
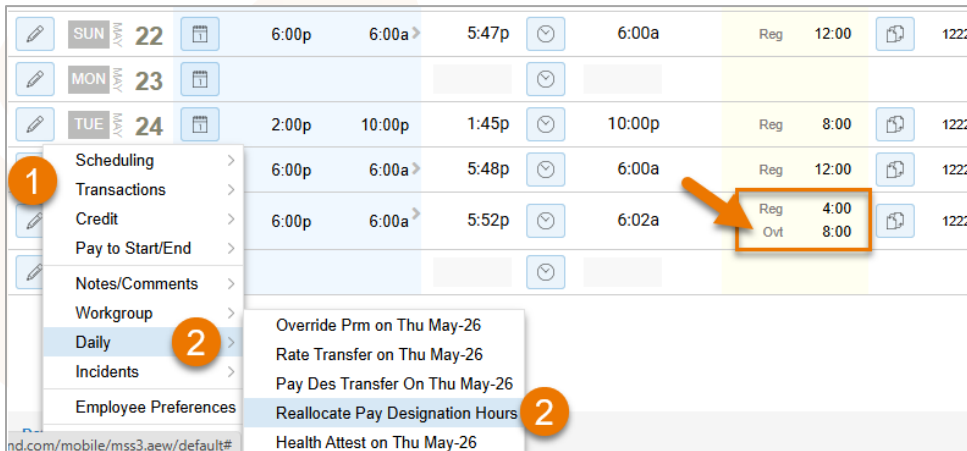


# Reallocate Comp to Overtime 1.5

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 Comp Time for a specific shift instead of Overtime. This guide provides step-by-step instructions on how to change an employee's default **Overtime** to **Comp Time Earned 1.5** for a single shift.

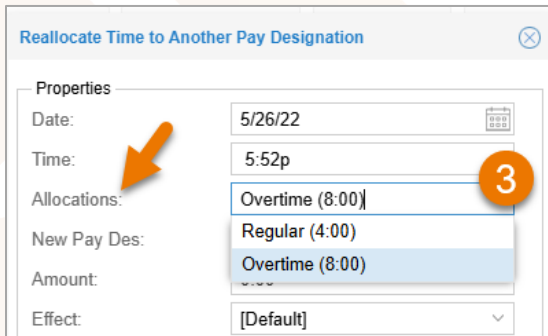
## Steps to reallocate Overtime to comp earned 1.5

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.

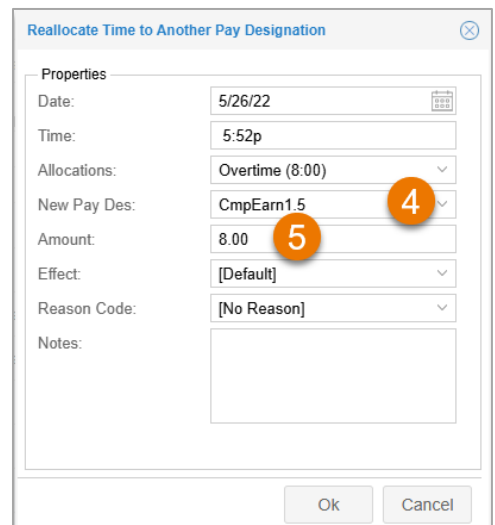


**NOTE:** Overtime will most likely show as **Ovt** in the Hours column.

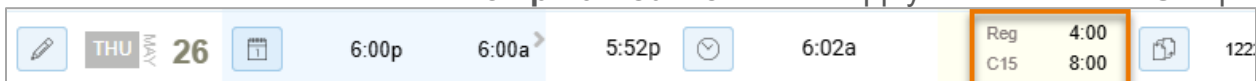
3. Click the drop-down on Allocation and set it to **Overtime**.



4. Click the drop-down on **New Pay Des** and select **CmpEarn1.5**.
5. Enter the hours you want to reallocate in **Amount** field.
6. Click **OK**.



The hours will be reallocated to **Comp Earned 1.5** and will apply to their banked Comp Time.



**NOTE:** Comp Earned 1.5 will most likely show as **C15** in the Hours column.