TIMENET: COMP TIME INSTRUCTIONS

We have added a Special Code labeled CT. This code must be used on the OUT punch if you wish to convert overtime to Comp Time.

In our example let’s assume Jane Doe has punched out on Friday afternoon to finish out her workweek. Her pay distribution card is showing that she has 42 hours for the week (40 REG, 2 OT). If you do not wish for the excess time over 40 hours to be paid as OT then you must convert it to Comp Time. Please use the following procedure if you wish to convert the OT:

- Locate the out punch for Friday and expand the card related to that punch by clicking on the red triangle on the right hand side of the Time Card Screen.
- Locate the “Special Code 1” field, and click on the dropdown box beside it. It is the box with the three red dots just to the left of the question mark.
- Select the “CT” Special Code from the box that pops up on your screen.
- Press Enter to save the transaction
- Calculate the transaction; the pay distribution card should change from reading 2 hours OT to 2 hours of Comp Time Earned.

This system will not apply the one and a half time rate to the Comp Time hours that are earned. It also will not automatically add this newly earned Comp Time to their Comp Time Balance in the system. This must be done manually by the Supervisor or Editor. Here is the procedure that we would need to use for Jane Doe’s time:

- Locate the amount of hours designated as “Comp Time Earned” on the Pay Distribution card. Multiply that number of hours times 1.5 (In our example we would multiply 2 hours times 1.5, which would give us 3 hours of Comp Time.)
- Locate the “Benefit Balance” button. You will find it under the “Employee Sections” card of the Time Card Screen (look toward the bottom left hand side of the screen).
- Expand the “Comp Time” card by clicking the red triangle.
- Enter the appropriate adjustment in the “Beginning Balance” and “Ending Balance” fields. For our example we would need to add the 3 hours of Comp Time that Jane just earned to her already existing balances in the system. If Jane had 5.4 hours of Comp Time when we opened up the panel then our entry in the Beginning and Ending Balance fields would be 8.4 hours (5.4 prior balance plus 3 hours added for the current week).
- Press enter to save the transaction. You can check your employee’s Benefit Balance card if you wish to insure that the data was saved properly.

What if Jane unexpectedly came in for a few hours on Saturday after we had already converted her OT for the week? The timekeeper would need to open up the Saturday out punch and apply the CT special code to it. Let’s assume it was 6 additional OT hours for Saturday. We would manually convert that to 9 hours of Comp Time by multiplying it by 1.5. We would then go into the Benefit Balance area and update the balances again. (8.4 hours would be showing in the Beginning and
Ending Balance Sections, we would add 9 hours to those existing balances to arrive at a total of 17.4, enter 17.4 hours in the beginning and ending balance fields. (The data that you manually enter in the beginning and ending balance fields should be identical.)

**USING ACCRUED COMP TIME**

- The procedure for using Comp Time is identical to using other types of leave. The employee can request it by adding a calendar for Comp Time, or the Supervisor or Editor can enter it directly on the payline.
- Use the pay code COMP TIME to record any time that is used by the employee.
- The manual adjustment to the Benefit Balance panel is not necessary when an employee uses Comp Time. The system will update the balance automatically.