

—SPS ALERT—

SPS Alert 216: HR, Compensatory Time Off Expiration Process Returns, Jan 11, 2023 UPDATE

Release date: 12/15/2022

As you may be aware, the suspension of the one-year expiration rule for Comp Time ended at the start of 2022. The expiration of Comp Time and Holiday Comp Time will return starting January 11, 2023. This means that Comp Time earned in January 2022 will start to expire in January 2023, if not used.

Please see the attached information. This explains how the expiration works and what information will be available to agencies and employees regarding any Comp Time that will expire. We will continue to update this information as we get closer to the new year. **This new information is available in SPS now.**

As a reminder, timesheets should always reflect the actual hours worked for by the employee. Workday calculates the amount of Compensatory Time hours earned. Timekeepers **should not** adjust the Compensatory Time balance. The employee, or the Timekeeper, should always correct the timesheet to reflect additional hours earned. If Workday is not properly calculating the hours, a ticket should be submitted by the Timekeeper after the timesheet has been investigated at the agency.

Additionally, remember Workday will not calculate Compensatory Time in the following situations:

1. Employee has a **Compressed/Modified** work schedule **and** has the Other ID for that designation.
2. The employee is a part time employee and/or is in a 24/7 classified job profile.

In both of these cases, the employee **must manually add** compensatory time earned on the timesheet in additional rows using the time entry code: **Comp Time Earned - Comp Sched or Part Time or 24/7 Exempt**

New Reports for Comp Time Expiration Info:

My Compensatory Time Expired in Period: this report allows the employee to enter the dates of a single pay period and view the Compensatory Time/Holiday Comp Time hours expired in that period.

Period Start Date	Period End Date	Total					
		Comp Time Hours Earned in Period	Comp Time Hours Accrued in Period	Compensatory Time Expired in Period	Holiday Comp Time Hours Earned in Period	Holiday Comp Time Hours Accrued in Period	Holiday Compensatory Time Expired in Period
01/11/2023	01/24/2023	0	-6.75	6.75	0	-4.75	-4.75

Compensatory Time Expired in Period for Worker(s): allows agency staff to run the same report for specific workers for a single pay period.

Compensatory Time Expired in Period for Organization: this report allows agency staff to run the report for all workers in a Supervisory Organization. The report will only display the employees that will have time off expire in the period.

- [Compensatory Time changes for alert attachment Dec 15 2023 Update.pdf](#)

