



TimeClock Plus – SC Holiday Work x1.5



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.

Select Job Code (Clock In)



Showing 2 records of 2

Select	ID	Description	Group
<input checked="" type="radio"/>	35	SC Holiday Work x1.5	

- For employees that utilize the electronic timesheet, the job code appears as an available option.

Edit Segment

? Feedback

Segment Length: 8:00

Time in: 6/19/2022 8:00 AM

Time out: 6/19/2022 4:00 PM

Break type: << NONE >>

Job Code: 35 - SC Holiday Work x1.5

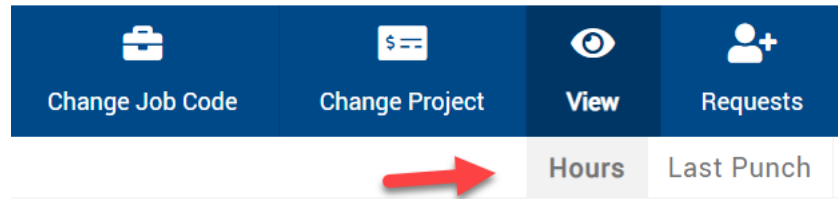
Project: << NONE >> Select

Note:

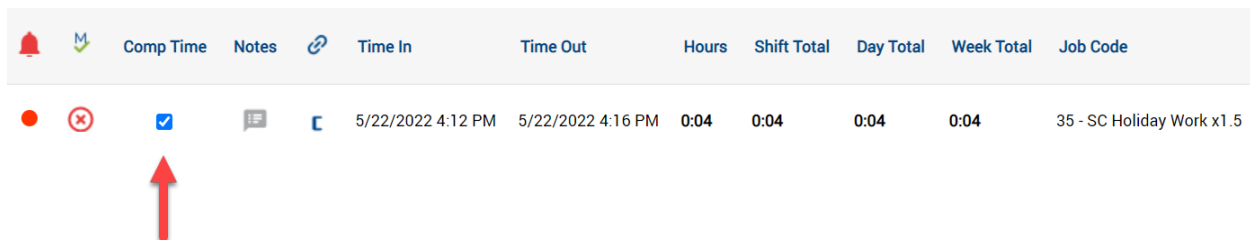
Cancel Save

Toggle 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.

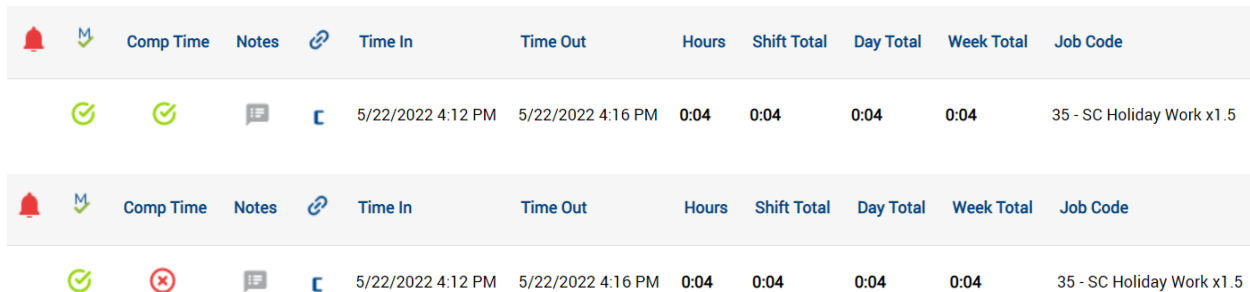


- There is a column called “Comp Time” with a box that can be checked (to accrue comp time for the segment) or unchecked (to pay out the hours worked as overtime).



The image shows a table with columns: Comp Time, Notes, Time In, Time Out, Hours, Shift Total, Day Total, Week Total, and Job Code. The first row has a red dot, a red 'x' in a circle, a checked blue checkbox, a speech bubble icon, a blue 'c' icon, and the text '5/22/2022 4:12 PM 5/22/2022 4:16 PM 0:04 0:04 0:04 0:04 35 - SC Holiday Work x1.5'. A red arrow points to the checked checkbox.

- 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.

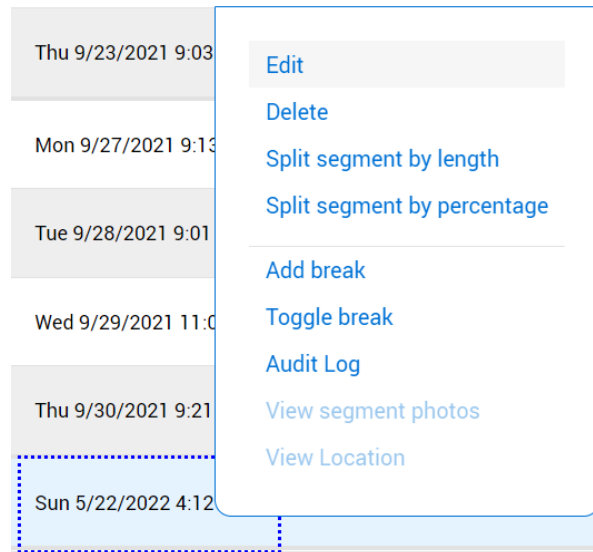


The image shows two screenshots of the table. The top screenshot shows a green checkmark in the 'Comp Time' column for the segment '5/22/2022 4:12 PM 5/22/2022 4:16 PM 0:04 0:04 0:04 0:04 35 - SC Holiday Work x1.5'. The bottom screenshot shows a red 'x' in the 'Comp Time' column for the same segment.

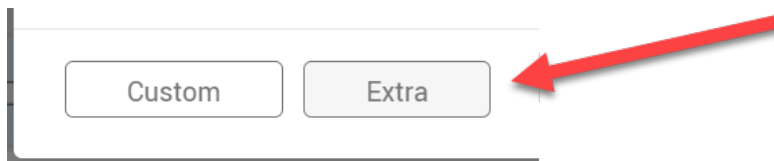
- If the segment has been approved by a supervisor, the employee can no longer toggle between overtime and comp time themselves. The supervisor can still make this change, however, by unapproving the hours, allowing the employee to change their choice, and reapproving the hours.

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 unapprove 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.