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

Step 3: To request Compensatory Time Off:
   a. Select the time block and click View Details.
   b. Select the Calculated tab.
   c. Note that the Time Calculation Tag of FLSA Overtime (Weekly) has been replaced with Compensatory Time Earned - 1.5 (Absence Accrual).
   d. Click 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 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)

a. At the top right, note that 2 hours of Straight Time have been calculated.
b. 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.
c. Select the Calculated tab.
d. Note that a Time Calculation Tag of Straight Time displays.
e. Click Close.
f. The employee may consider waiting to tag Compensatory Time Earned until all hours
   for the week are entered and Straight Time calculated.

Step 2: View/verify the Straight Time calculation, midweek:
(before all time entries have been entered)

a. At the top right, note that 2 hours of Straight Time remains.
b. Select the time block where Straight Time is calculated and click View Details.
   In this example, select the last Thursday time black as this is where the hours worked
   exceeds the weekly scheduled hours.
c. Select the Calculated tab
   d. 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.

Step 3: To request Compensatory Time Off:

a. Select the time block where Workday has calculated the Straight Time.

b. In the Earn Compensatory Time/Suspended Operations Makeup Time menu, select **Compensatory Time Earned**.

c. Click Ok.
Step 4: To view/verify the Compensatory Time calculation:
   a. Select the time block and click **View Details**.
   b. Select the Calculated tab.
   c. Note that the Time Calculation Tag of Straight Time has been replaced with **Compensatory Time Earned - 1.0 (Absence Accrual)**.
   d. Click 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.
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.

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.

![Time Off Results by Period Parttime, Peter](image-url)