



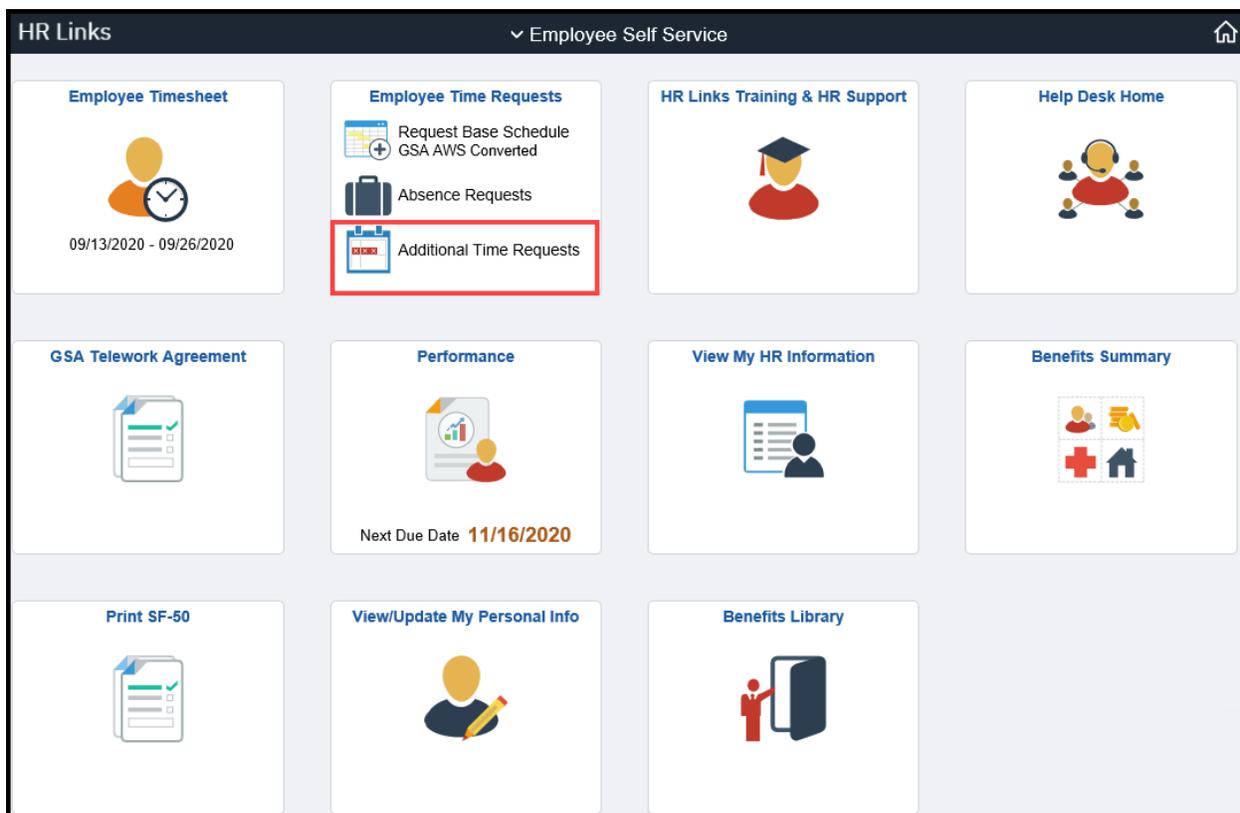
# Request Overtime/Comp Time/Credit Hours

Follow this job aid to learn how to Request Overtime/Comp Time/Credit Hours in HR Links.

