

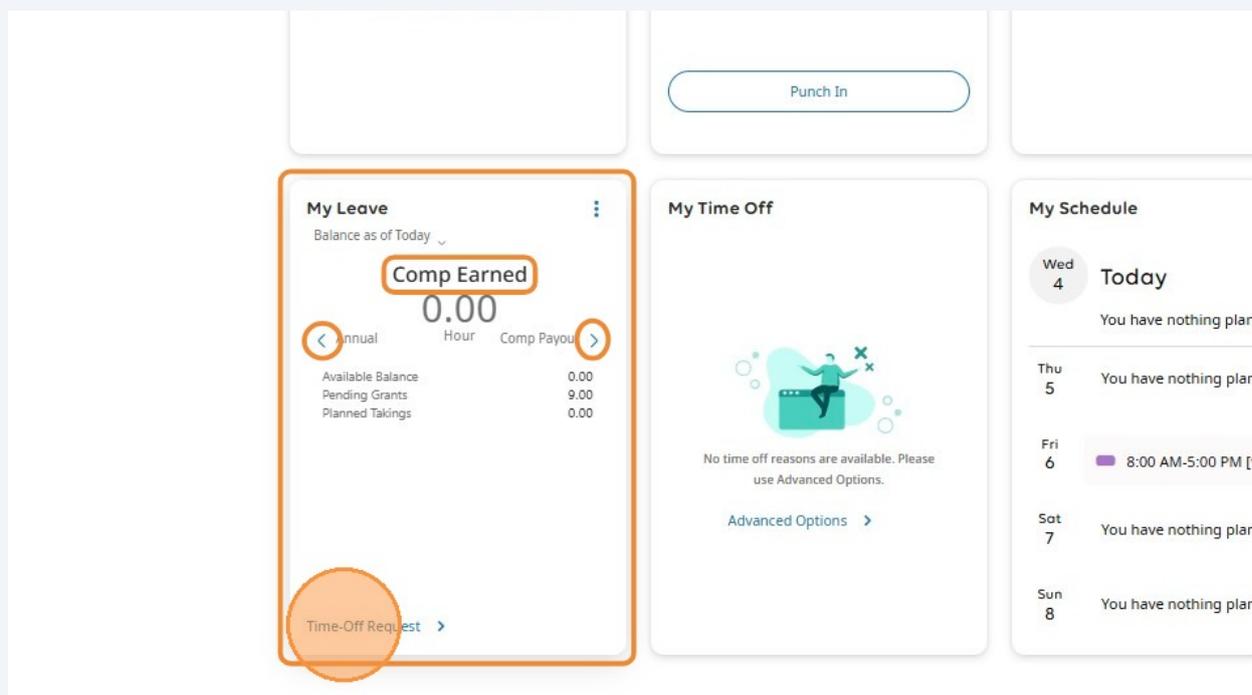
2.7. Non-Exempt Employee Job Aid: How to Request Comp Time Earned for a Time Off Request

Per policy, employees must use compensatory (comp) time earned within 90 days of receiving it. All comp time not used within 90 days must be paid out. Please note: comp time earned cannot be paid out prior to the 90 day limit. See UAP 3310: Compensatory Time for additional information.

1

To request compensatory (comp) time instead of annual or sick leave, login to LoboTime. Navigate to the 'My Leave' tile. Use '<' '>' to navigate to "Comp Earned" to see available comp time hours. Click on 'Time-Off Request'.

