


Quick Guide to Converting Overtime to Comp Time Earned

When an employee has worked over 40.00 in a pay week, the hours over 40.00 can be converted to Comp Time Earned with the agreement of both the employee and supervisor.

To convert Overtime to Comp Time.

1. Click the  on any timesheet row on the last day of the pay period with hours worked. This will insert another time row on that day.

Save More List View Data saved.

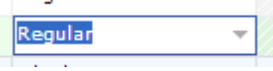
Timesheet Schedule

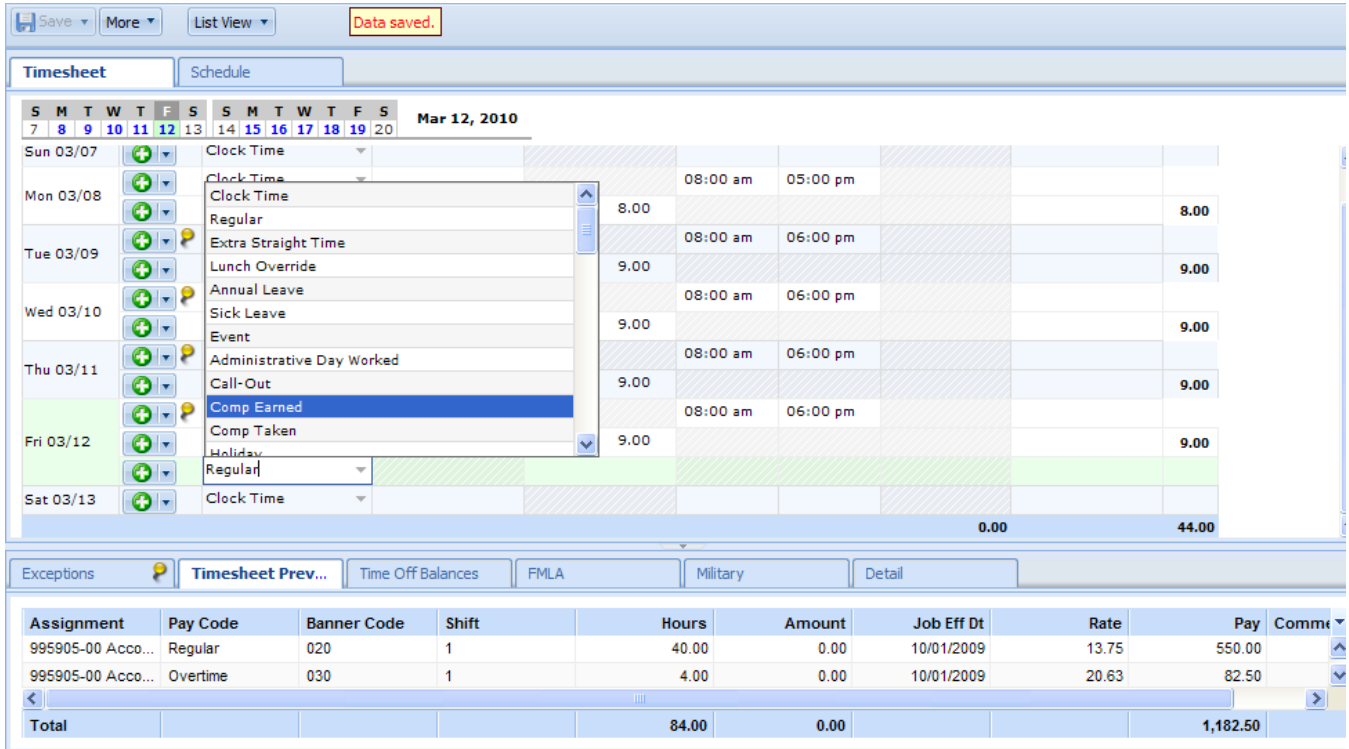
S M T W T F S S M T W T F S Mar 12, 2010
7 8 9 10 11 12 13 14 15 16 17 18 19 20

Date	Pay Code	Clock Pay Code	Hours	Start Time	End Time	Amount	Comments	Total
Sun 03/07	Clock Time							
Mon 03/08	Regular		8.00					8.00
Tue 03/09	Regular		9.00	08:00 am	06:00 pm			9.00
Wed 03/10	Regular		9.00	08:00 am	06:00 pm			9.00
Thu 03/11	Regular		9.00	08:00 am	06:00 pm			9.00
Fri 03/12	Regular		9.00	08:00 am	06:00 pm			9.00
Sat 03/13	Clock Time							
						0.00		44.00

