



TimeClock Plus – Comp Time

Comp Time Eligibility and Department Default

- Employee groups eligible for Compensatory (Comp) Time are FLSA non-exempt Administrative Professional and State Classified employees (including all AP/SC bi-weekly employees)
- Departments have the option of having hours per week greater than 40 default automatically to Comp Time for their employees or to have Overtime paid out for their employees
- Check with your Department HR representative to discover whether your department defaults to Comp Time or to Overtime

Comp Time Default – Change to Pay Out Overtime

- If an employee’s department defaults to Comp Time, hours in excess of 40 for the week will count toward the Comp Time total

Show absences

Regular	OT1	OT2	Comp Time	Leave	Total
40.00	0.00	0.00	2.00	8.00	42.00

Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Rate
3/4/2024 9:00 AM	3/4/2024 5:00 PM	8.00	8.00		999998202 - State Classified 2	0.00
3/5/2024 9:00 AM	3/5/2024 5:00 PM	8.00	8.00		999998202 - State Classified 2	0.00
3/6/2024 9:00 AM	3/6/2024 5:00 PM	8.00	8.00		999998202 - State Classified 2	0.00
3/7/2024 9:00 AM	3/7/2024 7:00 PM	10.00	10.00		999998202 - State Classified 2	0.00
3/8/2024 9:00 AM	3/8/2024 5:00 PM	8.00	8.00	42.00	1 - Annual Leave	0.00

- To make an exception and change Comp Time to Overtime for a single week, double-click or right-click and choose ‘Edit’ on the **last segment of work in the week**. The segment must be in an unapproved status
- Note that if the last segment in the week is a leave entry, choose the last work entry to edit (not the leave entry)
 - In the example below, the last entry for the week is Annual Leave. The last work entry for the week is March 7th. To pay out overtime for the week, edit the entry for March 7th to make an exception to change Comp Time to Overtime for the week

Showing 5 records of 5 Selected 1 records

<input type="checkbox"/>			Notes	Edited		Time In	Shift Total	Day Total	Week Total	Job Code	Rate		
<input type="checkbox"/>		<input type="checkbox"/>		Y		3/4/2024	8:00	8:00		999998202 - State Classified 2	0.00		
<input type="checkbox"/>		<input type="checkbox"/>		Y		3/5/2024	8:00	8:00		999998202 - State Classified 2	0.00		
<input type="checkbox"/>		<input type="checkbox"/>		Y		3/6/2024	8:00	8:00		999998202 - State Classified 2	0.00		
<input checked="" type="checkbox"/>		<input type="checkbox"/>		Y		3/7/2024	10:00	10:00		999998202 - State Classified 2	0.00		
<input type="checkbox"/>		<input type="checkbox"/>		Y		3/8/2024 9:00 AM	3/8/2024 5:00 PM	8:00	8:00	8:00	42:00	1 - Annual Leave	0.00

- Edit
- Delete
- Split segment by length
- Split segment by percentage
- Add break
- Toggle break
- Audit Log
- View segment photos
- View Location

- Click the “Extra” button

Edit Segment ?

Segment Length: 10:00

Individual is clocked in

Time sheet entry

Missed in punch

Missed out punch

Time in 9:00 AM

Time out 7:00 PM

Break type

Job Code

Project

Rate

Note

- In the Comp Time section, click, ‘Disable comp time on qualifying segments’
- Click the “Save” button

Extra Information ?

Punch in information

Application **TimeClock Manager - Manage Hours Individual**
Location **76.130.52.173**
Description **N/A**
Time Zone **(UTC-06:00) Central Time (US & Canada)**

Punch out information

Application **TimeClock Manager - Manage Hours Individual**
Location **76.130.52.173**
Description **N/A**
Time Zone **(UTC-06:00) Central Time (US & Canada)**

Segment information

Segment rounded **No**

Overtime

Do not force overtime
 Force overtime 1
 Force overtime 2

Comp Time

Disable comp time on qualifying segments
 Allow comp time on qualifying segments
 Force comp time on segment

Calculations

Disable automatic deduction for this segment
 Disable segment minimum
 Reset and Disable shift differential processing

Cancel
Save

- If multiple segments are above (or partially above) 40 hours for the week, all of these segments must be similarly edited
 - If the employee has reached 40 hours on Wednesday and you want to change the default of Comp Time to payout as Overtime, you would need to edit the entries for Wednesday, Thursday and Friday if all entries for these days are regular worked segments
- Confirm that the Comp Time hours in the totals box have changed to OT1 hours

