



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”
- 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”
- In the Split Segment pop-up window, click the icon in the Split column; this divides the shift into two of equal length
- In the **first segment**, change the number in the Length column to the number of hours in the shift that are regular (not overtime)
- In the **second segment**, Change the Job Code to “Comp Time Earned”
- 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
- 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
- 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
- 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 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.