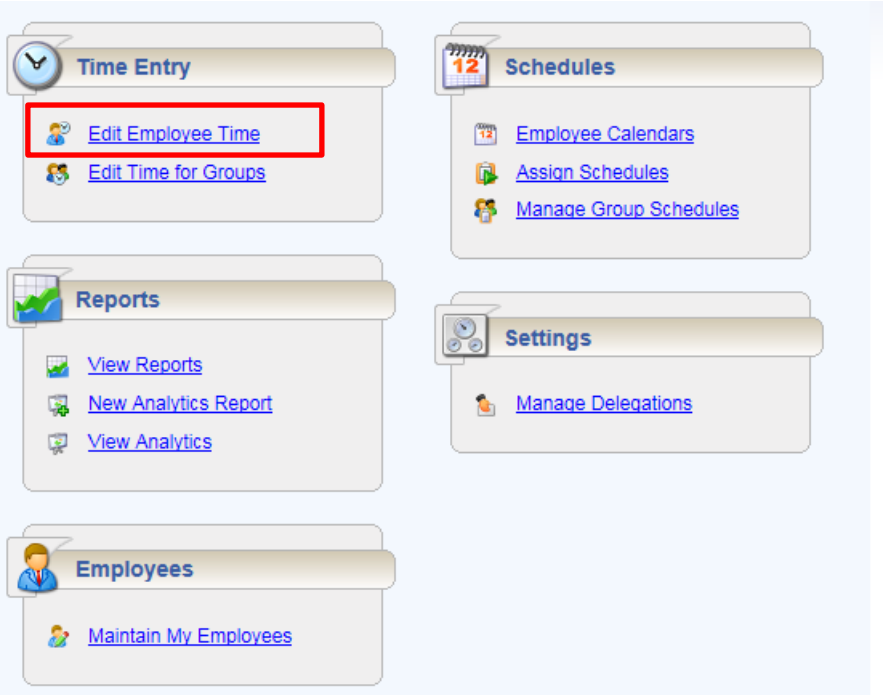
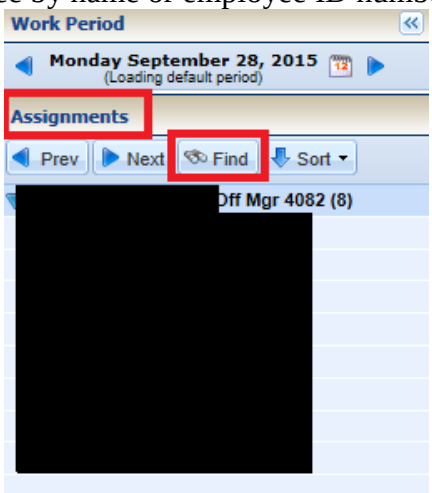
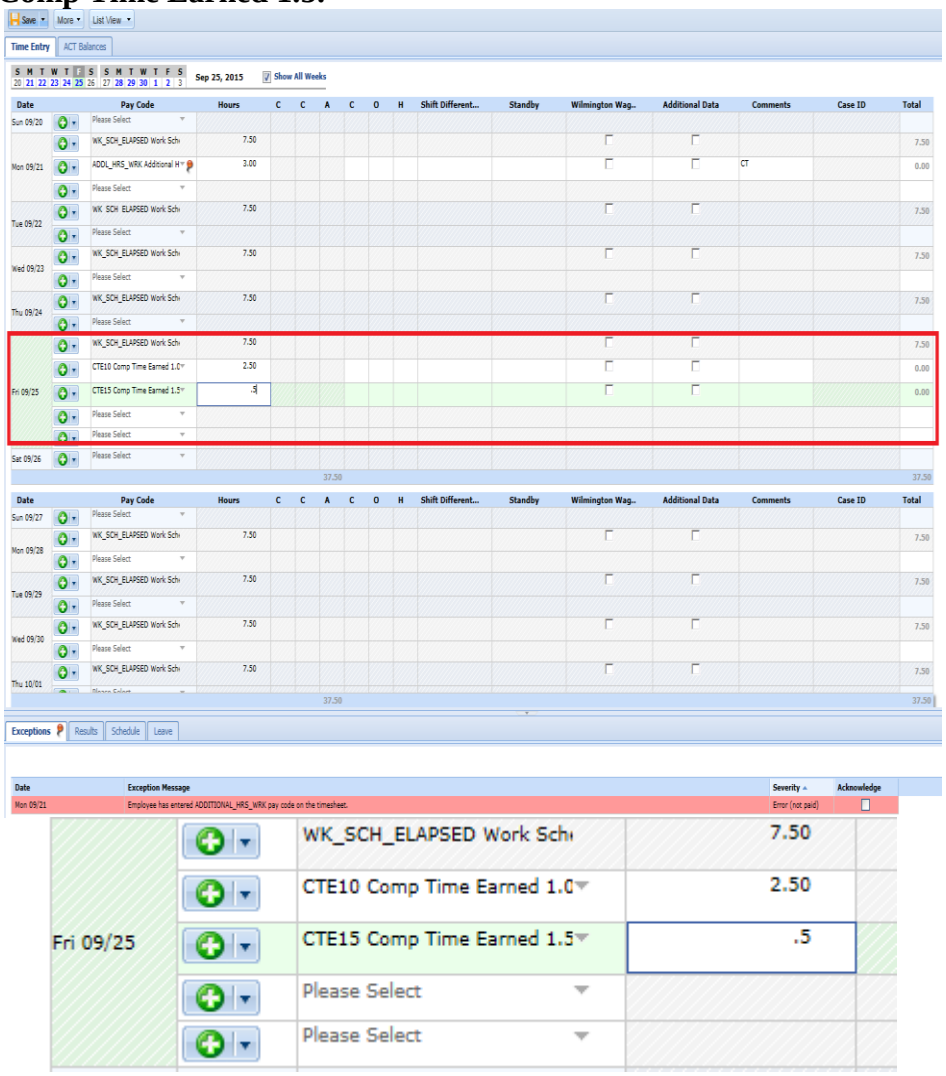