- [Request Overtime](#)
- [Request Comp Time](#)
- [Request Credit Hours](#)
- [Add Overtime/Comp Time/Credit Hours](#)

## Create an Overtime Request

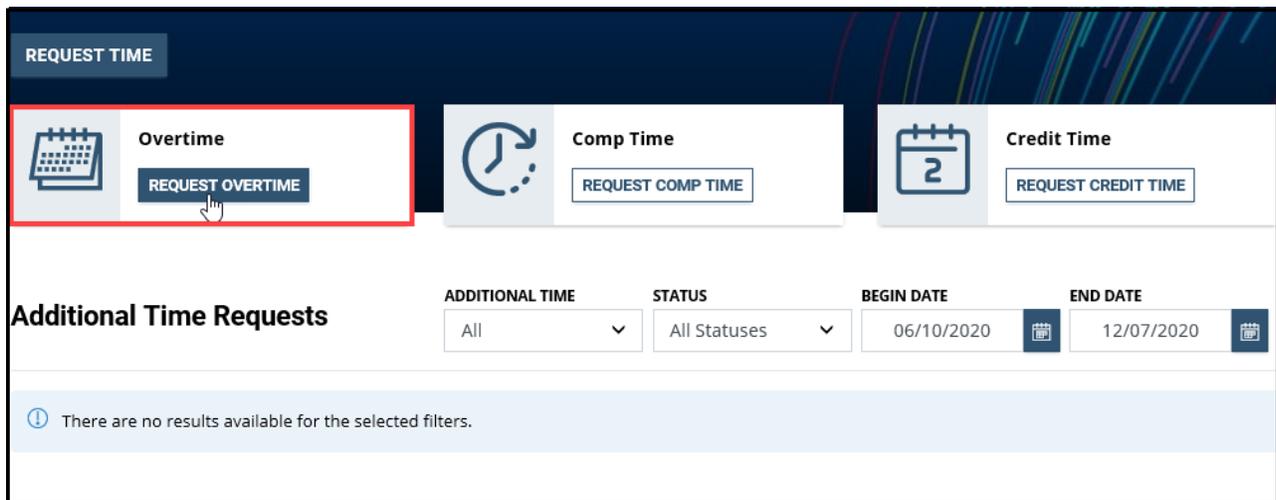
1. Select **Additional Time Requests** from the **Employee Time Requests** tile on the Employee Self Service homepage.





2. Select **Request Overtime** on the Request Time page.

**Note:** If you get the message: "There are no results available for the selected filters." do not worry, it only shows up if there are no **Additional Time Requests** submitted within the Begin Date and End Date selected on the screen.



