
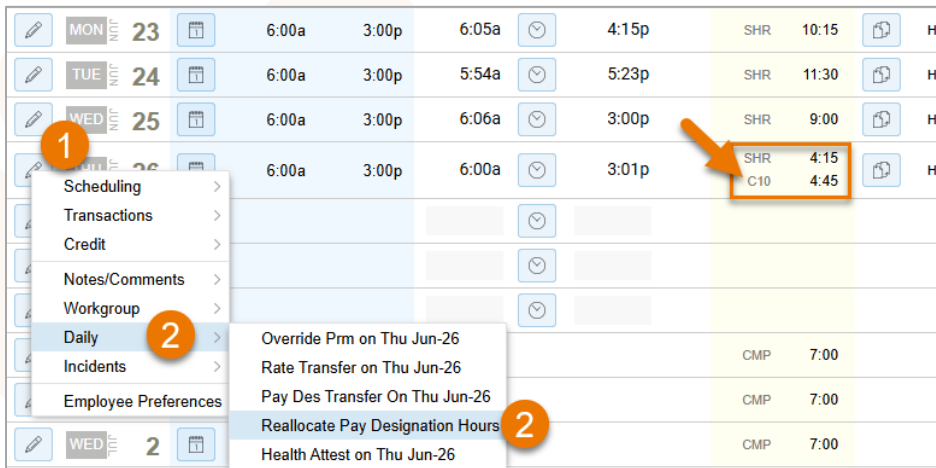


Reallocate Comp 1.0 to Straight Time

Employees can be set up to receive either Comp Time or Overtime by default. However, there may be situations where an exception is needed, such as an employee requesting Overtime for a specific shift instead of Comp Time. This guide provides step-by-step instructions on how to change an employee's default **Comp Time Earned 1.0** to **Straight Time** for a single shift.

Steps to reallocate Comp Earned 1.0 to Straight Time

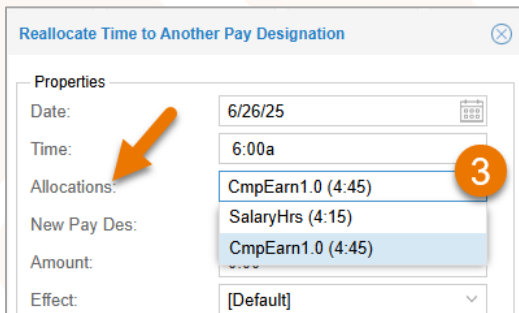
1. Locate the employee you want to adjust and go to their timecard. Click the  **Pencil Button** on the day you want to reallocate.
2. Select **Daily** and then **Reallocate Pay Designation Hours** from the menu.



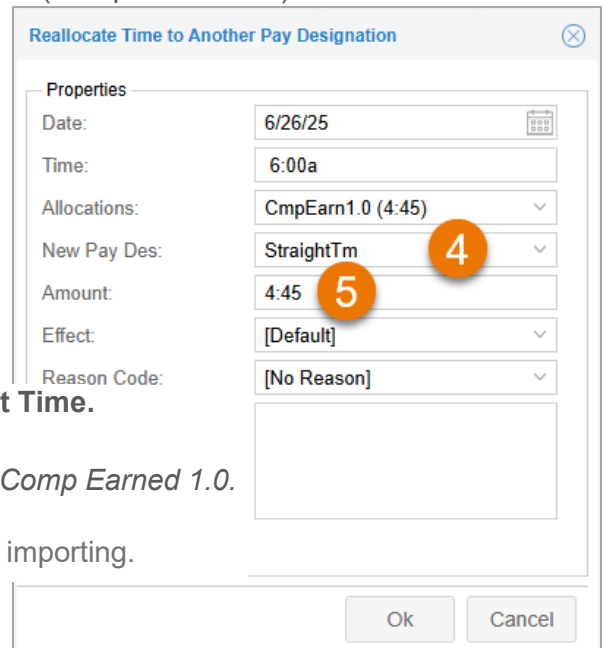
The screenshot shows a timecard for an employee. A pencil icon is clicked on the date 'WED 25'. A dropdown menu appears with 'Daily' selected. Another dropdown menu appears under 'Daily' with 'Reallocate Pay Designation Hours' selected. An arrow points to the 'SHR 4:15' entry in the timecard, which is highlighted in yellow.

NOTE: Comp Earned 1.0 will most likely show as **C10** in the Hours column.

3. Click the drop-down on Allocation and set it to **CmpEarn1.0** (Comp Earned 1.0).



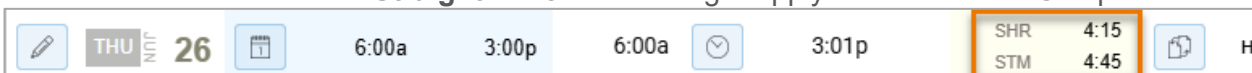
The screenshot shows the 'Reallocate Time to Another Pay Designation' dialog box. The 'Date' is set to 6/26/25, 'Time' is 6:00a, and 'Amount' is 4:45. The 'Allocations' dropdown is set to 'CmpEarn1.0 (4:45)'. The 'New Pay Des' dropdown is set to 'StraightTm'. The 'Effect' is set to '[Default]'. An arrow points to the 'Allocations' dropdown.



The screenshot shows the 'Reallocate Time to Another Pay Designation' dialog box. The 'Date' is set to 6/26/25, 'Time' is 6:00a, and 'Amount' is 4:45. The 'Allocations' dropdown is set to 'CmpEarn1.0 (4:45)'. The 'New Pay Des' dropdown is set to 'StraightTm'. The 'Effect' is set to '[Default]'. The 'Reason Code' is set to '[No Reason]'. The 'Amount' field is highlighted with a red circle.

4. Click the drop-down on **New Pay Des** and select **Straight Time**.
 5. Enter the hours you want to reallocate in **Amount** field.
 6. Click **OK**.
- NOTE:** This will most likely match the hours they have in Comp Earned 1.0.
- NOTE:** Straight Time will go into **LOW Straight OT** when importing.

The hours will reallocate to **Straight Time** and no longer apply to their banked Comp Time.



The screenshot shows the timecard for the employee. The 'SHR 4:15' entry is highlighted in yellow. The 'STM 4:45' entry is also visible in the 'Hours' column.

NOTE: Straight Time will most likely show as **STM** in the Hours column.