



## **Compensatory Time Accrual / Flextime / Overtime Payment Procedure**

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**Applicable Employees:** Management & Confidential (M&C) and State University Organization of Administrative Faculty (SUOAF) Employees

**Policy Effective Date:** October 14, 2016

### **Overview:**

Both Management & Confidential Professional (M&C) employees (below the range of Assistant Director, salary grade 36) and State University Organization of Administrative Faculty (SUOAF) employees are entitled to accrue and use compensatory time. Article 7.8 of the Human Resources Policies governs the accrual and usage of compensatory time for M&C employees. Article 16.2 of the SUOAF collective bargaining agreement governs the accrual and usage of compensatory time for SUOAF employees. These procedures shall describe how applicable employees are required to record the accrual and usage of compensatory time. The accrual and usage of compensatory time only applies to employees whose positions are exempt from overtime in accordance with the Fair Labor Standards Act (FLSA). Those employees whose positions are non-exempt from the FLSA will enter their hours worked as overtime and will receive the applicable payment in their biweekly paycheck.

All M&C and SUOAF employees are also eligible to flex (flextime) their schedule within the biweekly pay period.

### **Definition of Compensatory Time:**

Compensatory time is defined as any time worked past an employee's regularly scheduled work week for M&C employees and past the contractual threshold for SUOAF employees for which the employee will be requesting an equivalent amount of time to be used as paid leave in a future pay period.

### **Definition of Flextime:**

Flexible work schedules (Flextime) allows employees who are required to work late on a particular day the ability to shorten their workday by the same number of hours on another day within the same biweekly pay period as permitted by the University's operating needs. For example, flextime is where an employee is required to work an extra hour on Tuesday and leaves work an hour earlier on the following Wednesday.

### **Definition of Overtime:**

Overtime is the hours that a non-exempt (limited M&C and SUOAF) employee works over their full-time hours during a workweek. It is counted across an entire workweek (Friday – Thursday), not on a day-to-day basis. When accrued leave is taken in the same week as overtime is worked it may cause the overtime hours to be paid at straight time or not at all.

### **Approval for Accrual of Compensatory Time and Earning of Overtime:**

Employees must request and receive their department heads' approval, in writing (email message okay), before accruing any compensatory leave or earning overtime in accordance with this procedure. If the department head requests that their employee accrue compensatory leave or earn overtime, then this request must be sent in writing (email message okay) to the employee prior to the beginning of the assignment. In accordance with the SUOAF collective bargaining agreement this



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request (i.e.: written approval from the department head) must be submitted to the first appropriate manager (M&C supervisor) outside of the bargaining unit, by the approving department head. This request should be in the form of an email message. The President has designated that the Vice President/Associate Vice President/Chief Officer of each division has the final authority to approve the accrual of compensatory time and earning of overtime for M&C employees under their supervision. Any SUOAF and/or M&C employees reporting directly to the President must obtain final approval for the accrual of compensatory time and earning of overtime from the President. A copy of the written approval from the M&C supervisor must be submitted, by the department head, to the Payroll Department by the end of the pay period in which the compensatory time was accrued or overtime was worked. This email approval can be sent to Ms. Sarah Baywood, Payroll Coordinator at [baywoods@wcsu.edu](mailto:baywoods@wcsu.edu).

It is understood that emergency circumstances may arise when it is not possible to get advance approval for the accrual of compensatory time or earning of overtime. In those circumstances, it is incumbent upon the individual requesting such to demonstrate advance approval was not possible and that an emergency situation existed.

