

Time Entry and Labor (TEL) Documentation Reporting Compensatory Time

The option to allow compensatory (comp) time in lieu of payment for overtime for biweekly employees is determined by the department/area in which the employee works. [Click here](#) to read section 5.6, "Overtime Hours," in the *You and UAB Handbook for Administrative, Professional, and Support Personnel* for the UAB policy regarding overtime/compensatory time for non-exempt biweekly employees.

Compensatory time is earned at the same rate as overtime (i.e. 1.5 x the hours worked.)

UAB TEL → TEL

UAB HR Officer → Biweekly Timesheets → TEL

UAB Timekeeper → Biweekly Timesheets → TEL

Scenario:

Linda works overtime during the first week of a pay period on a special project. Her department allows an employee to use compensatory time. Linda decides that she would prefer to use comp time rather than be paid for overtime. She submits the following TEL document to reflect this decision.

Enter **ALL** hours worked in the Work A line item. This includes the overtime hours.

TEL Form

Assignment # **1015971** Dist # Document # **1492400** Submit Date

Person **Smith, Linda** Document Status **OPEN** Reprocessed

Job Title **Coord Payroll Systems** Document Reason **DATA ENTRY**

Organization **113003000 Payroll** Reporting Method **TEL**

Asg Category **01 Regular FT** Requestor **Mitchell, Kimberly M**

Effective Date **10-JUL-2005** - **23-JUL-2005** July 23, 2005 Active Assignment

Balances: Vacation **56.15** Sick **87.43** Personal Holiday **15.24** Work & Benefit Hrs Total **0.00**

WEEK	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
WEEK	<input type="checkbox"/>	Work A-WK1		8.00	10.00	8.00	8.25	8.00		42.25		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
ONE	Work & Benefit Hours		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				OT Prem 0.00
	Impact of Reprocess													
TWO	<input type="checkbox"/>									0.00		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
TWO	Work & Benefit Hours		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				OT Prem 0.00
	Impact of Reprocess													

Comments All LD LD Comments

Time Entry and Labor (TEL) Documentation Reporting Compensatory Time

To enter the overtime hours, add the element OTP on the second line and enter all overtime hours **ONLY**.

TEL: Form

Assignment # **1015971** Dist # Document # **1492400** Submit Date

Person **Smith, Linda** Document Status **OPEN** Reprocessed

Job Title **Coord Payroll Systems** Document Reason **DATA ENTRY**

Organization **113003000 Payroll** Reporting Method **TEL**

Asg Category **01 Regular FT** Requestor **Mitchell, Kimberly M**

Effective Date **10-JUL-2005** - **23-JUL-2005** July 10, 2005 Active Assignment

Balances: Vacation **56.15** Sick **87.43** Personal Holiday **15.24** Work & Benefit Hrs Total **42.25**

WEEK	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
WEEK	<input type="checkbox"/>	Work A-WK1		8.00	10.00	8.00	8.25	8.00		42.25		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	OTP-WK1			2.00		0.25			2.25		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
ONE	Work & Benefit Hours		0.00	8.00	10.00	8.00	8.25	8.00	0.00	42.25				OT Prem 2.25
	Impact of Reprocess													Other 0.00
TWO	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
TWO	Work & Benefit Hours		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				OT Prem 0.00
	Impact of Reprocess													Other 0.00

Comments All LD LD Comments

Time Entry and Labor (TEL) Documentation Reporting Compensatory Time

Scenario:

Linda has earned 3.37 hours compensatory time. The compensatory time is figured by taking the overtime hours x 1.5 (2.25 x 1.5 = 3.37.) She will be taking her comp time on the second Friday of the pay period.

The time recorded on the TEL document for the second Friday of the pay period is the hours that Linda worked.

TEL : Form

Assignment # **1015971** Dist # Document # **1492400** Submit Date
 Person **Smith, Linda** Document Status **OPEN** Reprocessed
 Job Title **Coord Payroll Systems** Document Reason **DATA ENTRY**
 Organization **113003000 Payroll** Reporting Method **TEL**
 Asg Category **01 Regular FT** Requestor **Mitchell, Kimberly M**

Effective Date **10-JUL-2005** - **23-JUL-2005** July 10, 2005 Active Assignment

Balances: Vacation **56.15** Sick **87.43** Personal Holiday **15.24** Work & Benefit Hrs Total **78.88**

WEEK	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
ONE	<input type="checkbox"/>	Work A-WK1		8.00	10.00	8.00	8.25	8.00		42.25		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	OTP-WK1			2.00		0.25			2.25		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
Work & Benefit Hours			0.00	8.00	10.00	8.00	8.25	8.00	0.00	42.25				OT Prem 2.25
Impact of Reprocess														Other 0.00
TWO	<input type="checkbox"/>	Work A-WK2		8.00	8.00	8.00	8.00	4.63		36.63		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
Work & Benefit Hours			0.00	8.00	8.00	8.00	8.00	4.63	0.00	36.63				OT Prem 0.00
Impact of Reprocess														Other 0.00

Comments All LD LD Comments

Open Reprocess Save Submit ActionLog Reassign Labor Sources << < > >> *

Once the information is correct, click **Save**

Impact of Reprocess Other **0.00**

Comments All LD LD Comments

Open Reprocess Save Submit ActionLog Reassign Labor Sources << < > >> *

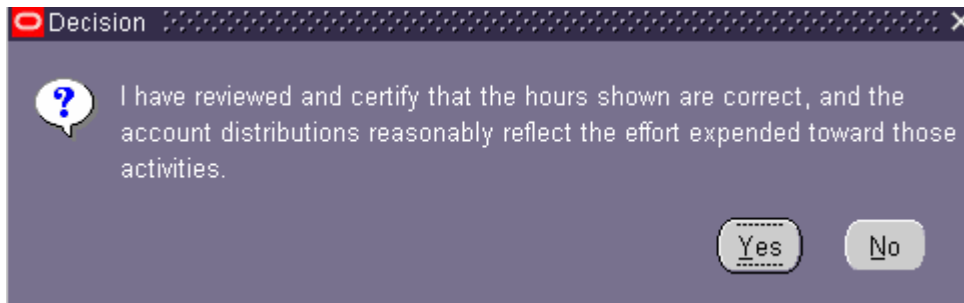
Time Entry and Labor (TEL) Documentation Reporting Compensatory Time

Select **Submit**



The screenshot shows a software interface with a top navigation bar. On the left, there is a 'Comments' text area. On the right, there is a 'Other' field with the value '0.00'. Below the navigation bar is a row of buttons: 'Open', 'Reprocess', 'Save', 'Submit', 'ActionLog', 'Reassign', and 'Labor Sources'. To the right of these buttons are navigation arrows: '<<', '<', '>', '>>', and '*'. The 'Submit' button is highlighted.

The **DECISION** box will appear. If the information is correct, select **Yes**



The screenshot shows a 'Decision' dialog box with a dark background. It contains a question mark icon in a speech bubble followed by the text: 'I have reviewed and certify that the hours shown are correct, and the account distributions reasonably reflect the effort expended toward those activities.' At the bottom right, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted.

The document enters workflow.

[Click here](#) to see the gross payment for the overtime scenario presented.

[Return to Top](#)