



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

Empl ID

BW Pay End Date

MO Pay End Dt

Institution Code



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."

Actions ▾ Earliest Change Date 04/05/2020

Select Another Timesheet

*View By Calendar Period ▾ [Previous Period](#) [Next Period](#)

*Date 06/14/2020 🔄 Total Reported Hours 0.00

Reported Hours 0.00 [Print Timesheet](#) [Punch Timesheet](#)

Reported time on or after 04/19/2020 is for a future period.
The Payable Time page will populate after processing is complete. Absences are processed once each pay period. The Payable Time page will populate after processing is complete. Absences are processed once each pay period.

From Sunday 06/14/2020 to Saturday 06/27/2020 ?

Time Reporting Code	Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Sun 6/21
+ - 00PAC - Comptime Paid Out ▾	63.6							

Submit Apply Schedule

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.

Employee ID ██████████ Name ██████████ Empl Record 0

Pay Group USG_H Description Staff Pay Entity ONEUSG

Calendar ID 2020 2020B12 Begin Date 05/31/2020 End Date 06/13/2020

Balance Adjustments [Personalize](#) | [Find](#) | [View All](#) | [📄](#) | [📅](#) | First 1 of 1 Last

*Element Name	Description	Balance Adjustment	Begin Date	End Date
USG COMP ENT 🔍	USG COMP ENT	-63.6	05/31/2020 📅	06/13/2020 📅

📄 Save 🔍 Return to Search 📄 Previous in List 📄 Next in List 📧 Notify

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 Group ID		2020 B 0613	2020 B 0613		
Calendar Information Find First 1 of 3 Last					
Calendar ID	2020 2020B12	Pay Group	USG_H		
Segment Number	1	Version	2		
Revision	1	Gross Result Value	0.00 USD		
Net Result Value	0.00 USD				
Accumulators Personalize Find View All First 1-5 of 19 Last					
Accumulator Results User Keys					
Period	Element Name	Amount	Description	From	Through
Calendar Period	USG AC CMP CUR	12.000000	Comp Time Current Period	03/08/2020	03/21/2020
Year to Date	USG COMP ENT_ADJ	-63.600000	Comp Time Adjusted	01/01/2020	12/31/2020
Year to Date	USG COMP ENT_BAL	0.000000	Comp Time Balance	01/01/2020	12/31/2020
Year to Date	USG COMP ENT_CO	49.150000	Comp Time Carried Over	01/01/2020	12/31/2020
Year to Date	USG COMP ENT ENT	27.700000	Comp Time Granted	01/01/2020	12/31/2020