REQUEST TIME

Overtime  
REQUEST OVERTIME

Comp Time  
REQUEST COMP TIME

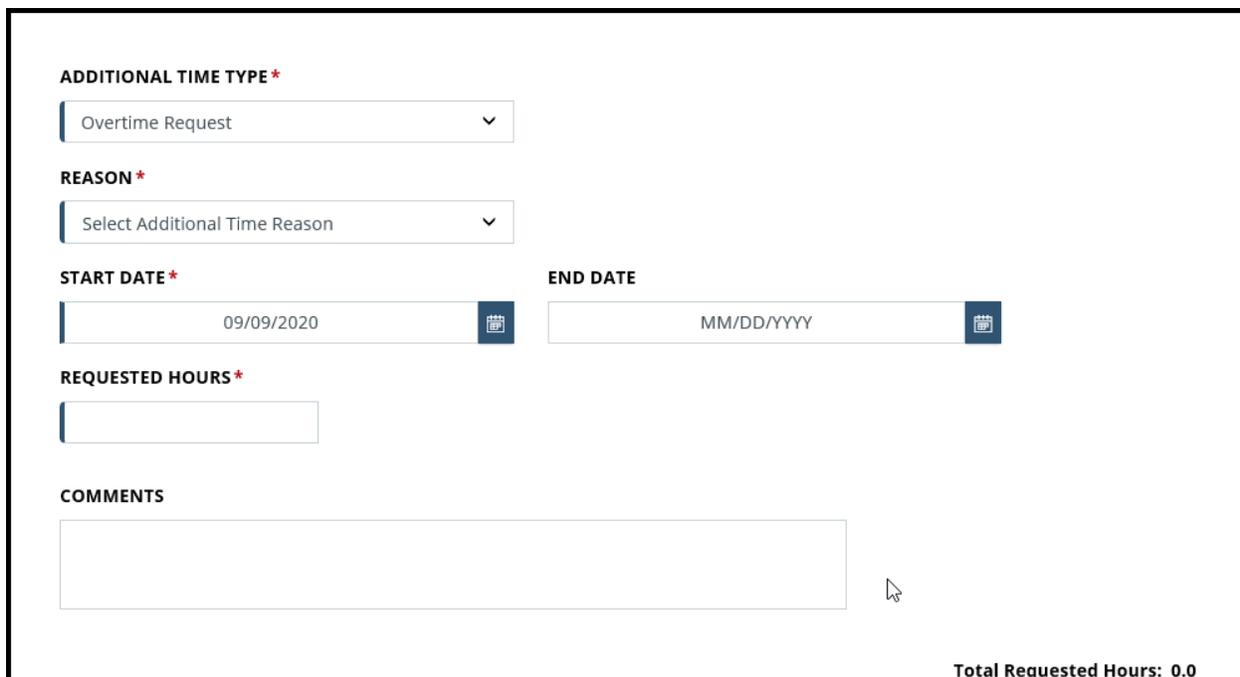
Credit Time  
REQUEST CREDIT TIME

Additional Time Requests

ADDITIONAL TIME: All  
STATUS: All Statuses  
BEGIN DATE: 06/10/2020  
END DATE: 12/07/2020

There are no results available for the selected filters.

3. The **Additional Time** page will appear automatically, with **Overtime Request** selected in the **Additional Time Type** field.



ADDITIONAL TIME TYPE \*  
Overtime Request

REASON \*  
Select Additional Time Reason

START DATE \*  
09/09/2020

END DATE  
MM/DD/YYYY

REQUESTED HOURS \*  
[Empty field]

COMMENTS  
[Empty text area]

Total Requested Hours: 0.0





4. Select the reason for your overtime request from the **Reason** drop down menu.

**ADDITIONAL TIME TYPE \***  
Overtime Request

**REASON \***  
Select Additional Time Reason  
Callback OT  
Irregular Scheduled Overtime  
Regular Scheduled Overtime  
Rotating Shift OT  
Select Additional Time Reason

**END DATE**  
MM/DD/YYYY

**REQUESTED HOURS \***

**COMMENTS**

Total Requested Hours: 0.0

5. Select the  icon to choose the **Start Date** and **End Date** or type the **Start** and **End Dates** into the appropriate fields.

**ADDITIONAL TIME TYPE \***  
Overtime Request

**REASON \***  
Irregular Scheduled Overtime

**START DATE \*** 09/09/2020  **END DATE** 09/09/2020 

« September 2020 »  
Su Mo Tu We Th Fr Sa  
30 31 1 2 3 4 5  
6 7 8 9 10 11 12  
13 14 15 16 17 18 19  
20 21 22 23 24 25 26  
27 28 29 30 1 2 3  
4 5 6 7 8 9 10

Total Requested Hours: 0.0

BACK SUBMIT



6. Type the number of hours you are requesting into the **Requested Hours** field.

**ADDITIONAL TIME TYPE \***

Overtime Request

**REASON \***

Irregular Scheduled Overtime

**START DATE \*** 09/09/2020 **END DATE** 09/09/2020

**REQUESTED HOURS \***

3

**COMMENTS**

Total Requested Hours: 3.0

BACK SUBMIT



7. Type a description or comments into the **Comments** field as needed, then select **Submit**.

**ADDITIONAL TIME TYPE \***

Overtime Request

**REASON \***

Select Absence Reason

**START DATE \*** 09/09/2020 **END DATE** 09/09/2020

**REQUESTED HOURS \***

3

**COMMENTS**

Total Requested Hours: 3.0

[BACK](#) [SUBMIT](#)

8. You will be brought back to the **Additional Time Requests** page. Your **Overtime Request** will display as **Submitted**.



Employee Self Service / Time / Additional Time

REQUEST TIME

Overtime REQUEST OVERTIME    Comp Time REQUEST COMP TIME    Credit Time REQUEST CREDIT TIME

Additional Time Requests

ADDITIONAL TIME: All    STATUS: All Statuses    BEGIN DATE: 06/11/2020    END DATE: 12/08/2020

Date	Additional Time Type	Duration	Status	
Wednesday September 9	Overtime Request	3 Hours	Submitted	VIEW/EDIT CANCEL

9. When your supervisor approves your **Overtime Request**, the status of your request will change from Submitted to **Approved**.

