Comp Time versus Overtime Pay Code

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 & SCHEDULE** tab located at the bottom of your timecard.
    a. Change from **ALL** to **DAILY**
2. Now, you will go through every day of the current week to see which day is the overtime credit based on the **DAILY – TOTALS & SCHEDULE** area located at the bottom.
    a. *Example* – Even though Monday 1/04 has 8.5 in the shift, it will NOT be the day/date to make the correction.
    b. However, on Friday 1/08 appears to only show 8 hours, if you view your **DAILY – TOTALS & SCHEDULE** area you'll see it listed as **OWCT-Comp Time** and **BASE – Base Pay**
    c. Therefore, you will need to change the **Timecard Transfer** for the following day, Friday 1/08 from **CT** (Comp Time) to **OT** (Over Time) by typing the code in the cell space.
3. Click SAVE