



TimeClock Plus – Comp Time



Comp Time Eligibility and Department Default

- Employee groups eligible for Compensatory (Comp) Time are FLSA non-exempt Administrative Professional and State Classified employees (including all AP/SC bi-weekly employees)
- Departments have the option of having hours per week greater than 40 default automatically to Comp Time for the employee or to Overtime paid out for the employee
- Check with your Department HR representative to discover whether your department defaults to Comp Time or to Overtime

Comp Time Default

- If an employee’s department defaults to Comp Time, hours in excess of 40 for the week will count toward the Comp Time total

Show absences

Regular	OT1	OT2	Comp Time	Leave	Total
40.00	0.00	0.00	2.00	8.00	42.00

Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code	Rate
Mon 5/7/2018 9:00 AM	Mon 5/7/2018 5:00 PM	8.00	8.00	8.00		999998202 - State Classified 2	0.00
Tue 5/8/2018 9:00 AM	Tue 5/8/2018 5:00 PM	8.00	8.00	8.00		999998202 - State Classified 2	0.00
Wed 5/9/2018 9:00 AM	Wed 5/9/2018 5:00 PM	8.00	8.00	8.00		999998202 - State Classified 2	0.00
Thu 5/10/2018 9:00 AM	Thu 5/10/2018 7:00 PM	10.00	10.00	10.00		999998202 - State Classified 2	0.00
Fri 5/11/2018 9:00 AM	Fri 5/11/2018 5:00 PM	8.00	8.00	8.00	42.00	1 - Annual Leave	0.00



- To make an exception and change Comp Time to Overtime for a single week, double-click or right-click and choose “Edit” on the last segment of work in the week. The segment must be in an unapproved status
- Note that if the last segment in the week is a leave entry, choose the last work entry to edit (not the leave entry)

Processing

- Edit
- Delete
- Split segment by length
- Split segment by percentage
- Add break
- Toggle break
- Audit Log
- View segment photos

Show absences

Regular	OT1	OT2	Comp Time	Leave	Tot
40.00	0.00	0.00	2.00	8.00	42.0

Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code
Mon 5/7/2018 9:00 AM		8.00	8.00	8.00		999998202 - State Classified 2
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Wed 5/9/2018 9:00 AM		8.00	8.00	8.00		999998202 - State Classified 2
Thu 5/10/2018 9:00 AM		10.00	10.00	10.00		999998202 - State Classified 2
Fri 5/11/2018 9:00 AM	Fri 5/11/2018 5:00 PM	8.00	8.00	8.00	42.00	1 - Annual Leave

- Click on the “Extra” button

Edit Segment [?] Feedback

Segment Length: 10.00

Individual is clocked in
 Time sheet entry
 Edit actual time

Missed in punch
 Missed out punch

Time in: 5/10/2018 9:00 AM
Time out: 5/10/2018 7:00 PM
Break type: << NONE >>
Job Code: 999998202 - State Classifie
Project: << NONE >> Select
Rate: 0.00
Note:

Custom Extra Cancel Save

- In the Comp Time section, click, “Disable comp time on qualifying segments”

Extra Information [?] Feedback

Punch in information
Application TimeClock Manager - Manage Hours Individual
Location 129.82.156.118
Description N/A
Time Zone (UTC) Coordinated Universal Time

Punch out information
Application TimeClock Manager - Manage Hours Individual
Location 129.82.156.118
Description N/A
Time Zone (UTC) Coordinated Universal Time

Overtime
 Do not force overtime
 Force overtime 1
 Force overtime 2

Comp Time
 [Disable comp time on qualifying segments](#)
 Allow comp time on qualifying segments
 Force comp time on segment

Calculations
 Disable automatic deduction for this segment
 Disable segment minimum

Cancel Save

- Confirm that the Comp Time hours in the totals box have changed to OT1 hours

Show absences

Regular	OT1	OT2	Comp Time	Leave	Total
40.00	2.00	0.00	0.00	8.00	42.00



Overtime Default

- If an employee's department defaults to Overtime, hours in excess of 40 for the week will count toward the Overtime (OT1) total

