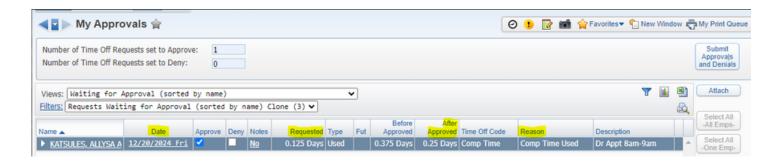# Approving Comp Time Used in Employee Access
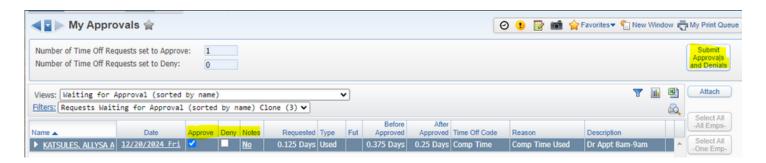
1. Log in to Skyward – Employee Access. Select Time off, then My Approvals:

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.

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.

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