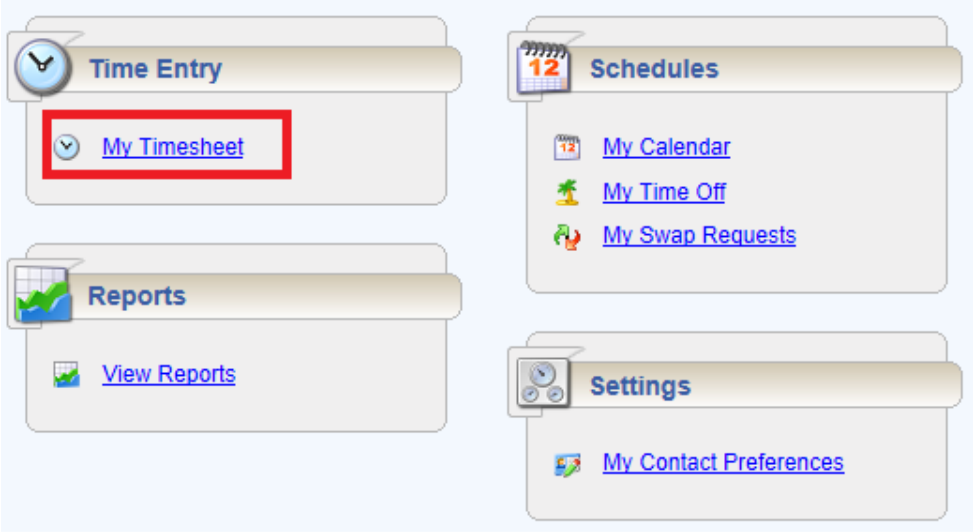
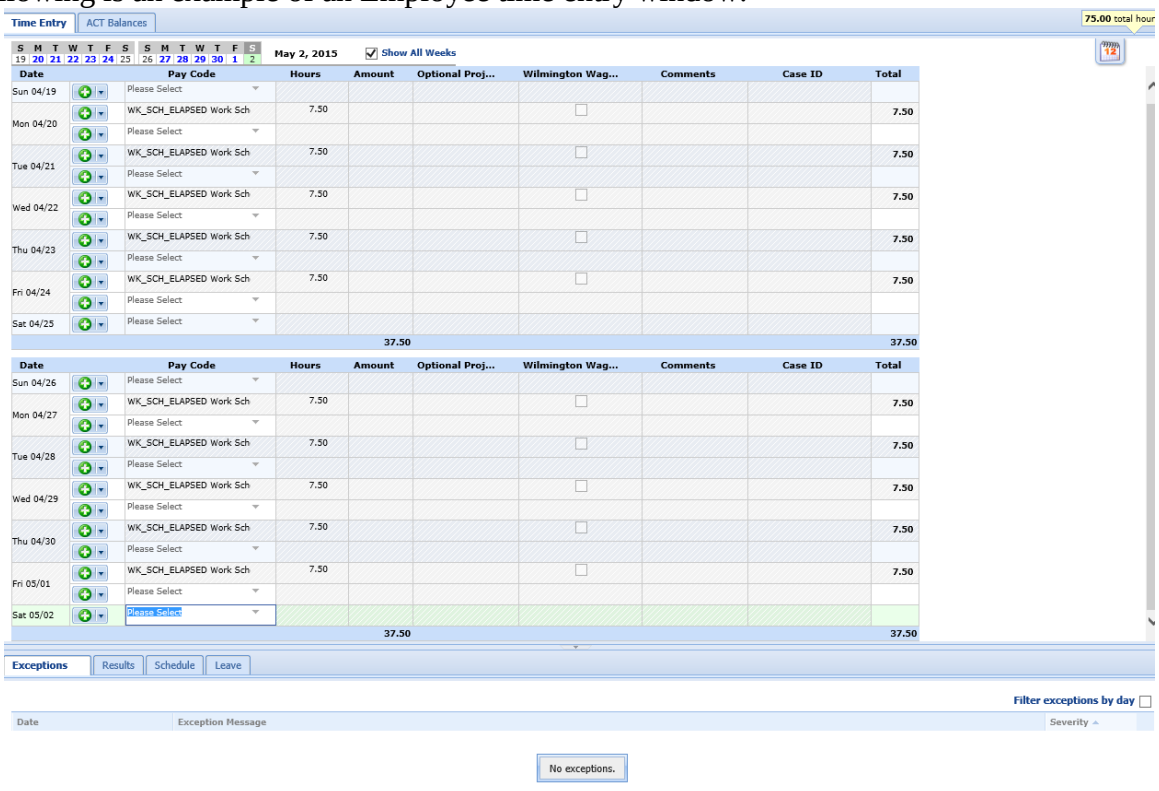
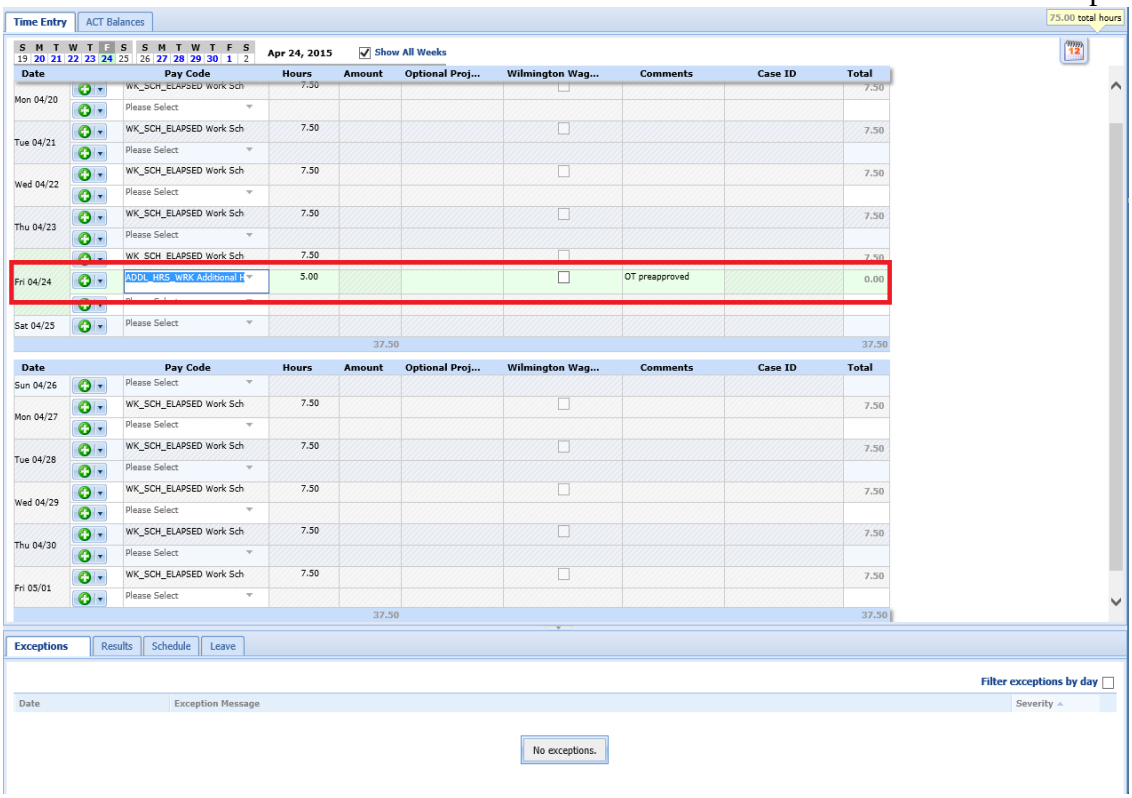
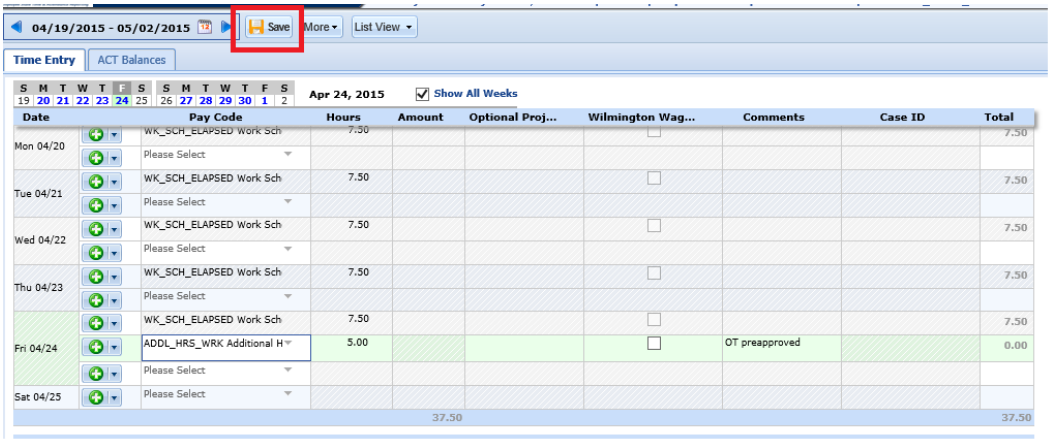
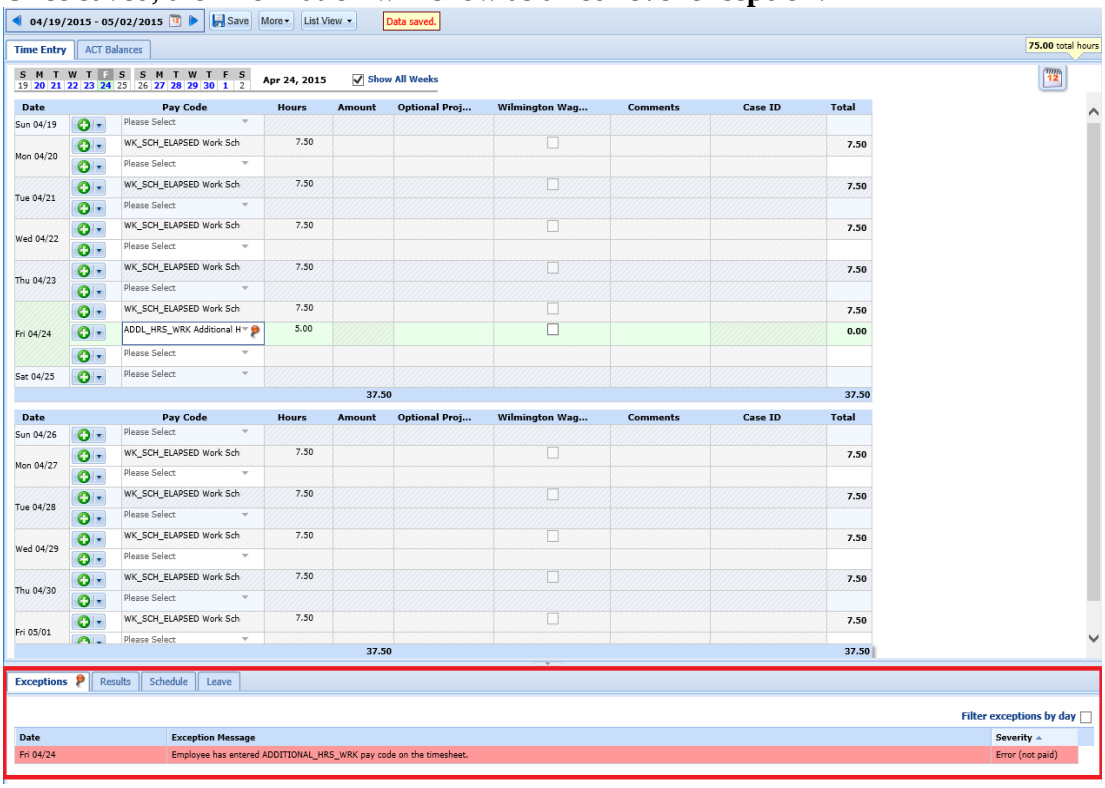
DHSS Job Aid 9: How to Enter Overtime and Comp Time

1.	Overtime and Comp Time must go through your Division's pre-approval process prior to being entered on your timesheet in eSTAR. If it is your manager's policy to follow the pre-approval request in eSTAR please refer to the ***Preapproving Overtime and Comp Time in eSTAR Job Aid***. After you login to the system, open your timesheet by selecting **My Timesheet** from the **Time Entry** area of the home screen. 
2.	The following is an example of an Employee time entry window. 

3.	Select the **Plus** button to add a row for the day you worked the pre-approved Overtime or Comp Time. Then use the pay code **ADDL_HRS_WRK Additional Hours Worked**, include the total hours worked and a comment. The comment should reflect if the time is Overtime or Comp Time. 
4.	After the information is added click **Save**. 

5.	Once saved, the information will show as a **red level exception**. 
6.	**For Overtime:** • The Manager needs to acknowledge the exception for it to be paid Overtime. If it is not approved it will not be paid. **For Comp Time:** • The Auditor needs to be notified by the Manager that the time has been approved as Comp Time. The Auditor will have to add a row to re-code time as Comp Time. Please refer to Job Aid 10 for how to add Comp Time on the timesheet.