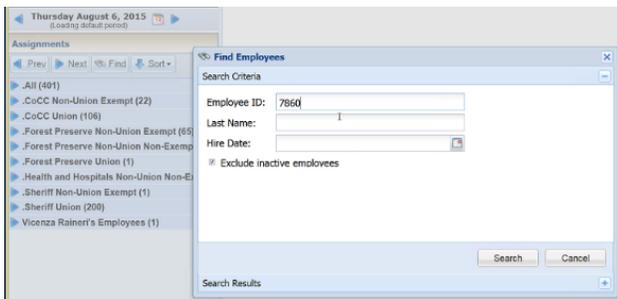




Job Aid: Converting Comp Time to Paid Time-Sheriff's Office

Convert Comp to Paid OT Overview

1. When an employee's overtime work is automatically recorded as Comp time in their timesheet, you can convert the comp time to overtime pay. Note: The system automatically defaults to logging overtime as comp time.
2. Select **Time Entry** → **View Employee Time**
3. Select the respective employee from the Assignments list on the left or click on find button to search for employee.



4. Open the respective employee's timesheet to view.
5. Below is an example of an employee working overtime. The employee works two hours of overtime on Friday.

Date	Pay Code	Reason Code	Location/Div...	Hours	Case ID	Comments	Pay Overtime	Total
Mon 10/05	Clock			08:00 am 04:00 pm			<input type="checkbox"/>	8.00
Tue 10/06	Clock			08:00 am 04:00 pm			<input type="checkbox"/>	8.00
Wed 10/07	Clock			08:00 am 04:00 pm			<input type="checkbox"/>	8.00
Thu 10/08	Clock			08:00 am 04:00 pm			<input type="checkbox"/>	8.00
Fri 10/09	Clock			08:00 am 06:00 pm			<input checked="" type="checkbox"/>	10.00
Sat 10/10	Please Select							42.00

Paying the OT instead of Comping

6. In the results tab, Comp is being paid on that Friday. In this example, the Comp rate is 1.5x

hours worked. The 2 hours of Overtime show up in the Comp Hours column.

Work Date	Pay Code	Hours	Comp Hours	Shift Hours
10/06/2015	Regular - 1	8.00	0.00	0.00
10/07/2015	Regular - 1	8.00	0.00	0.00
10/08/2015	Regular - 1	8.00	0.00	0.00
10/09/2015	Regular - 1	8.00	0.00	0.00
10/09/2015	System Comp 1.5x	0.00	2.00	0.00

7. The two hours of comp time converts to 3.00 hours in the Comp Time Section of the Time Off tab.

Date	Credit	Debit	Balance	Action	Source
Sun 10/04			12.00	Balance Forward	
Fri 10/09	3.00		15.00	Accrual	
Hours	3.00	0.00	15.00		

8. You can change the time being comped to "Paid" by clicking on the **Pay Overtime** box on the timesheet. In the "List View" the Pay Overtime box is on the right hand column displayed in the screenshot below.

Date	Pay Code	Reason Code	Location/Div...	Hours	Case ID	Comments	Pay Overtime	Total
Mon 10/05	Clock			08:00 am 04:00 pm			<input type="checkbox"/>	8.00
Tue 10/06	Clock			08:00 am 04:00 pm			<input type="checkbox"/>	8.00
Wed 10/07	Clock			08:00 am 04:00 pm			<input type="checkbox"/>	8.00
Thu 10/08	Clock			08:00 am 04:00 pm			<input type="checkbox"/>	8.00
Fri 10/09	Clock			08:00 am 06:00 pm			<input checked="" type="checkbox"/>	10.00
Sat 10/10	Please Select							42.00

9. In the "Table View", you can click on the down arrow to display the pay overtime box.

Pay Code	Reason Code	Location/Div...	Sun 08/23	Mon 08/24	Tue 08/25	Wed 08/26	Thu 08/27	Fri 08/28	Sat 08/29	Total
Clock			08:00 am 04:00 pm	40.00						
Please Select										40.00
Total			8.00	8.00	8.00	8.00	8.00	8.00	8.00	40.00



10. Check the pay overtime box to pay out the employee time.



11. Save the timesheet.



12. The results tab changes displaying OT 1.5x – 105 for the two hours of Friday overtime. The time is not being comped anymore. The employee is being paid for the two hours of overtime he or she is working. Note: The system needs to see the full 80 hours on the timesheets before it changes to “Pay Overtime” OT 1.5x – 105.

Work Date	Pay Code	Hours	Comp Hours	Shift Hours
10/09/2015	Regular - 1	8.00	0.00	0.00
10/09/2015	Overtime@1.5 - 105	2.00	0.00	0.00
10/12/2015	Regular - 1	8.00	0.00	0.00
10/13/2015	Regular - 1	8.00	0.00	0.00
10/14/2015	Regular - 1	8.00	0.00	0.00
Total		82.00	0.00	0.00

13. Note: You must click the pay overtime box for each day with comp time that needs to be paid out. For example, if the employee has comp time Thursday and Friday, then select both “Pay Overtime” boxes for Thursday and Friday.

Date	P	Reason Code	Location/Divi...	Hours	Case ID	Comments	Pay Overtime	Total
Sun 08/23	+	#		08:00 am 04:00 pm	-		<input type="checkbox"/>	8.00
Mon 08/24	+	#		08:00 am 04:00 pm	-		<input type="checkbox"/>	8.00
Tue 08/25	+	#		08:00 am 04:00 pm	-		<input type="checkbox"/>	8.00
Wed 08/26	+	#		08:00 am 04:00 pm	-		<input type="checkbox"/>	8.00
Thu 08/27	+	#		08:00 am 04:00 pm	-		<input checked="" type="checkbox"/>	8.00
Fri 08/28	+	#		08:00 am 06:00 pm	-		<input checked="" type="checkbox"/>	10.00
Sat 08/29	+	#						42.00