit Hours in HR Links.

- [Request Overtime](#)
- [Request Comp Time](#)
- [Request Credit Hours](#)
- [Add Overtime/Comp Time/Credit Hours](#)

Create an Overtime Request

1. Select **Additional Time Requests** from the **Employee Time Requests** tile on the Employee Self Service homepage.





2. Select **Request Overtime** on the Request Time page.

Note: If you get the message: "There are no results available for the selected filters." do not worry, it only shows up if there are no **Additional Time Requests** submitted within the Begin Date and End Date selected on the screen.

The screenshot shows the 'REQUEST TIME' interface. At the top, there are three main categories: 'Overtime', 'Comp Time', and 'Credit Time'. Each category has a corresponding icon and a button labeled 'REQUEST OVERTIME', 'REQUEST COMP TIME', and 'REQUEST CREDIT TIME' respectively. The 'Overtime' section is highlighted with a red border, and a mouse cursor is pointing at the 'REQUEST OVERTIME' button. Below these categories, there are filter options for 'ADDITIONAL TIME' (set to 'All'), 'STATUS' (set to 'All Statuses'), 'BEGIN DATE' (06/10/2020), and 'END DATE' (12/07/2020). A message box at the bottom states: 'There are no results available for the selected filters.'

3. The **Additional Time** page will appear automatically, with **Overtime Request** selected in the **Additional Time Type** field.

The screenshot shows the 'Additional Time' form. It includes several fields: 'ADDITIONAL TIME TYPE *' (dropdown menu with 'Overtime Request' selected), 'REASON *' (dropdown menu with 'Select Additional Time Reason' selected), 'START DATE *' (calendar icon, date 09/09/2020), 'END DATE' (calendar icon, placeholder MM/DD/YYYY), 'REQUESTED HOURS *' (text input field), and 'COMMENTS' (text area). At the bottom right, it displays 'Total Requested Hours: 0.0'.



4. Select the reason for your overtime request from the **Reason** drop down menu.

ADDITIONAL TIME TYPE *
Overtime Request

REASON *
Select Additional Time Reason
Callback OT
Irregular Scheduled Overtime
Regular Scheduled Overtime
Rotating Shift OT
Select Additional Time Reason

END DATE
MM/DD/YYYY

REQUESTED HOURS *
[Empty field]

COMMENTS
[Empty text area]

Total Requested Hours: 0.0

5. Select the  icon to choose the **Start Date** and **End Date** or type the **Start** and **End Dates** into the appropriate fields.

ADDITIONAL TIME TYPE *
Overtime Request

REASON *
Irregular Scheduled Overtime

START DATE * 09/09/2020  **END DATE** 09/09/2020 

« September 2020 »
Su Mo Tu We Th Fr Sa
30 31 1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 1 2 3
4 5 6 7 8 9 10

Total Requested Hours: 0.0

BACK SUBMIT



6. Type the number of hours you are requesting into the **Requested Hours** field.

ADDITIONAL TIME TYPE *
Overtime Request

REASON *
Irregular Scheduled Overtime

START DATE * 09/09/2020 **END DATE** 09/09/2020

REQUESTED HOURS *
3

COMMENTS

Total Requested Hours: 3.0

BACK SUBMIT



7. Type a description or comments into the **Comments** field as needed, then select **Submit**.

ADDITIONAL TIME TYPE *

Overtime Request

REASON *

Select Absence Reason

START DATE * 09/09/2020 **END DATE** 09/09/2020

REQUESTED HOURS *

3

COMMENTS

Total Requested Hours: 3.0

[BACK](#) [SUBMIT](#)

8. You will be brought back to the **Additional Time Requests** page. Your **Overtime Request** will display as **Submitted**.

Employee Self Service / Time / Additional Time

REQUEST TIME

Overtime [REQUEST OVERTIME](#) | Comp Time [REQUEST COMP TIME](#) | Credit Time [REQUEST CREDIT TIME](#)

Additional Time Requests

ADDITIONAL TIME: All | STATUS: All Statuses | BEGIN DATE: 06/11/2020 | END DATE: 12/08/2020

Date	Additional Time Type	Duration	Status	
Wednesday September 9	Overtime Request	3 Hours	Submitted	VIEW/EDIT CANCEL



- When your supervisor approves your **Overtime Request**, the status of your request will change from Submitted to **Approved**.

