



# TIME TRACKING JOB AID

## COMPENSATORY TIME OFF

THIS JOB AID APPLIES TO NON-EXEMPT (OVERTIME-ELIGIBLE) SALARIED STAFF CAMPUS EMPLOYEES AND THEIR TIME AND ABSENCE INITIATES.

### DEFINITION

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 additional details, see the UWHR website at <http://hr.uw.edu/ops/leaves/overtimecompensatory-time/>.

### REQUEST COMPENSATORY TIME OFF

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 **Straight Time** or **Overtime** for the employee. When the worktag is entered on an applicable time block, Workday will adjust the Time Calculation Tag to reflect **Compensatory Time Earned**. It is important to validate this within the Enter Time process to verify that Compensatory Time Off has been requested correctly. 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**.

The scenarios in this job aid outline the approach of deliberately entering the Compensatory Time Earned worktag on the applicable time blocks where Workday has calculated **Straight Time** or **Overtime**. An alternative approach to consider is that 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.

### Full-Time Non-Exempt Employees

Full-Time non-exempt salaried employees can elect compensatory time instead of overtime pay if approved by the supervisor (and for contract classified employees, if the collective bargaining agreement provides for compensatory time).

### Summarized Steps for Employee or Time & Absence Initiate:

*See the scenario below for more detailed steps.*

1. View Time Block Details to verify the overtime Time Calculation Tag:
  - a. Once an employee has reported over 40 hours worked in a work week, FLSA Overtime (Weekly) will display on the time block(s) where Workday has assessed that reported hours worked on any given day are above the daily expected hours per the work schedule.
  - b. If an employee is eligible for daily overtime (per the collective bargaining agreement) and hours worked in a work week are 40 hours or less, Daily

Contract Overtime will display on the time block where Workday has assessed reported hours worked on any given day are above the daily expected hours per the work schedule.

2. To request Compensatory Time Off:
  - a. On the time block where Overtime has been calculated, in the Earn Compensatory Time/Suspended Operations Makeup Time menu, select Compensatory Time Earned
3. To view/verify the Compensatory Time calculation:
  - a. Note that the Time Calculation Tag for the Overtime has been replaced with Compensatory Time Earned.

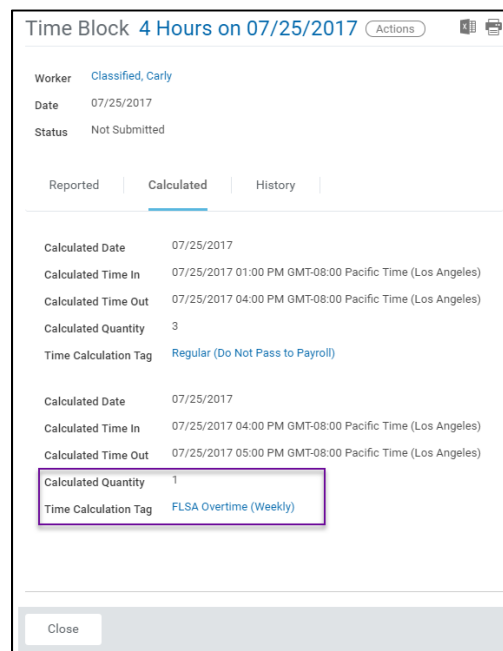
### Scenario:

Employee with the 100-5C8-MonTueWedThuFri (Default) Work Schedule has worked 1 hour of Overtime for the week. Since the employee is 100% FTE and Daily OT Eligible, the Overtime Calculation Tag can be found on the time block where the employee worked over the daily duration hours as indicated on the Work Schedule. In this scenario, the overtime calculation will display on the Tuesday time block where Workday has assessed that the employee has worked beyond her expected 8 hours.

## Steps for Employee or Time & Absence Initiate

Step 1: To view/verify the Overtime calculation:

- a. Select the time block (in this example, Tuesday afternoon) and click **View Details**.
- b. Select the Calculated tab
- c. Note that a Time Calculation Tag of **FLSA Overtime (Weekly)** displays.
- d. Click Close.
- e. If an overtime calculation is not calculated, repeat the above steps to view a different time block.



## Step 2: To request Compensatory Time Off:

- Select the time block where Workday has calculated the Overtime.
- In the Earn Compensatory Time/Suspended Operations Makeup Time menu, select Compensatory Time Earned.
- Click Ok

Enter Time 07/25/2017

Status Not Submitted

Time Type \* Hours Worked (In/Out- Do Not Pass to Payroll)

In \* 01:00 PM

Out \* 05:00 PM

Out Reason \* Out

Hours 4

Details

Cost Center

Earn Compensatory Time/Suspended Operations Makeup Time X Compensatory Time Earned

UW Project

UW Task

UW Option

Comment

View Details

OK Delete Cancel

## Step 3: To request Compensatory Time Off:

- Select the time block and click **View Details**.
- Select the Calculated tab.
- Note that the Time Calculation Tag of FLSA Overtime (Weekly) has been replaced with **Compensatory Time Earned - 1.5 (Absence Accrual)**.
- Click Close.

