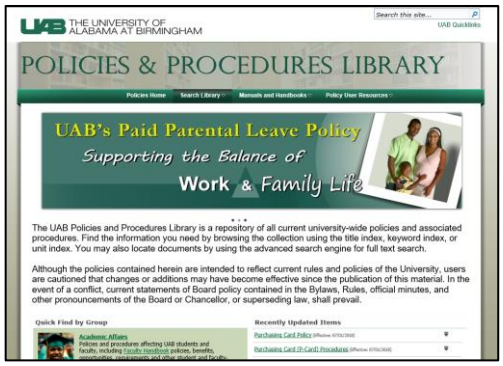
UAB Campus Kronos Timekeeping System
Compensatory Time
Time Editor Guide

HR Policy 213

University Campus Overtime and Compensatory Time for Non-Exempt Employees

Please review the full compensatory time policy before completing the steps described in this document. The policy is available in the Policies and Procedures Library at www.uab.edu/policies.



For additional training material, Comp Time FAQs, and a Costing Quick Guide go to www.uab.edu/humanresources/home/records-administration/leave-of-absence/comp-time.

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?

An employee who meets **all** of the conditions below is eligible to receive comp time in lieu of overtime pay. **Supervisor approval is required for EARNING and TAKING of comp time.**

Eligible employees are:

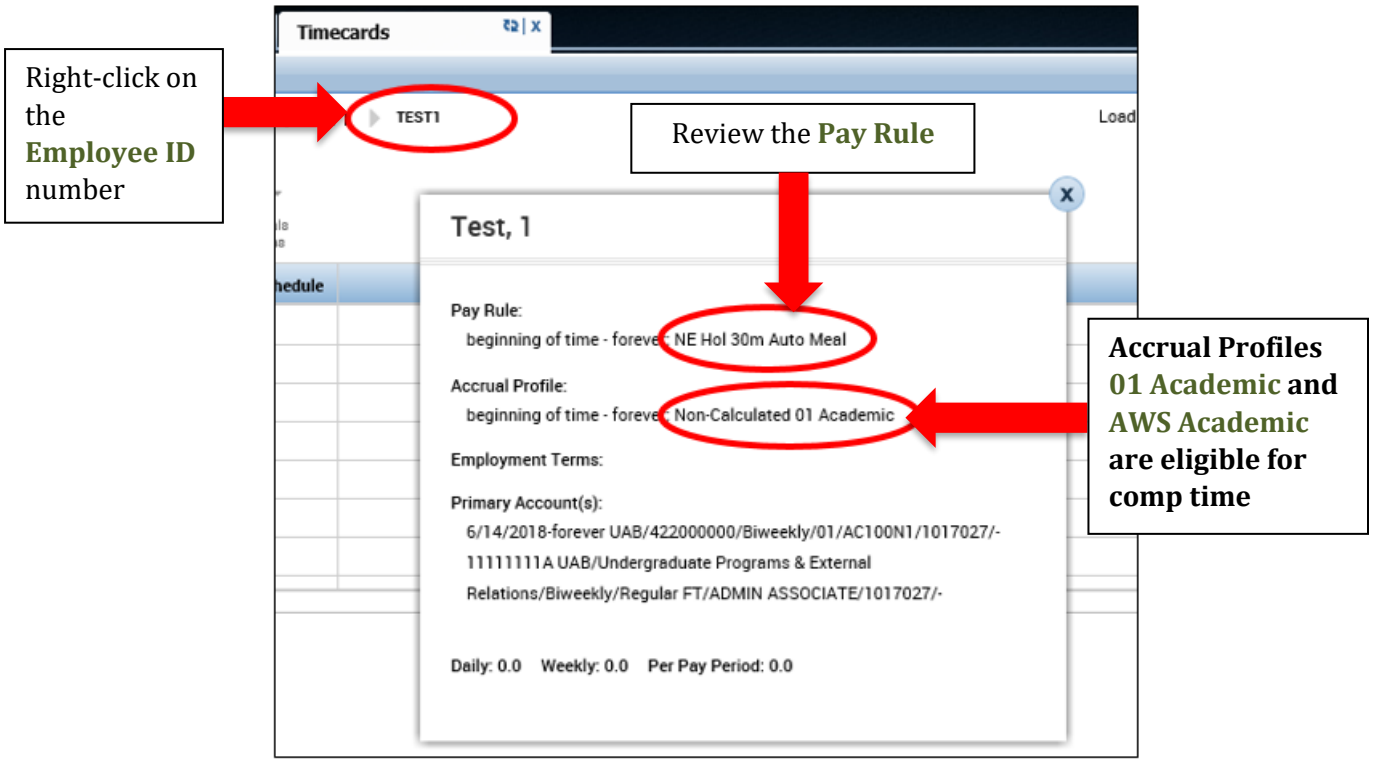
- **Campus Kronos Users**
- Employment Category – **01 Regular Full-time**
  - Non-essential
  - Essential
  - Alternate Work Schedule
- **Workforce Group A**

Workforce Group information is available online at http://www.uab.edu/humanresources/home/wfgroups.

