

# MONTHLY EMPLOYEE: COMP TIME GUIDE

## Time & Labor Training

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## Any Additional Questions?

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# UTD Online Timesheet Comp Time Guide

## Vocabulary

1. Monthly Nonexempt
  - a. A category of employee that must be compensated for any hours worked or taken over the salaried 40 per work week. Federal law states that the employee will be required to report working hours and be compensated when working past their salaried paid hours of 40 per week
  - b. UTD has elected to automatically bank the comp time to pay or use like leave
2. Work Week
  - a. 12:00AM Sunday to 11:59PM Saturday
3. Comp Time
  - a. Hours that are accrued and added to a comp time bank when the total work week is 40+ hours
4. Bank
  - a. Once the manager approves a 40+ hour work week, the system evaluates the kind of hours reported and adds the earned comp time hours into the corresponding bank
  - b. There are three banks: Premium, Straight, and Holiday/Closure
  - c. Note: If the employee has not earned that type of comp time, they will not see that bank in the timesheet

Leave and Compensatory Time Balances		Personalize   Find   First   1-3 of 3   Last		
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed
Comp Time	<a href="#">STRAIGHT</a>	3.25	0	
Comp Time	<a href="#">HOLCLO</a>	4.00	0	
Comp Time	<a href="#">PREMIUM</a>	13.50	0	

5. Premium Comp Time
  - a. When physically working over 40 hours in one work week, hours over 40 will be multiplied by 1.5 (time and a half) and added to the comp time bank
  - b. Example: Employee works through lunch for 4 days and the total work week is 44 hours. For the 4 hours over 40, multiply that by 1.5 to find the total accrued Premium Comp.
    - i. The employee will earn 6 hours of Premium Comp:  $4 * 1.5 = 6$  Hours Earned
  - c. Example of what the timesheet will look like. Note the Reported Hours at the top that will total the week's hours and the employee only has *REG-Regular Salaried Working Hours* submitted

\*View By: Week  
 \*Date: 02/15/2015

Reported Hours: 44.00

[Previous Week](#)   [Next Week](#)

From 02/15/2015 to 02/21/2015										
Comments	Day	Date	Status	Approval Monitor	IN	Meal Out	In	OUT	Punch Total	Time Reporting Code
	Sun	2/15	New	Approval Monitor						
	Mon	2/16	Approved	<a href="#">Approval Monitor</a>	8:00AM			5:00PM	9.00	REG - Regular Salaried I
	Tue	2/17	Approved	<a href="#">Approval Monitor</a>	8:00AM			5:00PM	9.00	REG - Regular Salaried I
	Wed	2/18	Approved	<a href="#">Approval Monitor</a>	8:00AM			5:00PM	9.00	REG - Regular Salaried I
	Thu	2/19	Approved	<a href="#">Approval Monitor</a>	8:00AM			5:00PM	9.00	REG - Regular Salaried I
	Fri	2/20	Approved	<a href="#">Approval Monitor</a>	8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried I
	Sat	2/21	New	Approval Monitor						

6. Straight Comp Time

- a. When the total work week is 40+ hours but not all 40+ hours have actually been worked. This will happen when leave is used like Sick, Vacation, Jury Duty, etc. Hours are accrued on a hour for hour basis meaning employee will earn one hour for every hour over 40
- b. Example: Employee is out Sick on Monday but then works a special project on Saturday for a total work week of 46.5 hours
  - i. The employee will earn 6.5 hours of Straight Comp Time
- c. Example of what the timesheet will look like. Note the Reported Hours at the top that will total the week's hours and the employee has *REG-Regular Salaried Working Hours* and leave-*DAAMS-Sick (Absence)*

\*View By: Week Reported Hours: 46.50 [Previous Week](#) [Next Week](#)  
 \*Date: 02/22/2015

From 02/22/2015 to 02/28/2015 ?											
Comments	Day	Date	Status	Approval Monitor	IN	Meal Out	In	OUT	Punch Total	Time Reporting Code	Quantity
	Sun	2/22	New	Approval Monitor							
	Mon	2/23	New	Approval Monitor							
			Approved	Approval Monitor						DAAMS - Sick (Absence)	8.00
	Tue	2/24	Approved	<a href="#">Approval Monitor</a>	8:00AM	1:00PM	2:00PM	5:00PM	8.00	REG - Regular Salaried I	
	Wed	2/25	Approved	<a href="#">Approval Monitor</a>	8:00AM	1:00PM	2:00PM	5:00PM	8.00	REG - Regular Salaried I	
	Thu	2/26	Approved	<a href="#">Approval Monitor</a>	8:00AM	1:00PM	2:00PM	5:00PM	8.00	REG - Regular Salaried I	
	Fri	2/27	Approved	<a href="#">Approval Monitor</a>	8:00AM	1:00PM	2:00PM	5:00PM	8.00	REG - Regular Salaried I	
	Sat	2/28	Approved	<a href="#">Approval Monitor</a>	12:00PM			6:30PM	6.50	REG - Regular Salaried I	