### Email Approval Timeframes:

In order to be in conformance with the M&C Policies and the SUOAF collective bargaining agreement a M&C supervisor can approve the accrual of compensatory time and earning of overtime via one of the below methods:

- **Daily** – This is defined as managers sending an approval email each and everyday that they are authorizing an employee's accrual of compensatory time or earning of overtime.
- **Fall Semester** – This is defined by a manager sending **one** email approval authorizing an employee's accrual of compensatory time or earning of overtime between the time periods of August 15<sup>th</sup> – December 31<sup>st</sup>.
- **Spring Semester** – This is defined by a manager sending **one** email approval authorizing an employee's accrual of compensatory time or earning of overtime between the time periods of January 1<sup>st</sup> – May 31<sup>st</sup>.
- **Summer** – This is defined by a manager sending **one** email approval authorizing an employee's accrual of compensatory time or earning of overtime between the time periods of June 1<sup>st</sup> – August 14<sup>th</sup>.

### Provisions When Earning Compensatory Time:

When an eligible employee is traveling to/from a conference, they can earn compensatory time for travel up to a maximum of seven (7) hours for SUOAF and eight (8) for M&C employees within a 24-hour period for time traveled. When attending a conference/seminar/workshop, etc., only work related sessions and events are eligible for accruing compensatory time. The department head must approve these sessions beforehand. Social events and non-work related gatherings (as determined by the department head) are not eligible for compensatory time.



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### Provisions for Utilizing Flextime:

Employees must request and receive their department head's approval, in writing (email message okay), before flexing their schedule in accordance with this procedure. If the department head requests that their employee flex their schedule, then this request must be sent in writing (email message okay) to the employee before the start of the flexed schedule. Once the approval has been granted, the flextime can be **spread out over the entire biweekly pay period**. An example of this would be when an employee works a seven (7) hour workday and on day nine (9) of the biweekly pay period they work 10 hours, and thus would only be required to work four (4) hours on the tenth day. In this scenario the employee would satisfy their 70 hours of work for the biweekly pay period.

When a SUOAF employee is working a flextime schedule, hours worked over 40 in a workweek shall not entitle them to compensatory time during the biweekly pay period. Also, the total number of hours worked in a flextime schedule must be between 70 – 80 hours within the biweekly pay period. In situations where an individual works between 70 – 80 hours, these additional hours must be reported in Core-CT under the IFILR (Filler – No Effect) time reporting code.

If an employee is absent on a day when they are using flextime and are scheduled to work other than seven (7) hours, the number of hours of accrued leave (i.e.: vacation, sick, compensatory, or personal) to be charged for the absence shall be based on the length of the altered workday. For example, if an employee calls in sick on a day when they were scheduled to work nine (9) hours, then the employee will be charged nine (9) hours of sick leave.

A flextime schedule is not an option for an FLSA non-exempt employee.

### Earning Compensatory Time & Utilizing Flextime During the Same Pay Period

In situations where an employee earns compensatory time and utilizes flextime within the same biweekly pay period, this has to be handled differently. In order for someone to accrue the proper amount of compensatory time, they can only use flextime during one workweek (Friday – Thursday) within the pay period instead of during the entire pay period. This is necessary since compensatory time can only be accrued in a workweek; the flextime has to be spread out during the workweek as well.



## Compensatory Time Accrual / Flextime / Overtime Payment Procedure

### Recording the Accrual of Compensatory Time - (SUOAF Employee)

- After having obtained the appropriate email approval go to the Timesheet in Core-CT:

The screenshot shows the Core-CT system interface. At the top, there are buttons for 'My HR' and 'Core-CT Help'. Below this, the interface is divided into two main sections: 'Personal Information' and 'Time and Labor'. The 'Personal Information' section includes links for 'Personal Information Summary', 'Home and Mailing Address', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Name Change', 'Ethnic Groups', 'My System Profile', and 'Change My Password'. The 'Time and Labor' section includes links for 'Timesheet', 'Approve Time', 'Payable Time Summary', and 'Payable Time Detail'. A red arrow points to the 'Timesheet' link. Below the 'Time and Labor' section, there is a 'Payroll' section with a link for 'View Paycheck Information'.

