



**Title:** Elect Comp Time in Lieu of Cash Overtime (for Cash Overtime Eligible Employees Only)  
**Role:** Timekeepers  
**Functional Area:** Time Tracking

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## Elect Comp Time in Lieu of Cash Overtime (for Cash Overtime Eligible Employees Only - Except at 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. Search for the employee.

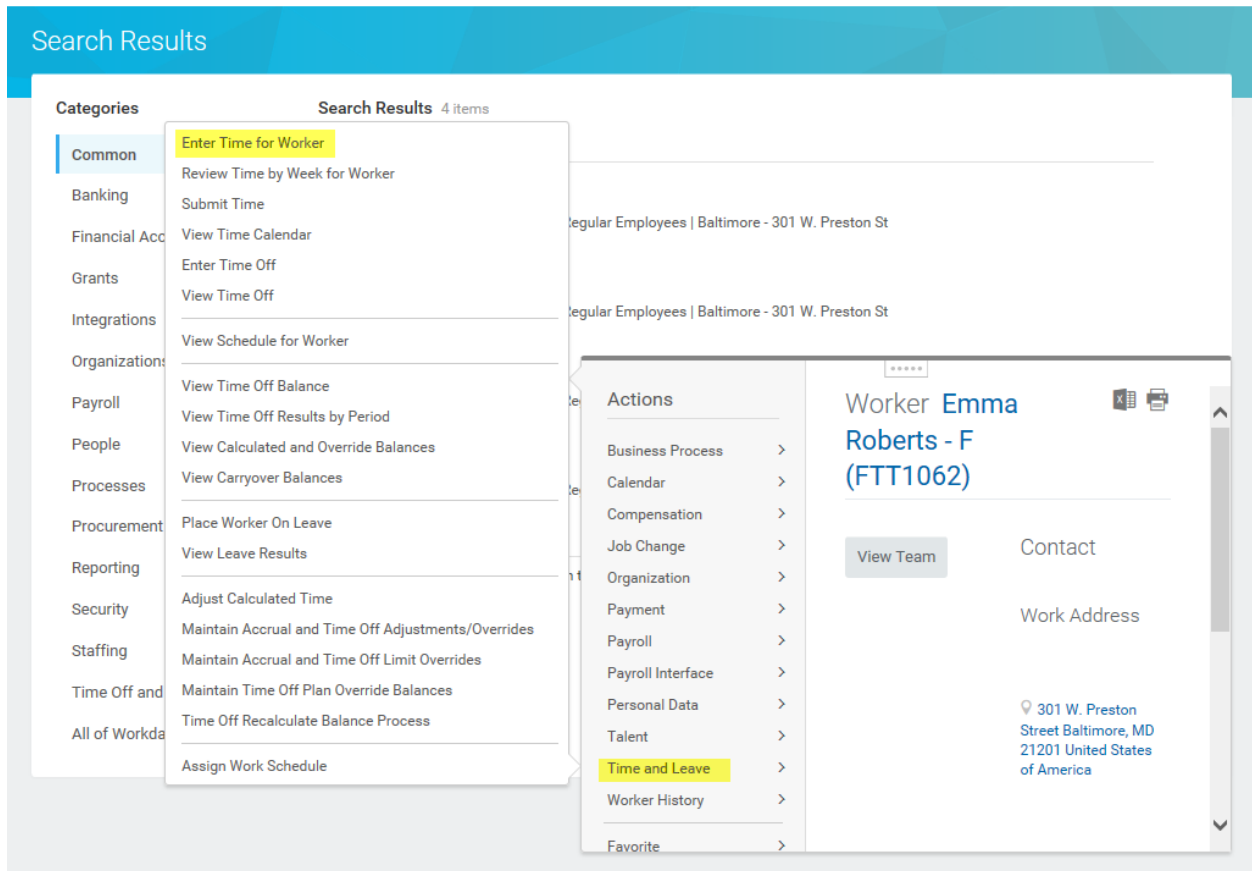


**Tip:** To find an employee...

- Type the name of the employee or employee ID in the **Search** field. Then, click the **Search** icon, OR
- Find the employee in their assigned Supervisory Organization on the **Members** tab.

2. Click the Related Actions and Preview  icon next to the employee's name.

## Search Results



Search Results 4 items

- Common
  - Enter Time for Worker**
  - Review Time by Week for Worker
- Banking
  - Submit Time
- Financial Acc
  - View Time Calendar
- Grants
  - Enter Time Off
  - View Time Off
- Integrations
  - View Schedule for Worker
- Organization
  - View Time Off Balance
  - View Time Off Results by Period
- Payroll
  - View Calculated and Override Balances
  - View Carryover Balances
- People
  - Place Worker On Leave
  - View Leave Results
- Processes
  - Adjust Calculated Time
  - Maintain Accrual and Time Off Adjustments/Overrides
  - Maintain Accrual and Time Off Limit Overrides
  - Maintain Time Off Plan Override Balances
  - Time Off Recalculate Balance Process
- Procurement
  - Assign Work Schedule
- Reporting
- Security
- Staffing
- Time Off and
- All of Workda

Worker Emma Roberts - F (FTT1062)

View Team Contact

Work Address

301 W. Preston Street Baltimore, MD 21201 United States of America

3. In the menu, hover over Time and Leave and then click the Enter Time for Worker hyperlink.



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### Enter Time for Worker

Enter Time for Worker

Worker \*

Date \*

4. In the Date field, enter or select a date.

5. Click the **OK**  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	
+	COE Comp				

Thu, 1/21

0 items

	*Time Type	Time Off Reason	In	Out	
No Data					

Next Auto-fill from Prior Week Cancel

6. Click the Add Row  icon to add a row on the first day in the week (Wednesday).
7. 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.
8. Click the **Next**  button.

## 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	8	Time Off	0
Tuesday	8	Additional Job Reg Hours	0
Total Hours	41	Total Paid Hours	41.5

Save Back Cancel

### 9. 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 straight overtime 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.

10. Click the **Save**  button.

11. The System Task is complete.