


## Converting Overtime to Comp Time Earned

When an employee has worked over 40.00 in a pay week, the hours over 40.00 can be converted to Comp Time Earned with the agreement of both the employee and supervisor.

To convert Overtime to Comp Time.

1. Click the  on any timesheet row on the last day of the pay period with hours worked. This will insert another time row on that day.

Save More List View Data saved.

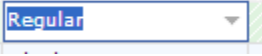
Timesheet Schedule

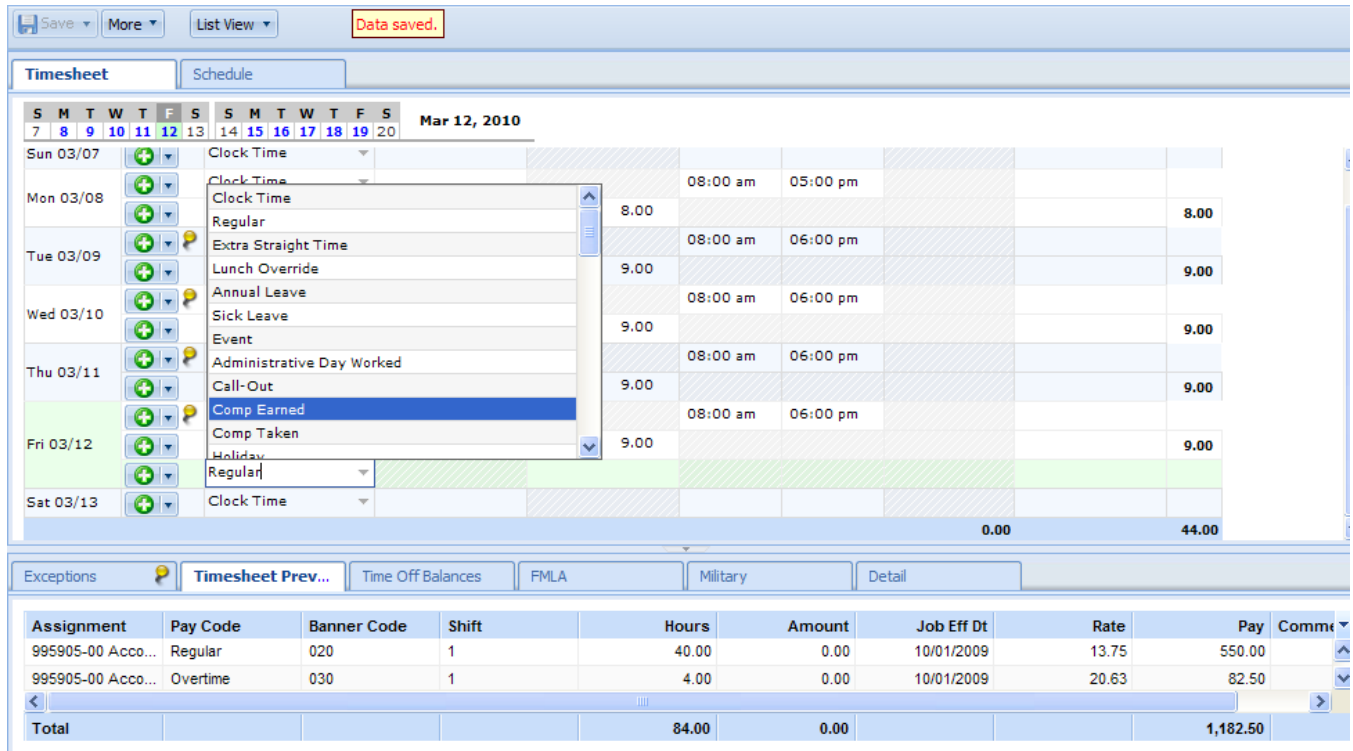
S M T W T F S S M T W T F S Mar 12, 2010  
7 8 9 10 11 12 13 14 15 16 17 18 19 20

Date	Pay Code	Clock Pay Code	Hours	Start Time	End Time	Amount	Comments	Total
Sun 03/07	Clock Time							
Mon 03/08	Regular		8.00	08:00 am	05:00 pm			8.00
Tue 03/09	Regular		9.00	08:00 am	06:00 pm			9.00
Wed 03/10	Regular		9.00	08:00 am	06:00 pm			9.00
Thu 03/11	Regular		9.00	08:00 am	06:00 pm			9.00
Fri 03/12	Regular		9.00	08:00 am	06:00 pm			9.00
Sat 03/13	Clock Time					0.00		44.00