Employee Self Service / Time / Additional Time

REQUEST TIME

Overtime REQUEST OVERTIME

Comp Time REQUEST COMP TIME

Credit Time REQUEST CREDIT TIME

Additional Time Requests

ADDITIONAL TIME: All

STATUS: All Statuses

BEGIN DATE: 06/11/2020

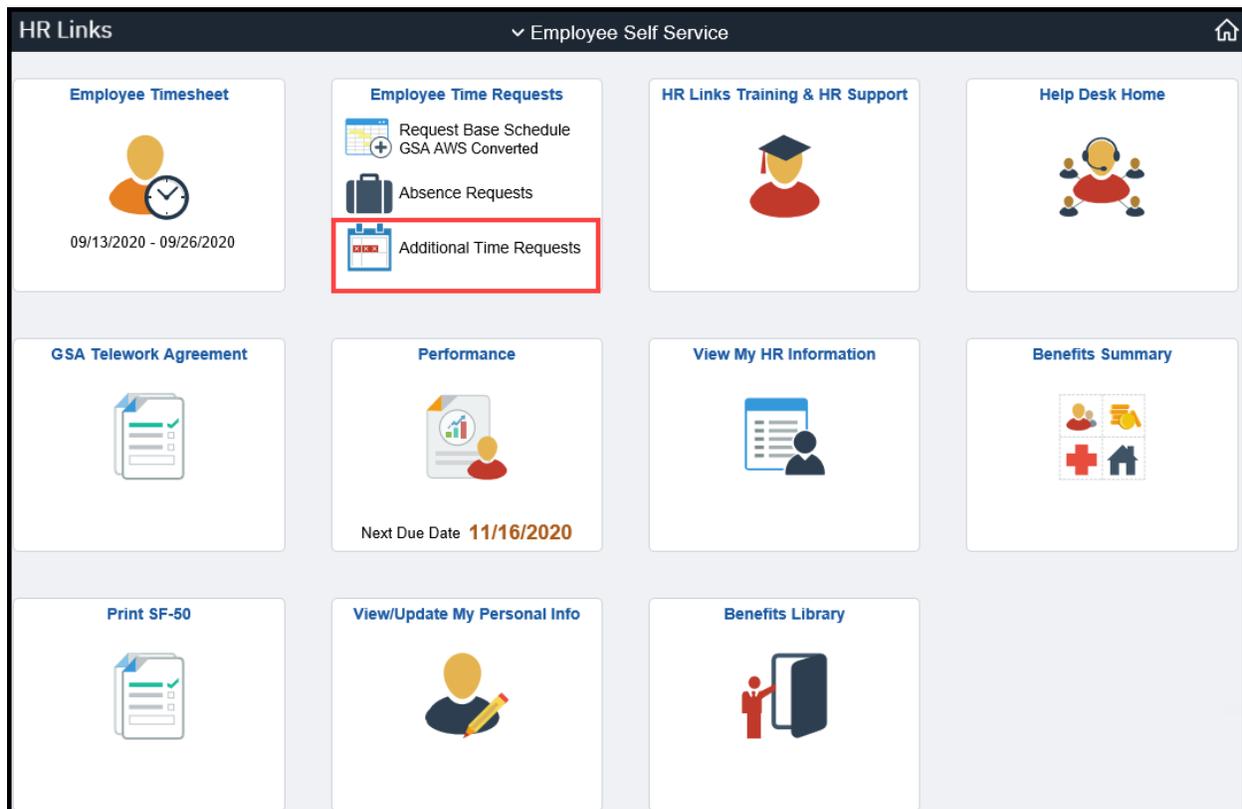
END DATE: 12/08/2020

Date	Additional Time Type	Duration	Status	
Wednesday September 9	Overtime Request	3 Hours	Approved	VIEW/EDIT CANCEL

- You can **Edit** or **Cancel** your **Overtime Request** as you would any other time requests. See the [Edit An Absence Request](#) job aid to **Edit** an absence request, or see the [Cancel An Absence Request](#) to **Cancel** an absence request.
- Congratulations!*** You have successfully submitted a request for Overtime. **Don't forget to [add your overtime earned to your timesheet](#) after your supervisor has approved it.**

Create a Comp Time Request

1. Select **Additional Time Requests** from the **Employee Time Requests** tile on the Employee Self Service homepage.





2. Select **Request Comp Time** on the Request Time page.

Note: If you get the message "There are no results available for the selected filters." do not worry, it only shows up if there are no **Additional Time** requests submitted within the **Begin Date** and **End Date** selected on the screen.