- Once doing so you will be brought to the following screen:

The screenshot shows the Timesheet entry screen. At the top, there are buttons for 'View By Week', 'Reported Hours: 0.00', and 'Scheduled Hours: 0.00'. Below this, there is a 'Date' field set to '02/20/2015'. The 'Populate Time From:' section shows 'From Friday 02/20/2015 to Thursday 03/05/2015'. The 'Timesheet' tab is selected, and the 'Overrides' tab is also visible. The main area is a calendar grid with columns for each day of the week (Fri 2/20, Sat 2/21, Sun 2/22, Mon 2/23, Tue 2/24, Wed 2/25, Thu 2/26, Fri 2/27, Sat 2/28, Sun 3/1, Mon 3/2, Tue 3/3, Wed 3/4, Thu 3/5). Each day has a corresponding input field for hours. The 'Total Hours' field is at the bottom right, and the 'Time Reporting Code' field is at the bottom left. A 'Submit' button is at the bottom center.

- Enter whatever hours you worked, or leave accruals that you took, during the pay period (ie: vacation leave, sick leave, personal leave, etc.).
- Below is an example of a SUOAF employee who worked nine (9) days and then took one (1) sick day:



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View By Week      Reported Hours: 0.00      Previous Period      Next Period

\*Date: 02/20/2015      Scheduled Hours: 0.00

Populate Time From:      Schedule Information

From Friday 02/20/2015 to Thursday 03/05/2015

Timesheet      Overrides      [Add]

	Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Total Hours	Time Reporting Code	Description
[+]	7.00			7.00	7.00	7.00	7.00	7.00			7.00	7.00	7.00			REG	Regular
[+]														7.00		SICK	Sick

Submit

- Now let's say that the same SUOAF employee worked two (2) extra hours on all nine (9) days that they worked. Below is a screen print of how they should record this time:

View By Week      Reported Hours: 0.00      Previous Period      Next Period

\*Date: 02/20/2015      Scheduled Hours: 0.00

Populate Time From:      Schedule Information

From Friday 02/20/2015 to Thursday 03/05/2015

Timesheet      Overrides      [Add]

	Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Total Hours	Time Reporting Code	Description
[+]	7.00			7.00	7.00	7.00	7.00	7.00			7.00	7.00	7.00			REG	Regular
[+]														7.00		SICK	Sick
[+]	2.00			2.00	1.00						2.00	2.00	1.00			IFILR	Filler
[+]					1.00	1.00	1.00						1.00			CCE	CT Earned

Submit

- As you will see there is a time reporting code of IFILR (Filler). This code is used in order to record the additional five (5) hours that a SUOAF employee has to work in a workweek before qualifying for accruing compensatory time.
- For the first week (Fri, 2/20 – Thur, 2/26) there are two (2) hours of IFILR time recorded on Fri, 2/20 and Mon, 2/23 and then one (1) hour on Tue, 2/24. Since a workweek is designated as Friday – Thursday the five (5) hours of IFILR time account for what is necessary in order to qualify for accruing compensatory time.
- Then you will see that there is one (1) hour of CCE (Compensatory Time Earned) listed on Tue, 2/24, Wed, 2/25, and Thur, 2/26. This accounts for the employee having accrued three (3) hours of compensatory time for this week.
- For the second week (Fri, 2/27 – Thur, 3/5) there are two (2) hours of IFILR time recorded on Mon, 3/2 and Tue, 3/3 and then one (1) hour on Wed, 3/4. Since a workweek is designated as Friday – Thursday the five (5) hours of IFILR time account for what is necessary in order to qualify for accruing compensatory time.
- Then you will see that there is one (1) hour of CCE (Compensatory Time Earned) listed on Wed, 3/4. This accounts for the employee having accrued one (1) hour of compensatory time for this week.
- Click on the “Submit” button designated by the red arrow above.