Employee Self Service / Time / Additional Time

REQUEST TIME

Overtime REQUEST OVERTIME    Comp Time REQUEST COMP TIME    Credit Time REQUEST CREDIT TIME

Additional Time Requests

ADDITIONAL TIME: All    STATUS: All Statuses    BEGIN DATE: 06/11/2020    END DATE: 12/08/2020

Date	Additional Time Type	Duration	Status	
Wednesday September 9	Overtime Request	3 Hours	Approved	VIEW/EDIT CANCEL

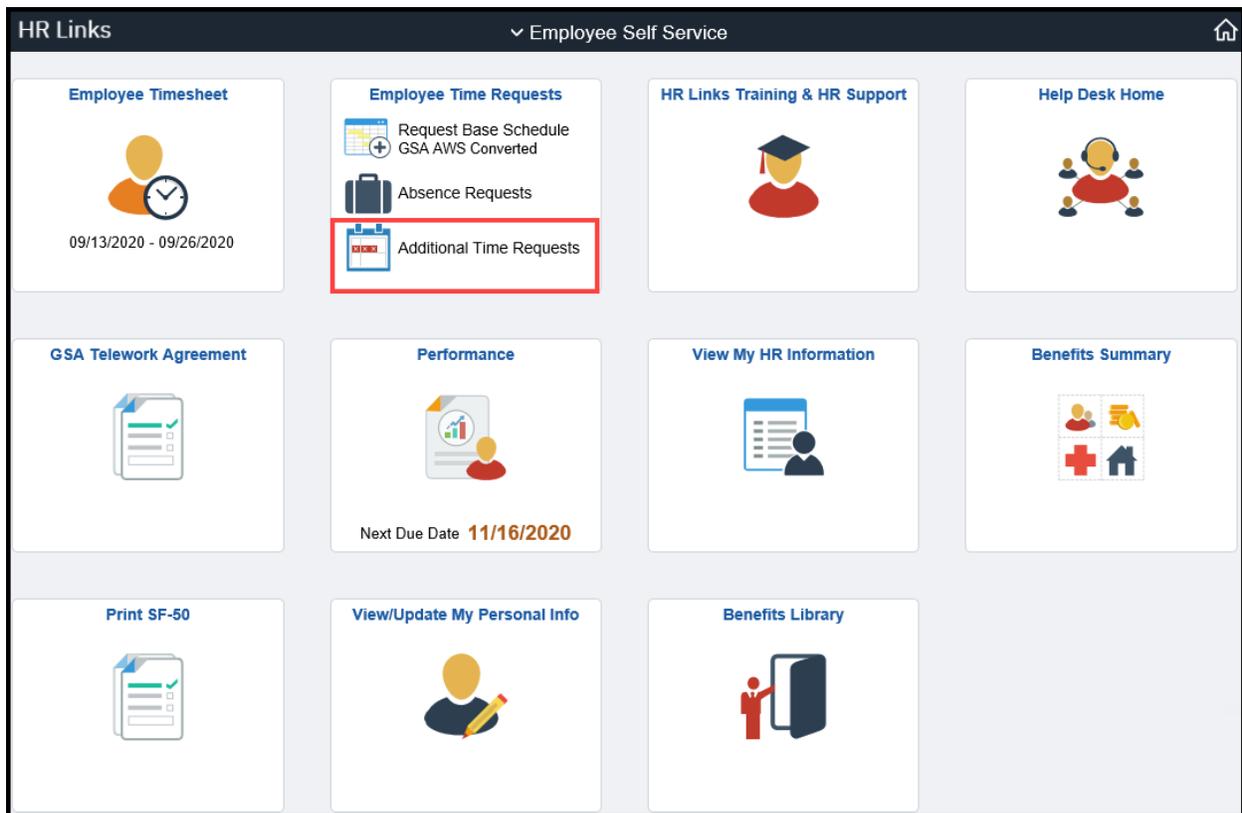
10. You can **Edit** or **Cancel** your **Overtime Request** as you would any other time requests. See the [Edit An Absence Request](#) job aid to **Edit** an absence request, or see the [Cancel An Absence Request](#) to **Cancel** an absence request.

