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UMSYS HR 9.2 Time and Labor - Comp Time

Compensatory Time in Time and Labor

Prior to PeopleSoft 9.2, Compensatory Time (comp time) was administered by Benefits as a leave plan. Now, comp time is maintained as part of the Time and Labor module. Hourly Time Reporters are enrolled in the University’s comp plan upon enrollment in Time and Labor. Comp time is earned, used, and paid out via the timesheet.

View Compensatory Time Balances

Comp time balances can be viewed via the Comp Time page or at the bottom of the timesheet.

Procedure
### Training Guide
**UMSYS HR 9.2 Time and Labor - Comp Time**

<table>
<thead>
<tr>
<th>Step</th>
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</thead>
</table>
| 1.   | Begin by navigating to the **Manager Self Service** menu. (NavBar: Navigator > Manager Self Service)  
Click the **Time Management** menu item. |
| 2.   | Click the **View Time** menu item. |
| 3.   | Click the **Compensatory Time** menu item. |
| 4.   | Enter an employee's **Empl ID** into the **Employee ID** field on the Compensatory Time page.  
For this training example, enter "30303030". |
| 5.   | Click the **Get Employees** button. |
| 6.   | The employee associated with the Empl ID you searched appears in the **Employees For** section at the bottom of the Compensatory Time page.  
Click the **employee's last name** link in the **Last Name** column. |
Step | Action
--- | ---
7. | The employee's Comp Time Balance Summary appears.
   
   **NOTE:** The balance that displays is as of the start of the day. Changes (e.g. CTE or CTU) will not be reflected until the next day.

   When you're finished viewing the employee's comp time balance summary, click the **Return to Select Employee** link.

8. | You have successfully viewed compensatory time balances.
   
   **End of Procedure.**

### Compensatory Time Earned

Compensatory time earned (comp time earned or CTE) is applied by a Time Reporter, Time Approver, or Time Keeper for the same week that overtime is earned by a Time Reporter.

In this example, you are going to convert overtime to CTE for a Time Reporter's reported time.

**Procedure**
### Step 1

Begin by navigating to the employee's timesheet.

*(NavBar: Navigator > Manager Self Service > Time Management > Report Time)*

Click the **Timesheet** menu item.
2. Enter an employee's Empl ID into the Employee ID field.

For this training example, enter "20202020".

3. Click the Get Employees button.
Step | Action
--- | ---
4. | Select the employee's **last name link** from the Last Name column in the **Employees For** section.

For this training example, click the **Alder** link.
5. The timesheet will default to the current time reporting period. If necessary, adjust the **View By** and/or **Date fields** in the **Select Another Timesheet** section to view the correct time period.

Click the **horizontal scroll bar** to advance to the right side of the Timesheet where you will convert overtime to comp time.
Step | Action
--- | ---
6. | In the **Rule Element 1** field, click the **look up button** for any day within the week the employee worked overtime.

Click the **Look up Rule Element 1** button.
7. Select COMPTE in the Look Up Rule Element 1 dialog window. This will convert all overtime for the week to comp time. Removal of the element will convert all comp time back to overtime.

Click the COMPTE link to select the element and close the dialog window.

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<tr>
<td>7.</td>
<td>Select COMPTE in the Look Up Rule Element 1 dialog window. This will convert all overtime for the week to comp time. Removal of the element will convert all comp time back to overtime. Click the COMPTE link to select the element and close the dialog window.</td>
</tr>
</tbody>
</table>
8. When you are finished applying the rule element, return to the left side of the screen.

Click in the left side of the **Horizontal Scrollbar**.

<
Step | Action
---|---
9. | Scroll down if necessary, and click the **Submit** button.
Step | Action
---|---
10. | Click the **OK** button on the Submit Confirmation page.

11. | The balance at the bottom of the timesheet under the Leave / Compensatory Time tab will update after Time Administration has run. To view the updated balances, change the view to a day or week after the day on which the overtime that was converted was earned.

   Example: An employee accrues overtime on Friday (6/9) of the first week of a pay period. To view the updated comp time balance, once the overtime is converted to comp time, change the timesheet view to By Day and view Saturday (6/10) or change the view to By Week and view the second week of the pay period.

