UAB Campus Kronos Timekeeping System
Compensatory Time
Employee Guide

HR Policy 213

University Campus Overtime and Compensatory Time for Non-Exempt Employees

Please review the full compensatory time policy and **discuss with your supervisor <u>before</u> completing the steps described in this document.** The policy is available in the Policies and Procedures Library at www.uab.edu/policies.
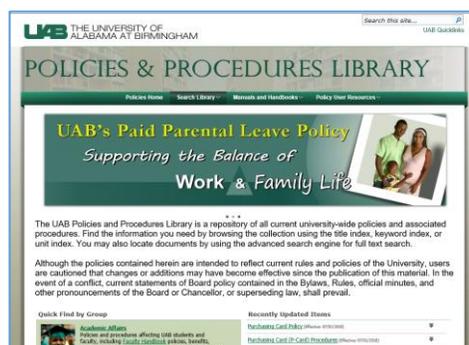
What is compensatory time?

Compensatory time, or 'comp time', is an arrangement by which eligible employees are entitled to time off in lieu of overtime pay. Comp time hours are calculated at time and a half, the same as overtime, but instead of the employee receiving pay, a bank of hours is established for the employee to use as paid time off at a later date.

Who is Eligible for comp time?

With supervisor approval, an employee who meets all of the conditions below is eligible to receive comp time in lieu of overtime.

Eligible employees are:

- **Campus Kronos Users**
- Employment Category – **01 Regular Full-time**
    - Non-essential
    - Essential
    - Alternate Work Schedule
- **Workforce Group A**

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REQUESTING COMP TIME

A **work rule transfer** must be applied to the timecard in order to convert overtime to comp time.

Under the **Transfer** drop-down menu in **My Timestamp**, select the new work rule.

You may have to select **Search**, and **Advanced** to find your work rule the first time you initiate this process.

NOTE: Select the new work rule **BEFORE** recording your timestamp.

Confirmation of the work rule transfer and timestamp is displayed in **My Timestamp**.

You may re-punch (at any point after clocking in) if you forget to add the work rule. The system will automatically add an OUT punch, a new IN punch, and the new work rule.
However, **work rule transfers can only be added after a shift is worked by the time editor**.

Refresh the timecard the to see the new timestamp.

The new work rule is displayed in the **Transfer** column of the timecard.

Once the work rule transfer for comp time is added to the timecard, it will apply to any overtime hours earned from that point forward until the end of the work day. Transfers will also carry through a shift that starts on one day and ends on the next day.

A work rule transfer must be re-applied at the timestamp for <u>each day</u> that overtime hours are earned.

If no work rule transfer is performed, the default work rule will apply, and overtime earned will be paid.

Comp Time Earned is displayed in the Totals drawer.

Comp Time Earned is calculated at time and a half, the same as overtime (Comp Time Earned x 1.5 = Comp Time Accrued).

Open the **Accruals** tab to see the **Comp Time** balance.

Comp time is accrued and available as soon as it is earned.
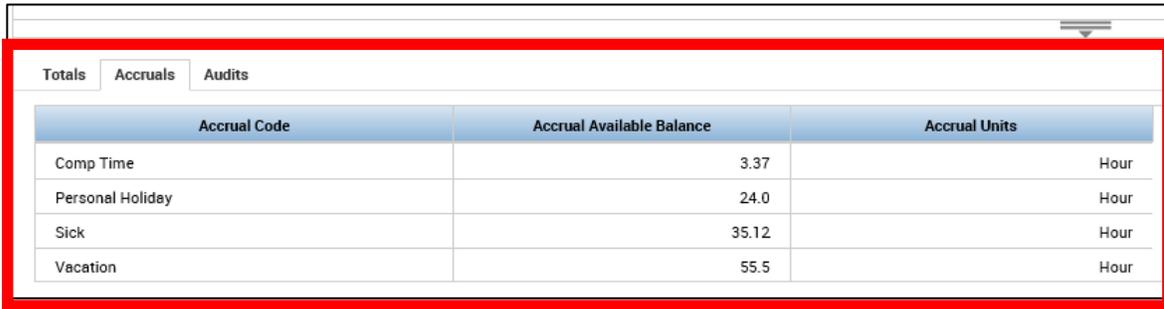
TAKING COMP TIME

Enter **Comp Time Pay** and **Amount** on the timecard to use comp time as paid time off.
Comp Time Pay is paid at the employee's regular rate of pay.
The comp time accruals bank is deducted on the day that the time is taken.

NOTE: **Comp Time Pay** must be entered on the Campus Kronos timecard prior to sign-off. Reprocessing of Comp Time Pay <u>cannot</u> be allowed in the TEL document. Comp Time balances reside only in Campus Kronos. Contact your time editor or supervisor should this occur.

A complete list of payroll processing dates and deadlines are available on the Financial Affairs calendar.

COMP TIME – VACATION

Comp Time – Vacation is a special pay code that is designed to automatically apply the appropriate pay code when an employees takes paid time off. This code applies **Comp Time Pay** until the balance is exhausted, and will then calculate and enter any remaining hours using the **Vacation** pay code.

Compensatory Time policy states that comp time must be used before vacation hours. Employees and time editors should be aware of comp time accrual balances when requesting vacation. The Vacation pay code should not be used until the balance of Comp Time is exhausted.

To use **Comp Time – Vacation**:
Enter the Comp Time – Vacation pay code, number of hours, and time that the leave begins.

The system will determine which pay codes to use based on the available accrual balances.
System-generated codes are in **purple**.

For questions concerning accrual balances, please contact **HR Records Administration** at **205-934-4408** or **hrmrecords@uab.edu**.

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