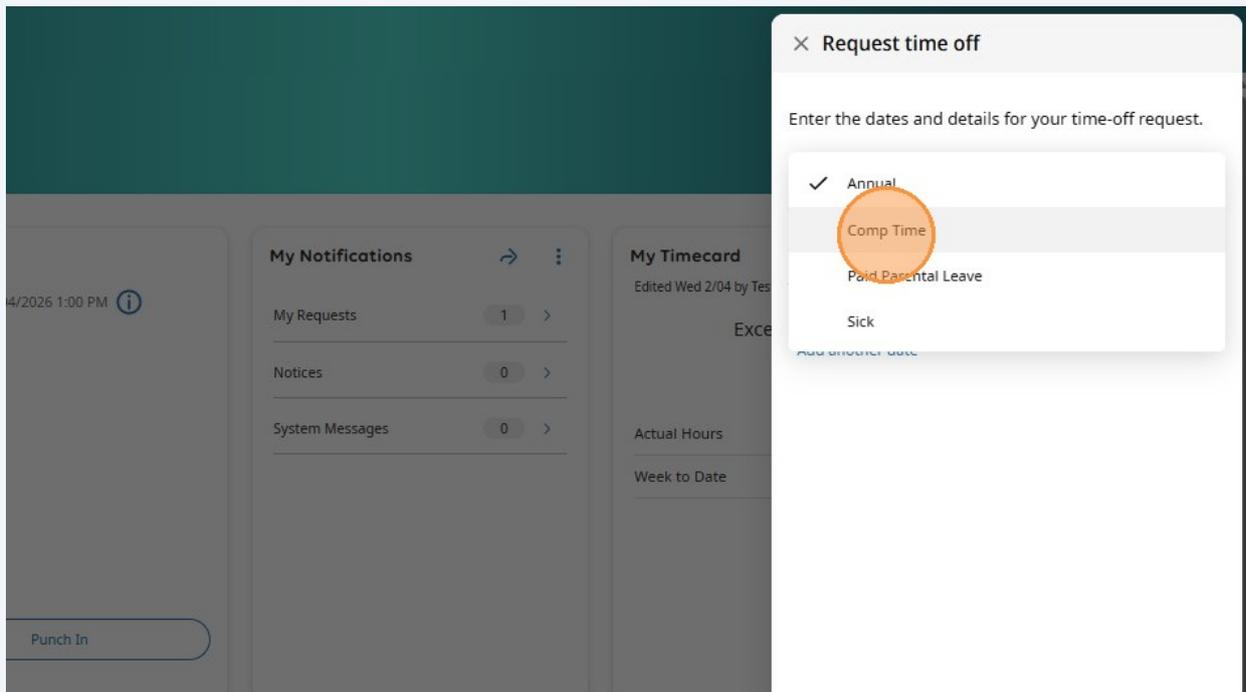
Note: For instructions on logging into LoboTime, refer to the *Non-Exempt Employee Job Aid: General Access & Dashboard*.



Comp time earned cannot be used within the same pay period. For example, if 5 hours of comp time is earned in the first week of the pay period, it cannot be used for the second week of the pay period.

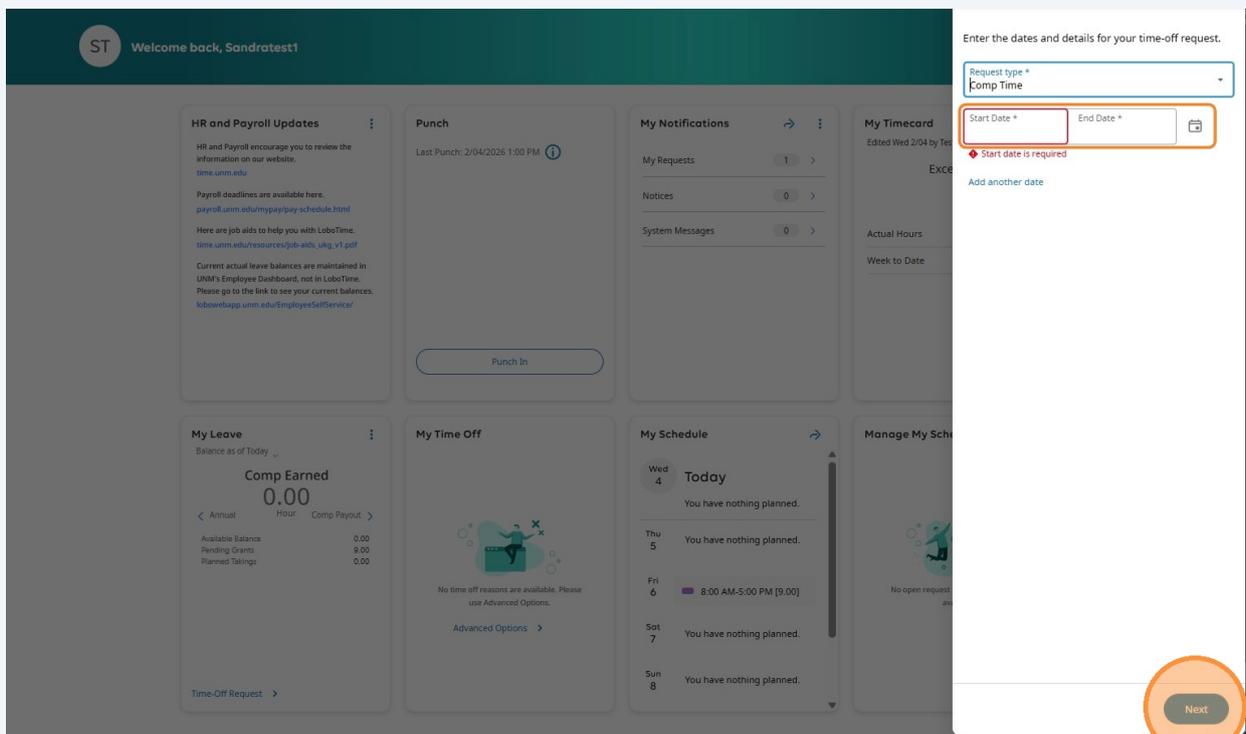
2

The time off request will show 'Annual' as the default option. Click on 'Annual' to open the dropdown list of options. Click on 'Comp Time'.

