



## 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
- 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)
- Click on the "Extra" button
- In the Comp Time section, click, "Disable comp time on qualifying segments"
- Confirm that the Comp Time hours in the totals box have changed to OT1 hours

### 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
- 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)
- Click on the "Extra" button
- In the Comp Time section, click, "Allow comp time on qualifying segments"
- Confirm that the OT1 hours in the totals box have changed to Comp Time hours

### 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

### 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.