When an overtime-eligible (FLSA non-exempt) state classified employee works on an observed State of Colorado holiday, they are paid 1.5 times their regular base rate of pay or corresponding compensatory time. To ensure that these holiday hours worked are correctly processed, employees should use the “SC Holiday Work x1.5” job code.

Utilizing SC Holiday Work x1.5

- For employees that punch in and out of TimeClock, the job code is available to eligible employees when punching in.

- For employees that utilize the electronic timesheet, the job code appears as an available option.
Toggling between Overtime or Comp Time

- By default, the “SC Holiday Work x1.5” job code automatically counts as overtime that will be paid out, but the employee has the choice of accruing the equivalent compensatory time instead.
- If the segment of “SC Holiday Work x1.5” has not been approved by a supervisor yet, the employee can toggle the choice between overtime and comp time themselves. To do, they can log into the TimeClock Plus dashboard and click View, then Hours.

There is a column called “Comp Time” with a box that can be checked (to accrue comp time for the segment) or unchecked (to pay out the hours worked as overtime).

Once the segment has been approved by a supervisor, the “Comp Time” column will display a green check mark to indicate the accrual of comp time or a red “x” to indicate overtime payout.

If the segment has been approved by a supervisor, the employee can no longer toggle between overtime and comp time themselves. The supervisor can still make this change, however, by unapproving the hours, allowing the employee to change their choice, and reapproving the hours.

Supervisor Changing between Overtime and Comp Time

- Alternatively, a supervisor may change whether the segment will pay out as overtime or accrue comp time in Individual Hours or Group Hours. If the segment is approved, they must unapproved it. Then right-click on the segment and click Edit.
• Then click the Extra button.

• In the Comp Time section, choose “Allow comp time on qualifying segments” to allow the segment to accrue comp time, or select “Disable comp time on qualifying segments” to pay out the segment as overtime.