Time Block 4 Hours on 07/25/2017 Actions

Worker Classified, Carly

Date 07/25/2017

Status Not Submitted

Reported Calculated History

Calculated Date 07/25/2017

Calculated Time In 07/25/2017 01:00 PM GMT-08:00 Pacific Time (Los Angeles)

Calculated Time Out 07/25/2017 04:00 PM GMT-08:00 Pacific Time (Los Angeles)

Calculated Quantity 3

Time Calculation Tag Regular (Do Not Pass to Payroll)

Earn Compensatory Time/Suspended Operations Makeup Time Compensatory Time Earned

Calculated Date 07/25/2017

Calculated Time In 07/25/2017 04:00 PM GMT-08:00 Pacific Time (Los Angeles)

Calculated Time Out 07/25/2017 05:00 PM GMT-08:00 Pacific Time (Los Angeles)

Calculated Quantity 1

Time Calculation Tag Compensatory Time Earned - 1.5 (Absence Accrual)

Earn Compensatory Time/Suspended Operations Makeup Time Compensatory Time Earned

Close

## Part-Time Non-Exempt Salaried Employees

Part-Time non-exempt salaried employees can elect compensatory time instead of overtime pay (on a straight-time basis) if approved by the supervisor (and for contract classified employees, if the collective bargaining agreement provides for compensatory time).

Straight Time is calculated for all hours worked above the daily duration as identified in the Work Schedule, up until the weekly scheduled hours are worked. At that point, the Straight Time calculations are shifted to the time blocks where Workday has assessed all hours worked above the weekly schedule duration up until 40 hours for the week. For part-time employees, it is recommended to request compensatory time off once all hours for the week have been entered and Straight Time calculated by Workday.

### Summarized Steps for Employee or Time & Absence Initiate:

*See the scenario below for more detailed steps.*

1. View Time Block Details to verify the straight time Time Calculation Tag:
  - a. Once all hours for the week have been entered, Straight Time will display on the time block(s) where Workday has assessed that reported hours worked for the work week are above the weekly expected hours per the work schedule. If a part-time employee has reported more than 40 hours worked in a work week, FLSA Overtime (Weekly) will display per the same logic described above.
  - b. If an employee is eligible for daily overtime on a straight-time basis (per the collective bargaining agreement), Straight Time will display on the time block where Workday has assessed reported hours worked on any given day are above the daily expected hours per the work schedule. NOTE: If the employee records additional hours for the remainder of the work week, the Straight Time calculations will shift and display per the logic above. For this is reason, it is recommended that compensatory time off is requested once all hours for the week have been entered. Otherwise, the employee and Time & Absence Initiate should play close attention to the time calculation tags and repeat the following steps if the Straight Time calculations shift for a part-time employee in a given week.
2. To request Compensatory Time Off:
  - a. On the time block where Straight Time has been calculated, in the Earn Compensatory Time/Suspended Operations Makeup Time menu, select Compensatory Time Earned.
3. On the time block where Straight Time has been calculated, in the Earn Compensatory Time/Suspended Operations Makeup Time menu, select Compensatory Time Earned.
  - a. Note that the Time Calculation Tag for the Straight Time has been replaced with Compensatory Time Earned.

### Scenario:

Employee with the 75-3C10-TueWedThu Work Schedule has worked 1 hour extra each day on Tuesday and Wednesday. As the employee is less than 100% FTE and overtime eligible, Straight Time calculations are shifted to the time blocks where Workday has assessed all hours worked above the weekly schedule duration up until 40 hours for the week.

# Steps for Employee or Time & Absence Initiate

## Step 1: View/verify the Straight Time calculation, midweek:

(before all time entries have been entered)

- At the top right, note that 2 hours of Straight Time have been calculated.
- Select the time block where Straight Time is calculated and click **View Details**.  
In this example, select the last Tuesday or Wednesday time blocks as this is where hours worked exceeds the daily duration, **before the weekly scheduled hours have been reached**.
- Select the Calculated tab.
- Note that a Time Calculation Tag of **Straight Time** displays.
- Click Close.
- The employee may consider waiting to tag Compensatory Time Earned until all hours for the week are entered and Straight Time calculated.

