This job aid applies to non-exempt (overtime-eligible) salaried staff campus employees and their time and absence initiates.

**Accrual**

Overtime-eligible salaried employees can accrue compensatory time off instead of receiving overtime pay with prior supervisor approval (and for contract classified employees if the collective bargaining agreement provides for compensatory time). For details, visit UWHR’s website at [https://hr.uw.edu/ops/leaves/overtimecompensatory-time/](https://hr.uw.edu/ops/leaves/overtimecompensatory-time/).

**Requesting Compensatory Time Off in Workday**

**Overview**

To trigger the accrual of compensatory time off, the employee or time and absence initiate must select the **Compensatory Time Earned Worktag** in the time block(s) where Workday has calculated and added a compensatory time eligible **Time Calculation Tag**, such as **Straight Time** or **Overtime**, for the employee. Workday will then adjust the Time Calculation Tag to reflect compensatory time earned.

If the worktag is entered on a time block where Straight Time or Overtime is not calculated, then no adjustments to the Time Calculation Tags will be reflected and compensatory time off will not accrue. Alternatively, if an employee is requesting compensatory time earned for all Straight Time or Overtime worked for the week, the compensatory time earned worktag could be placed on every time block.

With either method, compensatory time off will only calculate and accrue on the time blocks where Straight Time or Overtime is calculated by Workday.

**Straight Time Pay vs. Overtime Pay – What’s the Difference?**

Straight-Time (ST) pay (regular hourly rate of pay) is paid to all part-time, overtime-eligible employees when they work beyond their regular daily and/or weekly schedule up to 40 hours in a week.

Overtime (OT) pay (1.5 times one’s regular hourly rate) is paid for hours worked in excess of 40 hours in a workweek and applies to both full- and part-time overtime-eligible employees.
**PROCESS**

**Step 1: Verify OT/ST Calculations**

1. **Verify OT/ST Calculations**

   In the Summary, note the total number of **S/T** (Straight Time) and/or **Overtime Hours** calculated.

2. **Select a Time Block** where the employee has exceeded daily expected hours worked per their Work Schedule.

3. **Select View Details**.

4. **Select the Calculated tab**.

5. **Look for a Time Calculation Tag of Straight Time, Daily Contract Overtime, or FLSA Overtime (Weekly)**, then select **Close**.

*Other similar tags may also be eligible.*

**Time Calculation Tags – What’s the Difference?**

Below are common Compensatory Time Earned eligible Time Calculation Tags; other similar tags may also be eligible.

- **Straight Time** - appears for part-time, overtime eligible employees for time worked beyond daily and weekly expected hours per their Work Schedule up until 40 hours.

- **Daily Contract Overtime (1.5)** - appears for any full-time, overtime eligible employee who has not yet entered 40 hours worked for the week on their Time Sheet but has entered time worked beyond daily expected hours per their Work Schedule.

- **FLSA Overtime (Weekly)** - appears when any overtime eligible employee (part-time or full-time) works in...
Step 2: Request Compensatory Time Off

In the Time Block where Straight Time or Overtime is calculated, in the Earn Compensatory Time/Suspended Operations Makeup Time menu, select **Compensatory Time Earned**, then select OK.

Step 3: View/Verify Compensatory Time Calculation

Return to the Time Calculation Tag (as described in #5 above) and verify that it has been replaced with **Compensatory Time Earned (Absence Accrual)**.
TIME CALCULATION TAG EXAMPLES

Following are common Compensatory Time Earned eligible Time Calculation Tags; other similar tags may also be eligible.

**Part-time Employee**

**Straight Time (ST) Earned:**

(NE S SEIU 925 Non Supv), 50% FTE
50-5C4-MonTueWedThuFri
Worked 10a-2p M-F
Worked one additional hour M, T, & W resulting in 3 hours Straight Time earned

**Part-time Employee**

**Overtime & ST Earned:**

(NE S SEIU 925 Non Supv), 50% FTE
50-5C4-MonTueWedThuFri
Worked 8a-4:30p (w/ ½ hour lunch), M-F resulting in 20 hours Straight Time earned
Worked one additional hour M, T, & W resulting in 3 hours Overtime earned
**Full-time Employee**  
*(has not yet entered all time worked for the week)*

Daily Contract Overtime (1.5) Earned:

(NE S SEIU 925 Non Supv), 100% FTE  
100-5C4-MonTueWedThuFri  
Worked 8a-4:30p (w/ ½ hour lunch), M-W  
Worked one additional hour M, T, & W resulting in 3 hours Overtime earned

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**Full-time Employee**  
*(has entered all time worked for the week)*

FLSA Overtime (Weekly) Earned:

(NE S SEIU 925 Non Supv), 100% FTE  
100-5C4-MonTueWedThuFri  
Worked 8a-4:30p (w/ ½ hour lunch), M-F  
Worked one additional hour M, T, & W resulting in 3 hours Overtime earned

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Notice in this example that the employee has NOT yet entered all time worked for the week into their Time Sheet. Once they enter all time worked for the week, the Daily Contract OT will transition to FLSA Weekly OT.