

Reporting Compensatory Time in Lieu of Overtime Worked:

1. Login to [MyFIU](#)
2. Navigate to: Manager Self Service > Team Time Tile > Payable Time Detail
3. Validate on what dates the overtime (OTP) exists.

Start Date 05/13/2023 

End Date 05/26/2023  

► Payable Status Filter

Payable Time

Overview	Time Reporting Elements	Task Reporting Elements	Cost and Approval	►	
Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
05/15/2023	Needs Approval		LUN	0.50	Hours
05/15/2023	Needs Approval		REG	8.00	Hours
05/16/2023	Needs Approval		LUN	0.50	Hours
05/16/2023	Needs Approval		REG	8.00	Hours
05/17/2023	Needs Approval		LUN	0.50	Hours
05/17/2023	Needs Approval		REG	8.00	Hours
05/18/2023	Needs Approval		LUN	0.50	Hours
05/18/2023	Needs Approval		REG	10.00	Hours
05/19/2023	Needs Approval		LUN	0.50	Hours
05/19/2023	Needs Approval		OTP	2.00	Hours
05/19/2023	Needs Approval		REG	6.00	Hours

4. Navigate back to the timesheet and enter the Comp Accrued (CMA) time reporting code on the dates that qualify for overtime (as per the 2nd screenshot below).
 - Note: The dates that you code as CMA must coincide with the dates where overtime exists in payable time. You may report all the overtime hours as CMA or only a portion of the total hours. Any overtime (OTP) hours not reported as CMA will be paid at the employee's hourly overtime rate.

Day Summary		In	Out	Time Reporting Code	Quantity	Time Details	
15	Monday						
May	Reported 8.00		<input type="text" value="8:30:00AM"/>	<input type="text" value="5:00:00PM"/>	REG - Regular Hours	<input type="text"/>	
16	Tuesday						
May	Reported 8.00		<input type="text" value="8:30:00AM"/>	<input type="text" value="5:00:00PM"/>	REG - Regular Hours	<input type="text"/>	
17	Wednesday						
May	Reported 8.00		<input type="text" value="8:30:00AM"/>	<input type="text" value="5:00:00PM"/>	REG - Regular Hours	<input type="text"/>	
18	Thursday						
May	Reported 10.00		<input type="text" value="8:30:00AM"/>	<input type="text" value="7:00:00PM"/>	REG - Regular Hours	<input type="text"/>	
19	Friday						
May	Reported 10.00 		<input type="text"/>	<input type="text"/>	CMA - Comp Accrued	<input type="text" value="2.00"/>	

- Click “Submit” to process your timesheet and make it available for your manager to approve.