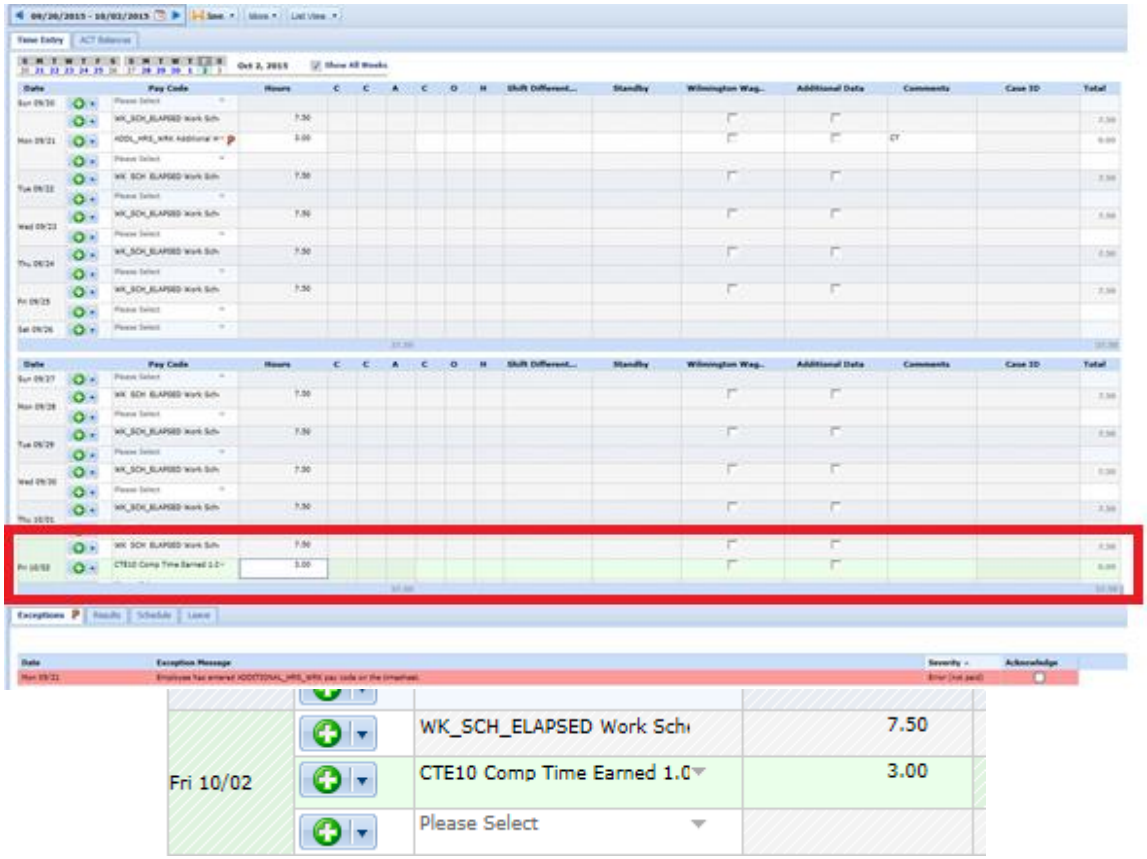
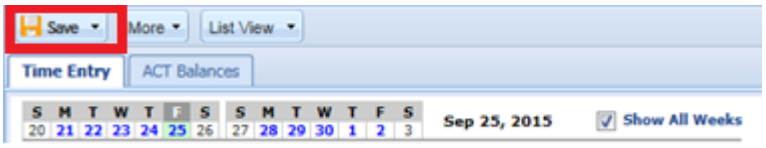
DHSS Job Aid 10: How to Enter Comp Time as the Auditor

