



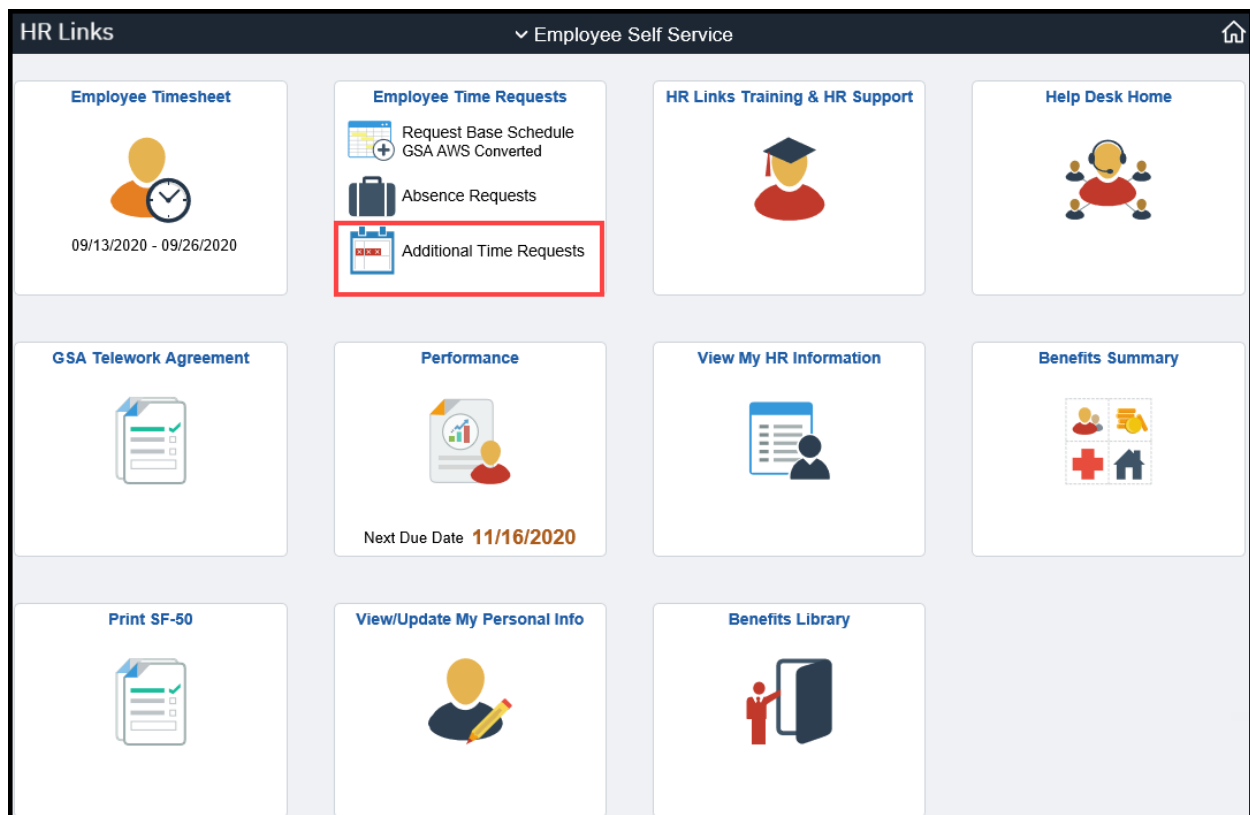
# Request Overtime/Comp Time/Credit Hours

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 **5MgbaT\_G` XEXdhXfg** submitted within the Begin Date and End Date selected on the screen.