The screenshot shows the 'REQUEST TIME' interface. At the top, there are three tabs: 'Overtime', 'Comp Time', and 'Credit Time'. The 'Comp Time' tab is selected, and the 'REQUEST COMP TIME' button is highlighted with a red box. Below the tabs, there are filters for 'ADDITIONAL TIME' (set to 'All'), 'STATUS' (set to 'All Statuses'), 'BEGIN DATE' (06/10/2020), and 'END DATE' (12/07/2020). A message at the bottom states: 'There are no results available for the selected filters.'

3. The **Additional Time** page will appear automatically with **Comp Time Earned** selected as the **Additional Time Type** being requested.

The screenshot shows the 'Additional Time' request form. The 'ADDITIONAL TIME TYPE *' dropdown is set to 'Comp Time Earned'. The 'START DATE *' is 09/10/2020 and the 'END DATE' is MM/DD/YYYY. The 'REQUESTED HOURS *' field is empty. The 'COMMENTS' field is also empty. At the bottom right, it says 'Total Requested Hours: 0.0' and there are 'BACK' and 'SUBMIT' buttons.

- Select the  icon to choose the **Start Date** and **End Date** or type the **Start Date** and **End Date** into the appropriate fields.

ADDITIONAL TIME TYPE *

Comp Time Earned ▼

START DATE * **END DATE**

09/10/2020 ✕  09/10/2020 

« September 2020 »

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Total Requested Hours: 0.0

- Type in the number of hours you are requesting in the **Requested Hours** field of your Comp Time Earned Request.

ADDITIONAL TIME TYPE *

Comp Time Earned ▼

START DATE * **END DATE**

09/10/2020  09/10/2020 

REQUESTED HOURS *

4

COMMENTS

Total Requested Hours: 4.0



6. Type any comments into the **Comments** section as necessary and select **Submit**.

ADDITIONAL TIME TYPE *
Comp Time Earned

START DATE * 09/10/2020 **END DATE** 09/10/2020

REQUESTED HOURS *
4

COMMENTS

Total Requested Hours: 4.0

BACK SUBMIT

7. You will be brought back to the **Additional Time Requests** page. Your **Comp Time Earned Request** will show up as **Submitted**.

Employee Self Service / Time / Additional Time

REQUEST TIME

Overtime REQUEST OVERTIME

Comp Time REQUEST COMP TIME

Credit Time REQUEST CREDIT TIME

Additional Time Requests

ADDITIONAL TIME: All STATUS: All Statuses BEGIN DATE: 06/12/2020 END DATE: 12/09/2020

Date	Additional Time Type	Duration	Status	
Thursday September 10	Comp Time Earned	4 Hours	Submitted	VIEW/EDIT CANCEL



- When your supervisor approves your **Comp Time Earned Request**, your **Additional Time Request** will show up as **Approved**.

The screenshot shows the 'Employee Self Service / Time / Additional Time' interface. At the top, there are three main request categories: Overtime (with a 'REQUEST OVERTIME' button), Comp Time (with a 'REQUEST COMP TIME' button), and Credit Time (with a 'REQUEST CREDIT TIME' button). Below these is a filter section for 'Additional Time Requests' with dropdowns for 'ADDITIONAL TIME' (set to 'All'), 'STATUS' (set to 'All Statuses'), 'BEGIN DATE' (06/12/2020), and 'END DATE' (12/09/2020). A table below displays the request details:

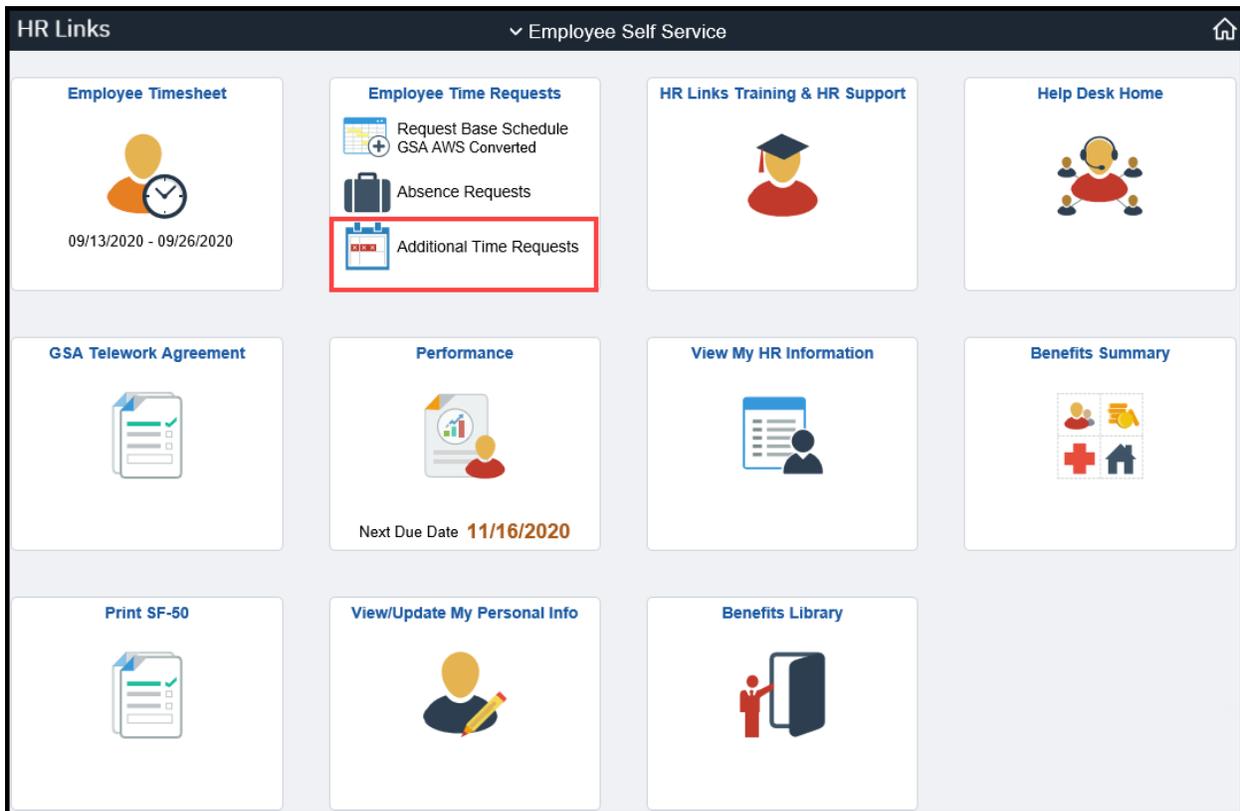
Date	Additional Time Type	Duration	Status	
Thursday September 10	Comp Time Earned	4 Hours	Approved	VIEW/EDIT CANCEL

- You can **Edit** and **Cancel** your **Comp Time Earned Request** as you would for any other time requests. See the [Edit An Absence Request](#) job aid to **Edit** an absence request. See the [Cancel An Absence Request](#) to **Cancel** an absence request.
- Congratulations!*** You have successfully submitted a request for Comp Time. **Don't forget to [add your comp time earned to your timesheet](#) after your supervisor has approved it.**



Create a Credit Time Request

1. Select **Additional Time Requests** from the **Employee Time Requests** tile on the Employee Self Service homepage.





2. Select **Request Credit Time** on the Request Time page.

Note: If you get a message “There are no results available for the selected filters.” Do not worry, it only shows up if there are no **Additional Time** requests submitted within the begin date and end date selected on the screen.

REQUEST TIME

Overtime
REQUEST OVERTIME

Comp Time
REQUEST COMP TIME

Credit Time
REQUEST CREDIT TIME

Additional Time Requests

ADDITIONAL TIME: All
STATUS: All Statuses
BEGIN DATE: 06/10/2020
END DATE: 12/07/2020

There are no results available for the selected filters.

3. The **Additional Time** page will appear automatically with **Credit Hours Earned** selected as the **Additional Time Type** being requested.