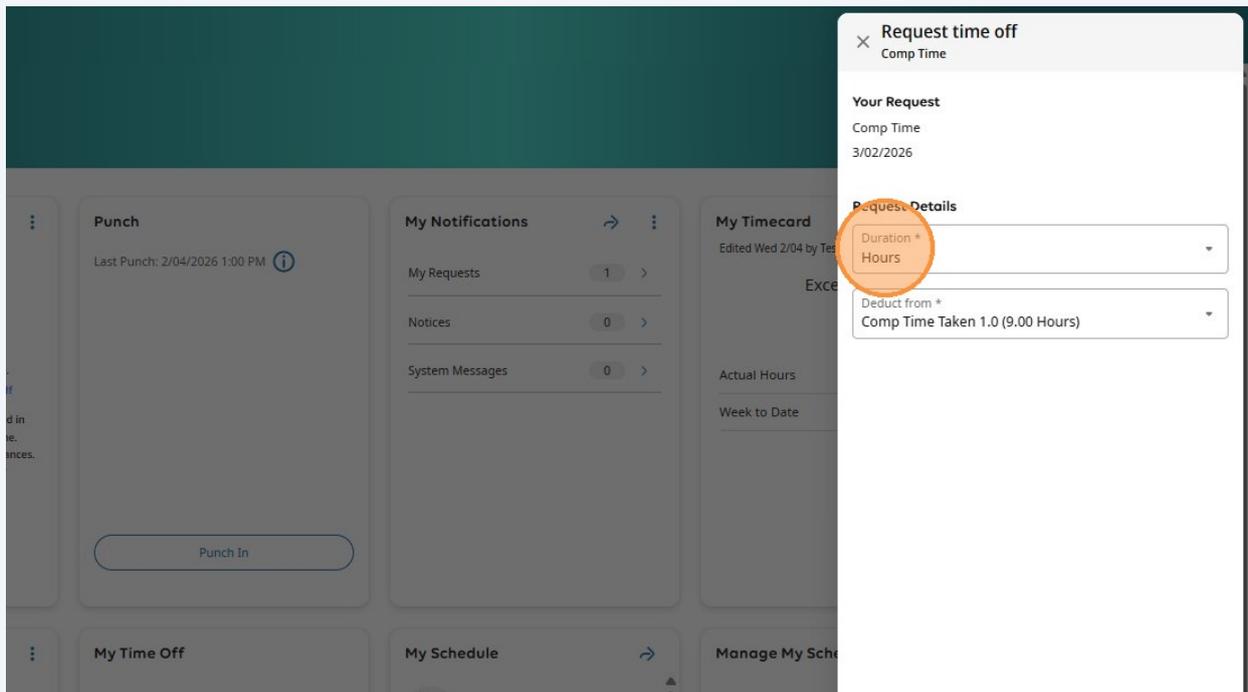


3

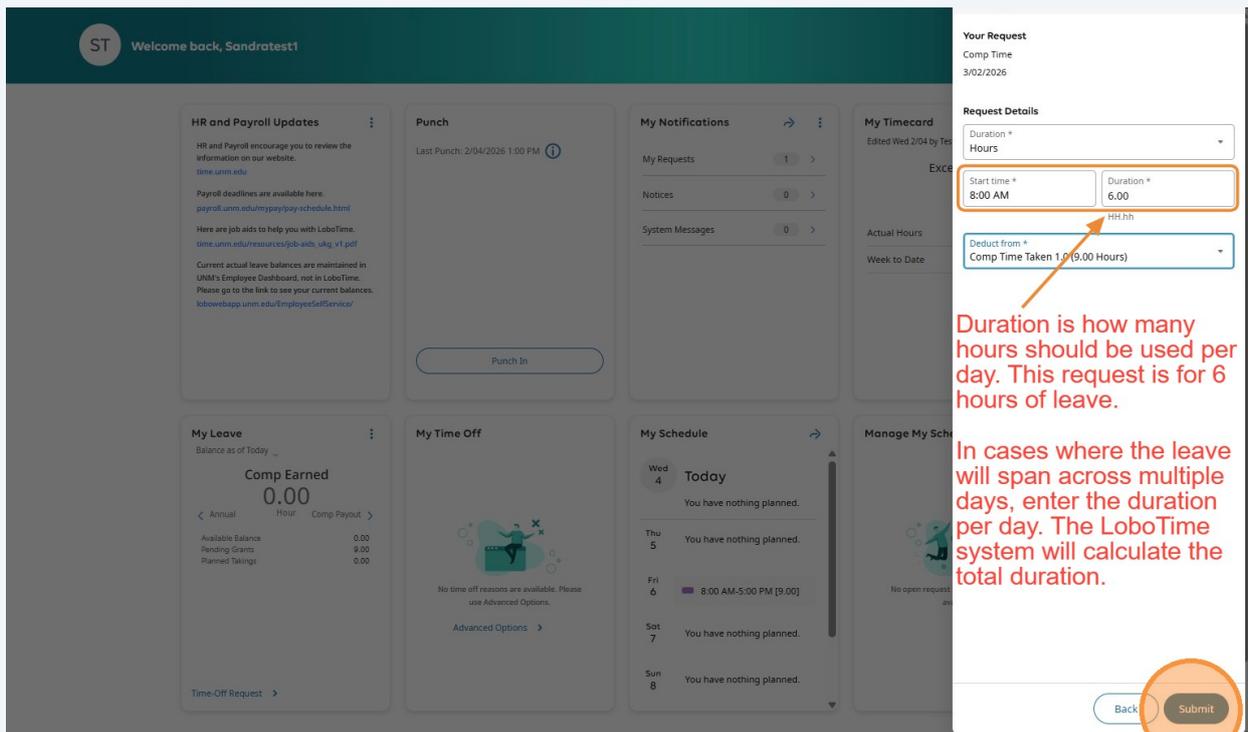
Enter the start date and end date for the request. Type the dates in or click on the small calendar to open up a monthly calendar. Once the start and end dates have been entered, click 'Next'.