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



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	<a href="#">VIEW/EDIT</a> <a href="#">CANCEL</a>



- 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

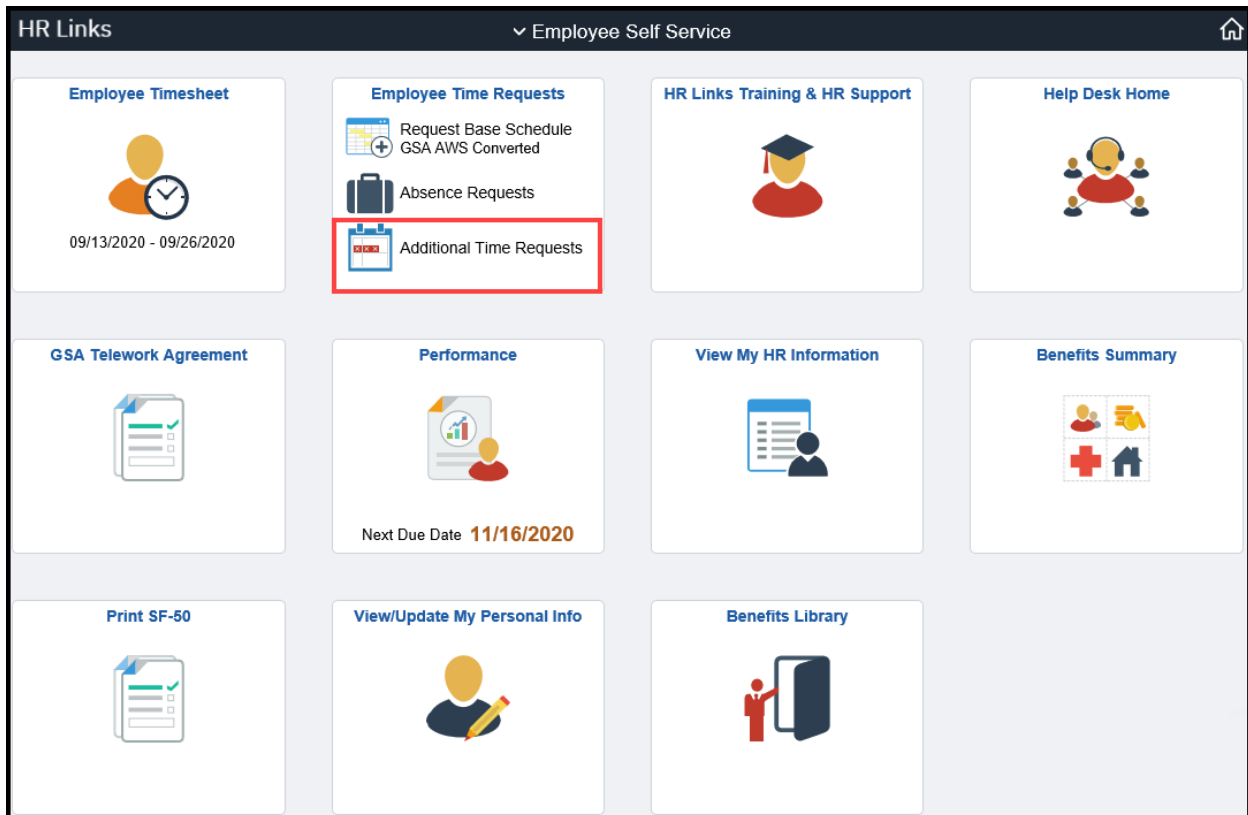
Date	Additional Time Type	Duration	Status	
Wednesday September 9	Overtime Request	3 Hours	Approved	<input type="button" value="VIEW/EDIT"/> <input type="button" value="CANCEL"/>

- 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.

- 7baZeTgh\_Tgbaf*°You have successfully submitted a request for Overtime"*8ba gYbeZXg*  
*gp TVMI bhebi Xeg\` XXTeaXVigp l bhe'g\` Xf[ XXgTYXe l bhe'fhcXi vbe[ Tf Tccèbi XVV*  
*gtr r*

## 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 **5Mgbat\_G` X** 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 **Comp Time Earned** selected as the **Additional Time Type** being requested.