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### Recording the Accrual of Compensatory Time - (M&C Employee)

- After having obtained the appropriate email approval go to the Timesheet in Core-CT:

The screenshot shows the Core-CT system interface. At the top, there are buttons for 'My HR' and 'Core-CT Help'. Below these are two main sections: 'Personal Information' and 'Time and Labor'. The 'Personal Information' section includes links for 'Personal Information Summary', 'Home and Mailing Address', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Name Change', 'Ethnic Groups', 'My System Profile', and 'Change My Password'. The 'Time and Labor' section includes links for 'Timesheet' (highlighted with a red arrow), 'Approve Time', 'Payable Time Summary', and 'Payable Time Detail'. Below the 'Time and Labor' section is a 'Payroll' section with a link for 'View Paycheck Information'.

- Once doing so you will be brought to the following screen:

The screenshot shows the Timesheet entry screen. At the top, there are links for 'View By Week', 'Reported Hours: 0.00', 'Previous Period', and 'Next Period'. Below these are fields for '\*Date: 02/20/2015' and 'Scheduled Hours: 0.00'. The main section is titled 'Populate Time From: Schedule Information' and shows a calendar view for the week of Friday 02/20/2015 to Thursday 03/05/2015. The calendar has columns for each day of the week, with dates ranging from Fri 2/20 to Thu 3/5. Each day has a 'Timesheet' and 'Overrides' tab. Below the calendar is a 'Submit' button.

- Enter whatever hours you worked, or leave accruals that you took, during the pay period (ie: vacation leave, sick leave, personal leave, holiday, etc.).
- Below is an example of a M&C employee who worked nine (9) days and then took one (1) vacation day:



## Compensatory Time Accrual / Flextime / Overtime Payment Procedure

View By Week      Reported Hours: 0.00      Previous Period      Next Period

\*Date: 02/20/2015      Scheduled Hours: 0.00

Populate Time From:      Schedule Information

From Friday 02/20/2015 to Thursday 03/05/2015

Timesheet      Overrides      [EE]

	Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Total Hours	Time Reporting Code	Description
+ -	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00			REG	Regular
+ -														8.00		VAC	Vacation

Submit

- Now let's say that the same M&C employee worked four (4) extra hours on Wed, 2/25 and Mon, 3/2, and then five (5) extra hours on Tue, 3/3. Below is a screen print of how they should record this time:

View By Week      Reported Hours: 0.00      Previous Period      Next Period

\*Date: 02/20/2015      Scheduled Hours: 0.00

Populate Time From:      Schedule Information

From Friday 02/20/2015 to Thursday 03/05/2015

Timesheet      Overrides      [EE]

	Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Total Hours	Time Reporting Code	Description
+ -	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00			REG	Regular
+ -														8.00		VAC	Vacation
+ -						4.00					4.00	5.00				CCE	CT Earned

Submit

- Since compensatory time is only accrued after working 40 hours in a week (Friday – Thursday) you will note that in the above example the employee logged four (4) hours of CCE (Compensatory Time Earned) during the week of Fri, 2/20 - Thu, 2/26.
- For the week of Fri, 2/27 – Thu, 3/5, the employee logged nine (9) hours of CCE even though they took eight (8) hours of VAC on Thu, 3/5. The reason being is that leave accruals (ie: sick, vacation, personal leave, holiday, etc.) count towards the required 40 hour threshold in being able to accrue compensatory time for any work week (Friday – Thursday).
- Click on the “Submit” button designated by the red arrow above.





## Compensatory Time Accrual / Flextime / Overtime Payment Procedure

### Recording the Earning of Overtime – Not Using Leave Accruals (SUOAF Employees)

- After having obtained the appropriate email approval go to the Timesheet in Core-CT:

The screenshot shows the Core-CT system interface. At the top, there are buttons for 'My HR' and 'Core-CT Help'. Below these are two main sections: 'Personal Information' and 'Time and Labor'. The 'Personal Information' section includes links for 'Personal Information Summary', 'Home and Mailing Address', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Name Change', and 'Ethnic Groups'. The 'Time and Labor' section includes links for 'Timesheet', 'Approve Time', 'Payable Time Summary', and 'Payable Time Detail'. A red arrow points to the 'Timesheet' link. Below the 'Time and Labor' section is a 'Payroll' section with a link for 'View Paycheck Information'.

