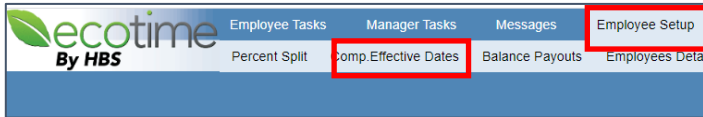


Comp Effective Dates

1. Open Web Browser, enter Ecotime URL
2. If **Single Sign On** displays, enter Active Directory **User Name** and **Password**, click **Login**
3. Select **Employee Setup**, select **Comp Effective Dates**



4. The following screen displays, enter **Employee Name** or **Employee ID**, click **Retrieve Data**

To search for Comp.Effective Dates information please set criteria and click [Retrieve Data](#)

Employee Name
 Employee ID

rivera

5. The following screen displays, click on employee **Number**

To search for Comp.Effective Dates information please set criteria and click [Retrieve Data](#)

Employee Name
 Employee ID

rivera

Comp.Effective Dates Records		
Number	Employee Name	Current Comp Election(s)
000026903	RIVERA, MARIA I	

6. Select **Comp Time - 3**

Category:

- View All
- Banked Comp - BC
- Comp Time - 3
- Holiday - HOL

7. Click **Add New**
8. The following dialog box displays

RIVERA, MARIA I(000026903/10400578)

Category:

Comp Elections - Comp Time - 3 [Add New](#)

Employees Comp Elections		
Start Date	End Date	Comp Percent
06/28/2020	06/26/2021	100%

- a. Enter **Start Date** – beginning of next pay period
 - b. Enter **End Date** – usually the last Saturday of the pay period of the Fiscal Year
 - c. In **Comp Percent**, enter 100
9. In upper right-hand corner of page, click **Save**



Reminders

- Comp time election paperwork is processed outside of Ecostime
- Ecostime **Comp Effective Dates** inform the system to process employee OT as comp time
- Even though there is only one comp election, an employee will still earn Straight Comp Time 1:1 and Premium Comp Time 1:1.5, as the calculations are performed in the background
- All Comp Time hours earned will be available in Comp Exception time following the processing of that pay period