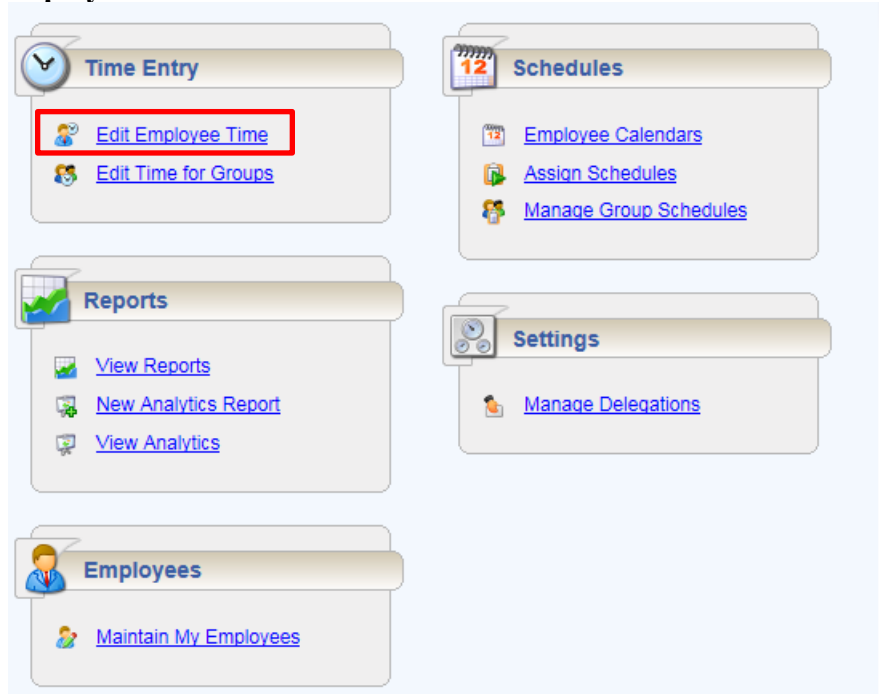
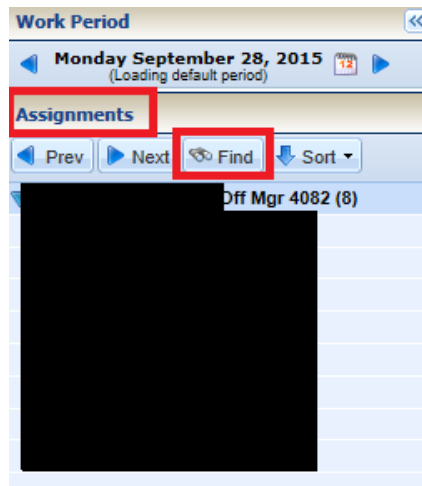


Job Aid: How to Enter Comp Time as the Auditor

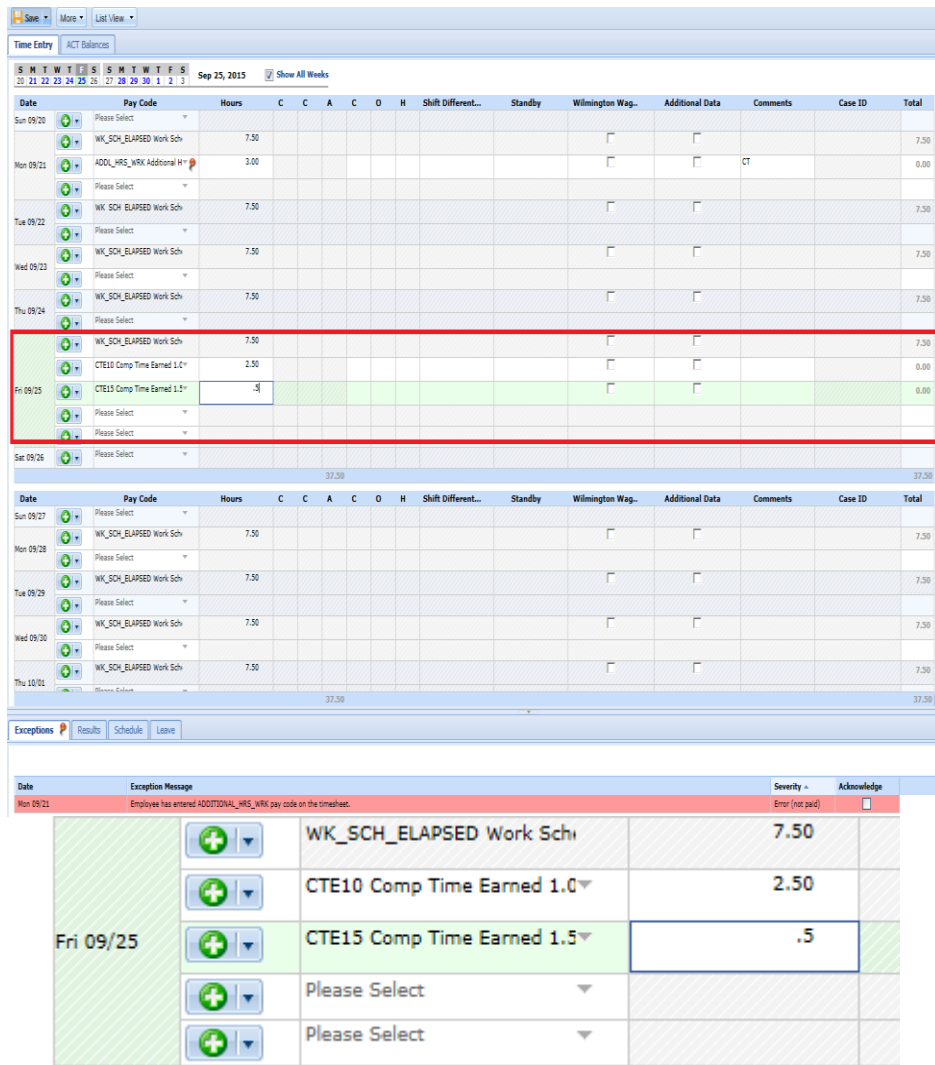
1. Once comp time has been approved and the auditor is notified, the auditor must add CTE10 or CTE15 on the timesheet within that pay period. Log into eSTAR on your dashboard select **Time Entry** → **Edit Employee Time**.