Show absences

Regular	OT1	OT2	Comp Time	Leave	Total
40:00	2:00	0:00	0:00	8:00	42:00

****NEVER**** – select ‘Force overtime 1’, ‘Force overtime 2’ or ‘Force comp time on segment’ on the Extra Information form. TimeClock Plus will calculate Overtime and Comp Time per week based on the ‘Disable comp time on qualifying segments’ and ‘Allow comp time on qualifying segments’ settings. Changing the setting ‘Disable comp time on qualifying segments’ will automatically change the hours that would have accrued as Comp Time into Overtime that will be paid out to the employee. Forcing overtime will pay out overtime no matter how many hours are worked in the week and can also accrue comp time for the same time period. An employee needs to work 40 hours before they are eligible for Comp Time or Overtime. An employee who works 10 hours on Monday is not eligible for two hours of comp time or overtime on Monday. Do not ‘force’ overtime for two hours if they have only worked 10 hours for the week.

Overtime Default – Change to Accrue Comp Time

- If an employee’s department defaults to Overtime, hours in excess of 40 for the week will count toward the Overtime (OT1) total

Show absences

Regular	OT1	OT2	Comp Time	Leave	Total
40:00	2:00	0:00	0:00	8:00	42:00

Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Rate
3/4/2024 9:00 AM	3/4/2024 5:00 PM	8.00	8.00		999998202 - State Classified 2	0.00
3/5/2024 9:00 AM	3/5/2024 5:00 PM	8.00	8.00		999998202 - State Classified 2	0.00
3/6/2024 9:00 AM	3/6/2024 5:00 PM	8.00	8.00		999998202 - State Classified 2	0.00
3/7/2024 9:00 AM	3/7/2024 7:00 PM	10.00	10.00		999998202 - State Classified 2	0.00
3/8/2024 9:00 AM	3/8/2024 5:00 PM	8.00	8.00	42.00	1 - Annual Leave	0.00

- To make an exception and change Overtime to accrue as Comp Time for a single week, double-click or right-click and choose ‘Edit’ on the **last segment of work in the week**. The segment must be in an unapproved status
- Note that if the last segment in the week is a leave entry, choose the last work entry to edit (not the leave entry)

Showing 5 records of 5 Selected 1 records

	Notes	Edited	Time In	Shift Total	Day Total	Week Total	Job Code	Rate	
<input type="checkbox"/>			3/4/2024	8:00	8:00		999998202 - State Classified 2	0.00	
<input type="checkbox"/>		<input type="checkbox"/>	3/5/2024	8:00	8:00		999998202 - State Classified 2	0.00	
<input type="checkbox"/>		<input type="checkbox"/>	3/6/2024	8:00	8:00		999998202 - State Classified 2	0.00	
<input checked="" type="checkbox"/>		<input type="checkbox"/>	3/7/2024	10:00	10:00		999998202 - State Classified 2	0.00	
<input type="checkbox"/>		<input type="checkbox"/>	3/8/2024 9:00 AM	8:00	8:00	8:00	42:00	1 - Annual Leave	0.00

Edit

Delete

Split segment by length

Split segment by percentage

Add break

Toggle break

Audit Log

View segment photos

View Location

- Click the “Extra” button

Edit Segment

Segment Length: 10:00

Individual is clocked in

Time sheet entry

Missed in punch

Missed out punch

Time in: 3/7/2024 9:00 AM

Time out: 3/7/2024 7:00 PM

Break type: << NONE >>

Job Code: 999998202 - State Class

Project: << NONE >> Select

Rate: 0.00

Note:

Custom Extra Cancel Save

- In the Comp Time section, click, 'Allow comp time on qualifying segments'

Extra Information

Punch in information

Application: TimeClock Manager - Manage Hours Individual
 Location: 76.130.52.173
 Description: N/A
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Punch out information

Application: TimeClock Manager - Manage Hours Individual
 Location: 76.130.52.173
 Description: N/A
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Segment information

Segment rounded: No

Overtime

Do not force overtime
 Force overtime 1
 Force overtime 2

Comp Time

Disable comp time on qualifying segments
 Allow comp time on qualifying segments
 Force comp time on segment

Calculations

Disable automatic deduction for this segment
 Disable segment minimum
 Reset and Disable shift differential processing

Cancel Save

- If multiple segments are above (or partially above) 40 hours for the week, all of these segments must be similarly edited
 - If the employee has reached 40 hours on Wednesday and you want to change the default of paying out Overtime to accruing Comp Time, you would need to edit the entries for Wednesday, Thursday and Friday if all entries for these days are regular worked segments