ADDITIONAL TIME TYPE \*  
Comp Time Earned

START DATE \* 09/10/2020

END DATE MM/DD/YYYY


REQUESTED HOURS \*

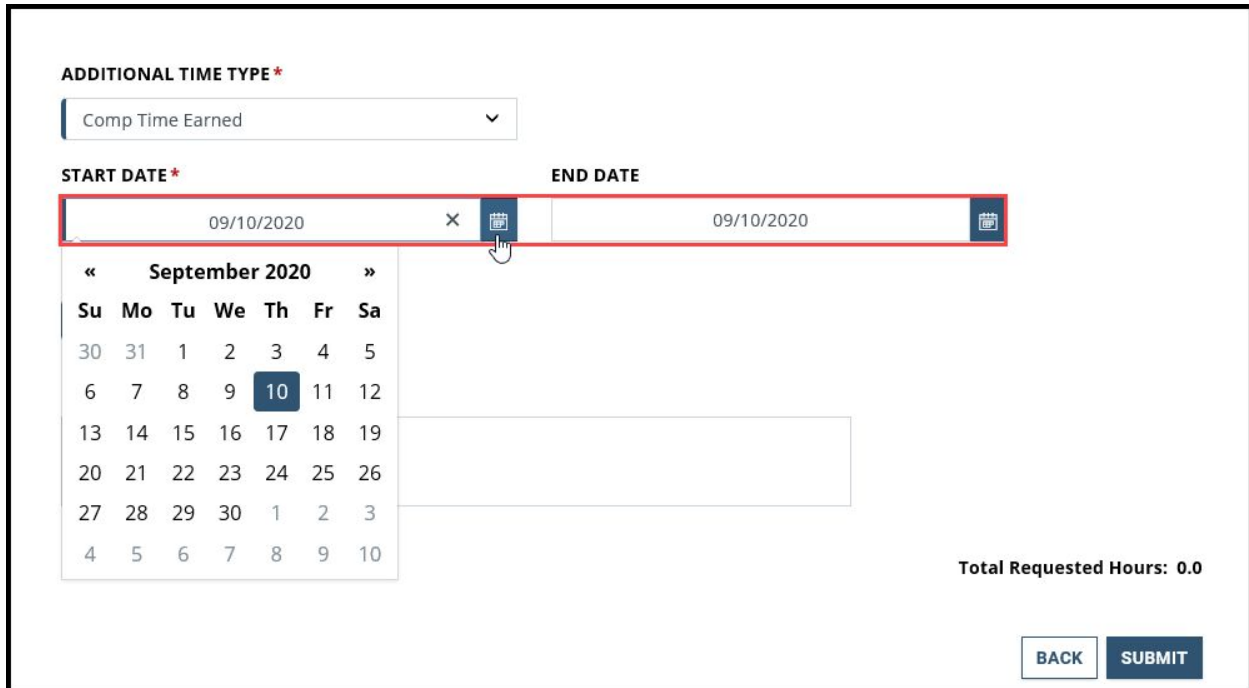
COMMENTS

Total Requested Hours: 0.0



BACK SUBMIT



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



**ADDITIONAL TIME TYPE \***  
Comp Time Earned