EDITING REQUESTS FOR COMP TIME

A **work rule transfer** must be applied to the timecard in order to convert overtime to compensatory time. The process can be initiated by the employee prior to earning overtime (see **Compensatory Time Employee Guide** for details), or it can be added (or edited) after the overtime is earned by the Time Editor. Employees cannot edit a work rule transfer once it has been added to their timecard.

Before editing, the Time Editor should review the employee's default work rule and eligibility for comp time. Always verify that an employee is eligible to receive comp time before adding a work rule transfer. **DO NOT** add a work rule transfer to a non-eligible employee. Knowing the default work rule will help you select the correct comp time work rule for each employee.



To review employee details from within the timecard, right-click on the **Employee ID** number located at the top left of the timecard and look at the **Pay Rule;** this is the default work rule. You can verify the employee's eligibility for compensatory time by reviewing the **Accrual Profile**. Comp time eligible accrual profiles end with **01 Academic** or **AWS Academic**.

ALWAYS verify that an employee is ELIGIBLE to receive comp time before adding a work rule transfer.

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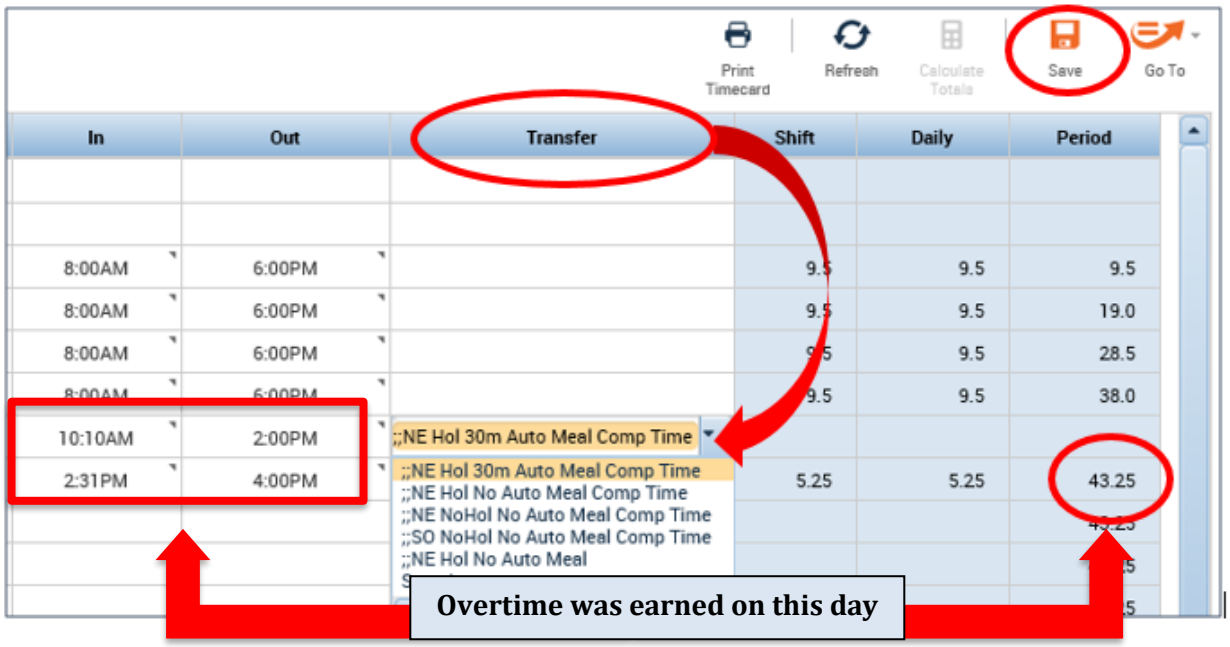
To **ADD** a work rule transfer to the employee timecard:

- **Select the day that overtime is earned** and open the drop-down menu in the **Transfer** column on the first line of that day. Work rule transfers should only be applied to a day in which overtime is earned.
- Select the appropriate work rule from the list. Remember the **Pay Rule** in the previous step? Comp time work rules use the **Pay Rule name <u>plus</u> Comp Time.**



- Work rule transfers carry forward to the end of a shift, including meal breaks.
- If overtime is earned on multiple days, the work rule transfer should be reapplied to each day that comp time is requested and approved.
- **Save** the timecard.

