

Approving Comp Time Earned in Employee Access

1. Log in to Skyward – Employee Access. Select Time off, then My Approvals:



2. Verify the following for each Comp Time Entry:

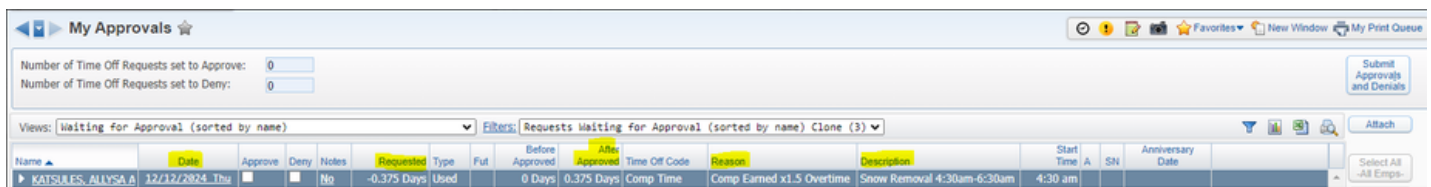
-The date the comp time was earned.

-The requested amount earned (this will always be a negative number) - confirm they have entered the correct amount of “Days” by comparing the hours listed in the description to the Conversion Chart.

-Reason - Comp Earned x1.5 Overtime should be entered only if the employee has worked over 40 hours from Monday-Sunday (Holidays and leave days do not count toward the 40 hours).

Comp time earned should be entered when working under 40 hours in a week.


-The “after approved” column is the comp days balance and should always be a positive number. If the balance is negative the employee has used more comp time than they have earned.



Name	Date	Approve	Deny	Notes	Requested	Type	Fut	Before Approved	After Approved	Time Off Code	Reason	Description	Start Time	A	SN	Anniversary Date	Attach
KATSULES, ALLYSA A	12/12/2024, Thu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No	-0.375 Days	Used		0 Days	0.375 Days	Comp Time	Comp Earned x1.5 Overtime	Snow Removal 4:30am-6:30am	4:30 am				Select All - All Emps

3. To approve the entry: select the Approve box, then Submit Approvals & Denials.

To deny the entry: select the Deny box, then select the NO link under the Notes column and leave a note as to why the entry was denied, then Submit Approvals & Denials.



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Comp Time Conversion Chart

Comp time is calculated as days in Skyward.

Conversion from days to hours: # days multiplied by 8 hours = x hours

Hours/Min	Entry	OT
15 Minutes	0.0313	0.0469
30 Minutes	0.0625	0.0938
45 Minutes	0.0938	0.1406
1 Hour	0.1250	0.1875
1 Hour 15 Min	0.1563	0.2344
1 Hour 30 Min	0.1875	0.2813
1 Hour 45 Min	0.2188	0.3281
2 Hours	0.2500	0.3750
2 Hours 15 Min	0.2813	0.4219
2 Hours 30 Min	0.3125	0.4688
2 Hours 45 Min	0.3438	0.5156
3 Hours	0.3750	0.5625
3 Hours 15 Min	0.4063	0.6094
3 Hours 30 Min	0.4375	0.6563
3 Hours 45 Min	0.4688	0.7031
4 Hours	0.5000	0.7500
4 Hours 15 Min	0.5313	0.7969
4 Hours 30 Min	0.5625	0.8438
4 Hours 45 Min	0.5938	0.8906
5 Hours	0.6250	0.9375
5 Hours 15 Min	0.6563	0.9844
5 Hours 30 Min	0.6875	1.0313
5 Hours 45 Min	0.7188	1.0781
6 Hours Min	0.7500	1.1250
6 Hours 15 Min	0.7813	1.1719
6 Hours 30 Min	0.8125	1.2188
6 Hours 45 Min	0.8438	1.2656
7 Hours Min	0.8750	1.3125
7 Hours 15 Min	0.9063	1.3594
7 Hours 30 Min	0.9375	1.4063
7 Hours 45 Min	0.9688	1.4531
8 Hours	1.0000	1.5000