

## Approving Comp Time Used in Employee Access

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



2. Verify the following for each Comp Time Used Entry:

- The date the comp time is being used.
- The requested amount used - confirm they have entered the correct amount of “Days” by comparing the hours listed in the description to the Conversion Chart.
- Reason - Comp Time Used
- 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.

My Approvals

Favorites

New Window

My Print Queue

Number of Time Off Requests set to Approve:

1

Number of Time Off Requests set to Deny:

0

Submit Approvals and Denials

Views:

Waiting for Approval (sorted by name)

Filters:

Requests Waiting for Approval (sorted by name) Clone (3)

Attach

Name	Date	Approve	Deny	Notes	Requested	Type	Fut	Before Approved	After Approved	Time Off Code	Reason	Description	
▶ KATSULES, ALLYSA A	12/20/2024 Fri	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No	0.125 Days	Used		0.375 Days	0.25 Days	Comp Time	Comp Time Used	Dr Appt 8am-9am	

Select All -All Emps-

Select All -One Emp-

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.

My Approvals

# 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