11. ***Congratulations!*** You have successfully submitted a request for Overtime. **Don't forget to [add your overtime earned to your timesheet](#) after your supervisor has approved it.**



## Create a Comp Time Request

1. Select **Additional Time Requests** from the **Employee Time Requests** tile on the Employee Self Service homepage.





2. Select **Request Comp Time** on the Request Time page.

**Note:** If you get the message “There are no results available for the selected filters.” do not worry, it only shows up if there are no **Additional Time** requests submitted within the Begin Date and End Date selected on the screen.

REQUEST TIME

Overtime  
REQUEST OVERTIME

Comp Time  
REQUEST COMP TIME

Credit Time  
REQUEST CREDIT TIME

Additional Time Requests

ADDITIONAL TIME: All  
STATUS: All Statuses  
BEGIN DATE: 06/10/2020  
END DATE: 12/07/2020

There are no results available for the selected filters.

3. The **Additional Time** page will appear automatically with **Comp Time Earned** selected as the **Additional Time Type** being requested.

ADDITIONAL TIME TYPE \*  
Comp Time Earned

START DATE \*  
09/10/2020

END DATE  
MM/DD/YYYY

REQUESTED HOURS \*  
[Empty field]

COMMENTS  
[Empty text area]

Total Requested Hours: 0.0

BACK SUBMIT



4. Select the  icon to choose the **Start Date** and **End Date** or type the **Start Date** and **End Date** into the appropriate fields.

**ADDITIONAL TIME TYPE \***  
Comp Time Earned

**START DATE \*** 09/10/2020  **END DATE** 09/10/2020 

« September 2020 »

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Total Requested Hours: 0.0

5. Type in the number of hours you are requesting in the **Requested Hours** field of your Comp Time Earned Request.

**ADDITIONAL TIME TYPE \***  
Comp Time Earned

**START DATE \*** 09/10/2020  **END DATE** 09/10/2020 

**REQUESTED HOURS \***  
4

**COMMENTS**

Total Requested Hours: 4.0



6. Type any comments into the **Comments** section as necessary and select **Submit**.

**ADDITIONAL TIME TYPE \***

Comp Time Earned

**START DATE \*** 09/10/2020 **END DATE** 09/10/2020

**REQUESTED HOURS \*** 4

**COMMENTS**

Total Requested Hours: 4.0

BACK SUBMIT

7. You will be brought back to the **Additional Time Requests** page. Your **Comp Time Earned Request** will show up as **Submitted**.

Employee Self Service / Time / Additional Time

REQUEST TIME

Overtime REQUEST OVERTIME

Comp Time REQUEST COMP TIME

Credit Time REQUEST CREDIT TIME

**Additional Time Requests**

ADDITIONAL TIME: All STATUS: All Statuses BEGIN DATE: 06/12/2020 END DATE: 12/09/2020

Date	Additional Time Type	Duration	Status	
Thursday September 10	Comp Time Earned	4 Hours	Submitted	VIEW/EDIT CANCEL



- When your supervisor approves your **Comp Time Earned Request**, your **Additional Time Request** will show up as **Approved**.

Employee Self Service / Time / Additional Time

REQUEST TIME

Overtime

Comp Time

Credit Time

**Additional Time Requests**

ADDITIONAL TIME: All | STATUS: All Statuses | BEGIN DATE: 06/12/2020 | END DATE: 12/09/2020