1.	Once Comp Time has been approved and the Auditor is notified, the Auditor must re-code the time 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" button to locate the employee by name or employee ID number. 

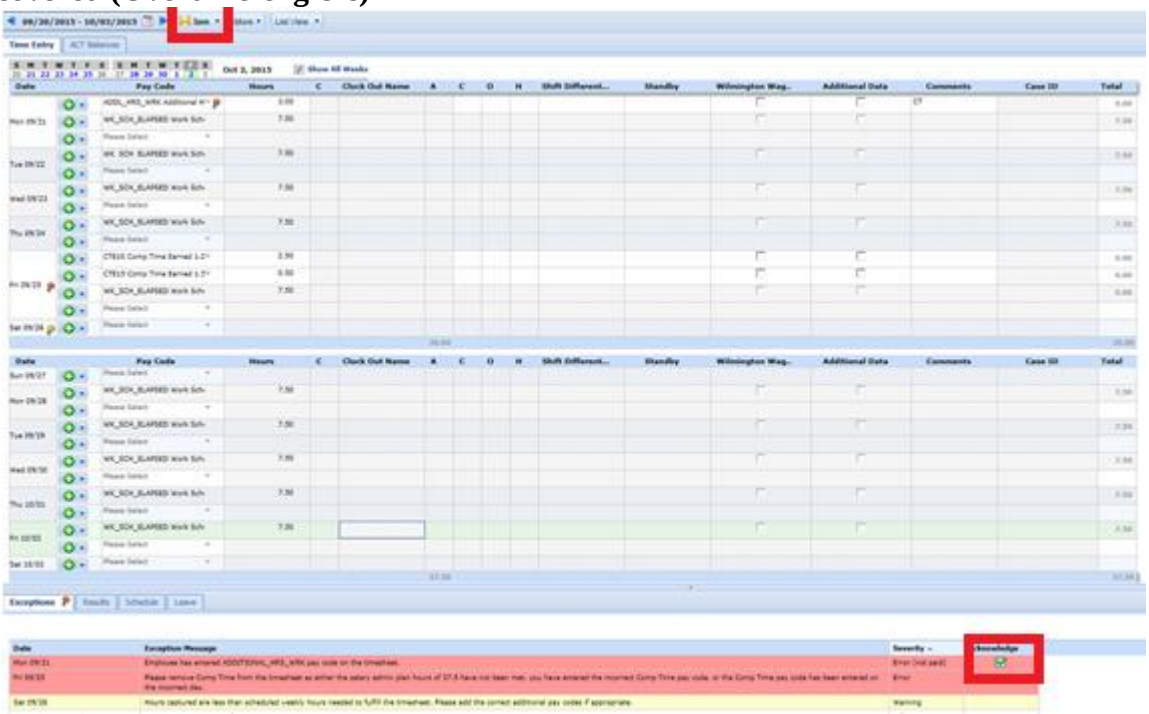
3. Once on the timesheet the Auditor will have to add a row with the proper Comp Time Pay Code.

