

Converting Overtime to Comp Time

Purpose: Employees have the option of requesting compensatory time instead of being paid overtime. When employees request compensatory time, a supervisor or manager must make the adjustment on the timecard.

Reference Guide Details	
Guide Objectives	Upon completion, the user will: <ul style="list-style-type: none">• Know how to convert an employee's overtime to comp time
Prerequisites	None
Kronos Role	Supervisors
Revision Date	09/15/2023

Convert Overtime hours to Comp Time

Employees have the option of requesting comp time instead of being paid overtime. When employees request compensatory time, a supervisor or manager must make the adjustment on the timecard.

The max amount of hours an employee can have for Comp Time is **240** hours. Supervisors should check the Accruals tab to see the employee's current balances prior to converting new hours.

1. In the timecard, click on the double line to open the summary sections.
2. Open the totals tab and verify the drop down is set to **Daily**. To select the date you are converting OT to comp, click on the date of the comp time entry line in the time card. (2a)

Note: It is very important that overtime is converted to comp time by day. This is because hours are sent to PeopleSoft by day.

3. Right click on the overtime paycode in the **Totals** tab.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Sun 6/23									
+ X	Mon 6/24	7:45AM-4:15PM	5:45AM	5:30PM	;THSM/Z0416/12203/213318/0/-/TA6087			11.25	11.25	11.25
+ X	Tue 6/25	7:45AM-4:15PM	5:30AM	5:00PM	;THSM/Z0416/12203/213318/0/-/TA6087			11.0	11.0	22.25
+ X	Wed 6/26	7:45AM-4:15PM	7:45AM	4:15PM	;THSM/Z0416/12203/213318/0/-/TA6087			8.0	8.0	30.25
+ X	Thu 6/27	7:45AM-4:15PM	7:45AM	4:45PM	;THSM/Z0416/12203/213318/0/-/TA6087			8.5	8.5	38.75
+ X	Fri 6/28	7:45AM-4:15PM	7:45AM	4:15PM	;THSM/Z0416/12203/213318/0/-/TA6087			8.0	8.0	46.75
+ X	Sat 6/29									46.75

Location	Job	Account	Pay Code	Amount	Wages
		...5/12203/213318/0/-/TA6087	Overtime	3.25	\$0.00
		...5/12203/213318/0/-/TA6087	Regular	8.0	\$0.00

4. In the pop up window, click on the **Move Amount** button.


Totals Actions

Date: 6/24/2019

Pay Code: Overtime

Account: (x)THSM/Z0416/12203/213318/0/-/TA6087

Amount: 3.25



Move Amount

- In the next window, select the paycode **COMP EARNED 1.5** and enter the amount of hours that will be converted from OT to comp. Click **OK**.

Note on DoubleTime: Double Time hours may also be converted to Comp Time by Changing the Paycode to Comp Earned 2.0.

Note: Partial hours can be converted.

- The amounts will update in the summary section but click **SAVE** on the timecard to save the changes!

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Sun 6/23									
+ X	Mon 6/24	7:45AM-4:15PM	5:45AM	5:30PM	;TSM/Z0416/12203/213318/0/-/TA6087			11.25	11.25	11.25
+ X	Tue 6/25	7:45AM-4:15PM	5:30AM	5:00PM	;TSM/Z0416/12203/213318/0/-/TA6087			11.0	11.0	22.25
+ X	Wed 6/26	7:45AM-4:15PM	7:45AM	4:15PM	;TSM/Z0416/12203/213318/0/-/TA6087			8.0	8.0	30.25
+ X	Thu 6/27	7:45AM-4:15PM	7:45AM	4:45PM	;TSM/Z0416/12203/213318/0/-/TA6087			8.5	8.5	38.75
+ X	Fri 6/28	7:45AM-4:15PM	7:45AM	4:15PM	;TSM/Z0416/12203/213318/0/-/TA6087			8.0	8.0	46.75
+ X	Sat 6/29									46.75

Accruals		Debit-Credit		Totals		Audits		Historical Corrections	
Location	Job	Account	Pay Code	Amount	Wages				
						Totals for 6/24/2019			
		...5/12203/213318/0/-/TA6087	Comp Earned 1.5	3.25	\$0.00				
		...5/12203/213318/0/-/TA6087	Regular	8.0	\$0.00				