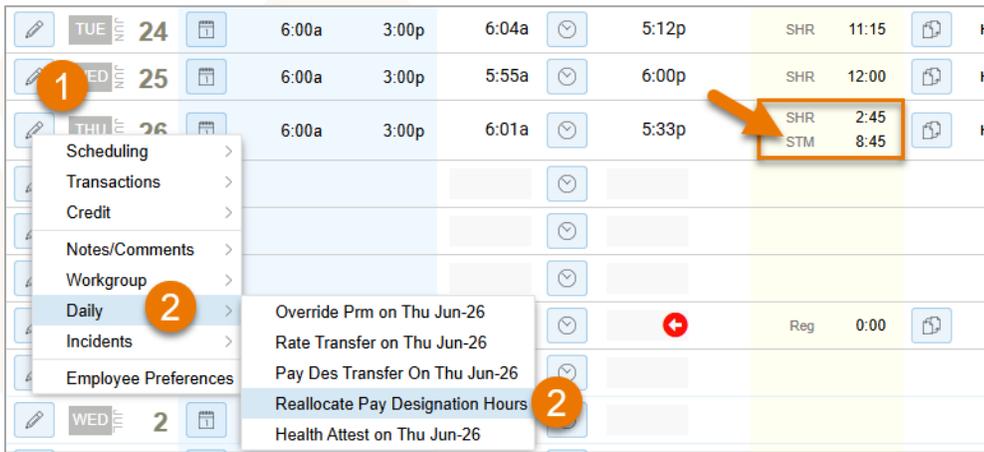


# Reallocate Straight Time to Comp 1.0

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 **Straight Time to Comp Time Earned 1.0** for a single shift.

## Steps to reallocate Straight Time to Comp Earned 1.0

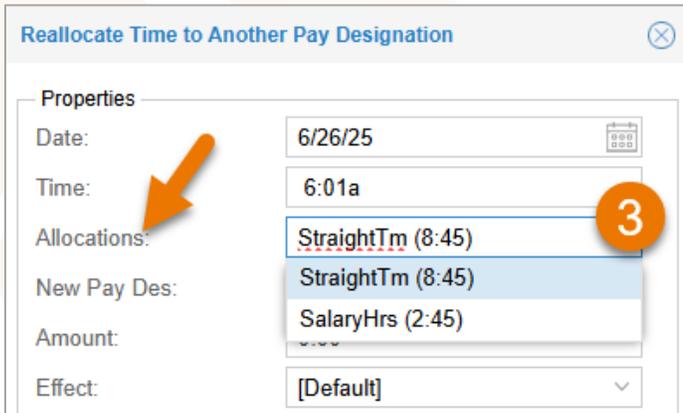
1. Locate the employee you want to adjust and go to their timecard. Click the  **Pencil Button** on the day you want to reallocate.
2. Select **Daily** and then **Reallocate Pay Designation Hours** from the menu.



Date	6:00a	3:00p	6:04a	5:12p	SHR	11:15
TUE JUN 24						
WED JUN 25			5:55a	6:00p	SHR	12:00
THU JUN 26	6:00a	3:00p	6:01a	5:33p	SHR	2:45
					STM	8:45

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

3. Click the drop-down on Allocation and set it to **StraightTm** (Straight Time).



**Reallocate Time to Another Pay Designation**

Properties

Date: 6/26/25

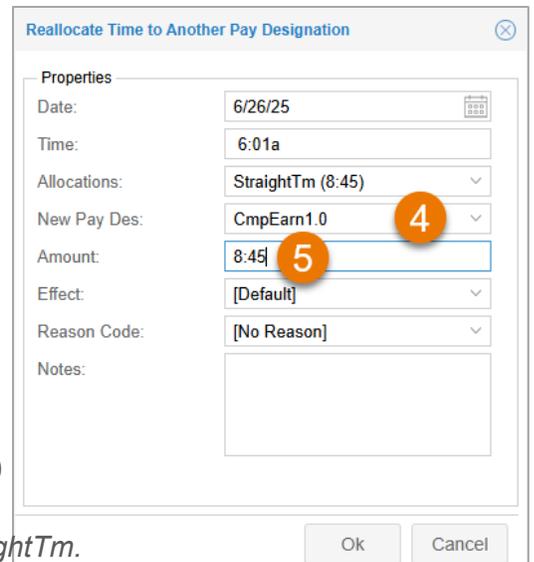
Time: 6:01a

Allocations: **StraightTm (8:45)**

New Pay Des: StraightTm (8:45)

Amount: SalaryHrs (2:45)

Effect: [Default]



**Reallocate Time to Another Pay Designation**

Properties

Date: 6/26/25

Time: 6:01a

Allocations: StraightTm (8:45)

New Pay Des: **CmpEarn1.0**

Amount: **8:45**

Effect: [Default]

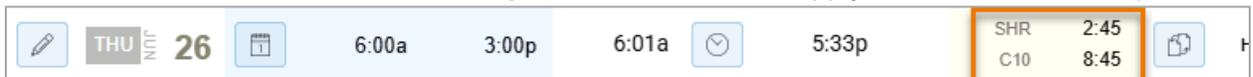
Reason Code: [No Reason]

Notes:

Ok Cancel

4. Click the drop-down on **New Pay Des** and select **CmpEarn1.0**
  5. Enter the hours you want to reallocate in **Amount** field.
- NOTE:** This will most likely match the hours they have in **StraightTm**.
6. Click **OK**.

The hours will be reallocated to **Comp Earned 1.0** and will apply to their banked Comp Time.



Date	6:00a	3:00p	6:01a	5:33p	SHR	2:45
THU JUN 26						
					C10	8:45

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