

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

The screenshot shows the 'Payable Time' interface. At the top, there are fields for '*From' (06/10/2023) and '*Through' (06/23/2023). Below these is a 'Payable Time Details' section with 'Summary' and 'Detail' tabs. The 'Detail' tab is active, showing a table with the following data:

Date	Time Reporting Code	Quantity (Hours)	Payable Status	Estimated Gross
06/10/2023	FIU Lunch Deduction	0.50	Needs Approval	USD
06/10/2023	Regular Hours	20.00	Needs Approval	\$424.54 USD
06/12/2023	FIU Lunch Deduction	0.50	Needs Approval	USD
06/12/2023	Regular Hours	12.00	Needs Approval	\$254.72 USD
06/13/2023	FIU Lunch Deduction	0.50	Needs Approval	USD
06/13/2023	Overtime Hours	8.50	Needs Approval	\$270.64 USD
06/13/2023	Regular Hours	8.00	Needs Approval	\$169.81 USD
	Total	50.00		\$1119.74 USD

- 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.

The screenshot shows a timesheet interface for the dates June 10 to 13. The interface includes a calendar view on the left and a detailed time reporting form on the right. The form has columns for start time, end time, a dropdown menu, and a quantity field. The dropdown menu is set to 'CMA - Comp Accrued' and the quantity is 8.50. The plus and minus buttons next to the quantity field are highlighted with a red box.

- 5) Click "Submit" to process your timesheet and make it available for your manager to approve