- Once doing so you will be brought to the following screen:

The screenshot shows the Timesheet entry screen. At the top, there are links for 'View By Week', 'Reported Hours: 0.00', 'Previous Period', and 'Next Period'. Below these are fields for '\*Date: 02/20/2015' and 'Scheduled Hours: 0.00'. The main section is titled 'Populate Time From: Schedule Information' and contains the text 'Reported time on or after 02/20/2015 is for a future period.' Below this is a table for recording hours worked from Friday 02/20/2015 to Thursday 03/05/2015. The table has columns for each day of the week and a 'Total Hours' column. The 'Timesheet' tab is selected, and the 'Overrides' tab is also visible. The table is currently empty, and a 'Submit' button is at the bottom.

	Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Total Hours	Time Reporting Code	Description

- Enter the seven (7) hours worked on each day during the pay period as in the below example:





## Compensatory Time Accrual / Flextime / Overtime Payment Procedure

View By Week      Reported Hours: 0.00      Previous Period      Next Period

\*Date: 02/20/2015      Scheduled Hours: 0.00

Populate Time From:      Schedule Information

Reported time on or after 02/20/2015 is for a future period.

From Friday 02/20/2015 to Thursday 03/05/2015

Timesheet      Overrides      [...]

	Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Total Hours	Time Reporting Code	Description
	7			7	7	7	7	7			7	7	7	7		REG	

Submit

- Now let's say that the same SUOAF employee worked 6.50 hours of overtime in the first week and 3.50 hours of overtime in the second week. Below is a screen print of how they should record this time:

View By Week      Reported Hours: 0.00      Previous Period      Next Period

\*Date: 02/20/2015      Scheduled Hours: 0.00

Populate Time From:      Schedule Information

From Friday 02/20/2015 to Thursday 03/05/2015

Timesheet      Overrides      [...]

	Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Total Hours	Time Reporting Code	Description
	7.00			7.00	7.00	7.00	7.00	7.00			7.00	7.00	7.00	7.00		REG	Regular
	4.00			1.00												OTST	OT St Time
					1.50											OT15	OT T-1/2
											2.50		1.00			IFILR	Filler

Submit

- For the first week they should log the 4.00 hours on Fri, 2/20 and 1.00 hour on Mon, 2/23 to the time reporting code of OTST (Overtime - Straight). With respect to the 1.50 hours on Tue, 2/24 they should be logged to the time reporting code of OT15 (Overtime – Time and One Half). The reason being is that all hours worked over 40 per week are eligible for time and one half overtime.
- For the second week they should log the 2.50 hours on Mon, 3/2 and the 1.00 hour on Wed, 3/4 to the time reporting code of IFILR (Filler). The reason being is that with respect to this week the employee is not due any overtime payment since they did not work more than 40 hours for this week.
- Click on the “Submit” button designated by the red arrow above.



## Compensatory Time Accrual / Flextime / Overtime Payment Procedure

### Recording the Earning of Overtime – Using Leave Accruals (SUOAF Employees)

- After having obtained the appropriate email approval go to the Timesheet in Core-CT:

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- Once doing so you will be brought to the following screen:

The screenshot shows the Timesheet entry screen. At the top, there are links for 'View By Week', 'Previous Period', and 'Next Period'. Below these are fields for 'Date' (02/20/2015) and 'Reported Hours' (0.00). The 'Schedule Information' section shows 'Populate Time From: Reported time on or after 02/20/2015 is for a future period.' and 'From Friday 02/20/2015 to Thursday 03/05/2015'. The 'Timesheet' tab is selected, and the 'Overrides' tab is also visible. The table below shows the days of the week and the hours reported for each day. The 'Total Hours' column shows 0.00. The 'Time Reporting Code' column has a dropdown menu. The 'Description' column is empty. A 'Submit' button is at the bottom.

	Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Total Hours	Time Reporting Code	Description

- Enter the seven (7) hours worked on each day during the pay period as in the below example:



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View By Week      Reported Hours: 0.00      Previous Period      Next Period

\*Date: 02/20/2015      Scheduled Hours: 0.00

Populate Time From:      Schedule Information

Reported time on or after 02/20/2015 is for a future period.

From Friday 02/20/2015 to Thursday 03/05/2015

Timesheet      Overrides      [REDACTED]

	Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Total Hours	Time Reporting Code	Description
	7			7	7	7	7	7			7	7	7	7		REG	

Submit

- Now let's say that the same SUOAF employee worked nine (9) hours of overtime on three (3) days and also took seven (7) hours of vacation during the pay period. Below is a screen print of how they should record this time:

View By Week      Reported Hours: 0.00      Previous Period      Next Period

\*Date: 02/20/2015      Scheduled Hours: 0.00

Populate Time From:      Schedule Information

From Friday 02/20/2015 to Thursday 03/05/2015

Timesheet      Overrides      [REDACTED]

	Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Total Hours	Time Reporting Code	Description
	7.00			7.00	7.00	7.00	7.00	7.00			7.00		7.00	7.00		REG	Regular
												7.00				VAC	Vacation
								3.00			4.00		2.00			OTST	OT St Time

Submit

- In this scenario the individual took a vacation day on Tue, 3/3 while working the overtime hours on Fri, 2/27, Mon, 3/2, and Wed, 3/4. Before an individual is eligible to earn overtime at the time and one half hour rate they must work a total of 40 hours in a workweek. Hours worked do not include the use of leave accruals such as vacation, personal, sick, holiday, etc. Based on this the individual in the above example worked a total of 28 hours of REG and then the additional nine (9) hours of overtime are all at the overtime-straight time rate (OTST). In total this will make a total of 37 hours worked and seven (7) hours of VAC for the workweek.
- Click on the "Submit" button designated by the red arrow above.



## Compensatory Time Accrual / Flextime / Overtime Payment Procedure

### Recording the Earning of Overtime – Not Using Leave Accruals (M&C Employees)

- After having obtained the appropriate email approval go to the Timesheet in Core-CT:

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	Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Total Hours	Time Reporting Code	Description

- Enter the eight (8) hours worked on each day during the pay period as in the below example:



## Compensatory Time Accrual / Flextime / Overtime Payment Procedure

View By Week      Reported Hours: 0.00      Previous Period      Next Period

\*Date: 02/20/2015      Scheduled Hours: 0.00

Populate Time From:      Schedule Information  
Reported time on or after 02/20/2015 is for a future period.

From Friday 02/20/2015 to Thursday 03/05/2015

Timesheet      Overrides      [Help](#)

	Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Total Hours	Time Reporting Code	Description
	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00		REG	Regular

Submit

- Now let's say that the same M&C employee worked seven (7) hours of overtime on three (3) days that they worked. Below is a screen print of how they should record this time:

View By Week      Reported Hours: 0.00      Previous Period      Next Period

\*Date: 02/20/2015      Scheduled Hours: 0.00

Populate Time From:      Schedule Information  
Reported time on or after 02/20/2015 is for a future period.

From Friday 02/20/2015 to Thursday 03/05/2015

Timesheet      Overrides      [Help](#)

	Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Total Hours	Time Reporting Code	Description
	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00		REG	Regular
	2.00				3.00						2.00					OT15	OT T-1/2

Submit

- In this scenario since the individual worked 40 hours of REG during both workweeks (Friday – Thursday) any additional time they worked is earned at time and one half which is designated by the OT15 time reporting code.
- Click on the “Submit” button designated by the red arrow above.



