



## **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	<ul> <li>Upon completion, the user will:</li> <li>Know how to convert an employee's overtime to comp time</li> </ul>							
Prerequisites	None							
Kronos Role	Supervisors							
Revision Date	09/15/2023							

University of Minnesota

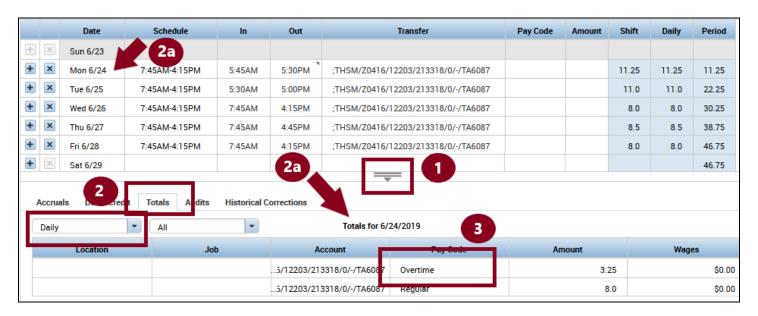
## **Convert Overtime hours to Comp Time**

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 t**ab.

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



5. 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.

Move Amount							
From							
Paycode :	Overtime						
Amount (HH.hh):	3.25						
Transfer :	;THSM/Z0416/12203/213318/0/-/TA6087						
To Effective Date : *	6/24/2019						
Paycode : *	Comp Earned 1.5						
Amount (HH.hh):	3.25						
Transfer :	· ·						
Comments (0) Add	Comment						
	Cancel OK						

6. 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		
+	×	Sun 6/23												
+	×	Mon 6/24	7:45AM-4:15PM	5:45AM	5:30PM	;THSM/Z0416/	12203/213318/0/-/TA6087			11.25	11.25	11.25		
+	×	Tue 6/25	7:45AM-4:15PM	5:30AM	5:00PM	;THSM/Z0416/12203/213318/0/-/TA6087				11.0	11.0	22.25		
+	×	Wed 6/26	7:45AM-4:15PM	7:45AM	4:15PM	;THSM/Z0416/	12203/213318/0/-/TA6087			8.0	8.0	30.25		
+	×	Thu 6/27	7:45AM-4:15PM	7:45AM	4:45PM	;THSM/Z0416/	12203/213318/0/-/TA6087			8.5	8.5	38.75		
+	×	Fri 6/28	7:45AM-4:15PM	7:45AM	4:15PM	;THSM/Z0416/	12203/213318/0/-/TA6087			8.0	8.0	46.75		
+	×	Sat 6/29										46.75		
	Accruals Debit-Credit Totals Audits Historical Corrections													
	Daily All 💌				Totals for 6/24/2019									
	Location		Jo	ob	Ac	count	Pay Code	An	Amount		Wages			
					5/12203/213	3318/0/-/T	Comp Earned 1.5		3.	25		\$0.00		
5/12203/213318/0/-/T 6087 Degular								8	0.0		\$0.00			