Why aren't my COMPREG or COMPGAP leave balances showing correctly when I've earned comp time in Kronos?

Tell Me

1. When overtime is worked, that period’s timesheet must go through the entire review and final approval cycle before the overtime hours are accrued and added to the COMPREG or COMPGAP leave buckets.
2. The review and final approval process take approximately **two weeks after the end of the bi-weekly period to be completed**.
3. To accommodate for this delay, you can use COMPREG or COMPGAP as Time Off before those balances are added.
4. Your supervisor will be able to see on the timesheet that the time has been earned and can, therefore, approve the use of that time.

Related Articles

- How do I change my employee's work schedule in Kronos?
- How do I add Holiday Premium Pay to an employee's timesheet in Kronos?
- Can my employee submit a Timesheet Change Request after I approve their timesheet?
- What do the different leave balance columns in Kronos represent?
- What are the definitions of available Time Off categories in Kronos?