2. Select an assignment group if you have been delegated more than one group of employees or use the find to locate the employee.



3. Once on the timesheet the auditor will have to add a row with the proper Comp Time Pay Code.
- For FLSA and Non-FLSA_OT_PPM employees, select the **Plus** button on the last day the employee was at work in the week in which the employee earned the comp time.
 - For any hours under 40 in the week the comp time is entered at straight time which is **CTE10 Comp Time Earned 1.0**.
 - For any hours over 40 in the week the comp time is entered at time and a half **CTE15 Comp Time Earned 1.5**.
 - Employee's can only earn Comp Time for the amount of hours they were in the office each day. (SLT, ALT, FH, etc hours do not count as hours in the office).



Date	Pay Code	Hours	C	C	A	C	O	H	Shift Different...	Standby	Wilmington Wag...	Additional Data	Comments	Case ID	Total
Sun 09/20	Wk_Sch_Elapsed Work Sch	7.50													7.50
Mon 09/21	ADDL_HRS_WRK Additional H	3.00											CT		0.00
Tue 09/22	Wk_Sch_Elapsed Work Sch	7.50													7.50
Wed 09/23	Wk_Sch_Elapsed Work Sch	7.50													7.50
Thu 09/24	Wk_Sch_Elapsed Work Sch	7.50													7.50
Fri 09/25	Wk_Sch_Elapsed Work Sch	7.50													7.50
Fri 09/25	CTE10 Comp Time Earned 1.0	2.50													0.00
Fri 09/25	CTE15 Comp Time Earned 1.5	.5													0.00
Sat 09/26															37.50

Date	Exception Message	Severity	Acknowledge
Mon 09/21	Employee has entered ADDITIONAL_HRS_WRK pay code on the timesheet.	Error (not paid)	<input type="checkbox"/>

Date	Pay Code	Hours
Fri 09/25	Wk_Sch_Elapsed Work Sch	7.50
Fri 09/25	CTE10 Comp Time Earned 1.0	2.50
Fri 09/25	CTE15 Comp Time Earned 1.5	.5
Fri 09/25	Please Select	
Fri 09/25	Please Select	

- For a Non FLSA employee, select the **Plus** button on the last day the employee was at work at the end of the pay period in which the employee earned the comp time. For the pay code use **CTE10 Comp Time Earned 1.0**.
 - Employee's can only earn Comp Time for the amount of hours they were in the office each day. (SLT, ALT, FH, etc hours do not count as hours in the office).

