



TimeClock Plus – Comp Time

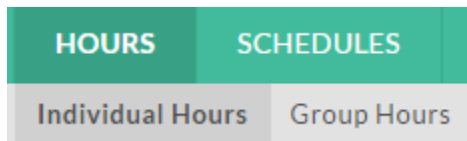


Earning Comp Time

- By default, hourly and non-exempt salaried employees who work more than 40 hours in a week earn overtime
- If those overtime hours should be changed to comp time, a supervisor or Department HR staff can do that manually

Changing Overtime to Comp Time

- Log into the web interface at the “TimeClock Plus Manager” link at aar.colostate.edu using eID credentials (eName and password)
- Click the HOURS tab and choose “Individual Hours”



- Choose the employee and find the week with overtime hours to be converted to comp time
- The **last shift in the week** (not necessarily the shift with additional hours) must be unapproved in order to split it; if it is already approved, uncheck the box in the manager approval column (M with a check mark) and click “Apply Changes”



Showing 5 records of 5

			Notes	Edited		Shift	Time In	Time Out	Hours	Shift Total	Week Total
		<input checked="" type="checkbox"/>		Y	<input type="checkbox"/>	1	5/1/2017 09:00 AM	5/1/2017 05:00 PM	8:00	8:00	
		<input checked="" type="checkbox"/>		Y	<input type="checkbox"/>	1	5/2/2017 09:00 AM	5/2/2017 05:00 PM	8:00	8:00	
		<input checked="" type="checkbox"/>		Y	<input type="checkbox"/>	1	5/3/2017 09:00 AM	5/3/2017 07:00 PM	10:00	10:00	
		<input checked="" type="checkbox"/>		Y	<input type="checkbox"/>	1	5/4/2017 09:00 AM	5/4/2017 05:00 PM	8:00	8:00	
		<input type="checkbox"/>		Y	<input type="checkbox"/>	1	5/5/2017 09:00 AM	5/5/2017 05:00 PM	8:00	8:00	42:00

- Right-click (or click the check box in the far left column and click “Manage Segments”) on the **last shift in the week** (not necessarily the shift with additional hours)
- For hourly employees, choose “Split segment by length”

Showing 5 records of 5 Selected 1 records

<input type="checkbox"/>			Notes	Edited		Shift	Time In
<input type="checkbox"/>		<input checked="" type="checkbox"/>		Y		1	5/1/20
<input type="checkbox"/>		<input checked="" type="checkbox"/>		Y		1	5/2/20
<input type="checkbox"/>		<input checked="" type="checkbox"/>		Y		1	5/3/20
<input type="checkbox"/>		<input checked="" type="checkbox"/>		Y		1	5/4/20
<input checked="" type="checkbox"/>		<input type="checkbox"/>		Y		1	5/5/20

Edit

Delete

Split segment by length

Split segment by percentage

Add break

Audit Log

View segment photos

- In the Split Segment pop-up window, click the icon in the Split column; this divides the shift into two of equal length

Split	Delete	Length	Time	Break	Job Code	Project
		08:00	In 09:00 AM Out 05:00 PM	Type << NONE >> Length N/A	999998202 - State Classified	<< NONE >>

- In the **first segment**, change the number in the Length column to the number of hours in the shift that are regular (not overtime)

Split	Delete	Length	Time	Break	Job Code	Project
		6	In 09:00 AM Out 01:00 PM	Type Break Length 0	999998202 - State Classified	<< NONE >>
		04:00	In 01:00 PM Out 05:00 PM	Type << NONE >> Length N/A	999998202 - State Classified	<< NONE >>

- In the **second segment**, Change the Job Code to “Comp Time Earned”

Split	Delete	Length	Time	Break	Job Code	Project	Note
		06:00	In 09:00 AM Out 03:00 PM	Type Break Length 0	999998202 - State Classified	<< NONE >>	
		02:00	In 03:00 PM Out 05:00 PM	Type << NONE >> Length N/A	999998202 - State Classified	<ul style="list-style-type: none"> 1 - Annual Leave 2 - Sick Leave 20 - On Call 30 - Comp Time Used 31 - Comp Time Earned 999998202 - State Classified 2 	

- The second segment’s length will automatically change to the remainder of the original shift length; confirm that this length matches the number of overtime hours in the week that should be converted to comp time
- Click “Save” and approve both shifts

Split	Delete	Length	Time	Break	Job Code	Project	Note
		06:00	In 09:00 AM Out 03:00 PM	Type Break Length 0	999998202 - State Classified	<< NONE >>	
		02:00	In 03:00 PM Out 05:00 PM	Type << NONE >> Length N/A	31 - Comp Time Earned	<< NONE >>	

Cancel **Save**

- The Comp Time shift should be marked with a blue dot; this indicates that the shift is considered overtime and will accrue at time-and-a-half

<input type="checkbox"/>			Notes	Edited		Shift	Time In	Time Out	Hours	Shift Total	Week Total	Job Code
<input type="checkbox"/>		<input checked="" type="checkbox"/>		Y	<input type="checkbox"/>	1	5/1/2017 09:00 AM	5/1/2017 05:00 PM	8:00	8:00		999998202 - State Classified 2
<input type="checkbox"/>		<input checked="" type="checkbox"/>		Y	<input type="checkbox"/>	1	5/2/2017 09:00 AM	5/2/2017 05:00 PM	8:00	8:00		999998202 - State Classified 2
<input type="checkbox"/>		<input checked="" type="checkbox"/>		Y	<input type="checkbox"/>	1	5/3/2017 09:00 AM	5/3/2017 07:00 PM	10:00	10:00		999998202 - State Classified 2
<input type="checkbox"/>		<input checked="" type="checkbox"/>		Y	<input type="checkbox"/>	1	5/4/2017 09:00 AM	5/4/2017 05:00 PM	8:00	8:00		999998202 - State Classified 2
<input type="checkbox"/>		<input checked="" type="checkbox"/>		Y	<input type="checkbox"/>	1	5/5/2017 09:00 AM	5/5/2017 03:00 PM	6:00	6:00		999998202 - State Classified 2
<input type="checkbox"/>		<input checked="" type="checkbox"/>		Y	<input type="checkbox"/>	1	5/5/2017 03:00 PM	5/5/2017 05:00 PM	2:00	2:00	42:00	31 - Comp Time Earned

- For **salaried** employees, the “Split Shift” function is not available, so instead the last shift in the week needs to be deleted and two new shifts created (one on the assignment and one for Comp Time Earned)

Using Comp Time

- Once a Comp Time shift has been created and approved, it will show up in the employee’s leave accruals in the “Accrual Forecast” column, and then the Comp Time balance can be used by the employee

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Accrual Bank↑	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
Annual Leave	0.0000	0.0000	0.0000	0.0000	0.0000
Comp Time	10.0000	3.0000	0.0000	0.0000	13.0000
Sick Leave	0.0000	0.0000	0.0000	0.0000	0.0000

- When an employee has a Comp Time balance in the “Accrued” column, they may request Comp Time leave in the same way that they can request Sick or Annual leave (see the Leave Requests training)
- The primary difference between using Comp Time leave and using Sick or Annual leave is that Comp Time Used will not count toward overtime in the week (for example, 40 hours worked plus 2 hours of Comp Time Used in a week will not result in overtime)

Paying Out Comp Time

- To pay out comp time, the employee, supervisor, or Department HR staff can request their full comp time accrual balance on the last day of the pay period
- Comp time will be paid as straight time, even if the number of hours far exceeds 40
- To summarize, 1 hour of overtime will create 1.5 hours of Comp Time leave accrued and will be paid as 1.5 hours of straight time