

Requests for comp time or overtime may now be electronically submitted and approved in Self-Service Banner. This new system eliminates the need for employees to fill out and submit such requests on paper.

Employees who are eligible for comp time or overtime can access the electronic form by following these steps:

1. Sign into Self-Service Banner and select the “Employee” tab
2. Click on the “Comp Time/Overtime Request Form”

Employee

Important Documents For Your Review
Please read and acknowledge as soon as possible

Time Sheet

Web Time Entry Training Materials

Electronic Personnel Action Forms
Video training for using the Electronic EPAF Form. [PLEASE VIEW THE VIDEO USING EITHER Electronic Personnel Action Form Training for Student Work Study](#)

Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, Benefit Statement.

Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms
W4 information, W2 Form or T4 Form.

Leave Balances

Comp Time/Overtime Request Form
Submit a Comp Time/Overtime Request

3. Fill out the request form with the required information

Compensatory Time/Overtime Request

| Banner ID | Employee | EClass | Date | Requested | OT Hrs | Comp Hrs | Reason | OT Hours | Worked Comp Hrs @ 1.5 | Comp Hrs @ 1.0 |
|---------------------------|----------|--------|------|-----------|--------|----------|--------|----------|-----------------------|----------------|
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Note: Unless approved **IN ADVANCE** payment or credit for comp time or overtime requests may be denied.

Worked hours May Not exceed requested hours
NL- comp for holidays, working on scheduled day off, and by extraordinary conditions of regular work day
NE- hour for hour comp time between 35-40, comp only by extraordinary conditions, cash or comp over 40 w/approval

| Approval | Status | Status Date |
|-------------------|--------|-------------|
| Select Approval 1 | | |
| Select Approval 2 | | |

[Submit Form](#)

Requested by: 999999999 - Requestor
Department: Network Operations

When your request is approved, it will be sent to Payroll for processing. If you have any questions about a request, please contact Payroll Services at XXXXXXX.