Exceptions Timesheet Prev... Time Off Balances FMLA Military Detail

Assignment	Pay Code	Banner Code	Shift	Hours	Amount	Job Eff Dt	Rate	Pay	Comm
995905-00 Acco...	Regular	020	1	40.00	0.00	10/01/2009	13.75	550.00	
995905-00 Acco...	Overtime	030	1	4.00	0.00	10/01/2009	20.63	82.50	
Total				84.00	0.00			1,182.50	

- Click the down arrow on the on the Pay Code just entered . Select "Comp Earned" from the drop down list.



Assignment	Pay Code	Banner Code	Shift	Hours	Amount	Job Eff Dt	Rate	Pay	Comme
995905-00 Acco...	Regular	020	1	40.00	0.00	10/01/2009	13.75	550.00	
995905-00 Acco...	Overtime	030	1	4.00	0.00	10/01/2009	20.63	82.50	
Total				84.00	0.00			1,182.50	

- Enter the number of Overtime hours to be added to the Comp Time Balance in the on the Comp Earned row in the Hours column. Subtract the number of Comp Earned hours from the Regular hours and update Regular Hours. In this example the total hours worked on Friday 3/12 was 9.00 hours, 4.00 hours were entered in the Comp Time row that was inserted on the timesheet and the Regular hours were changed to 5.00.

Save More List View

Timesheet Schedule

S M T W T F S S S M T W T F S Mar 12, 2010
7 8 9 10 11 12 13 14 15 16 17 18 19 20

Date	Shift	Hours	Amount	Job Eff Dt	Rate	Pay	Comm
Mon 03/08	Regular	8.00	0.00	10/01/2009	13.75	550.00	
Tue 03/09	Regular	9.00	0.00	10/01/2009	13.75	550.00	
Wed 03/10	Regular	9.00	0.00	10/01/2009	13.75	550.00	
Thu 03/11	Regular	9.00	0.00	10/01/2009	13.75	550.00	
Fri 03/12	Regular	5.00	0.00	10/01/2009	13.75	550.00	
Fri 03/12	Comp Earned	4.00	0.00	10/01/2009	20.63	82.50	
Sat 03/13	Clock Time						
		0.00	44.00				

Exceptions Timesheet Prev... Time Off Balances FMLA Military Detail

This information may be out of date. [Click to reload](#)

Assignment	Pay Code	Banner Code	Shift	Hours	Amount	Job Eff Dt	Rate	Pay	Comm
995905-00 Acco...	Regular	020	1	40.00	0.00	10/01/2009	13.75	550.00	
995905-00 Acco...	Overtime	030	1	4.00	0.00	10/01/2009	20.63	82.50	
Total				84.00	0.00			1,182.50	

- Click Save to save the timesheet. Verify that Comp Time Accrued has been inserted correctly on the employee's time sheet.

Save More List View

Timesheet Schedule

S M T W T F S S S M T W T F S Mar 12, 2010
7 8 9 10 11 12 13 14 15 16 17 18 19 20

Date	Shift	Hours	Amount	Job Eff Dt	Rate	Pay	Comm
Mon 03/08	Regular	8.00	0.00	10/01/2009	13.75	550.00	
Tue 03/09	Regular	9.00	0.00	10/01/2009	13.75	550.00	
Wed 03/10	Regular	9.00	0.00	10/01/2009	13.75	550.00	
Thu 03/11	Regular	9.00	0.00	10/01/2009	13.75	550.00	
Fri 03/12	Regular	5.00	0.00	10/01/2009	13.75	550.00	
Fri 03/12	Comp Earned	4.00	0.00	10/01/2009	0.00	0.00	
Sat 03/13	Clock Time						
		84.00	0.00				

Exceptions Timesheet Prev... Time Off Balances FMLA Military Detail

This information may be out of date. [Click to reload](#)

Assignment	Pay Code	Banner Code	Shift	Hours	Amount	Job Eff Dt	Rate	Pay	Comm
995905-00 Acco...	Regular	020	1	40.00	0.00	10/01/2009	13.75	550.00	
995905-00 Acco...	Comp Time Accru...	190	1	4.00	0.00	10/01/2009	0.00	0.00	
Total				84.00	0.00			1,100.00	