## Compensatory Time Accrual / Flextime / Overtime Payment Procedure

### Recording the Earning of Overtime – Using Leave Accruals (M&C Employees)

- After having obtained the appropriate email approval go to the Timesheet in Core-CT:

The screenshot shows the Core-CT system interface. At the top, there are buttons for 'My HR' and 'Core-CT Help'. Below these are two main sections: 'Personal Information' and 'Time and Labor'. The 'Personal Information' section includes links for 'Personal Information Summary', 'Home and Mailing Address', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Name Change', 'Ethnic Groups', 'My System Profile', and 'Change My Password'. The 'Time and Labor' section includes links for 'Timesheet', 'Approve Time', 'Payable Time Summary', and 'Payable Time Detail'. A red arrow points to the 'Timesheet' link. Below the 'Time and Labor' section is a 'Payroll' section with a link for 'View Paycheck Information'.

- Once doing so you will be brought to the following screen:

The screenshot shows the Timesheet entry screen. At the top, there are links for 'View By Week', 'Reported Hours: 0.00', 'Previous Period', and 'Next Period'. Below these are fields for '\*Date: 02/20/2015' and 'Scheduled Hours: 0.00'. The main section is titled 'Populate Time From: Schedule Information' and contains the text 'Reported time on or after 02/20/2015 is for a future period.' Below this is a table for recording hours worked from Friday 02/20/2015 to Thursday 03/05/2015. The table has columns for each day of the week and a 'Total Hours' column. The 'Timesheet' tab is selected, and the 'Overrides' tab is also visible. The table is currently empty, with a 'Submit' button at the bottom.

	Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Total Hours	Time Reporting Code	Description

- Enter the eight (8) hours worked on each day during the pay period as in the below example:



## Compensatory Time Accrual / Flextime / Overtime Payment Procedure

View By Week      Reported Hours: 0.00      Previous Period      Next Period

\*Date: 02/20/2015      Scheduled Hours: 0.00

Populate Time From:      Schedule Information  
Reported time on or after 02/20/2015 is for a future period.

From Friday 02/20/2015 to Thursday 03/05/2015

Timesheet      Overrides      [icon]

	Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Total Hours	Time Reporting Code	Description
[+/-]	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00		REG	Regular

Submit

- Now let's say that the same M&C employee worked nine (9) hours of overtime on three (3) days and also took eight (8) hours of vacation during the pay period. Below is a screen print of how they should record this time:

View By Week      Reported Hours: 0.00      Previous Period      Next Period

\*Date: 02/20/2015      Scheduled Hours: 0.00

Populate Time From:      Schedule Information  
Reported time on or after 02/20/2015 is for a future period.

From Friday 02/20/2015 to Thursday 03/05/2015

Timesheet      Overrides      [icon]

	Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Total Hours	Time Reporting Code	Description
[+/-]	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00		8.00		REG	Regular
[+/-]														1.00		OT15	OT T-1/2
[+/-]								3.00			2.00	3.00				OTST	OT St Time
[+/-]													8.00			VAC	Vacation

Submit

- In this scenario the individual took a vacation day on Wed, 3/4 while working the overtime hours on Fri, 2/27, Mon, 3/2, Tue, 3/3, and Thur, 3/5. Before an individual is eligible to earn overtime pay the time and one half rate they must work a total of 40 hours in a workweek. Hours worked do not include the use of leave accruals such as vacation, personal, sick, holiday, etc. Based on this the individual in the above example worked a total of 32 hours of REG and then eight (8) of the additional hours worked were at the straight time rate (OTST). The remaining one (1) hour worked on Thur, 3/5 was over 40 so it was eligible to be paid at the time and one half rate marked by the time reporting code of OT15.
- Click on the "Submit" button designated by the red arrow above.