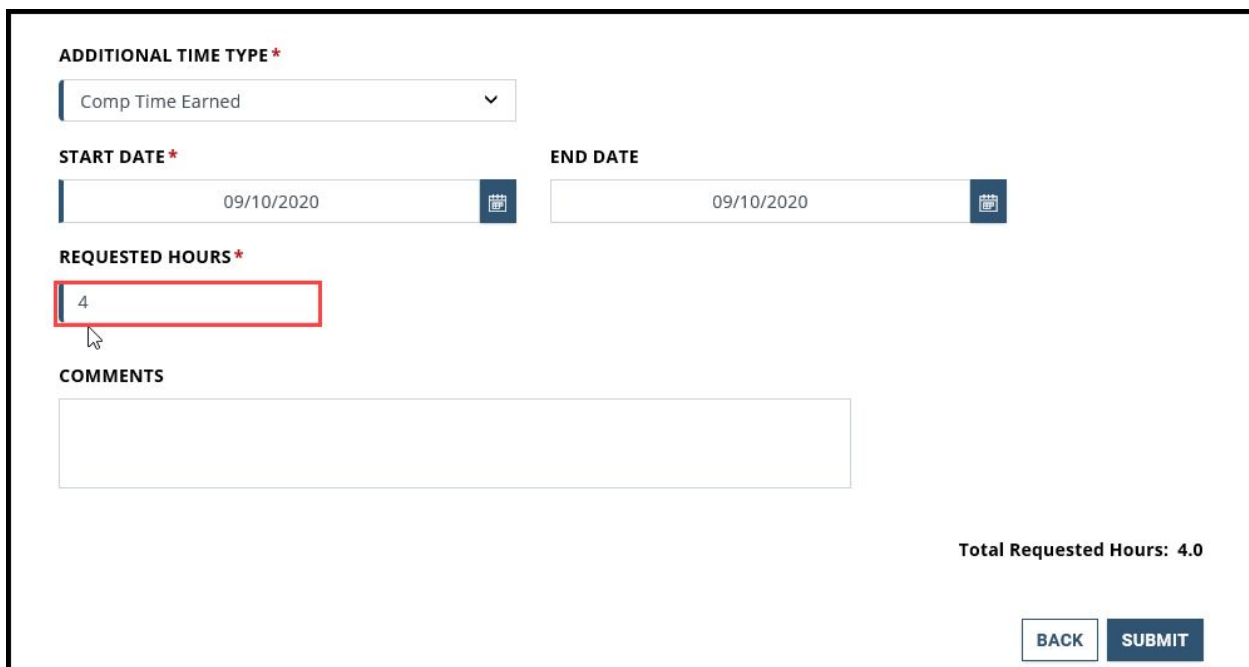
**START DATE \*** 09/10/2020  **END DATE** 09/10/2020 

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



**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



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**.

