



# Job Aid: Editing Timesheets and Overriding Overtime

*Note: This procedure applies only to the Clerk of the Circuit Court.*

## Editing Timesheets

The **Time Entry** window enables you to edit employee timesheets and view an employee’s time off balances and pay preview.

1. Select **Time Entry** → **Edit Employee Time** in the dashboard. The **Time Entry** window appears.
  - Select an assignment group if you have been delegated more than one group of employees.
  - Select an employee from the assignment group.

The employee’s timesheet appears.

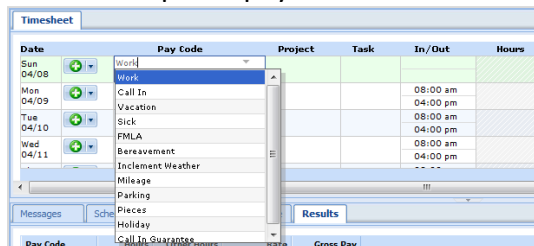
Editing the timesheet for an assignment in the **Timekeeper Time Entry** window is the same as working in the Personal Time Entry window.

## Using Pay Codes

A pay code is an identifier required for every transaction recorded on a timesheet or schedule. Each pay code is an entry type such as amount, elapsed time, or in/out time. You may have access to pay codes which are unavailable to employees and can modify employee timesheets by selecting from a number of additional pay codes.

Pay codes such as vacation or sick will increase or decrease time off banks.

1. Open an employee’s timesheet.
2. Select the required pay code.



## Entering Timesheet Details

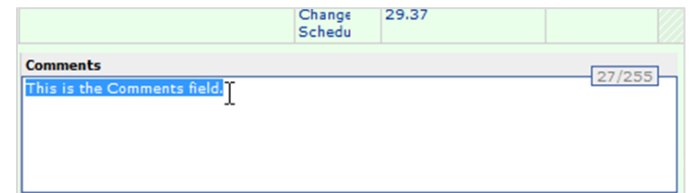
The **Comments** field can be used to enter details about the added pay code to a timesheet entry or to enter any additional information related to a particular time entry. If a timesheet entry contains any details, a **Comment Indicator** appears in the field associated with the comment.

3. Click the **Comment** tab to expand and collapse the **Comments** field.
 

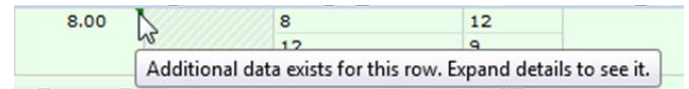
*(Note: A time field must be selected to make the tab appear.)*



An alternate method is to press the Shift and Enter keys at the same time.



By default, when the **Comments** field contains data, the comment indicator and comment toggle are green. If the **Comments** field contains any invalid data, such as an invalid date format or too many characters, the comment indicator is red.



To hide the **Comments** field, click the Comment tab.

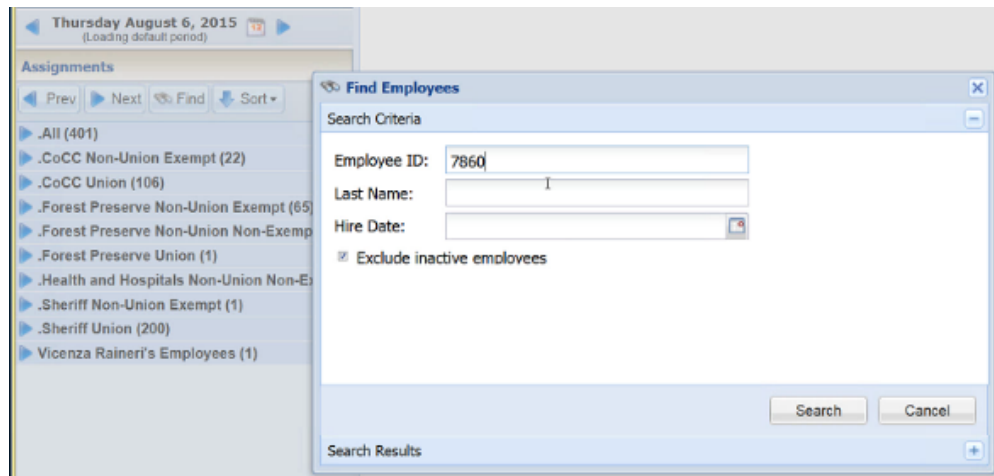




## Converting Comp Time to Paid Time

When an employee’s overtime work is automatically recorded as Comp time in their timesheet, this job aid describes how to convert the comp time to overtime pay. The system defaults to logging overtime as comp time; however, you can use the **Convert Comp to Paid OT** pay codes to pay the employee instead of accruing the time.

1. Select **Time Entry** → **View Employee Time**.
2. Select the respective employee from the **Assignments** list or search for the employee.



3. Select the respective employee to open his/her timesheet view.
4. Navigate to the relevant pay period, if necessary.
5. In the timesheet view, select the **Schedule** tab.

