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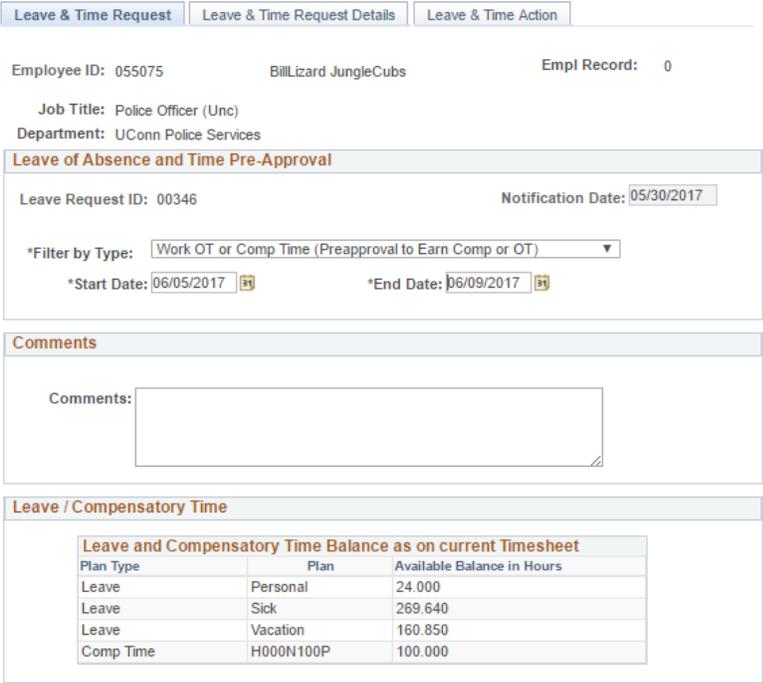
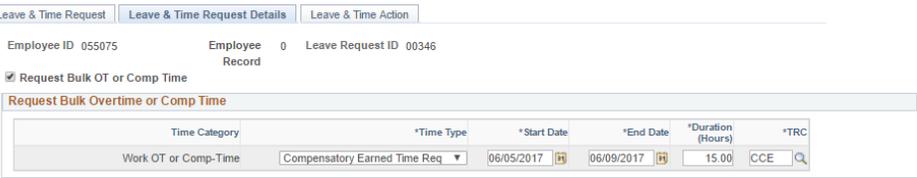
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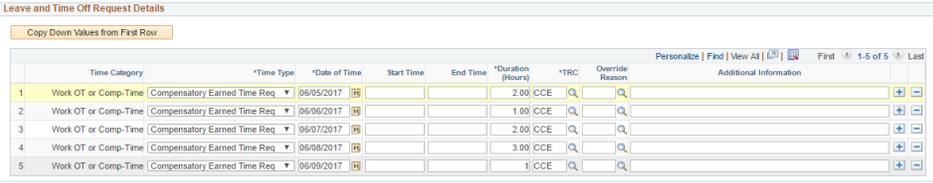
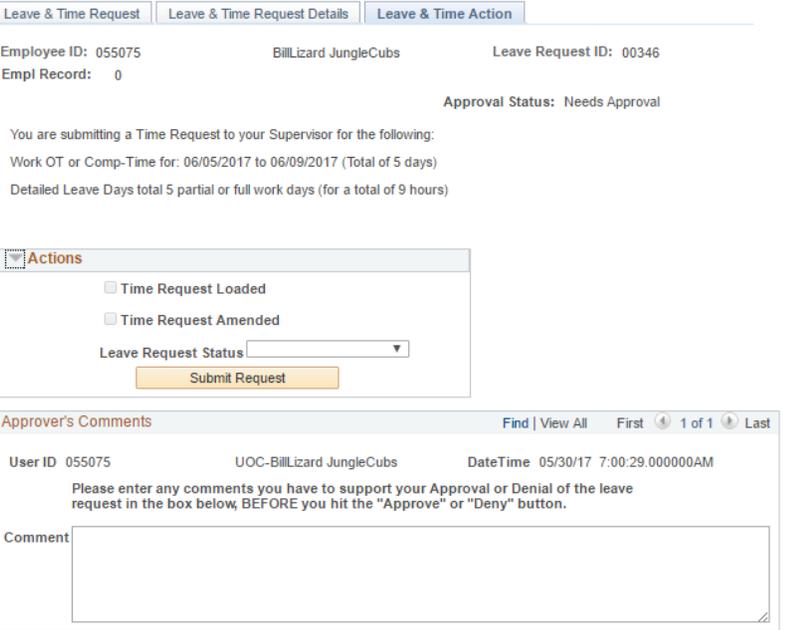
Submitting a Leave Request: Requesting to Work Overtime/Comp Time

Overview Employees who are eligible to work and earn overtime and/or compensatory time will use this job aid to assist them in submitting a request for pre-approval.

