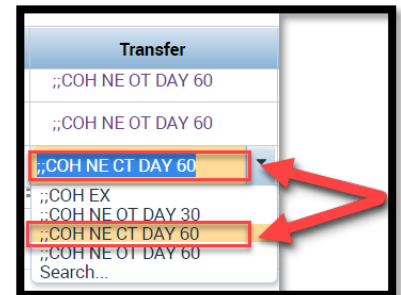


Comp Time versus Overtime Pay



If your departmental policy allows you to modify the default coding for overtime hours for non-exempt staff from comp time accrual to overtime pay and it is your intent, please do not forget to do so prior to approving timecards. This is accomplished by adding or modifying the work rule in the transfer box for the day on which the overtime is credited. The work rule should read CT or OT as appropriate for the desired result.

1. Go to your **TOTALS** tab located at the bottom of your timecard.
2. Change from **ALL** to **DAILY**.
3. Next, you will need to check every day of the current week to see which day has the overtime credit based on the **DAILY – TOTALS** area located at the bottom.
4. If needed, you can change the transfer **OT (Overtime)** to **CT (Comp Time)**.
5. Once the change has been made, click **SAVE**.



Timecards

1 of 18 | 00 | Loaded: 4:45 PM | Current Pay Period

View | Approve Timecard | Sign Off | Accruals Actions | Print Timecard | Refresh | Calculate Totals | Save | Go To

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Tue 3/23	6:30AM-3:30PM	6:23AM	3:27PM	::COH NE OT DAY 60			8.0	8.0	16.0
Wed 3/24	6:30AM-3:30PM	6:23AM	3:27PM	::COH NE OT DAY 60			8.0	8.0	24.0
Thu 3/25	6:30AM-3:30PM	6:23AM	4:26PM	::COH NE OT DAY 60			9.0	9.0	33.0

Totals | Accruals | Audits | Historical Corrections

All | All

Location	Job	Account	Pay Code	Amount	Wages
		..00/-	BASE - Base Pay		48.0
		..00/-	OTSS - Overtime Pay	1.0	