Exceptions Timesheet Prev... Time Off Balances FMLA Military Detail

Assignment	Pay Code	Banner Code	Shift	Hours	Amount	Job Eff Dt	Rate	Pay	Comm
995905-00 Acco...	Regular	020	1	40.00	0.00	10/01/2009	13.75	550.00	
995905-00 Acco...	Overtime	030	1	4.00	0.00	10/01/2009	20.63	82.50	
<b>Total</b>				<b>84.00</b>	<b>0.00</b>			<b>1,182.50</b>	

- Click the down arrow on the on the Pay Code just entered . Select "Comp Earned" from the drop down list.



The screenshot shows the 'Timesheet' application interface. At the top, there are buttons for 'Save', 'More', and 'List View', along with a 'Data saved.' notification. The main area is a calendar grid for March 2010, with columns for days of the week and rows for dates. A dropdown menu is open over the Friday, 3/12/10 row, showing options like 'Clock Time', 'Regular', 'Extra Straight Time', 'Lunch Override', 'Annual Leave', 'Sick Leave', 'Event', 'Administrative Day Worked', 'Call-Out', 'Comp Earned' (highlighted), 'Comp Taken', and 'Holiday'. Below the calendar is a summary table with columns for Assignment, Pay Code, Banner Code, Shift, Hours, Amount, Job Eff Dt, Rate, Pay, and Comments.

Assignment	Pay Code	Banner Code	Shift	Hours	Amount	Job Eff Dt	Rate	Pay	Comme
995905-00 Acco...	Regular	020	1	40.00	0.00	10/01/2009	13.75	550.00	
995905-00 Acco...	Overtime	030	1	4.00	0.00	10/01/2009	20.63	82.50	
<b>Total</b>				<b>84.00</b>	<b>0.00</b>			<b>1,182.50</b>	

- Enter the number of Overtime hours to be added to the Comp Time Balance in the on the Comp Earned row in the Hours column. Subtract the number of Comp Earned hours from the Regular hours and update Regular Hours. In this example the total hours worked on Friday 3/12 was 9.00 hours, 4.00 hours were entered in the Comp Time row that was inserted on the timesheet and the Regular hours were changed to 5.00.

The screenshot shows a timesheet for the week of March 8-13, 2010. The 'Save' button is highlighted with a red box. The timesheet grid shows regular hours for Monday through Thursday (8.00 hours each) and Friday (5.00 hours). On Friday, there is also a 'Comp Earned' entry for 4.00 hours. The summary table at the bottom shows a total of 84.00 hours and 0.00 amount.

Assignment	Pay Code	Banner Code	Shift	Hours	Amount	Job Eff Dt	Rate	Pay	Comm
995905-00 Acco...	Regular	020	1	40.00	0.00	10/01/2009	13.75	550.00	
995905-00 Acco...	Overtime	030	1	4.00	0.00	10/01/2009	20.63	82.50	
<b>Total</b>				<b>84.00</b>	<b>0.00</b>			<b>1,182.50</b>	

4. Click Save to save the timesheet. Verify that Comp Time Accrued has been inserted correctly on the employee's time sheet.

The screenshot shows the timesheet after saving. The 'Save' button is highlighted with a red box. The summary table now includes a 'Comp Time Accrued' entry for 4.00 hours and 0.00 amount. The total amount is updated to 1,100.00.

Assignment	Pay Code	Banner Code	Shift	Hours	Amount	Job Eff Dt	Rate	Pay	Comm
995905-00 Acco...	Regular	020	1	40.00	0.00	10/01/2009	13.75	550.00	
995905-00 Acco...	Comp Time Accru...	190	1	4.00	0.00	10/01/2009	0.00	0.00	
<b>Total</b>				<b>84.00</b>	<b>0.00</b>			<b>1,100.00</b>	

**Note:** When Event, Call-out, Holiday are hours are worked you would not convert time on the last day of the week. Instead, you would convert time on the day of the event.