4 Under the "Request Details" header, click on 'Hours'.

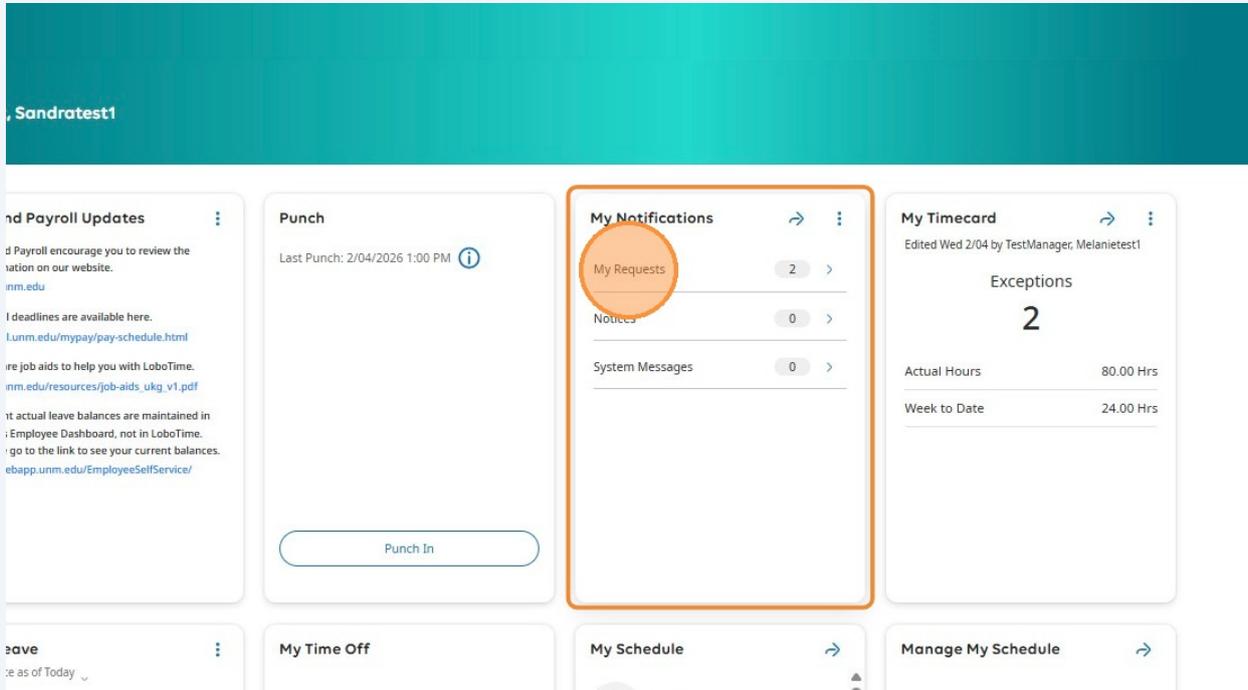


5 After clicking on 'Hours', two boxes will show: one for 'Start time' and the other for 'Duration'. Type in the time that the leave should begin in the 'Start time' box. Type in the length of time **per day** the leave should last in the 'Duration' box. In the example below, the Start time is 8:00 am and Duration is 6 hours, which means the leave will start at 8:00 am and be entered for 6 hours, ending at 2:00 pm. Once 'Start time' and 'Duration' are accurate, click on 'Submit'.



6

To verify the request was successfully submitted, click on 'My Requests' in the "My Notifications" tile.



7

All requests involving comp time will show "Comp Time" as the type of request.

--End--