Date	Pay Code	Hours	C	C	A	C	O	H	Shift Different...	Standby	Wilmington Wag.	Additional Data	Comments	Case ID	Total
Sun 09/28	WK_SCH_ELAPSED Work Sch	7.50													7.50
Mon 09/29	ADDD_HRS_WK Additional w	3.00											CT		6.00
Tue 09/30	WK_SCH_ELAPSED Work Sch	7.50													7.50
Wed 10/01	WK_SCH_ELAPSED Work Sch	7.50													7.50
Thu 10/02	WK_SCH_ELAPSED Work Sch	7.50													7.50
Fri 10/02	CTE10 Comp Time Earned 1.0	3.00													10.50

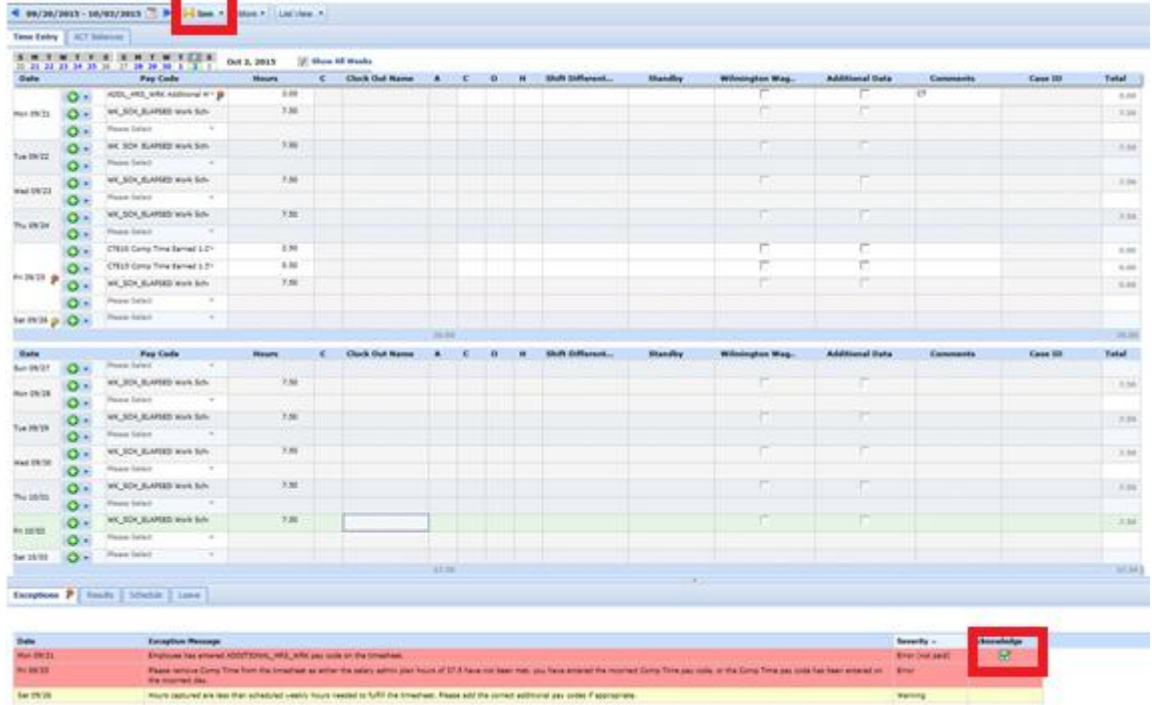
Date	Exception Message	Severity	Acknowledge
Mon 09/28	Employee has entered ADDITIONAL_HRS_WK pay code on the exception.	Error (not auto)	<input type="checkbox"/>

Date	Exception Message	Hours
Fri 10/02	WK_SCH_ELAPSED Work Sch	7.50
Fri 10/02	CTE10 Comp Time Earned 1.0	3.00
Fri 10/02	Please Select	

4. After the information is added click **Save**.

5. Once saved, the information will show as a red level exception. The **Acknowledge Check Box** needs to be checked and saved by the manager.