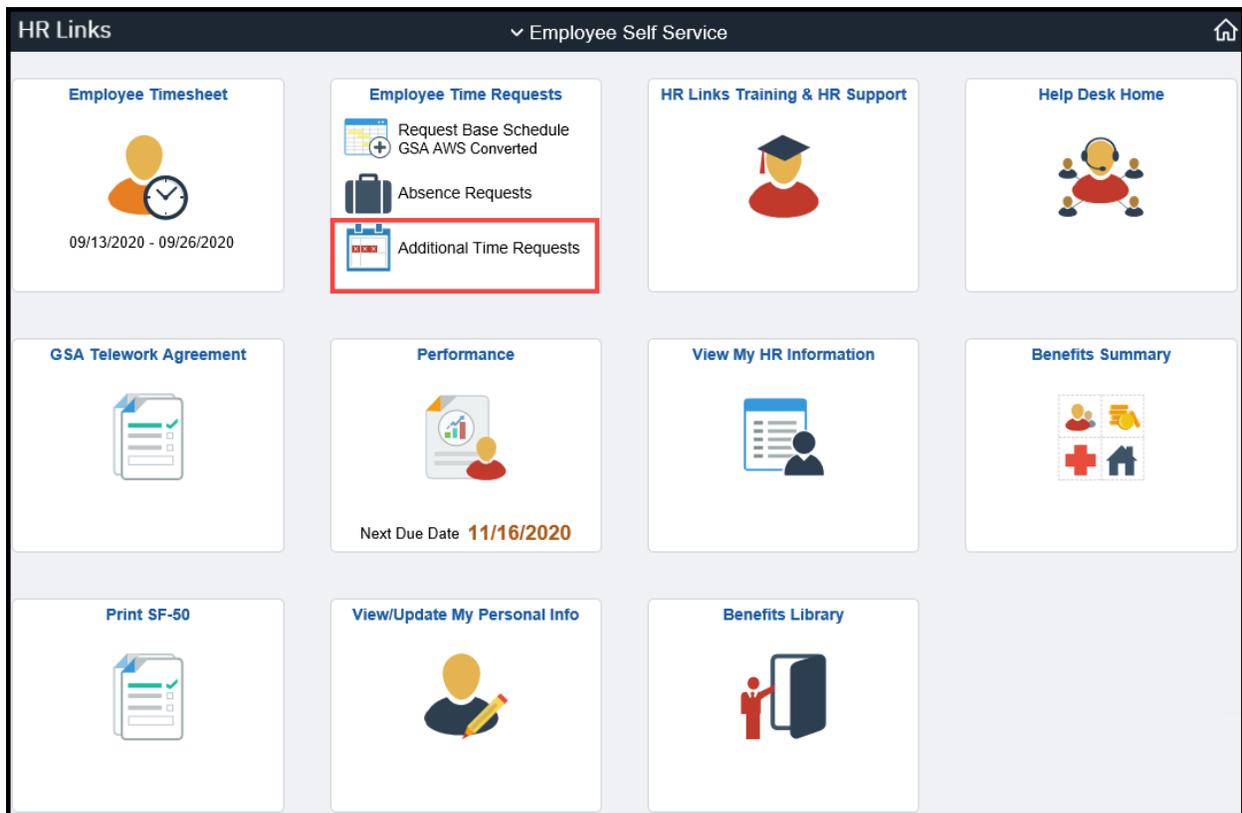
Date	Additional Time Type	Duration	Status	
Thursday September 10	Comp Time Earned	4 Hours	Approved	<input type="button" value="VIEW/EDIT"/> <input type="button" value="CANCEL"/>

- You can **Edit** and **Cancel** your **Comp Time Earned Request** as you would for any other time requests. See the [Edit An Absence Request](#) job aid to **Edit** an absence request. See the [Cancel An Absence Request](#) to **Cancel** an absence request.
- Congratulations!*** You have successfully submitted a request for Comp Time. **Don't forget to [add your comp time earned to your timesheet](#) after your supervisor has approved it.**



## Create a Credit Time Request

1. Select **Additional Time Requests** from the **Employee Time Requests** tile on the Employee Self Service homepage.





2. Select **Request Credit Time** on the Request Time page.

**Note:** If you get a message "There are no results available for the selected filters." Do not worry, it only shows up if there are no **Additional Time** requests submitted within the begin date and end date selected on the screen.

REQUEST TIME

Overtime  
REQUEST OVERTIME

Comp Time  
REQUEST COMP TIME

Credit Time  
REQUEST CREDIT TIME

Additional Time Requests

ADDITIONAL TIME: All  
STATUS: All Statuses  
BEGIN DATE: 06/10/2020  
END DATE: 12/07/2020

There are no results available for the selected filters.

3. The **Additional Time** page will appear automatically with **Credit Hours Earned** selected as the **Additional Time Type** being requested.

ADDITIONAL TIME TYPE \*  
Credit Hours Earned

START DATE \*  
09/10/2020

END DATE  
MM/DD/YYYY

REQUESTED HOURS \*  
[Empty field]

COMMENTS  
[Empty text area]

Total Requested Hours: 0.0

BACK SUBMIT



4. Select the  icon to choose the **Start Date** and **End Date** or type the **Start** and **End Dates** into the appropriate fields.

