

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	04/29/20

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.

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

4



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: Partial hours can be converted.

Move Amount

From

Paycode : Overtime
 Amount (HH.hh): 3.25
 Transfer : ;TSM/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](#)

- 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
<input type="checkbox"/>	Sun 6/23									
<input type="checkbox"/>	Mon 6/24	7:45AM-4:15PM	5:45AM	5:30PM	;TSM/Z0416/12203/213318/0/-/TA6087			11.25	11.25	11.25
<input type="checkbox"/>	Tue 6/25	7:45AM-4:15PM	5:30AM	5:00PM	;TSM/Z0416/12203/213318/0/-/TA6087			11.0	11.0	22.25
<input type="checkbox"/>	Wed 6/26	7:45AM-4:15PM	7:45AM	4:15PM	;TSM/Z0416/12203/213318/0/-/TA6087			8.0	8.0	30.25
<input type="checkbox"/>	Thu 6/27	7:45AM-4:15PM	7:45AM	4:45PM	;TSM/Z0416/12203/213318/0/-/TA6087			8.5	8.5	38.75
<input type="checkbox"/>	Fri 6/28	7:45AM-4:15PM	7:45AM	4:15PM	;TSM/Z0416/12203/213318/0/-/TA6087			8.0	8.0	46.75
<input type="checkbox"/>	Sat 6/29									46.75

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