Reporting Compensatory Time in Lieu of Overtime Worked:
(Not applicable to Temporary Non-Exempt Employees)

1) Login to MyFIU

2) Report the hours worked on the timesheet See Non-Exempt Employee Enter Time

3) One hour from the moment that the timesheet is submitted: Navigate to: Time Tile > Payable Time Tile > enter From & Through Dates > select the Details button

4) Validate on what dates the overtime (OTP) exists

5) 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.

5) Click “Submit” to process your timesheet and make it available for your manager to approve