12. | You have completed this topic.

**End of Procedure.**
Compensatory Time Used

Compensatory time used (comp time used or CTU) can be applied by a Time Reporter, Time Approver, or Time Keeper to the timesheet whenever a comp leave balance exists.

In this example, you are going to apply CTU to a Time Reporter's timesheet for them.

Procedure
### Training Guide
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<tbody>
<tr>
<td>1.</td>
<td>Before entering CTU, it is important to verify that comp time exists. (Refer to the View Comp Time Balances topic.) This also displays at the bottom of the timesheet under the Leave/Compensatory tab. Once verified, proceed to the employee's timesheet. (NavBar: Navigation &gt; Manager Self Service &gt; Time Management &gt; Report Time) Click the Timesheet menu item.</td>
</tr>
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</table>

![Timesheet Menu Item](image)

![Timesheet Summary](image)
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</table>
| 2.   | Enter the employee's ID into the **Employee ID** field.  
  For this training example, enter "30303030". |
| 3.   | Click the **Get Employees** button. |
| 4.   | If necessary, scroll down to view the employee listed in the **Employees For** section.  
  Click the **Vertical Scroll Bar**. |
| 5.   | Click the employee's last name in the **Last Name** column of the **Employees For** section.  
  For this training example, click **Alder**. |
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<tbody>
<tr>
<td>6.</td>
<td>If adding CTU to a day that has existing time entries, click the Add row button for the day on which CTU is to be applied. For this training example, click the <strong>Add row</strong> button for <strong>Mon 3/6</strong>.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
7. | Click the **Time Reporting Code** list for the newly added row.
8. Click the **CTU - Comp Time Used** list item.

**Step** | **Action**
--- | ---
8. | Click the **CTU - Comp Time Used** list item.
<table>
<thead>
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</table>
| 9.   | Scroll to the right.  
  Click the horizontal scroll bar. |
| 10.  | Enter the number of comp hours used into the **Quantity** field.  
  For this training example, enter "1". |
Step | Action
---|---
11. | Scroll to the left. Click the **horizontal** scroll bar.
### Step 12

Repeat the procedure for other days on which CTU should be applied.

Click the **Submit** button to resubmit the reported time.

**Note:** If an employee tries to take comp time prior to the day overtime that was converted was earned, and the employee does not have a previous balance to cover the CTU, a message about reducing the amount of CTU will display.
13. The **Timesheet Submit Confirmation** page appears.

   Click the **OK** button.

14. **Note:** The balance at the bottom of the timesheet will not update until after Time Administration runs. To view the new comp time balance, change the view to a day or week after the comp time was used.

15. You have successfully completed this topic.
    **End of Procedure.**

THIS CONCLUDES THE TRAINING ON TIME AND LABOR – COMP TIME
Verify Compensatory Time Plan Enrollment

Time Approvers and Campus Administrators can verify an employee's enrollment in Comp Time via the Comp Plan History page.

Procedure
### Step 1
Begin by navigating to the **Time and Labor** menu. (NavBar: Navigator > Time and Labor)

Click the **Enroll Time Reporters** menu item.

![Enroll Time Reporters](image)

### Step 2
Click the **Comp Plan History** menu item.

#### Comp Plan History

### Step 3
Enter an employee's Empl ID into the **Empl ID** field.

For this training example, enter "30303030".

![Search Criteria](image)

### Step 4
Click the **Search** button.

![Search](image)

### Step 5
If the employee is enrolled in comp time, the plan name, UMCOMP, will appear in the **Compensatory Time Off Plan** column on the **Comp Plan History** page.

Click the **Return to Search** button when you are finished verifying comp time plan enrollment.

![Comp Time Off Plan Participation](image)
<table>
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</table>
| 6.   | The comp plan and balance will also display at the bottom of the timesheet under the *Leave / Compensatory Time* tab.  
**Note:** Employees newly enrolled in comp time will not see the UMCOMP option under the Leave / Compensatory Time tab at the bottom of the timesheet unless the timesheet view is changed (By Day or by Week) to a date after their hire date or CTE is processed for the pay period in which they are effective. |
| 7.   | You have successfully verified Compensatory Time Plan enrollment.  
**End of Procedure.** |