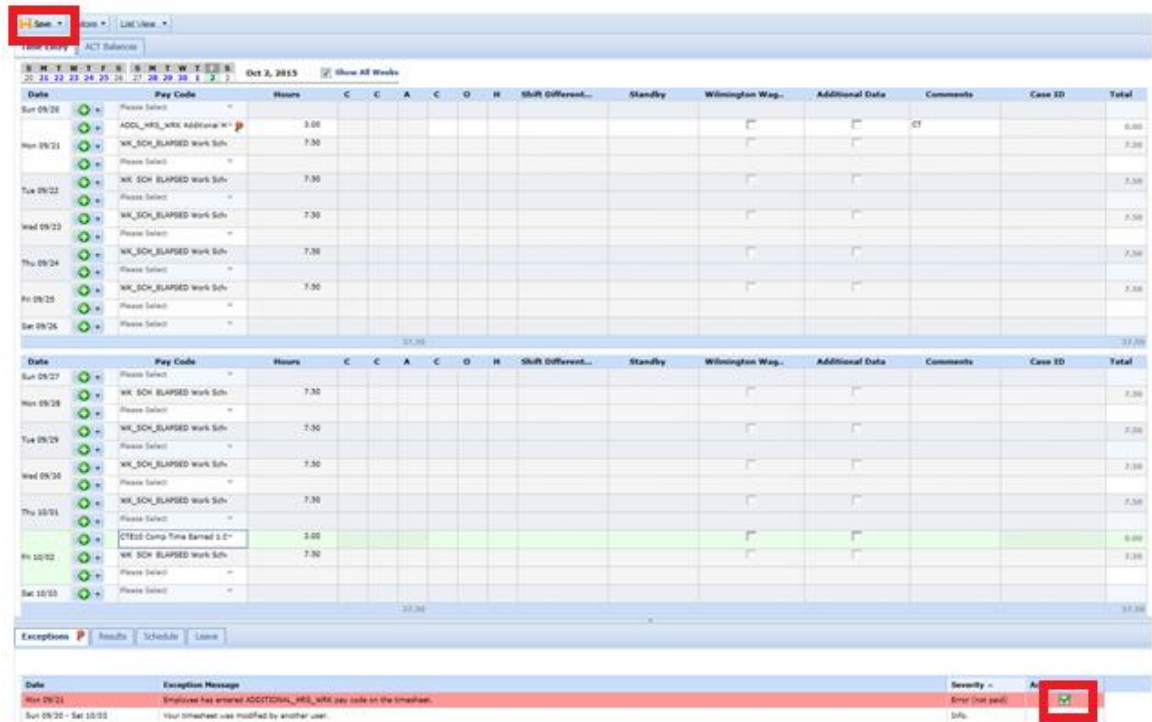
FLSA



Date	Pay Code	Hours	C	Check Out Name	A	C	O	H	Shift Different...	Standby	Wilmington Wag.	Additional Data	Comments	Case ID	Total
Mon 09/21	ADCL_HRS_WK Additional Hrs	3.00											OT		6.00
Mon 09/21	WK_SCH_BLAISED work Sch.	7.00													7.00
Tue 09/22	WK_SCH_BLAISED work Sch.	7.00													7.00
Wed 09/23	WK_SCH_BLAISED work Sch.	7.00													7.00
Thu 09/24	WK_SCH_BLAISED work Sch.	7.00													7.00
Fri 09/25	CTEIS Comp Time Earned 1.0*	3.00													6.00
Fri 09/25	WK_SCH_BLAISED work Sch.	7.00													6.00
Sat 09/26	Please Select														16.00

Date	Exception Message	Severity	Acknowledge
Mon 09/21	Employee has entered ADDITIONAL_HRS_WK pay code on the timesheet.	Error (Not Paid)	<input checked="" type="checkbox"/>
Mon 09/22	Please remove Comp Time from the timesheet as either the salary adjust plan hours of 27.8 have not been met, you have entered the incorrect Comp Time pay code, or the Comp Time pay code has been entered on the incorrect day.	Error	<input type="checkbox"/>
Sat 09/26	Hours captured are less than scheduled weekly hours needed to fulfill the timesheet. Please add the correct additional pay code if appropriate.	Warning	<input type="checkbox"/>

Non FLSA



Date	Pay Code	Hours	C	C	A	C	O	H	Shift Different...	Standby	Wilmington Wag.	Additional Data	Comments	Case ID	Total
Sun 09/20	Please Select														0.00
Mon 09/21	ADCL_HRS_WK Additional Hrs	3.00											OT		6.00
Mon 09/21	WK_SCH_BLAISED work Sch.	7.00													7.00
Tue 09/22	WK_SCH_BLAISED work Sch.	7.00													7.00
Wed 09/23	WK_SCH_BLAISED work Sch.	7.00													7.00
Thu 09/24	WK_SCH_BLAISED work Sch.	7.00													7.00
Fri 09/25	WK_SCH_BLAISED work Sch.	7.00													7.00
Sat 09/26	Please Select														17.00

Date	Exception Message	Severity	Acknowledge
Mon 09/21	Employee has entered ADDITIONAL_HRS_WK pay code on the timesheet.	Error (Not Paid)	<input checked="" type="checkbox"/>
Sun 09/20 - Sat 10/03	Your timesheet was modified by another user.	Info	<input type="checkbox"/>