Process Steps

Step	Action	Screenshot
1	Navigation Home Screen: Click Submit or Modify Leave Request from the portal landing page. Navigation In Menu: Main Menu > Core-CT HRMS > Self Service > Leave Management > Leave Request	
2	On the Submit or Modify Leave Request page, you will be directed to the Add a New Value tab. Your employee ID will auto-populate and cannot be changed. The Empl Record will default to your primary job. If you have more than one employment record, use the magnifying glass to search for employment record you are requesting the leave from. Click Add .	

Step	Action	Screenshot															
3	<p>Your job information will populate on the top of the Leave & Time Request tab.</p> <p>Enter the Start Date and End Date of the date(s) you are requesting to work overtime and/or comp time.</p> <p>Under the Filter by Type, select:</p> <ul style="list-style-type: none"> • Work OT or Comp-Time (Preapproval to Earn Comp or OT) <p>The Comments section allows you to include additional information for your supervisor.</p> <p>Once complete, move to the Leave & Time Request Details tab.</p>	 <p>The screenshot shows the 'Leave & Time Request' tab with the following details:</p> <ul style="list-style-type: none"> Employee ID: 055075, BillLizard JungleCubs, Empl Record: 0 Job Title: Police Officer (Unc), Department: UConn Police Services Section: Leave of Absence and Time Pre-Approval Leave Request ID: 00346, Notification Date: 05/30/2017 Filter by Type: Work OT or Comp Time (Preapproval to Earn Comp or OT) *Start Date: 06/05/2017, *End Date: 06/09/2017 Comments section with a text input area. Section: Leave / Compensatory Time Table: Leave and Compensatory Time Balance as on current Timesheet <table border="1" data-bbox="873 825 1446 951"> <thead> <tr> <th>Plan Type</th> <th>Plan</th> <th>Available Balance in Hours</th> </tr> </thead> <tbody> <tr> <td>Leave</td> <td>Personal</td> <td>24.000</td> </tr> <tr> <td>Leave</td> <td>Sick</td> <td>269.640</td> </tr> <tr> <td>Leave</td> <td>Vacation</td> <td>160.850</td> </tr> <tr> <td>Comp Time</td> <td>H000N100P</td> <td>100.000</td> </tr> </tbody> </table>	Plan Type	Plan	Available Balance in Hours	Leave	Personal	24.000	Leave	Sick	269.640	Leave	Vacation	160.850	Comp Time	H000N100P	100.000
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4	<p>There are two options when requesting to work overtime or compensatory time:</p> <ul style="list-style-type: none"> • Bulk Request • Detailed Request <p>To submit a bulk request, check the box next to Request Bulk OT or Comp Time. Then, select the type of request from the drop down, either Compensatory Earned Time Req or Overtime Request. Complete this section by entering the Start Date, End Date, Duration and Time Reporting Code.</p>	 <p>The screenshot shows the 'Request Bulk Overtime or Comp Time' section with the following details:</p> <ul style="list-style-type: none"> Employee ID: 055075, Employee Record: 0, Leave Request ID: 00346 <input checked="" type="checkbox"/> Request Bulk OT or Comp Time Section: Request Bulk Overtime or Comp Time Table with request details: <table border="1" data-bbox="654 1108 1555 1171"> <thead> <tr> <th>Time Category</th> <th>*Time Type</th> <th>*Start Date</th> <th>*End Date</th> <th>*Duration (Hours)</th> <th>*TRC</th> </tr> </thead> <tbody> <tr> <td>Work OT or Comp-Time</td> <td>Compensatory Earned Time Req</td> <td>06/05/2017</td> <td>06/09/2017</td> <td>15.00</td> <td>CCE</td> </tr> </tbody> </table>	Time Category	*Time Type	*Start Date	*End Date	*Duration (Hours)	*TRC	Work OT or Comp-Time	Compensatory Earned Time Req	06/05/2017	06/09/2017	15.00	CCE			
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5	<p>To enter a detailed request, on Line 1 enter the following:</p> <ul style="list-style-type: none"> • Leave Type • Date of Leave (this must agree with the Start Date entered on the Leave and Time Request tab. • Start Time (optional) • End Time (optional) • Duration (in hours) • Time Reporting Code (TRC) – you may use the magnifying glass to search for the correct TRC. <p>You need at least one row for each day you are requesting time off.</p> <p>If you want to duplicate the information on Line 1, click Copy Down Values from First Row. To add rows manually, click on the plus sign (+). The last row must be the End Date entered on the Leave and Time Request tab.</p> <p>Move to the Leave & Time Action tab.</p>	
6	<p>On the Leave & Time Action tab, review overtime and/or compensatory time request you are submitting.</p> <p>When you are ready to submit, click Submit.</p> <p>Note: You do not need to select any of the checkboxes or dropdowns in the Actions section, as they are system generated.</p>	

Step	Action	Screenshot
7	An email notification will be sent to your supervisor to review and approve the request.	