- **FLSA covered (Overtime-eligible) employees**: Select the **Plus** button on the employee's **last scheduled day** of the **work week** in which the employee earned the comp time.
  - For any hours under 40 in the work 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.**

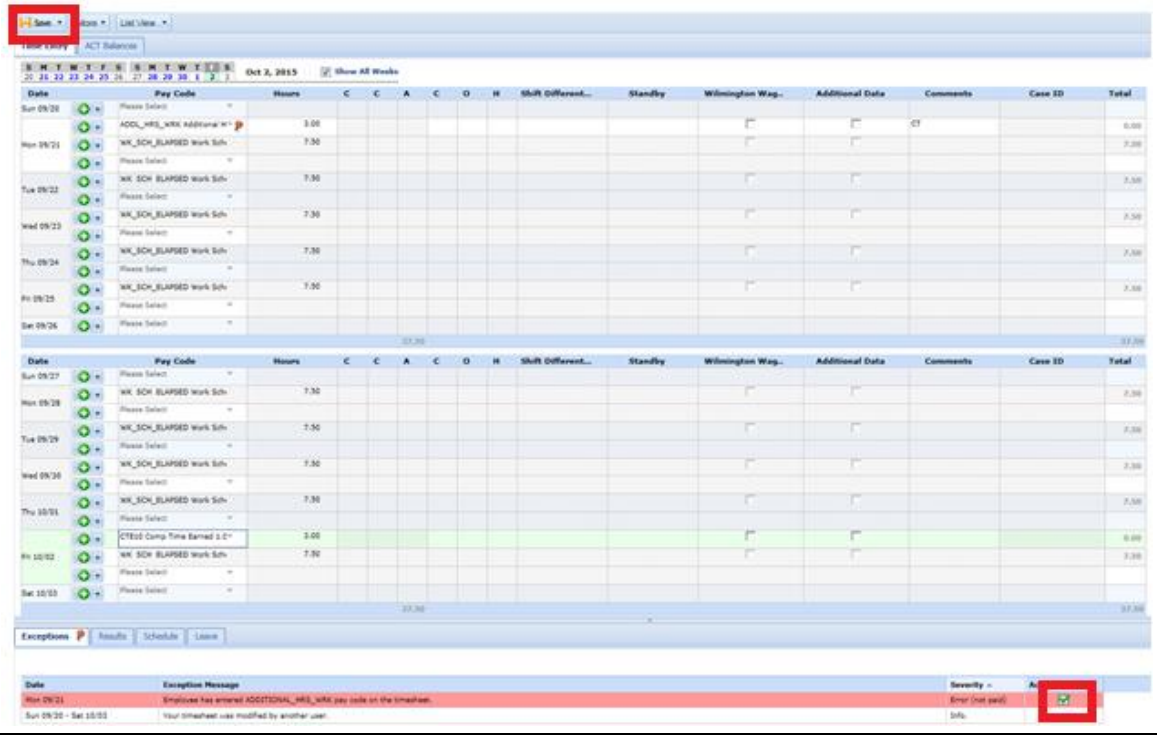


	• **Non- FLSA Covered (not Overtime eligible) employees**: Select the **Plus** button on the employee's **<u>last scheduled day</u>** of the **pay period** in which the Comp Time was earned. Enter pay code **CTE10 Comp Time Earned 1.0.** Enter the hours for the total amount of Comp Time within that pay period. 
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 covered (Overtime-eligible)

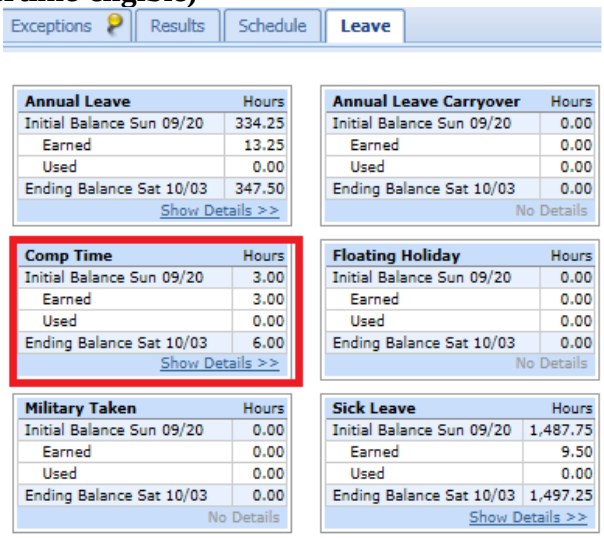


Non-FLSA (Not Overtime-eligible)



6. Once acknowledged another exception will appear for a **FLSA covered (Overtime-eligible)** employee. This will need to be **acknowledged and saved**.

7. Once accepted, the earned Comp Time will be reflected in the Comp Time Leave bank under the leave tab.

- **FLSA covered (Overtime-eligible)**

- **Non FLSA (not Overtime-eligible)**