In this example, in addition to working eight hours per day on Monday through Friday for two weeks, the employee worked on Saturday of the second week, resulting in eight hours of overtime.

Sun 09/20	Mon 09/21	Tue 09/22	Wed 09/23	Thu 09/24	Fri 09/25	Sat 09/26	Total
	08:00 am	08:00 am	08:00 am	08:00 am	08:00 am		40.00
	04:00 pm	04:00 pm	04:00 pm	04:00 pm	04:00 pm		
0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
Sun 09/27	Mon 09/28	Tue 09/29	Wed 09/30	Thu 10/01	Fri 10/02	Sat 10/03	Total
	08:00 am	08:00 am	08:00 am	08:00 am	08:00 am	08:00 am	48.00
	04:00 pm	04:00 pm	04:00 pm	04:00 pm	04:00 pm	04:00 pm	
0.00	8.00	8.00	8.00	8.00	8.00	8.00	48.00



# COOK COUNTY TIME

Based on business rules in effect, by default the system logs the hours of overtime (in this case, 8) as Comp Time in the **Results** tab. In this example, the Comp rate is **1.5** x hours worked.

Work Date	Pay Code	Reason Code	Location/Di...	Hours	Comp Hours	Shift Hours
09/21/2015	Regular - 1			8.00	0.00	0.00
09/22/2015	Regular - 1			8.00	0.00	0.00
09/23/2015	Regular - 1			8.00	0.00	0.00
09/24/2015	Regular - 1			8.00	0.00	0.00
09/25/2015	Regular - 1			8.00	0.00	0.00
09/28/2015	Regular - 1			8.00	0.00	0.00
09/29/2015	Regular - 1			8.00	0.00	0.00
09/30/2015	Regular - 1			8.00	0.00	0.00
10/01/2015	Regular - 1			8.00	0.00	0.00
10/02/2015	Regular - 1			8.00	0.00	0.00
10/02/2015	System Comp 1.5x			0.00	8.00	0.00
<b>Total</b>				<b>80.00</b>	<b>8.00</b>	<b>0.00</b>

The eight hours of comp time converts to 12.00 hours (8 hours x 1.5 pay rate = 12.00) in the **Comp Time** section of the **Time Off** tab.

Vacation		Hours
Initial Balance Sun 09/20		40.16
Credits		4.62
Debits		0.00
Ending Balance Sat 10/03		44.78

Comp Time					
Date	Credit	Debit	Balance	Action	Source
Sun 09/20			42.43	Balance Forward	
Sat 10/03	12.00		54.43	Accrual	
<b>Hours</b>	<b>12.00</b>	<b>0.00</b>	<b>54.43</b>		

You can choose to pay the employee for the Comp time by using a **Convert Comp to Paid OT** pay code.

- In a blank row in the timesheet, select a **Convert Comp to Paid OT** pay code. Use the same pay code (**Convert Comp to Paid OT 1.0**, **Convert Comp to Paid OT 1.5**, or **Convert Comp to Paid OT 2.0**) with the same factor (1.0, 1.5, or 2.0) as the **System Comp X.Xx** pay code shown in the **Results** tab.



- In the time field under Saturday for the **Convert Comp to Paid OT** pay code you just added, enter the same number of overtime hours (in this case, 8).

Pay Code	Reason Code	Location/Divi...	Sun 09/27	Mon 09/28	Tue 09/29	Fri 10/02	Sat 10/03
Clock				08:00 am - 04:00 pm		08:00 am - 04:00 pm	08:00 am - 04:00 pm
Convert Comp to Paid OT - 1.5x							8



8. Save the timesheet.



9. Look at the **Results** tab.

The Comp Hours are converted to **Overtime hours** as shown in the **Results** tab.

Exceptions		Time Off		Usage Banks		<b>Results</b>	Schedule	Punch Log
Work Date	Pay Code	Reason Code	Location/Di...	Hours	Comp Hours	Shift Hours		
09/21/2015	Regular - 1			8.00	0.00	0.00		
09/22/2015	Regular - 1			8.00	0.00	0.00		
09/23/2015	Regular - 1			8.00	0.00	0.00		
09/24/2015	Regular - 1			8.00	0.00	0.00		
09/30/2015	Regular - 1			8.00	0.00	0.00		
10/01/2015	Regular - 1			8.00	0.00	0.00		
10/02/2015	Regular - 1			8.00	0.00	0.00		
10/03/2015	Overtime@1.5 - 105			8.00	0.00	0.00		
<b>Total</b>				<b>88.00</b>	<b>0.00</b>	<b>0.00</b>		

10. The **Time Off Bank** now shows that no **Comp Time** hours have accrued.

Results	
<b>Comp Time</b>	<b>Hours</b>
Initial Balance Sun 09/20	42.43
<b>Credits</b>	<b>0.00</b>
Debits	0.00
Ending Balance Sat 10/03	42.43
No Details	

In summary, the system defaults to logging overtime as comp time; however, you have used a **Convert Comp to Paid OT** pay code to pay the employee instead of accruing the time as comp time.