7. Holiday/Closure Comp Time

- a. The employee will receive payment in their salary for the Holiday or Closure but when the department requires an employee to work on a Holiday or during a Closure, the employee will also be granted comp time
- b. The employee will use the *HWK-Holiday Worked Hours* or *CWK- Closure Worked Hours* codes in the timesheet to denote how many hours were worked
- c. Holiday/Closure Comp Time is earned on an hour for hour basis like Straight Comp Time. If the employee works 4 hours on a holiday, they receive 4 hours in their bank
- d. Example of what the timesheet will look like. Note the Reported Hours at the top signals that something has been earned due to the 40+ hours and the employee has used the HWK code

\*View By: Week Reported Hours: 44.00 [Previous Week](#) [Next Week](#)  
 \*Date: 01/18/2015

From 01/18/2015 to 01/24/2015 ?											
Comments	Day	Date	Status	Approval Monitor	IN	Meal Out	In	OUT	Punch Total	Time Reporting Code	Quantity
	Sun	1/18	New	Approval Monitor							
	Mon	1/19	Approved	<a href="#">Approval Monitor</a>						HWK - Holiday Worked	4.00
			Approved	<a href="#">Approval Monitor</a>						HOL - Paid Holiday Hour	8.00
	Tue	1/20	Approved	<a href="#">Approval Monitor</a>	7:00AM	12:00PM	12:30PM	3:30PM	8.00	REG - Regular Salaried I	
	Wed	1/21	Approved	<a href="#">Approval Monitor</a>	7:00AM	12:00PM	12:30PM	3:30PM	8.00	REG - Regular Salaried I	
	Thu	1/22	Approved	<a href="#">Approval Monitor</a>	7:00AM	12:00PM	12:30PM	3:30PM	8.00	REG - Regular Salaried I	
	Fri	1/23	Approved	<a href="#">Approval Monitor</a>	7:00AM	12:00PM	12:30PM	3:30PM	8.00	REG - Regular Salaried I	
	Sat	1/24	New	Approval Monitor							

## How to Earn Comp Time

1. Premium Comp
  - a. Enter total hours worked, no special code required since Premium Comp depends on how many hours were worked. Once approved, the system will run hourly to update the bank balance
2. Straight Comp
  - a. Enter total hours worked and total leave taken since Straight Comp is dependent on the total working hours and leave taken. Once approved, the system will run hourly to update the bank
3. Holiday/Closure Comp
  - a. The employee enters *HWK- Holiday Worked Hours* or *CWK- Closure Worked Hours* codes and manager approves. Whatever quantity of hours that were worked is added to the bank balances hourly
  - b. Note: it is possible to earn Premium during a week oh worked holidays or closures
    - i. Example: If Mon- Fri is a holiday week but the employee reports 42 hours of HWK, the timesheet will calculate the 2 hours over 40 as Premium.
      1. In this example, 40 Hol/Clo Comp Hours AND 3 hours of Premium are earned
4. In summary: Enter the timesheet and the system takes care of the rest

## How to check Comp Time Banks

1. Comp Time Hours are based on a work week. When earning hours one week, see them added to the bank on the next week
2. Once the manager has approved and at least an hour has passed, move from the 40+ week to the next week in the timesheet

### Example

Week 1: 44 hours worked, 6 hours of Premium Earned

\*View By: Week      Reported Hours: 44.00      [Previous Week](#)      Next Week

\*Date: 02/15/2015

From 02/15/2015 to 02/21/2015										
Comments	Day	Date	Status	Approval Monitor	IN	Meal Out	In	OUT	Punch Total	Time Reporting Code
	Sun	2/15	New	Approval Monitor						
	Mon	2/16	Approved	<a href="#">Approval Monitor</a>	8:00AM			5:00PM	9.00	REG - Regular Salaried
	Tue	2/17	Approved	<a href="#">Approval Monitor</a>	8:00AM			5:00PM	9.00	REG - Regular Salaried
	Wed	2/18	Approved	<a href="#">Approval Monitor</a>	8:00AM			5:00PM	9.00	REG - Regular Salaried
	Thu	2/19	Approved	<a href="#">Approval Monitor</a>	8:00AM			5:00PM	9.00	REG - Regular Salaried
	Fri	2/20	Approved	<a href="#">Approval Monitor</a>	8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried
	Sat	2/21	New	Approval Monitor						

Leave and Compensatory Time Balances				
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed
Comp Time	STRAIGHT	7.25	0	
Comp Time	HOLCLO	8.00	0	
Comp Time	<span style="border: 2px solid black; padding: 2px;">PREMIUM</span>	<span style="border: 2px solid black; padding: 2px;">14.50</span>	0	

Week 2: Move forward to the next week to see 6 hours added to the Premium Bank Balance