The screenshot shows a timesheet interface. At the top right, a summary box displays: Hours Worked: 20, S/T: 2, Overtime Hours (OT/OT): 0, and Time Off: 0. Below this is a disclaimer: "This Timesheet is intended for use by authorized University of Washington employees only. Authorization is provided to accomplish the responsibilities of department management. Unauthorized use or dissemination of any information is prohibited, and doing so will result in appropriate disciplinary action. In order to protect the privacy and integrity of Timesheet records, exit your web browser or password protect your screen when you leave your desk." A date range selector shows "Today" and "Aug 7 - 13, 2017". Below the date range, a weekly summary shows: Mon 8/7 (Hours: 0), Tue 8/8 (Hours: 11), Wed 8/9 (Hours: 11), Thu 8/10 (Hours: 0), and Fri 8/11 (Hours: 0). The main view is a "Time Block 1 Hours on 08/08/2017" with an "Actions" button. The worker is identified as "Parttime, Peter" on "08/08/2017" with a status of "Not Submitted". There are tabs for "Reported", "Calculated", and "History", with "Calculated" selected. The "Calculated" section shows: Calculated Date: 08/08/2017; Calculated Time In: 08/08/2017 04:00 PM GMT-08:00 Pacific Time (Los Angeles); Calculated Time Out: 08/08/2017 05:00 PM GMT-08:00 Pacific Time (Los Angeles); Calculated Quantity: 1; and Time Calculation Tag: Straight Time. A "Close" button is at the bottom.

## Step 2: View/verify the Straight Time calculation, midweek:

(before all time entries have been entered)

- At the top right, note that 2 hours of Straight Time remains.
- Select the time block where Straight Time is calculated and click **View Details**.  
In this example, select the last Thursday time block as this is where the hours worked **exceeds the weekly scheduled hours**.
- Select the Calculated tab
- Note that a Time Calculation Tag of **Straight Time** displays.

Remember, since hours worked exceeds the weekly scheduled hours, **Workday has**

shifted the Straight Time calculations from Daily to Weekly.

e. Click Close.

Hours Worked	S/T	Overtime Hours (OT/OT)	Time Off
30	2	0	

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Today < > Aug 7 - 13, 2017

Mon 8/7	Tue 8/8	Wed 8/9	Thu 8/10	Fri 8/11
Hours: 0	Hours: 11	Hours: 11	Hours: 10	Hours: 0

Time Block 5 Hours on 08/10/2017 Actions

Worker Parttime, Peter  
Date 08/10/2017  
Status Not Submitted

Reported | Calculated | History

Calculated Date 08/10/2017  
Calculated Time In 08/10/2017 10:30 AM GMT-08:00 Pacific Time (Los Angeles)  
Calculated Time Out 08/10/2017 01:30 PM GMT-08:00 Pacific Time (Los Angeles)  
Calculated Quantity 3  
Time Calculation Tag Regular (Do Not Pass to Payroll)

Calculated Date 08/10/2017  
Calculated Time In 08/10/2017 01:30 PM GMT-08:00 Pacific Time (Los Angeles)  
Calculated Time Out 08/10/2017 03:30 PM GMT-08:00 Pacific Time (Los Angeles)  
Calculated Quantity 2  
Time Calculation Tag Straight Time

Close

### Step 3: To request Compensatory Time Off:

- Select the time block where Workday has calculated the Straight Time.
- In the Earn Compensatory Time/Suspended Operations Makeup Time menu, select **Compensatory Time Earned**.
- Click Ok.

Enter Time 08/10/2017

Status Not Submitted

Time Type \* X Hours Worked (In/Out-Do Not Pass to Payroll)

In \* 10:30 AM

Out \* 03:30 PM

Out Reason \* Out

Hours 5

Details

Cost Center

Earn Compensatory Time/Suspended Operations Makeup Time X Compensatory Time Earned

UW Project

UW Task

UW Option

Comment

View Details

OK Delete Cancel

#### Step 4: To view/verify the Compensatory Time calculation:

- Select the time block and click **View Details**.
- Select the Calculated tab.
- Note that the Time Calculation Tag of Straight Time has been replaced with **Compensatory Time Earned - 1.0 (Absence Accrual)**.
- Click Close.