## Compensatory Time Accrual / Flextime / Overtime Payment Procedure

### Recording Flextime (M&C Employees)

- After having obtained the appropriate email approval go to the Timesheet in Core-CT:

The screenshot shows the Core-CT system interface. At the top, there are tabs for 'My HR' and 'Core-CT Help'. The main content area is divided into three sections: 'Personal Information', 'Time and Labor', and 'Payroll'. The 'Time and Labor' section is highlighted, and a red arrow points to the 'Timesheet' link under the 'Time and Labor' heading.

- Once doing so you will be brought to the following screen:

The screenshot shows the Timesheet entry screen. It includes a header with 'Actions', 'Time Source', 'Schedule Information', and 'Earliest Change Date 09/30/2016'. Below this is a 'Time Period' section with a 'View By Week' button and a date selector set to '10/14/2016'. The main table displays hours worked for each day of the week from Friday 10/14/2016 to Thursday 10/27/2016. The 'Total' column shows 48 hours for the first week and 32 hours for the second week. A 'Submit' button is at the bottom.

	Fri 10/14	Sat 10/15	Sun 10/16	Mon 10/17	Tue 10/18	Wed 10/19	Thu 10/20	Fri 10/21	Sat 10/22	Sun 10/23	Mon 10/24	Tue 10/25	Wed 10/26	Thu 10/27	Total	Time Reporting Code
	8			10	10	10	10	8				8	8	8	48	REG

- In this example the employee worked a total of 48 hours during the first week of the pay period and 32 hours for the second week of the pay period.
- Even though an employee is scheduled to work 40 hours per week, by utilizing flextime, they were able to work less than 40 hours in the first week and more than 40 hours in the second, however in the end the total hours worked for the pay period add up to 80.



## Compensatory Time Accrual / Flextime / Overtime Payment Procedure

### Recording Flextime (SUOAF Employees)

- After having obtained the appropriate email approval go to the Timesheet in Core-CT:

The screenshot shows the Core-CT system interface. At the top, there are buttons for 'My HR' and 'Core-CT Help'. Below these, there are two main sections: 'Personal Information' and 'Time and Labor'. The 'Personal Information' section includes links for 'Personal Information Summary', 'Home and Mailing Address', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Name Change', and 'Ethnic Groups'. The 'Time and Labor' section includes links for 'Timesheet', 'Approve Time', 'Payable Time Summary', and 'Payable Time Detail'. A red arrow points to the 'Timesheet' link. Below the 'Time and Labor' section, there is a 'Payroll' section with a link for 'View Paycheck Information'.

- Once doing so you will be brought to the following screen:

The screenshot shows the Timesheet entry screen. At the top, there are tabs for 'Actions', 'Time Source', 'Schedule Information', and 'Earliest Change Date 09/30/2016'. Below these, there is a 'Time Period' section with a 'View By Week' button and a date selector set to '10/14/2016'. Below the date selector, there are fields for 'Scheduled Hours 0.00' and 'Reported Hours 0.00'. Below these fields, there is a message: 'Reported time on or after 10/14/2016 is for a future period.' Below the message, there is a table for recording hours worked. The table has columns for days of the week and a 'Total' column. The 'Total' column shows 7 hours for the first week and 14 hours for the second week. Below the table, there is a 'Submit' button.

	Fri 10/14	Sat 10/15	Sun 10/16	Mon 10/17	Tue 10/18	Wed 10/19	Thu 10/20	Fri 10/21	Sat 10/22	Sun 10/23	Mon 10/24	Tue 10/25	Wed 10/26	Thu 10/27	Total	Time Reporting Code
	7			7	14	7	14					7	7	7		REG

- In this example the employee worked a total of 49 hours during the first week of the pay period and 21 hours for the second week of the pay period.
- Even though an employee is scheduled to work 35 hours per week, by utilizing flextime, they were able to work more than 35 hours in the first week and less than 35 hours in the second, however in the end the total hours worked for the pay period add up to 70.