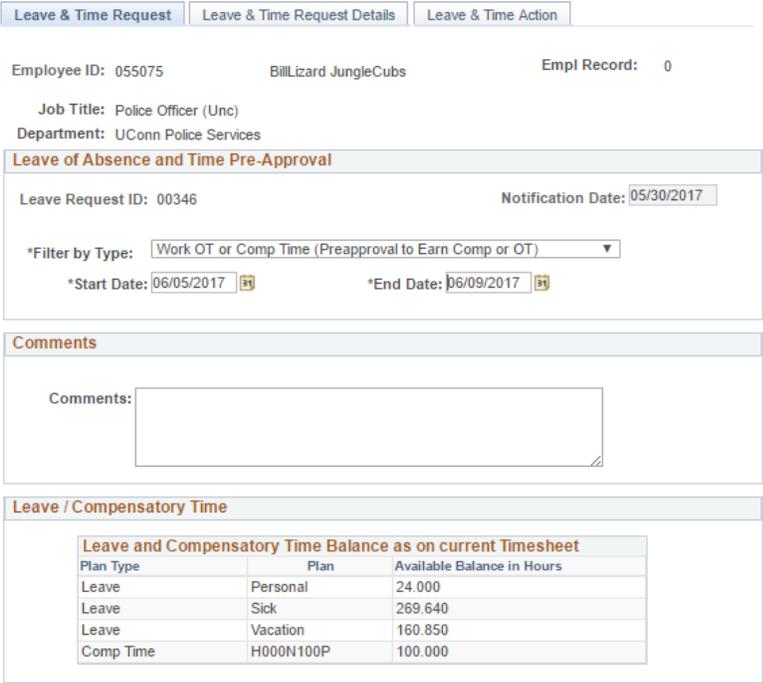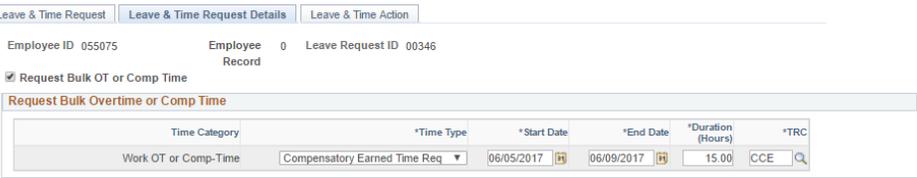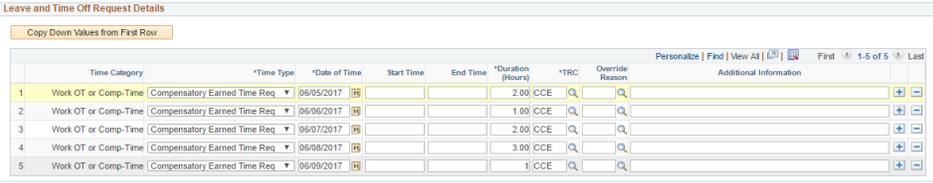**University of Connecticut**

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.**	Find an Existing Value Add a New Value Empl ID 055075 Empl Record [0] 🔍 Add Find an Existing Value │ Add a New Value

Step	Action	Screenshot
3	Your job information will populate on the top of the **Leave & Time Request** tab. Enter the **Start Date** and **End Date** of the date(s) you are requesting to work overtime and/or comp time. Under the **Filter by Type**, select: • Work OT or Comp-Time (Preapproval to Earn Comp or OT) The **Comments** section allows you to include additional information for your supervisor. Once complete, move to the **Leave & Time Request Details** tab.	
4	There are two options when requesting to work overtime or compensatory time: • Bulk Request • Detailed Request 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**.	

Step	Action	Screenshot
5	To enter a detailed request, on Line 1 enter the following: • 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. You need at least one row for each day you are requesting time off. 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. Move to the **Leave & Time Action** tab.	
6	On the **Leave & Time Action** tab, review overtime and/or compensatory time request you are submitting. When you are ready to submit, click **Submit**. **Note:** You do not need to select any of the checkboxes or dropdowns in the Actions section, as they are system generated.	
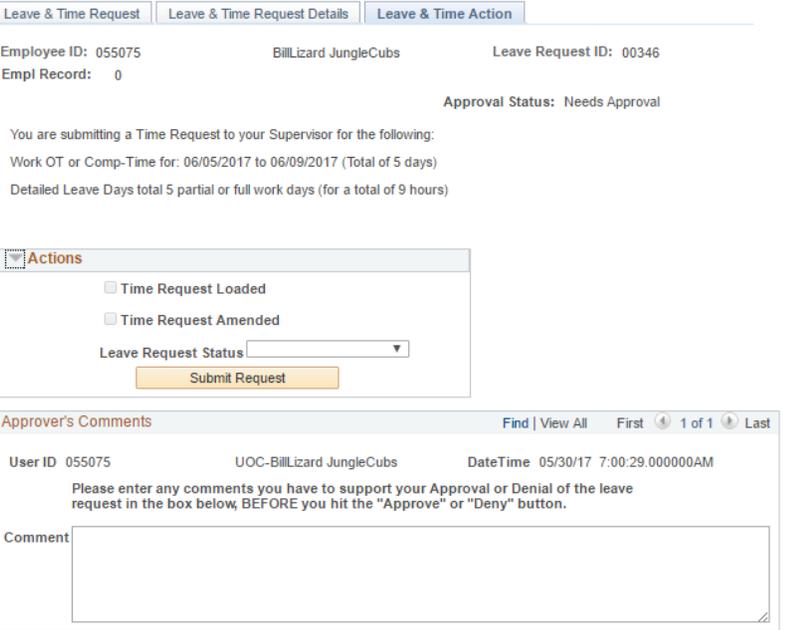
Step	Action	Screenshot
7	An email notification will be sent to your supervisor to review and approve the request.	