**Convert OT to CompTime – Non-Exempt**

This job aid explains how to submit a request to convert Overtime (OT) to Comp Time. **OT is generated for hours worked over 40 hours each week.**

**IMPORTANT:** Requests must be submitted by the employee no later than 12pm on Monday following the close of a pay period; **and** must be approved by Time-Approver before the employee timecard can be approved.

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**How to request the conversion of OT to Comp Time**

The request is made from **My Calendar**, just like submitting a Time Off request. A request should be submitted for each week that OT is generated that you want to convert.

1. Select **Main Menu > My Information > My Calendar**.
   - In the calendar, select the start day of your request. *Most often it would be the Friday for the week that the OT was generated.*

2. Select **New Request**.

3. In the drop-down list for Type of Time Off, select *‘USNH Convert OT to Comp’*

4. Select **Apply**.

5. Verify the **Date** you selected.

6. Enter a **Start time.** *Use the start time of your schedule, ex: 8:00am*

7. Enter a **Duration.**
   - *Amount of your OT you are requesting to convert to Comp Time
   EX: 02:30 (for 2 ½ hours of OT)*

8. Select **Review** to add a comment if you wish.

9. Select **Submit**.

**REMINDER:** Your Time-Approver has to approve the request before you can approve your timecard.

*Future Personal Time off requests will always automatically draw down from any Comp Time balances prior to drawing down from Personal Time.*