ADDITIONAL TIME TYPE *
Credit Hours Earned

START DATE *
09/10/2020

END DATE
MM/DD/YYYY

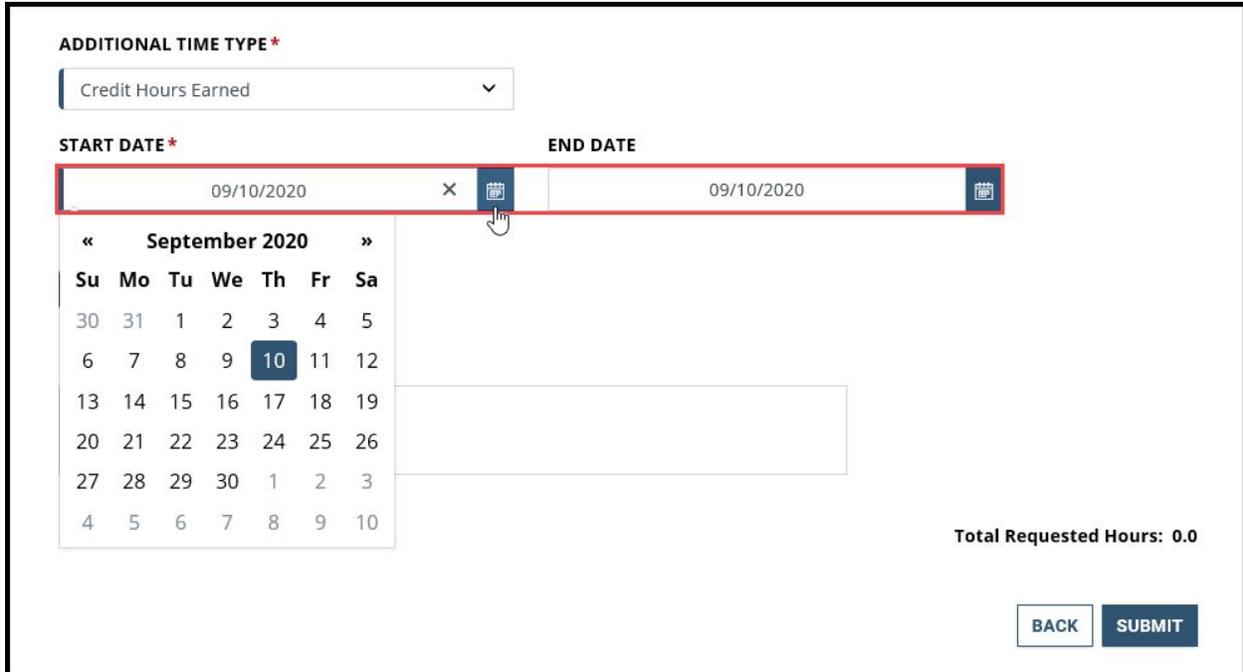
REQUESTED HOURS *
[]

COMMENTS
[]

Total Requested Hours: 0.0

BACK SUBMIT

4. Select the  icon to choose the **Start Date** and **End Date** or type the **Start** and **End Dates** into the appropriate fields.



