

Recording Comp Time

Important:

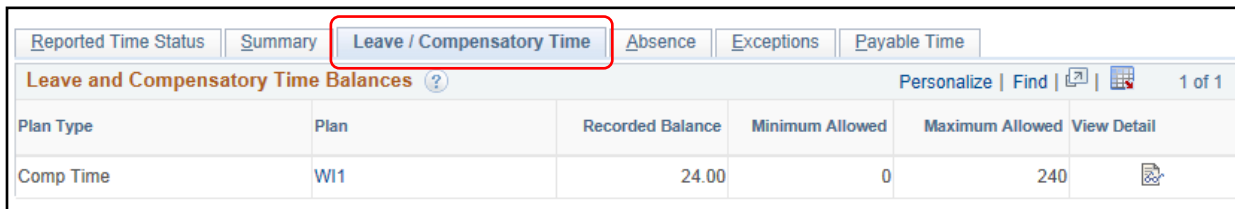
Employees must request and receive supervisory approval for scheduling and using accrued compensatory time. You must have an approved compensatory time balance before coding Compensatory Time as a Time Reporter Code on your timesheet.


Contents

Recording Compensatory Time	1
How to View Your Compensatory Time Balance	2
How to Record Compensatory Time Earned – Elapsed Time Reporters	2
How to Use Earned Compensatory Time – Elapsed Time Reporters	2
How to Record Compensatory Time – Punch Time Reporters.....	3
How to Use Earned Compensatory Time – Punch Time Reporters.....	3

How to View Your Compensatory Time Balance

You can view your compensatory time balance in your **Timesheet** under the **Leave/Compensatory Time** tab.




Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	WI1	24.00	0	240	

How to Record Compensatory Time Earned – Elapsed Time Reporters

Note: You are only eligible to record earned compensatory time if you worked over 80 hours in a two week period. Compensatory time cannot be used in the same pay period that it was earned.

1. Begin entering your time as usual by accessing the second week of the pay period on your **Timesheet**. Hours worked over 80 hours are eligible to earn OT or compensatory time.
2. Select the last line entry for the pay period and select the **Time Reporting Code EXCMP** (to earn as compensatory time).




Time Reporting Code
13 EXCMP - Exempt Comp Total Hrs S

3. If you use Combo Codes when entering your work hours, please add a Combo Code when recording compensatory time earned.
4. Click **Submit**.

How to Use Earned Compensatory Time – Elapsed Time Reporters

1. Begin entering your time as usual by accessing the appropriate week on your **Timesheet**.
2. Select the day of the week you wish to report time for by clicking in the box below the day. See **Elapsed Time Entry** job aid for more information.
3. Enter the total amount of hours you will use as **Compensatory Time** on each day.
4. Select the **Time Reporting Code CMPUS** from the **Time Reporter Code** drop down.



Time Reporting Code
02 CMPUS - Compensatory Time Used

5. Click **Submit**.

How to Record Compensatory Time – Punch Time Reporters

*Note: You must choose one type of compensatory time in the same pay period. For example, if you earned 10 hours of compensatory time, you cannot code 5 hours to **CASH** and 5 hours to **COMP**. You must choose only one.*

1. Begin entering your time as usual by accessing the appropriate week on your **Timesheet**.
2. Select the very last line entry at the end of the week to record **Compensatory Time**. *Please note: this line may not be work hours. If the last line entered on the timesheet is Stand By pay, this is the line that will need to be COMP recorded in Rule Element 1. You can only record Compensatory Time once you have already worked 40 hours of work time.*
3. Click magnifying glass next to **Rule Element 1**.

From 05/22/2016 to 05/28/2016 ?											
Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1
	Sun	5/22	New								
	Mon	5/23	New								
	Tue	5/24	New								

4. Select **COMP** (for compensatory time earned) or **COMBO** (whole hours will be paid out and the half hours will be earned as compensatory time).

Look Up Rule Element 1

Search by: Rule Element 1 begins with

[Advanced Lookup](#)

Search Results

View 100 First 1-3 of 3 Last

Rule Element 1	Description
CASH	Cash Pay Out for Overtime
COMBO	Combo Cash & Comp for Overtime
COMP	Comp Time for Overtime

5. If you use Combo codes when entering your work hours, please add a Combo Code when recording compensatory time earned.
6. Click **Submit**.

How to Use Earned Compensatory Time – Punch Time Reporters

1. Begin entering your time as usual by accessing the appropriate week on your **Timesheet**.
2. Enter the total amount of hours you will use as **Compensatory Time** in the **Quantity Column** on each day that compensatory time is being used.
3. Select the **Time Reporting Code CMPUS** from the **Time Reporter Code** drop down.

Time Reporting Code

10 CMPUS - Compensatory Time Used

4. Click **Submit**.