**ADDITIONAL TIME TYPE \***

Credit Hours Earned

**START DATE \*** **END DATE**

09/10/2020   09/10/2020  

« **September 2020** »

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Total Requested Hours: 0.0

5. Type in the number of **Requested Hours** you are requesting for your **Credit Hours Earned Request**.



**ADDITIONAL TIME TYPE \***  
Credit Hours Earned

**START DATE \*** 09/11/2020 **END DATE** 09/11/2020

**REQUESTED HOURS \***  
8

**COMMENTS**

Total Requested Hours: 8.0

BACK SUBMIT

6. Type any comments into the **Comments** field as necessary and select **Submit**.

**ADDITIONAL TIME TYPE \***  
Credit Hours Earned

**START DATE \*** 09/11/2020 **END DATE** 09/11/2020

**REQUESTED HOURS \***  
8

**COMMENTS**

Total Requested Hours: 8.0

BACK SUBMIT

7. You will be brought back to the **Additional Time Requests** page. Your **Credit Hours Earned** request will show up as **Submitted**.



**REQUEST TIME**

**Overtime**  
REQUEST OVERTIME

**Comp Time**  
REQUEST COMP TIME

**Credit Time**  
REQUEST CREDIT TIME

**Additional Time Requests**

ADDITIONAL TIME: All  
STATUS: All Statuses  
BEGIN DATE: 06/12/2020  
END DATE: 12/09/2020

Date	Additional Time Type	Duration	Status	
Friday September 11	Credit Hours Earned	8 Hours	Submitted	<a href="#">VIEW/EDIT</a> <a href="#">CANCEL</a>



- When your supervisor approves your **Credit Hours Earned Request**, your **Additional Time Request** will show up as **Approved**.

The screenshot shows a web interface for requesting time. At the top, there are three main categories: Overtime, Comp Time, and Credit Time, each with a 'REQUEST' button. Below this is a section for 'Additional Time Requests' with filters for 'ADDITIONAL TIME' (set to 'All'), 'STATUS' (set to 'All Statuses'), 'BEGIN DATE' (06/12/2020), and 'END DATE' (12/09/2020). A table below lists requests with columns for Date, Additional Time Type, Duration, and Status. One request is highlighted with a red border: 'Friday September 11', 'Credit Hours Earned', '8 Hours', and 'Approved'. The 'Approved' status is also highlighted with a red box, and a mouse cursor is pointing at it. To the right of the 'Approved' status are buttons for 'VIEW/EDIT' and 'CANCEL'.

Date	Additional Time Type	Duration	Status
Friday September 11	Credit Hours Earned	8 Hours	Approved

- You can **Edit** and **Cancel** your **Credit Time Earned Request** as you would for any other time requests. See the [Edit An Absence Request](#) job aid to **Edit** an absence request. See the [Cancel An Absence Request](#) to **Cancel** an absence request.
- Congratulations!*** You have successfully submitted a request for Credit Time. **Don't forget to [add your comp time earned to your timesheet](#) after your supervisor has approved it.**



## Questions?

Check out our [complete library](#) of job aids, videos, and training courses! You can search based on your role ([employee](#), [supervisor](#), [timekeeper](#)) or by topic ([time and leave](#), [telework](#), [benefits](#), [performance](#)).

If you still have questions, contact the following:

- **Issues with Single Sign On (SSO):** GSAIT Service Desk at 866-450-5250 or [ITServiceDesk@gsa.gov](mailto:ITServiceDesk@gsa.gov)
- **Time and Attendance:** [your Timekeeper or Time Administrator](#)
- **Benefits:** the [Benefits and Retirement Center](#)
- **Performance Management:** the [HR performance team](#)
- **Need a new labor code in HR Links:** Contact your [regional Labor Admin](#)
- **All other HR Questions contact your servicing HR Office:**
  - [PBS HR Service Center](#)
  - [FAS HR Service Center](#)
  - [Staff Office HR Service Center](#)
  - [Executive Resources HR Service Center](#)