Overview/Description

Policy Information

Business Procedures Manual - 5.3.2.2 Compensatory Time (Comp Time): https://www.usg.edu/business_procedures_manual/section5/C1235/#p5.3.2_extra_compensation

Institutions may elect to provide compensatory (comp) time, in lieu of overtime pay, for approved overtime hours for employees that are classified as non-exempt under the FLSA. The HRAP manual stipulates that comp time is provided at the rate of one and one-half hours of compensatory time for each work hour in excess of the standard forty (40) hours within the standard work week. Comp time is accrued at the end of the pay period and has a maximum accumulation of 240 hours. Employees shall utilize accrued comp time prior to utilizing other leave.

*Comp time accruals prior to June may not be carried forward to the subsequent fiscal year. Therefore, all comp time accrued prior to June must be paid out no later than the final bi-weekly pay period in June of each fiscal year.*

The institution’s official time recording system is the system of record for comp time. Comp time shall not be accrued and maintained outside of the time recording system. For institutions that have implemented the OneUSG Connect system, the Time and Labor module is the system of record.

Employees exempt under the FLSA are not eligible to accrue comp time.

The employee must be paid for accumulated comp time if:
- The employee terminates employment with the institution, including retirement or transfer to another USG institution.
- The employee’s FLSA status changes from non-exempt to exempt.
- The employee transfers between cost centers (departments) at the institution.
- The employee’s comp time exceeds 240 hours.

- **The employee has a comp time balance as of May 30. (Absence Calendar end date of May 30, 2020)**

When comp time is paid to the employee, it should be paid at the employee’s current regular hourly rate since the one and one-half calculation has already been applied with the time calculation.
Processing Information

Per the above policy, the pay period ending on May 30, 2020 will be the period under review for compensatory time payout. Compensatory time payouts should be paid no later than June 21 for this fiscal year.

The Shared Services Center will need to close and finalize the 2020 2020 B12 Absence Calendar, which will take place on Monday morning June 1, 2020. After the calendar is finalized and closed, practitioners can review the comp time balance and validate accuracy. This is the balance that should be added to the next cycle timesheet (Pay Period end date of June 13, 2020). A manual balance adjustment will need to be made to comp time using instructions below.

Instructions

1. Identifying Employees with Comp Time Balances.

Navigation

NavBar > Reporting Tools > Query > Query Manager/Query Viewer

a. Run query BOR_ABS_COMP_BALANCES - This query identifies all employees with a comp time balance.

b. Enter the BW Pay End Date of 5/30/2020 and MO Pay End Dt of 5/31/2020.

BOR_ABS_COMP_BALANCES - Employees with Comp Balances

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>BW Pay End Date</td>
<td>05/30/2020</td>
</tr>
<tr>
<td>MO Pay End Dt</td>
<td>05/31/2020</td>
</tr>
</tbody>
</table>

Institution Code | % |
View Results
2. **Add Comp Time Balance to Current Cycle Timesheet.**

**Navigation**

Navbar > Manager Self Service > Time Management > Report Time > Timesheet

Practitioners will add comp time balance to the next cycle timesheet with the **Time Reporting Code** of “00PAC - Comptime Paid Out.”

![Timesheet screenshot](image)

Practitioners will make the manual balance adjustments via Global Payroll and Absence Management > Payee Data > Adjust Balances > Absences.

Use Calendar ID 2020 2020B12 and this will populate the **Begin Date** of 05/31/2020 and **End Date** of 06/13/2020.

![Absences screenshot](image)

Upon completion of the manual balance adjustment, an absence calculation has to be run in OneUSG Connect on the current open absence calendar to update the balances. See results below.
### Calendar Information

<table>
<thead>
<tr>
<th>Period</th>
<th>Element Name</th>
<th>Description</th>
<th>From</th>
<th>Through</th>
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</thead>
<tbody>
<tr>
<td>Calendar Period</td>
<td>USG AC CMP CUR</td>
<td>Comp Time Current Period</td>
<td>03/09/2020</td>
<td>03/31/2020</td>
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<tr>
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<td>12/31/2020</td>
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<td>Year to Date</td>
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<td>Comp Time Granted</td>
<td>01/01/2020</td>
<td>12/31/2020</td>
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