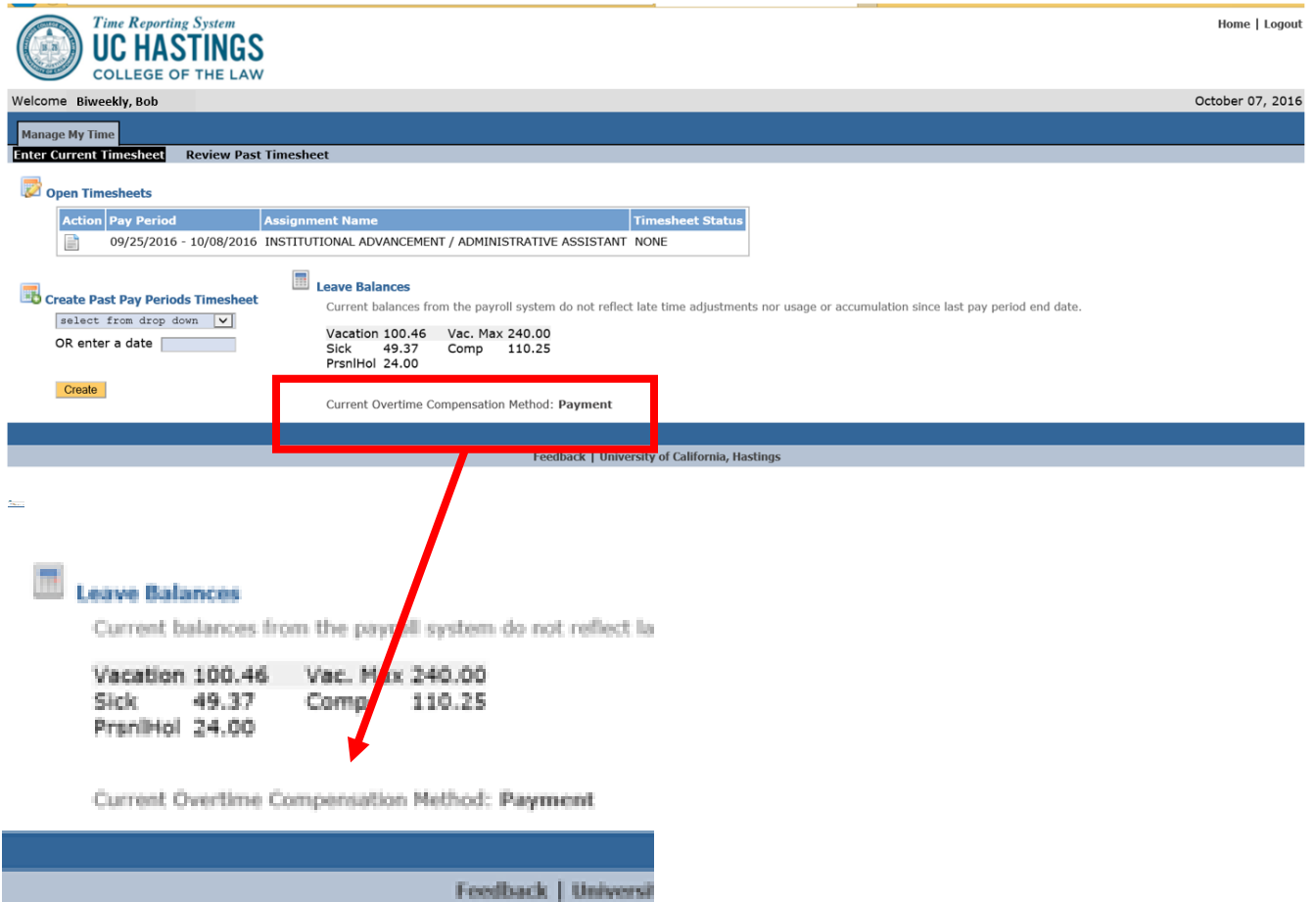


How to Verify your Overtime Compensation Method

Upon logging in you will be on the **Manage My Time** tab. This is your TRS homepage.



The screenshot shows the UC Hastings Time Reporting System interface. At the top, there is a navigation bar with 'Home | Logout' and a date 'October 07, 2016'. Below this, a 'Welcome Biweekly, Bob' message is displayed. The main content area is titled 'Manage My Time' and includes buttons for 'Enter Current Timesheet' and 'Review Past Timesheet'. A table under 'Open Timesheets' shows a single entry for the pay period 09/25/2016 - 10/08/2016 with the assignment name 'INSTITUTIONAL ADVANCEMENT / ADMINISTRATIVE ASSISTANT' and a status of 'NONE'. Below this, there are sections for 'Create Past Pay Periods Timesheet' and 'Leave Balances'. The 'Leave Balances' section displays current balances for Vacation (100.46), Sick (49.37), and PrsnHol (24.00), along with their respective maximums and compensation rates. A red box highlights the text 'Current Overtime Compensation Method: Payment' in the 'Leave Balances' section. A red arrow points from this box to the same text in a lower section of the page.

Your **Current Overtime Compensation Method** is listed under the Leave Balances section.

Payment: You will be paid for overtime worked.

Compensatory Time Off: You will receive Comp Time for overtime worked.

How to Change your Overtime Compensation Method

Contact HR with a request to change your Overtime Compensation Method.
 See HR for additional information.