Time Block 5 Hours on 08/10/2017 Actions

Worker: Parttime, Peter  
Date: 08/10/2017  
Status: Not Submitted

Reported | **Calculated** | History

Calculated Date	08/10/2017
Calculated Time In	08/10/2017 10:30 AM GMT-08:00 Pacific Time (Los Angeles)
Calculated Time Out	08/10/2017 01:30 PM GMT-08:00 Pacific Time (Los Angeles)
Calculated Quantity	3
Time Calculation Tag	Regular (Do Not Pass to Payroll)
Earn Compensatory Time/Suspended Operations Makeup Time	Compensatory Time Earned
Calculated Date	08/10/2017
Calculated Time In	08/10/2017 01:30 PM GMT-08:00 Pacific Time (Los Angeles)
Calculated Time Out	08/10/2017 03:30 PM GMT-08:00 Pacific Time (Los Angeles)
Calculated Quantity	2
Time Calculation Tag	Compensatory Time Earned - 1.0 (Absence Accrual)
Earn Compensatory Time/Suspended Operations Makeup Time	Compensatory Time Earned

Close

## VALIDATE COMPENSATORY TIME OFF ACCRUAL

Time and Absence Initiates and Approvers can run the report **Overtime By Employee R0010** to validate all overtime, straight time, and comp time earned hour by worker for a given pay period. In the report prompt, select a single Supervisory Organization and Include Subordinate Organizations and/or Managers if applicable.

The Comp Time Earned column is a sum of all the compensatory time calculated on the employee's timesheets in the given period. Any approved overtime or straight time hours will be paid out.

← Overtime By Employee R0010 Actions

Pay Period Start Date 01/16/2018 Organizations UWHT: ISC  
 Pay Period End Date 01/31/2018 Include Subordinate Organizations No

1 of 7 items

Employee	Employee ID	Current Positions	Supervisory Organization	Sum of Comp Time Earned	Sum of Overtime Hours	Sum of Straight Time Hours	Report Effective Date and Time
		PN-OC ISC CUSTOMER SERVICE REPRESENTATIVE, I	UWHT: ISC Tier	1	1.5	0	02/20/2018 03:00:15.175 PM

## VIEW COMPENSATORY TIME OFF ACCRUAL

Use the report Time off Results by Period to view your compensatory time off accrual. As compensatory time off accruals are derived from tagged straight time or overtime calculations in a standard work week, the increments in which the report displays data are weekly timespans.

### Scenario:

Employee with the **75-3C10-TueWedThu** work schedule worked and has requested Compensatory Time Off instead of receiving pay for the 2 hours of Straight Time worked for the week. The employee has tagged the proper time blocks (the last time block on Thursday in this scenario) and has verified the calculations on the time block now display as Compensatory Time Off Earned.

← Enter Time Parttime, Peter Actions

Hours Worked 30 S/T 2 Overtime Hours (OT/OT) 0 Time Off Hours 0 Unpaid Time 0 Premium Hours 0 Total Hours 32

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Today < > Jan 22 - 28, 2018 View Week

	Mon 1/22 Hours: 2	Tue 1/23 Hours: 10	Wed 1/24 Hours: 10	Thu 1/25 Hours: 10	Fri 1/26 Hours: 0	Sat 1/27 Hours: 0	Sun 1/28 Hours: 0
7 AM				Pay date 01/01/2018 - 01/15/2018			
8 AM	Hours Worked (In/Out-Do Not Pass ... 8:00am - 10:00am 2 Hours Submitted	Hours Worked (In/Out-Do Not Pass ... 7:00am - 12:00pm 5 Hours Submitted	Hours Worked (In/Out-Do Not Pass ... 7:00am - 12:00pm 5 Hours Submitted	Hours Worked (In/Out-Do Not Pass ... 7:00am - 12:00pm 5 Hours Submitted			
9 AM							
10 AM							
11 AM							
12 PM							
1 PM		Hours Worked (In/Out-Do Not Pass ... 12:30pm - 5:30pm 5 Hours Submitted	Hours Worked (In/Out-Do Not Pass ... 12:30pm - 5:30pm 5 Hours Submitted	Hours Worked (In/Out-Do Not Pass ... 12:30pm - 5:30pm 5 Hours Submitted			
2 PM							
3 PM							
4 PM							
5 PM							

## Employee Steps to run the Time off Results by Period Report:

1. To access the Worker Profile from the Workday Home Page, select the Personal Information Worklet and choose About Me in the View section.
2. In the Actions menu on the Worker Profile, select Time Off & Leave and choose View Time Off Results by Period.



Note: This report is also available to the worker's Time & Absence Initiate and other elevated security role holders.

3. In the prompts for the Time Off results by Period report, enter:
  - a. Time Off Plans: Compensatory Time Off
  - b. Periods: Choose all applicable week(s).

Following the same example, when the worker runs the report for the week of January 22, he can now verify his Compensatory Time Off Accrual of 2 hours.

To view details drill down on Year to Date values

Periods 01/22/2018 - 01/28/2018 (UW Weekly (M-S))

Time Off Plans Compensatory Time Off Plan (hours)

1 item

Balance Period	Time Off Plan	Unit of Time	Position	Beginning Year Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events
01/22/2018 - 01/28/2018 (UW Weekly (M-S))	Compensatory Time Off Plan (hours)	Hours	PN-6999015 Program Coordinator	0	2	0	0	2	0	0	2	2