

State Comp Time Instructions to Add State Comp Time in Workday

Per System policy 31.01.09 at <http://policies.tamus.edu/31-01-09.pdf>, you may add state comp time hours (number of hours worked – up to 8 hours) for any monthly paid employee who has been approved to work on a scheduled holiday.

Pull up the employee in Workday

Go to:

Actions

Time and Leave

Maintain accrual and time off adjustments/overrides

Select the “+” button

In blank field under ‘select accrual/time off’ click on bars and choose ‘Absence accruals and time offs’

Then, select ‘state comp time accrual’

Under ‘units’ put number of hours

Under ‘period’ click on bars and select ‘eligible periods’

Select ‘2018’

Select the week they worked on a holiday

Enter a comment as to why you are adding the hours

Hit “OK”

These hours should then appear on the employee’s leave balance and they should be able to use them after the end of the pay period week they were earned.