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.

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Convert Overtime hours to Comp Time

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.

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 time entry line in the time card. (2a)

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

3. Right click on the overtime paycode.
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 hours that will be converted from OT to comp. Click **OK**.

   **Note:** Partial hours can be converted.
6. The amounts will update in the summary section but click **SAVE** on the timecard to save the changes!

![Timecard and summary section with highlighted changes]

**Summary Section:**
- Date: Sun 6/23
  - Schedule: 7:45AM-4:15PM
  - In: 5:45AM
  - Out: 5:30PM
  - Pay Code: 6087
  - Amount: 11.25
  - Shift: 11.25
  - Daily: 11.25
  - Period: 11.25

**Totals for 6/24/2019:**
- Account: 6087
  - Pay Code: Comp Earned 1.5
  - Amount: 3.25
  - Wages: $0.00

**Historical Corrections:**
- Date: Sat 6/29
  - Schedule: 7:45AM-4:15PM
  - In: 4:30PM
  - Out: 4:45PM