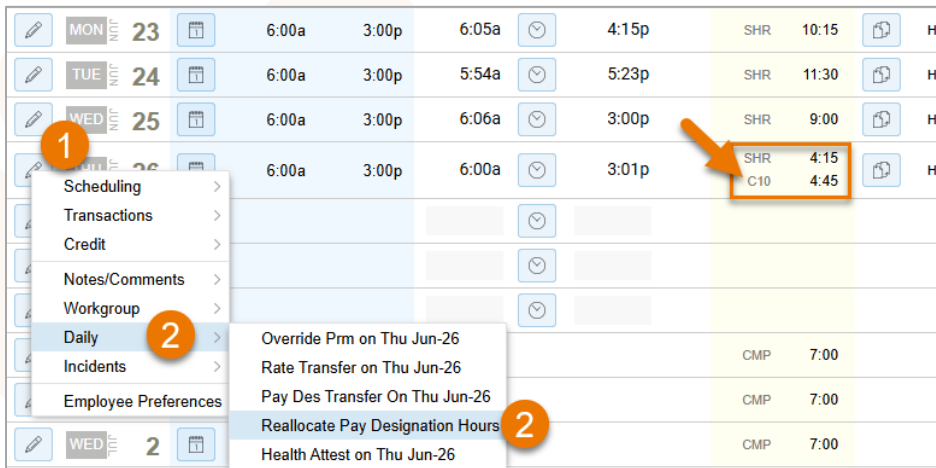# Reallocate Comp 1.0 to Straight Time

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.

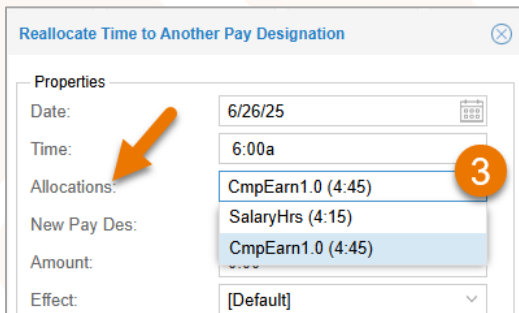## Steps to reallocate Comp Earned 1.0 to Straight Time

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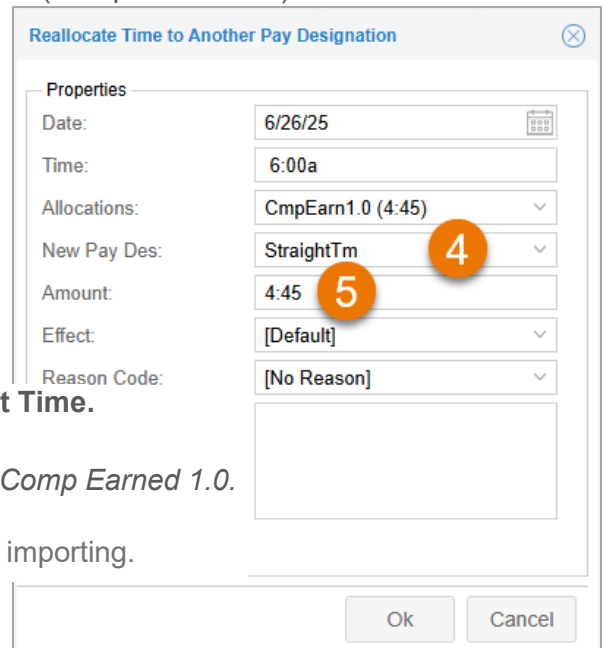2. Select **Daily** and then **Reallocate Pay Designation Hours** from the menu.

*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).
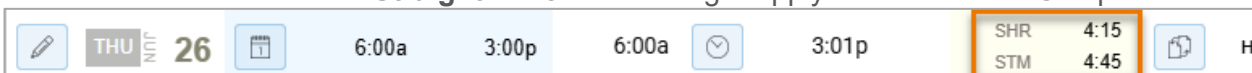

4. Click the drop-down on **New Pay Des** and select **Straight Time.**
5. Enter the hours you want to reallocate in **Amount** field.
   NOTE: This will most likely match the hours they have in Comp Earned 1.0.
6. Click **OK**.
   *NOTE: Straight Time will go into **LOW Straight OT** when importing.*

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

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