ADDITIONAL TIME TYPE *
Credit Hours Earned

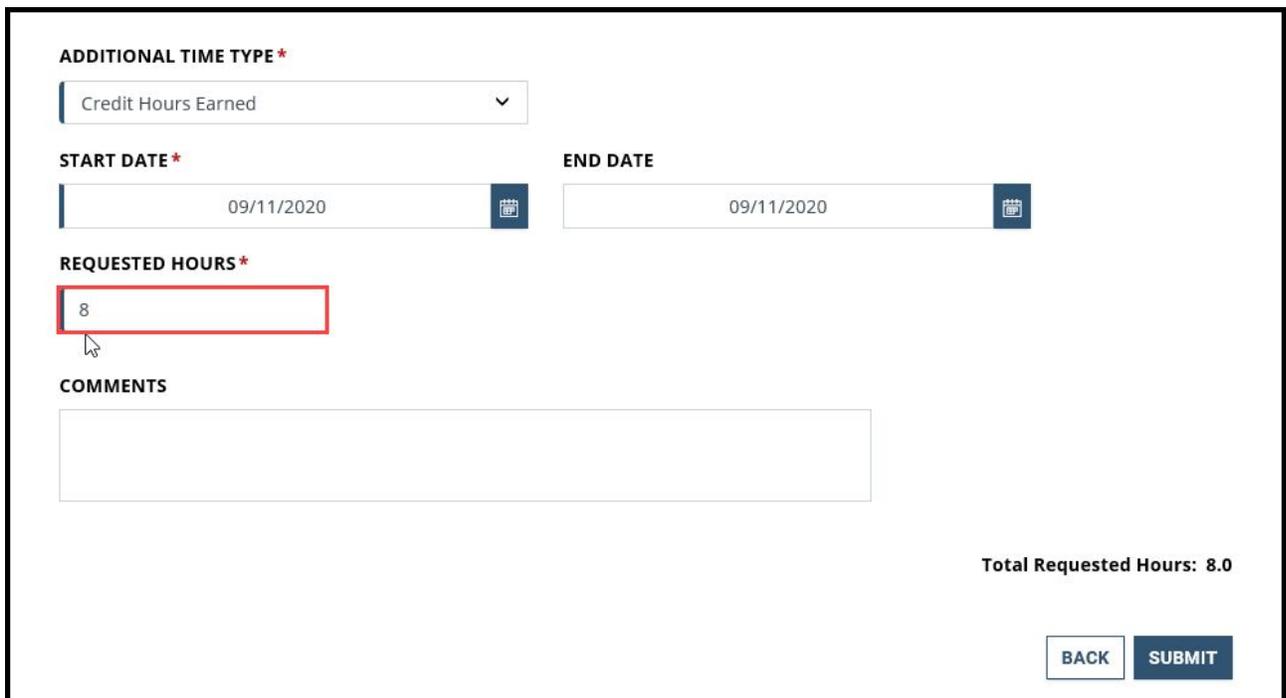
START DATE * 09/10/2020  **END DATE** 09/10/2020 

« September 2020 »

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Total Requested Hours: 0.0

5. Type in the number of **Requested Hours** you are requesting for your **Credit Hours Earned Request**.



ADDITIONAL TIME TYPE *
Credit Hours Earned

START DATE * 09/11/2020  **END DATE** 09/11/2020 

REQUESTED HOURS *
8

COMMENTS

Total Requested Hours: 8.0



6. Type any comments into the **Comments** field as necessary and select **Submit**.

ADDITIONAL TIME TYPE *
Credit Hours Earned

START DATE * 09/11/2020 **END DATE** 09/11/2020

REQUESTED HOURS *
8

COMMENTS

Total Requested Hours: 8.0

[BACK](#) [SUBMIT](#)

7. You will be brought back to the **Additional Time Requests** page. Your **Credit Hours Earned** request will show up as **Submitted**.

REQUEST TIME

Overtime [REQUEST OVERTIME](#) Comp Time [REQUEST COMP TIME](#) Credit Time [REQUEST CREDIT TIME](#)

Additional Time Requests

ADDITIONAL TIME: All STATUS: All Statuses BEGIN DATE: 06/12/2020 END DATE: 12/09/2020

Date	Additional Time Type	Duration	Status	
Friday September 11	Credit Hours Earned	8 Hours	Submitted	VIEW/EDIT CANCEL

8. When your supervisor approves your **Credit Hours Earned Request**, your **Additional Time Request** will show up as **Approved**.

REQUEST TIME



Overtime

REQUEST OVERTIME



Comp Time

REQUEST COMP TIME



Credit Time

REQUEST CREDIT TIME

Additional Time Requests

ADDITIONAL TIME

All ▾

STATUS

All Statuses ▾

BEGIN DATE

06/12/2020 

END DATE

12/09/2020 

Date	Additional Time Type	Duration	Status
Friday September 11	Credit Hours Earned	8 Hours	<div style="display: flex; align-items: center; gap: 10px;"> Approved VIEW/EDIT CANCEL </div>

9. You can **Edit** and **Cancel** your **Credit Time Earned Request** as you would for any other time requests. See the [Edit An Absence Request](#) job aid to **Edit** an absence request. See the [Cancel An Absence Request](#) to **Cancel** an absence request.
10. ***Congratulations!*** You have successfully submitted a request for Credit Time. **Don't forget to [add your comp time earned to your timesheet](#) after your supervisor has approved it.**



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](#)