



**Title:** Elect Comp Time in Lieu of Cash Overtime (for Non-Exempt Employees EXCEPT MSP and NRP)  
**Role:** Employee  
**Functional Area:** Time Tracking

## Elect Comp Time in Lieu of Cash Overtime (for Non-Exempt Employees EXCEPT MSP and NRP)

Use this procedure to elect comp time in lieu of cash overtime. This procedure is used for Cash Overtime Eligible (COE) employees only (e.g., non-exempt and hourly employees). **This procedure is not applicable to employees who work at MSP or NRP.**

**Basic Rules:**

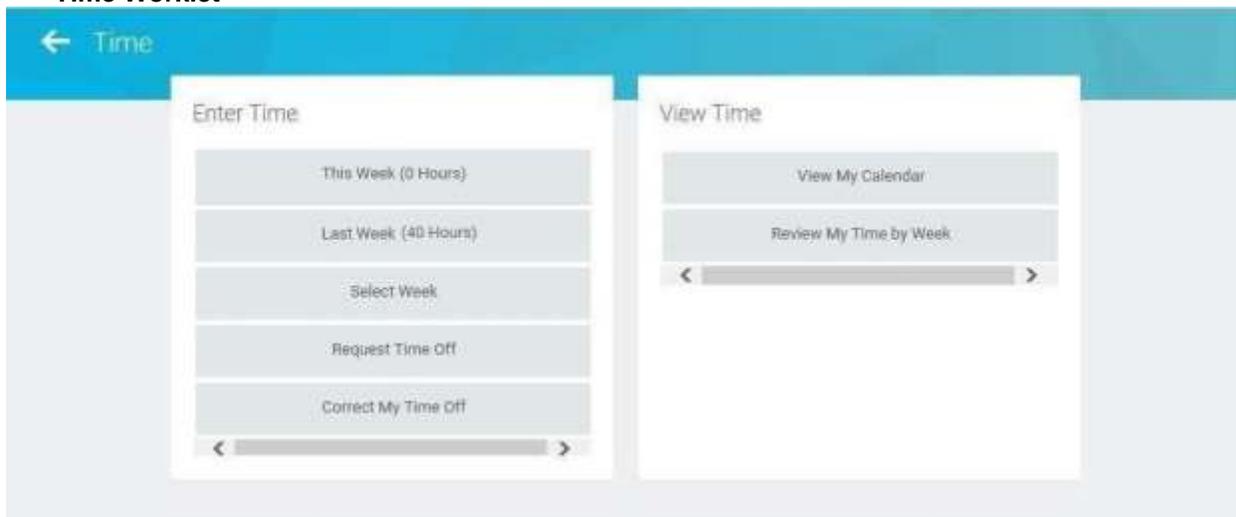
- The comp time election has to be made on the first day in each week of the pay period.
- You must either elect comp time or take cash overtime for the pay period. You cannot do both in a pay period.
- **Full-time** COE employees earn overtime at the time and a half rate after working 40 hours in a week.
- **Part time** COE employees earn overtime for any hours worked above their scheduled hours at straight time. Once the part time employee has worked 40 hours, any additional overtime will be earned at the time and a half rate.

**Procedure:**



1. From the **Home** page, click the **Time** worklet.

**Time Worklet**



2. Choose whether to enter time for the current week or a prior week. Use one of the following buttons:

To...	Do This...
To enter time for the current week...	Click the <b>This Week</b> button.
To enter time for the previous week...	Click the <b>Last Week</b> button.
To select a week in a previous pay period...	Click the <b>Select Week</b> button.



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## Enter Time

← Enter Time Emma Roberts - F (FTT1062) ☰

Total Hours 0

Week Jan 20 - 26, 2016

Wed 0 Thu 0 Fri 0 Sat 0 Sun 0 Mon 0 Tue 0

Previous Week Next Week

Wed, 1/20

1 items

*Time Type	Time Off Reason	In	Out
X COE Comp			

Thu, 1/21

0 items

No Data

Next Auto-fill from Prior Week Cancel

3. Click the Add Row  icon to add a row on the first day in the week (Wednesday).
4. Then, complete the following fields:
  - **Time Type:** Select the **Time Entry Codes** category and then select **COE Comp**.
  - **Quantity:** Type "1" in the **Quantity** field.
5. Click the **Next**  button.



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## Enter Time Confirmation Page

Enter Time - Confirmation Emma Roberts - F (FTT1062) ...

Jan 20 - 26, 2016

IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

Daily Totals		Week Totals	
Wednesday	9	Regular	40
Thursday	8	Overtime	0
Friday	8	Comp Time Earned	1.5
Saturday	0	Shift Diff	0
Sunday	0	Holiday/Emergency	0
Monday	0	Time Off	0
Tuesday	8	Additional Job Req Hours	0
Total Hours	41	Total Paid Hours	41.5

Save Back Cancel

### 6. Review the Daily and Week totals.

- The **Daily Totals** section displays the number of hours entered by day for the week.
- The **Week Totals** section displays the weekly balances (in hours) by category: For example: Regular hours, Comp Earned, Comp Time Taken, Overtime, Holiday/Emergency, Time Off, etc.



**Information:** Note that the system has converted the overtime hours to comp time. Remember that for full time COE employees, the overtime is converted to comp time at the time and a half rate. Part time COE employees earn overtime at straight time for any hours worked above their scheduled hours. Once a part time COE employee works 40 hours, any additional overtime will be earned at the time and a half rate.

### 7. Click the **Save** button.

### 8. The System Task is complete.