NOTE: If the work rule you need does not appear in the drop-down list, select **Search**, then **Work Rules** to see all available work rules.

To **REMOVE** a work rule transfer from the employee timecard:

- **Highlight** the existing work rule in the **Transfer** column and hit **DELETE** on your keyboard.
- **Save** the timecard.

To **CHANGE** a work rule transfer on the employee timecard:

- Open the drop-down menu in the **Transfer** column of the timecard **and select a new work rule.**
- **Save** the timecard.

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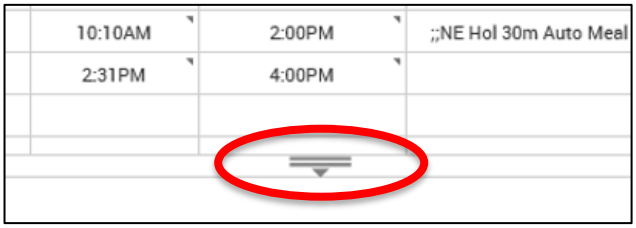
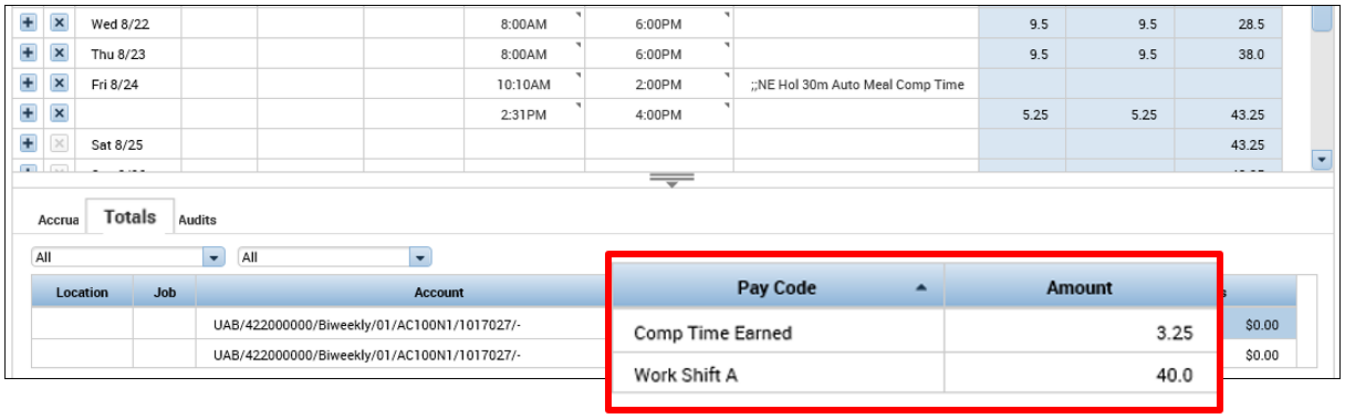
COMP TIME TOTALS AND ACCRUALS

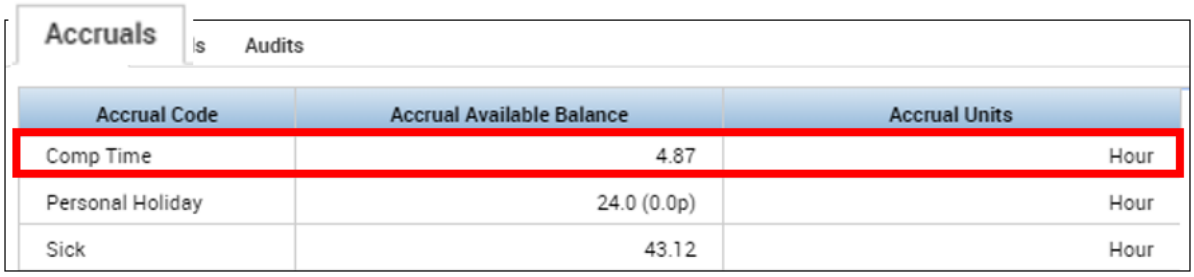
To view current earnings and the available balance of comp time, open the **Totals** drawer, located in the lower section of the employee timecard, by clicking on the gray bars.



