
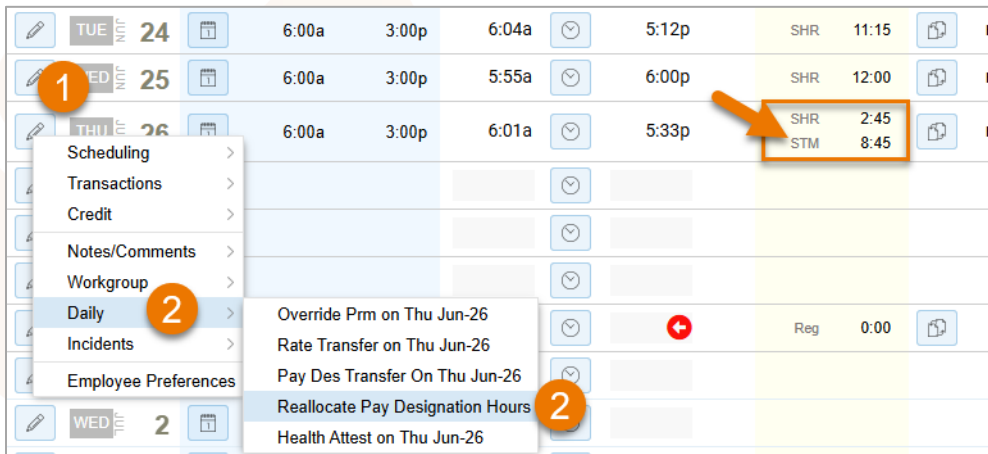


# Reallocate Straight Time to Comp 1.0

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

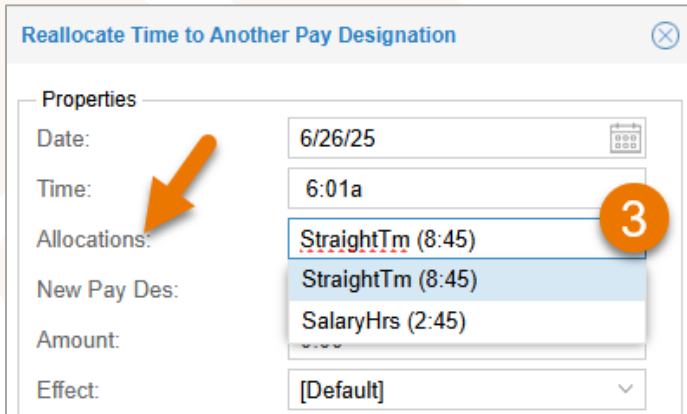
1. Locate the employee you want to adjust and go to their timecard. Click the  **Pencil Button** on the day you want to reallocate.
2. Select **Daily** and then **Reallocate Pay Designation Hours** from the menu.



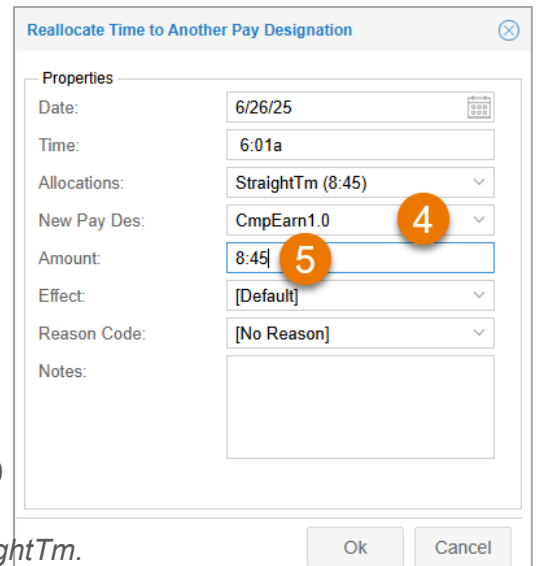
The screenshot shows a timecard for an employee. The 'Daily' menu is open, and the 'Reallocate Pay Designation Hours' option is highlighted. The 'Hours' column shows 'SHR 11:15' and 'STM 8:45'. An arrow points to the 'STM 8:45' entry.

**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).



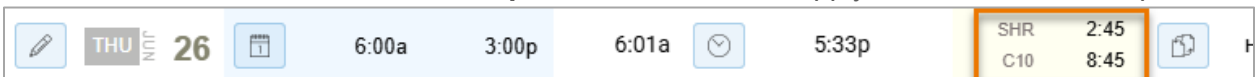
The dialog box shows the 'Properties' section with the following fields: Date (6/26/25), Time (6:01a), Allocations (StraightTm (8:45)), New Pay Des (SalaryHrs (2:45)), Amount (8:45), and Effect ([Default]). An arrow points to the 'Allocations' dropdown menu.



The dialog box shows the 'Properties' section with the following fields: 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]), and Notes. An arrow points to the 'New Pay Des' dropdown menu.

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.



The screenshot shows the timecard after the reallocation. The 'Hours' column now shows 'SHR 2:45' and 'C10 8:45'. An arrow points to the 'C10 8:45' entry.

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