- Confirm that the OT1 hours in the totals box have changed to Comp Time hours

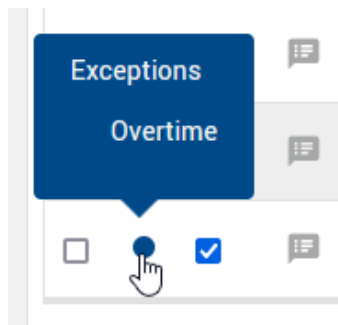
Show absences

Regular	OT1	OT2	Comp Time	Leave	Total
40.00	0.00	0.00	2.00	8.00	42.00

****NEVER**** – select ‘Force overtime 1’, ‘Force overtime 2’ or ‘Force comp time on segment’ on the Extra Information form. TimeClock Plus will calculate Overtime and Comp Time per week based on the ‘Disable comp time on qualifying segments’ and ‘Allow comp time on qualifying segments’ settings. Changing the setting ‘Allow comp time on qualifying segments’ will automatically change the hours that would have been paid out as Overtime to accrue as Comp Time. Forcing overtime will pay out overtime no matter how many hours are worked in the week and can also accrue comp time for the same time period. An employee needs to work 40 hours before they are eligible for Comp Time or Overtime. An employee who works 10 hours on Monday is not eligible for two hours of comp time or overtime on Monday. Do not ‘force’ Comp Time for two hours if they have only worked 10 hours for the week.

Checking the Status of Overtime on Approved Segments

- When the segment is approved, the Overtime status can be double-checked by hovering over the blue dot in the Exceptions column
- The Exceptions pop-up will say ‘Overtime’ to indicate that the employee is earning Overtime for the segment



Paying Out Comp Time

- A Comp Time Payout can be entered on Individual Hours by someone with the Department HR role
- Click the “Add” button and select the ‘Time sheet entry’
 - The Time sheet entry will allow you to enter a Comp Time Payout without needing to enter a start and stop time
 - 24 hours is the maximum amount of time that can be entered when entering a start and stop time
 - Using the Time sheet entry will allow you to payout more than 24 hours of accrued comp time with one entry
- Enter the number of accrued Comp Time hours to payout
- Select the ‘Comp Time Payout’ job code
- Click “Save”

Add ?

Segment Length: 24:00

Individual is clocked in

Time sheet entry

Missed in punch

Missed out punch

Time in

Hours

Job Code

Project

Rate

Note

Days

- The Comp Time Payout should be entered in TimeClock Plus prior to an employee moving to an Exempt status and prior to their termination date
- An Exempt employee is not eligible for Compensatory Time or Overtime. When an employee moves from a Non-Exempt status to Exempt, the Comp Time Payout job code will no longer be available to enter in TimeClock Plus
- Contact HR_Payroll@mail.colostate.edu with the number of accrued Comp Time hours if the Comp Time Payout was not entered prior to the employee termination date or prior to their status changing to Exempt
- The number of **accrued hours** can be found on Individual Hours under the **Accruals** tab
- The Remaining amount is the number of accrued hours

Ledger	Accrual Bank	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
Annual Leave		304.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	304.0000 Hours
Comp Time		312.7500 Hours	0.0000 Hours	286.2500 Hours	4.0000 Hours	0.0000 Hours	0.0000 Hours	22.5000 Hours

- The Comp Time Payout hours will show in the Regular hours and Total hours for the week but does not count towards Overtime or accrue Comp Time for the week

Show absences

Regular	OT1	OT2	Comp Time	Leave	Total
95.00	0.00	0.00	0.00	0.00	95.00

Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Rate
4/1/2024 8:00 AM	4/1/2024 4:00 PM	8.00	8.00		2790902 - State Classified 2	0.00
4/2/2024 8:00 AM	4/2/2024 4:00 PM	8.00	8.00		2790902 - State Classified 2	0.00
4/3/2024 8:00 AM	4/3/2024 4:00 PM	8.00	8.00		2790902 - State Classified 2	0.00
4/4/2024 8:00 AM	4/4/2024 4:00 PM	8.00	8.00		2790902 - State Classified 2	0.00
4/5/2024 8:00 AM	4/5/2024 4:00 PM	8.00	8.00		2790902 - State Classified 2	0.00
4/5/2024 9:00 AM	<< Time sheet >>	55.00	55.00	95.00	32 - Comp Time Payout	0.00

Employee worked 40 hours and has a Comp Time Payout of 55 hours. Comp Time Payout is added to Regular and Total but does not accrue Comp Time or Overtime. OT1 and Comp Time show as 0 hours