Leave and Compensatory Time Balances				
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed
Comp Time	STRAIGHT	7.25	0	
Comp Time	HOLCLO	8.00	0	
Comp Time	<span style="border: 2px solid black; padding: 2px;">PREMIUM</span>	<span style="border: 2px solid black; padding: 2px;">20.50</span>	0	

## How to Use Comp Time

1. When entering the hours, the employee will use the codes that correspond to the bank and enter the hours in the 'Quantity' field
  - a. Premium= *PCT- Premium Comp Time Taken*
  - b. Straight= *SCT- Straight Comp Time Taken*
  - c. Holiday/Closure= *HCT- Holiday/Closure Comp Taken*
2. Updating the Bank when time is used
  - a. The same as earning time, once approved, the balances will be updated hourly to deduct the hours used. Deductions will be seen on the next week just like earning time

From 03/01/2015 to 03/07/2015 ?											
Comments	Day	Date	Status	Approval Monitor	IN	Meal Out	In	OUT	Punch Total	Time Reporting Code	Quantity
	Sun	3/1	New	Approval Monitor							
	Mon	3/2	Approved	Approval Monitor	8:00AM			12:00PM	4.00	REG - Regular Salaried I	
	Tue	3/3	Approved	Approval Monitor						SCT - Straight Comp Tak	4.00
	Wed	3/4	Approved	Approval Monitor						SCT - Straight Comp Tak	8.00

## How to Pay Comp Time

1. When paying out hours from the bank, the employee will use the codes that correspond to the bank and enter the hours in the 'Quantity' field. It is best to enter the code on a blank day like a weekend
  - a. Premium= *PCP- Premium Comp Time Paid*
    - i. When paying, use the accrued amount of hours, not what was worked over 40
    - ii. Premium can be paid at any time
  - b. Straight= *SCP- Straight Comp Time Paid*
    - i. Paid with Division VP approval
  - c. Holiday/Closure= *HCP- Holiday/Closure Comp Paid*
    - i. Paid with Division VP approval
2. Updates to the comp banks when time is paid is the same as when time is taken, week by week
3. Comp Time Payments and the Paycheck
  - a. If the comp time is approved by the manager and then by the Payable Approver, the hours will be paid on the upcoming paycheck. Monthly paychecks are run mid-month, generally speaking we pay out comp time for the last two weeks of the previous month and the first two weeks of the current month

From 02/15/2015 to 02/21/2015 ?											
Comments	Day	Date	Status	Approval Monitor	IN	Meal Out	In	OUT	Punch Total	Time Reporting Code	Quantity
	Sun	2/15	Approved	Approval Monitor						PCP - Premium Comp P	5.00
	Mon	2/16	Approved	Approval Monitor	8:00AM			5:00PM	9.00	REG - Regular Salaried I	
	Tue	2/17	Approved	Approval Monitor	8:00AM			5:00PM	9.00	REG - Regular Salaried I	

## How to Check Expiration Dates

1. Premium Comp Time will never expire. The employee will use or be paid for all hours accrued
2. Straight & Holiday/Closure Comp Time will expire one calendar year from the date it is earned
3. The system will track hours by the 'first in, first out' model. When paying or using hours from the bank, the system uses the oldest time that was earned so expiration dates are always updated
4. To check on future expiration dates
  - a. Select the link for the bank in the balances view

Leave and Compensatory Time Balances				
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed
Comp Time	<b>STRAIGHT</b>	7.25	0	
Comp Time	<a href="#">HOLCLO</a>	8.00	0	
Comp Time	<a href="#">PREMIUM</a>	14.50	0	

5. If Balance at Start of Day is the SAME as Ending Balance, nothing will expire on the Expiration Date
  - a. This means that time that would have expired has already been used

Comp Time Balance Summary			
Compensatory Time Off Plan:	HOL & STR	Expiration Period:	Years
Date:	08/07/2015	Period Count:	1
Balance at Start of Day:	120.00		
*Show Time Expiring in: Show All			
Expiring Time Earned			
Expiration Date	Ending Balance		
08/03/2015		120.00	
09/01/2015		120.00	
11/28/2015		120.00	
12/22/2015		113.50	

6. If Balance at Start of Day is the DIFFERENT than the Ending Balance, the difference will expire on the date listed
  - a. If you see dates listed with the same balances, nothing expires on that date
  - b. Example:
    - i. Nothing will expire on 8/3/15, 9/1/15, and 11/28/15 because the balances are the same
    - ii. On 12/22/15, 6.5 hours will expire if not used by or on that date.
      1.  $6.5 = 120$  (Start Day Balance) Minus  $113.5$  (End Balance)

Comp Time Balance Summary			
Compensatory Time Off Plan:	HOL & STR	Expiration Period:	Years
Date:	06/07/2015	Period Count:	1
Balance at Start of Day:	120.00		
*Show Time Expiring in: Show All			
Expiring Time Earned			
Expiration Date	Ending Balance		
08/03/2015		120.00	
09/01/2015		120.00	
11/28/2015		120.00	
12/22/2015		113.50	
12/23/2015		105.50	
12/24/2015		97.50	