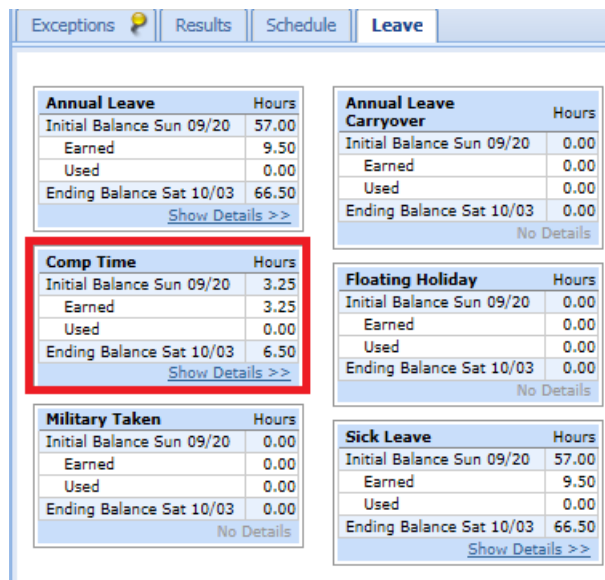
6. Once acknowledged another exception will come up for a FLSA employee. This will need to be **acknowledged and saved.**



Date	Exception Message	Severity	Acknowledge
Fri 09/23	[Redacted] has worked over their salary admin plan weekly hours, causing them to generate 6.8 hours of TLOH Overtime LDT. Please approve in order to allow Overtime to be paid or Comp Time to be earned.	Error (not paid)	<input checked="" type="checkbox"/>
Fri 09/23	[Redacted] has worked over their salary admin plan weekly hours, causing them to generate 2.8 hours of TLOH Overtime LDT. Please approve in order to allow Overtime to be paid or Comp Time to be earned.	Error (not paid)	<input checked="" type="checkbox"/>
Fri 09/23	Please remove Comp Time from the timesheet as either the salary admin plan hours of 37.5 have not been met, you have entered the incorrect Comp Time pay code, or the Comp Time pay code has been entered on the incorrect day.	Error	<input type="checkbox"/>
Mon 09/23	22.5 hours reported exceed 7.5 scheduled hours for the day.	Warning	<input type="checkbox"/>
Sat 09/24	Hours captured are less than scheduled weekly hours needed to fulfill the timesheet. Please add the correct additional pay codes if appropriate.	Warning	<input type="checkbox"/>
Sun 09/20 - Sat 10/03	Your timesheet was modified by another user.	Info.	<input type="checkbox"/>
Mon 09/23	(ADVD) Management has confirmed the validity of this entry.	Info.	<input checked="" type="checkbox"/>

7. Once everything has been accepted, the leave tab is where the comp time earned during that pay period is reflected.

- FLSA



Annual Leave		Hours
Initial Balance Sun 09/20		57.00
Earned		9.50
Used		0.00
Ending Balance Sat 10/03		66.50
Show Details >>		

Annual Leave Carryover		Hours
Initial Balance Sun 09/20		0.00
Earned		0.00
Used		0.00
Ending Balance Sat 10/03		0.00
No Details		

Comp Time		Hours
Initial Balance Sun 09/20		3.25
Earned		3.25
Used		0.00
Ending Balance Sat 10/03		6.50
Show Details >>		

Floating Holiday		Hours
Initial Balance Sun 09/20		0.00
Earned		0.00
Used		0.00
Ending Balance Sat 10/03		0.00
No Details		

Military Taken		Hours
Initial Balance Sun 09/20		0.00
Earned		0.00
Used		0.00
Ending Balance Sat 10/03		0.00
No Details		

Sick Leave		Hours
Initial Balance Sun 09/20		57.00
Earned		9.50
Used		0.00
Ending Balance Sat 10/03		66.50
Show Details >>		

- Non FLSA



Annual Leave		Hours
Initial Balance Sun 09/20		334.25
Earned		13.25
Used		0.00
Ending Balance Sat 10/03		347.50
Show Details >>		

Annual Leave Carryover		Hours
Initial Balance Sun 09/20		0.00
Earned		0.00
Used		0.00
Ending Balance Sat 10/03		0.00
No Details		

Comp Time		Hours
Initial Balance Sun 09/20		3.00
Earned		3.00
Used		0.00
Ending Balance Sat 10/03		6.00
Show Details >>		

Floating Holiday		Hours
Initial Balance Sun 09/20		0.00
Earned		0.00
Used		0.00
Ending Balance Sat 10/03		0.00
No Details		

Military Taken		Hours
Initial Balance Sun 09/20		0.00
Earned		0.00
Used		0.00
Ending Balance Sat 10/03		0.00
No Details		

Sick Leave		Hours
Initial Balance Sun 09/20		1,487.75
Earned		9.50
Used		0.00
Ending Balance Sat 10/03		1,497.25
Show Details >>		