Under the **Totals** tab, the **Comp Time Earned** pay code displays the total amount of overtime that will be coverted to compensatory time.



Comp Time Earned is calculated at time and a half, the same as overtime pay, and the result is added to the **Comp Time** accrual bank. Click on **Accruals** to view the balance. **Comp Time becomes available to the employee as soon as it is accrued.**



3.25 hours Comp Time Earned = 4.87 hours Comp Time

NOTE: Per FLSA and UAB policy, Comp Time accrual balances must not exceed 240 hours. Once an employee reaches the maximum allowed, overtime must be paid.

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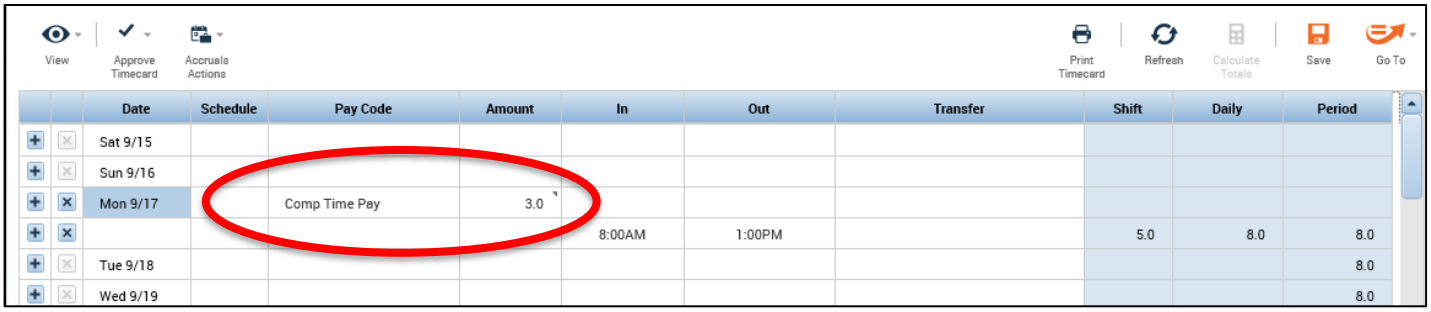
TAKING COMP TIME

Compensatory time used as paid time off is processed in the same way as any other leave type, with the exception that **it cannot be reprocessed on the TEL document.**

When an employee requests and is approved to use comp time accrued as paid time off, **Comp Time Pay** must be entered on the timecard prior to sign-off for payroll processing.



Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Sat 9/15									
Sun 9/16									
Mon 9/17		Comp Time Pay	3.0						
				8:00AM	1:00PM		5.0	8.0	8.0
Tue 9/18									8.0
Wed 9/19									8.0

Comp Time Pay will deduct from the Comp Time accrual balance on the day that time off is taken.

REPROCESSING of COMP TIME PAY is NOT ALLOWED on the TEL document.

COMP TIME - VACATION

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 and the Vacation pay code should not be used until the balance of Comp Time is exhausted.

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 enter any remaining hours using the **Vacation** pay code.

Entered by user

Pay Code	Amount	In
Comp Time - Vacation	8.0	8:00AM
Comp Time Pay	4.0	8:00AM
Vacation	4.0	12:00PM

Codes in purple are system-generated

Use of the Comp Time – Vacation pay code is optional. However, the policy should be followed regardless of how time is entered on the timecard.