Show absences

Regular	OT1	OT2	Comp Time	Leave	Total
40.00	2.00	0.00	0.00	8.00	42.00



Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code	Rate
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Fri 5/11/2018 9:00 AM	Fri 5/11/2018 5:00 PM	8.00	8.00	8.00	42.00	1 - Annual Leave	0.00

- To make an exception and change Overtime to Comp Time for a single week, double-click or right-click and choose "Edit" on the last segment of work in the week. The segment must be in an unapproved status
- Note that if the last segment in the week is a leave entry, choose the last work entry to edit (not the leave entry)

Processing Resolve Period

Edit
 Delete
 Split segment by length
 Split segment by percentage

 Add break
 Toggle break
 Audit Log
 View segment photos

Show absences

Regular	OT1	OT2	Comp Time	Leave	Total
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- Click on the “Extra” button

Edit Segment ? Feedback

Segment Length: 10.00

Individual is clocked in

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Edit actual time

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Missed out punch

Time in 5/10/2018 9:00 AM

Time out 5/10/2018 7:00 PM

Break type << NONE >>

Job Code 999998202 - State Classifie

Project << NONE >> Select

Rate 0.00

Note

Custom Extra Cancel Save

- In the Comp Time section, click, “Allow comp time on qualifying segments”

Extra Information ? Feedback

Punch in information

Application TimeClock Manager - Manage Hours Individual
Location 129.82.156.118
Description N/A
Time Zone (UTC) Coordinated Universal Time

Punch out information

Application TimeClock Manager - Manage Hours Individual
Location 129.82.156.118
Description N/A
Time Zone (UTC) Coordinated Universal Time

Overtime

Do not force overtime

Force overtime 1

Force overtime 2

Comp Time

Disable comp time on qualifying segments

[Allow comp time on qualifying segments](#)

Force comp time on segment

Calculations

Disable automatic deduction for this segment

Disable segment minimum

Cancel Save

- Confirm that the OT1 hours in the totals box have changed to Comp Time hours

Show absences

Regular	OT1	OT2	Comp Time	Leave	Total
40.00	0.00	0.00	2.00	8.00	42.00



Checking the Status of Approved Segments

- When the segment is approved, the Comp Time/Overtime status can be double-checked by hovering over the blue dot in the Exceptions column
- The Exceptions pop-up will either say “Comp Time Overtime” to indicate that the employee is earning Comp Time for the segment or “Overtime” to indicate that the employee is earning Overtime for the segment

Showing 5 records of 5 Selected 1 records

<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	Notes	Edited		Time In	Time Out
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		Y		Mon 5/7/2018 9:00 AM	Mon 5/7/2018 5:00 PM
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		Y		Tue 5/8/2018 9:00 AM	Tue 5/8/2018 5:00 PM
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		Y		Wed 5/9/2018 9:00 AM	Wed 5/9/2018 5:00 PM
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		Thu 5/10/2018 9:00 AM	Thu 5/10/2018 7:00 PM
<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		Fri 5/11/2018 9:00 AM	Fri 5/11/2018 5:00 PM

Exceptions
 Comp Time Overtime

Showing 5 records of 5 Selected 1 records

<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	Notes	Edited		Time In	Time Out
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		Y		Mon 5/7/2018 9:00 AM	Mon 5/7/2018 5:00 PM
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		Y		Tue 5/8/2018 9:00 AM	Tue 5/8/2018 5:00 PM
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		Y		Wed 5/9/2018 9:00 AM	Wed 5/9/2018 5:00 PM
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		Thu 5/10/2018 9:00 AM	Thu 5/10/2018 7:00 PM
<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		Fri 5/11/2018 9:00 AM	Fri 5/11/2018 5:00 PM

Exceptions
 Overtime

Paying Out Comp Time

- To pay out comp time, the employee can create a leave request for “Comp Time Payout.” Once approved, this will convert back to Overtime and pay out
- For example, a request of 3 hours of Comp Time Payout will give the employee 2 Overtime hours.
- Employees can only request 24 hours for each day, so if more Comp Time Payout is needed, the employee can create requests on multiple days.

Add Employee Request

Templates

No records found

Employee Hikaru Sulu [9999982]

Date requested 10/2/2017 

Start time 08:00 AM 

Hours 3:00

Days 1 

Leave Code 32 - Comp Time Payout 

Description