

Filing & Using Comp Time

(for OT-Exempt Employees only)

**File for Comp Time
in WorkDay.**

**Comp Time
available for
cash-out with
manager
approval or use.**

**After 30 days,
Comp Time
available for
cash-out without
manager approval.**

If you are OT-exempt, worked on a scheduled day off, and do indeed qualify for Comp Time (see “Do I Qualify” map), you will need to enter your hours worked into WorkDay in the “Time” portal, available via Okta:

newscorp.okta.com/app/UserHome.

You should see an option to “Enter Time for This Week or Last Week” (and previous weeks). Make sure to enter your regular workweek hours and then enter the Comp Time on your two scheduled days off. As of April 16, 2021, WorkDay will automatically multiply your actual hours worked by 1.5 and will record your available Comp Time hours.

Once approved by a manager, your Comp Time is immediately available to be used or to be cashed out with manager approval. However, you are not required to use Comp Time. You can also wait 30 days and opt to cash out your time without manager approval.

As of March 27, 2023, you may submit your request for cash out of comp time hours via Workday. See our Comp Time Cash Out Guide for details:

iape1096.org/s/CompTimeCashout.pdf

30 days after you have worked the additional hours, you have the opportunity to cash out your Comp Time without manager approval.

As of March 27, 2023, you may submit your request for cash out of comp time hours via Workday. See our Comp Time Cash Out Guide for details:

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