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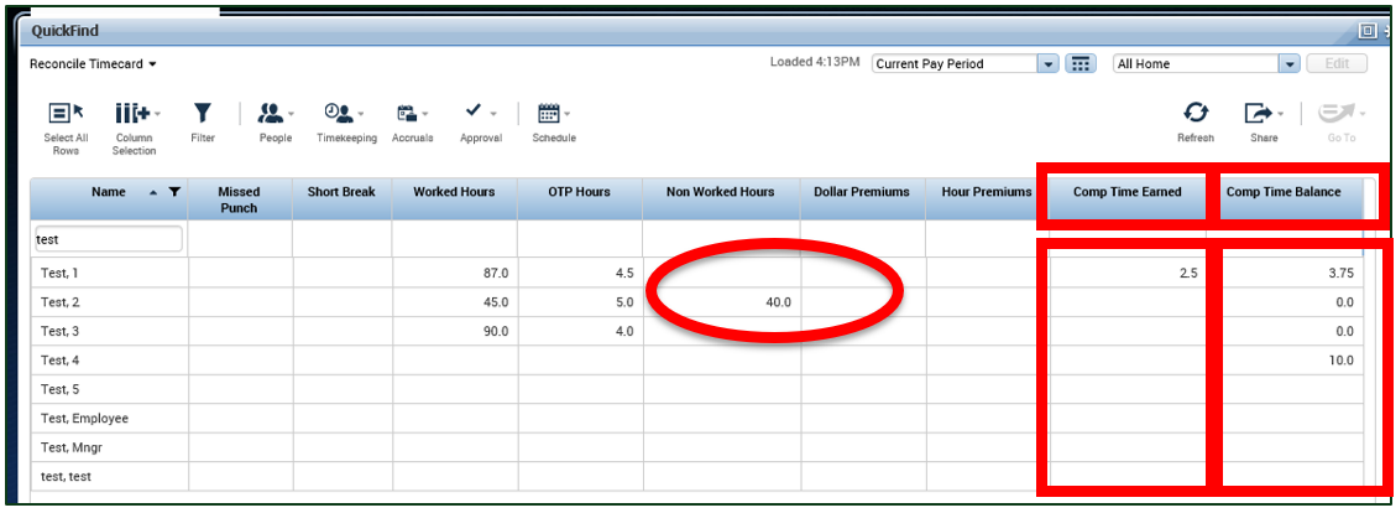
PRIOR TO SIGN-OFF

Two columns have been added to the **Reconcile Timecard** genie to assist with payroll preparation:

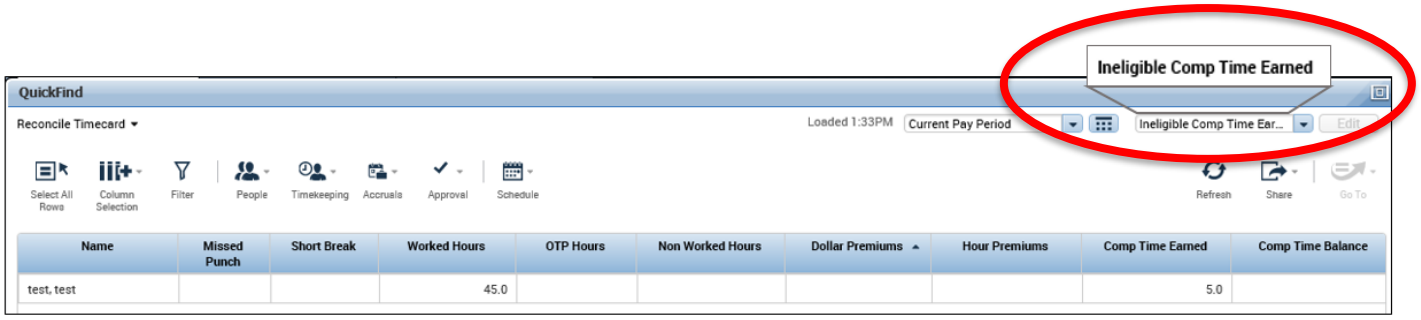
- **Comp Time Earned** displays the actual worked hours converted in this period.
- **Comp Time Balance** shows the accumulated accrual for each employee.
    - Monitor this balance to ensure that employees do not exceed the 240 hour maximum.

Comp Time Pay is included in the **Non-Worked Hours** column.



Name	Missed Punch	Short Break	Worked Hours	OTP Hours	Non Worked Hours	Dollar Premiums	Hour Premiums	Comp Time Earned	Comp Time Balance
test									
Test, 1			87.0	4.5				2.5	3.75
Test, 2			45.0	5.0	40.0				0.0
Test, 3			90.0	4.0					0.0
Test, 4									10.0
Test, 5									
Test, Employee									
Test, Mngr									
test, test									

ERRORS: Check for errors before sign-off by selecting the **Ineligible Comp Time Earned** hyperfind query. **Immediately remove work rule transfers from any employee displayed in this list.**



Name	Missed Punch	Short Break	Worked Hours	OTP Hours	Non Worked Hours	Dollar Premiums	Hour Premiums	Comp Time Earned	Comp Time Balance
test, test			45.0					5.0	

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

Additional Resources

Campus Kronos Helpdesk: **205-934-5122**

Email: **Kronos@uab.edu**

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