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

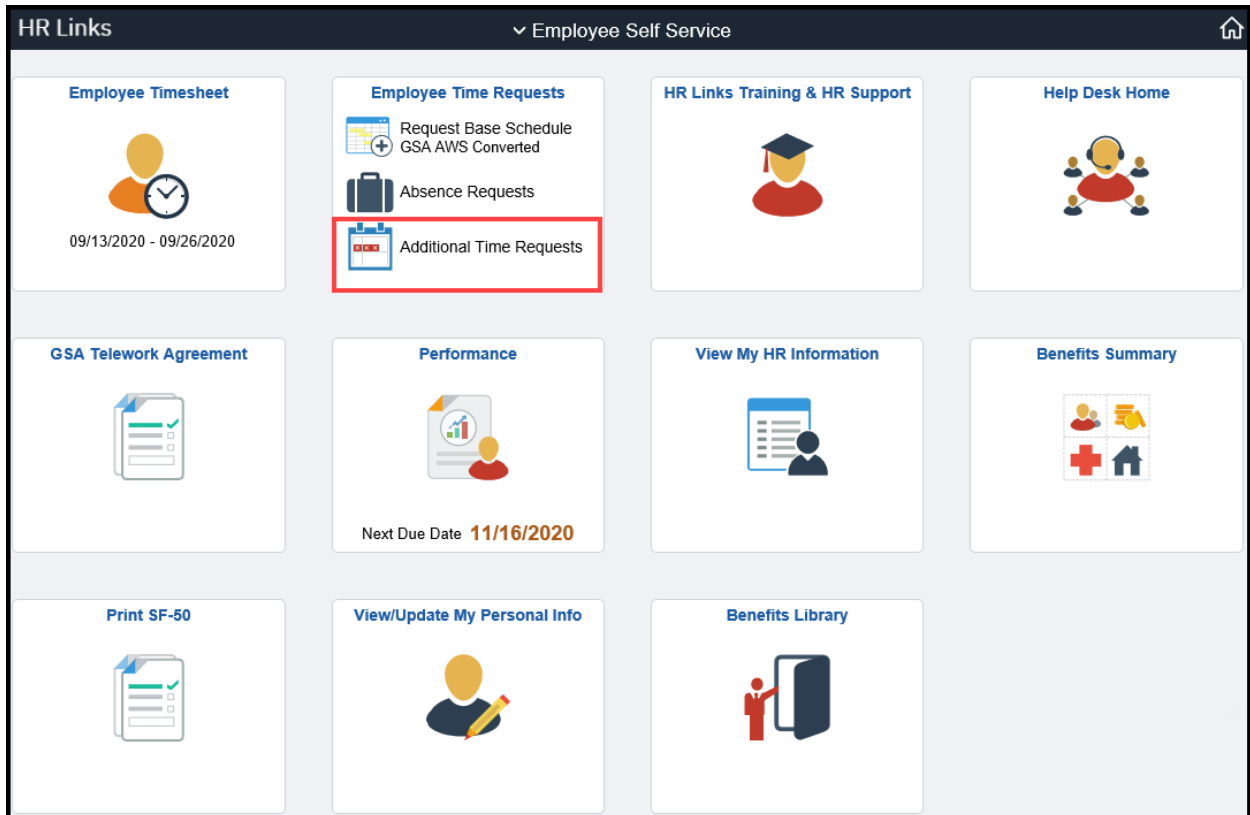
Date	Additional Time Type	Duration	Status	
Thursday September 10	Comp Time Earned	4 Hours	Approved	VIEW/EDIT CANCEL

- 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.
- 7baZeTgh\_Tgbbaf°You have successfully submitted a request for Comp Time. '8ba g' YbeZXggb TVWI bhe'Vb` c`g` XXTeaXWgb l bhe'g` Xf [ XXgTYXe l bhe'fhcXei Vbe [ Tfr Tccebi XWgfr*



## 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 **5Mgbat\_G X** 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 'Credit Time' tab is selected and highlighted with a red box, and the 'REQUEST CREDIT TIME' button is being clicked. Below the tabs, 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 at the bottom states: '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.



The screenshot shows the 'Additional Time' form. The 'ADDITIONAL TIME TYPE' dropdown is set to 'Credit Hours 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.



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

BACK SUBMIT

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

BACK SUBMIT



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	<a href="#">VIEW/EDIT</a> <a href="#">CANCEL</a>




- 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;"> <span style="border: 1px solid red; padding: 2px 5px; font-weight: bold;">Approved</span> <span style="border: 1px solid #ccc; padding: 2px 5px; font-size: small;">VIEW/EDIT</span> <span style="border: 1px solid #ccc; padding: 2px 5px; font-size: small;">CANCEL</span> </div>

- 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.
- 7baZeTgh\_Tgbbaf° You have successfully submitted a request for Credit Time. '8ba g' YbeZXggb TVWI bheVb` c`d` XXTeaXWbb l bhe'g` Xf[ XXgTYXe l bhe'fhcXa' Vbe[ Tfr Tccebi XWjtr*





## Questions?

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If you still have questions, contact the following:

- [GSA IT Service Desk](#) at 866-450-5250 or [ITServiceDesk@gsa.gov](mailto:ITServiceDesk@gsa.gov)
- [your Timekeeper or Time Administrator](#)
- [the Benefits and Retirement Center](#)
- [the HR performance team](#)
- Contact your [regional Labor Admin](#)
- - [PBS HR Service Center](#)
  - [FAS HR Service Center](#)
  - [Staff Office HR Service Center](#)
  - [Executive Resources HR Service Center](#)