



TCP- Comp Time

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Converting Overtime to Compensatory (Comp) Time Earned

- Earning compensatory time in TCP is a manual process.
- Conversion of overtime hours to comp time must be done in Hours > Individual Hours, one week at a time.
- TCP Overtime Types:
 - OT1 = standard overtime.
 - OT2 = holiday premium pay.

Process Overview

1. Review employee's current comp time balance (Accruals tab on Individual Hours)
 - a. to help ensure additions do not create a balance exceeding the maximum accruable hours (E.g., 240 hours).
 2. Identify segments containing overtime hours.
 3. Convert overtime hours to comp time.
 4. Confirm comp time changes.
 5. Correcting Mistakes.
- **CAUTION:** Always start with the last segment of the last day of the pay week to convert OT1 because OT1 is earned at the end of the week (there are few exceptions). Failure to do so will result in the comp time not being calculated properly and the employee not being paid correctly.



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Process Details

1. Review Comp Time Balance

1. In Individual Hours > Accruals (tab)
2. Review Comp Time Accrual Balance

Hours	Schedules	Accruals						
Francis Lopez								
Select forecast date <input type="text"/> <input type="calendar"/> <input type="button" value="Update"/>								
Showing 5 records of 5								
Ledger	Accrual Bank↑	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
<input type="checkbox"/>	Comp Time (COMP)	83.4600	0.0000	0.0000	0.0000	0.0000	0.0000	83.4600
<input type="checkbox"/>	Parental Leave (PRTL)	10.0000	0.0000	0.0000	0.0000	0.0000	0.0000	10.0000
<input type="checkbox"/>	Personal Leave (PERS)	26.0000	0.0000	0.0000	0.0000	0.0000	0.0000	26.0000
<input type="checkbox"/>	Sick Leave (SICK)	2614.7700	0.0000	0.0000	0.0000	0.0000	0.0000	2614.7700
<input type="checkbox"/>	Vacation (VACA)	600.0000	0.0000	16.0000	0.0000	0.0000	0.0000	584.0000



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2. Identify Segments Containing Overtime Hours

1. Adjust the date range to one pay week at a time on the Hours tab.
2. **RECOMMENDED** - Take a screenshot *prior* to making any changes for reference.
3. Note the number of OT1 and OT2 hours in the Hours Summary box at the top right.
 - a. **The number of hours converted to Comp Time cannot exceed the OT hours earned.**

11/7/2020 to 11/13/2020 Last Week Update

Start date Stop date Period

+ Add Manage Exceptions Processing

Show absences: Regular 40:00 OT1 5:00 OT2 0:00 Leave 0:00 Total 45:00

Showing 5 records of 5 Selected 0 records

							Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Position	Position Location
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11/9/2020 08:00 AM	11/9/2020 05:00 PM	9:00	9:00	9:00		99047200	RHD9-096/MAPLE STREET COMMONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11/10/2020 08:00 AM	11/10/2020 05:00 PM	9:00	9:00	9:00		99047200	RHD9-096/MAPLE STREET COMMONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11/11/2020 08:00 AM	11/11/2020 05:00 PM	9:00	9:00	9:00		99047200	RHD9-096/MAPLE STREET COMMONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11/12/2020 08:00 AM	11/12/2020 05:00 PM	9:00	9:00	9:00		99047200	RHD9-096/MAPLE STREET COMMONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11/13/2020 08:00 AM	11/13/2020 05:00 PM	9:00	9:00	9:00	45:00	99047200	RHD9-096/MAPLE STREET COMMONS

Regular 40:00 OT1 5:00 OT2 0:00 Leave 0:00 Total 45:00

4. Important - Enable Exception filter to easily Identify the segment(s) containing OT hours.

- a. Click **Exception Filter**
- b. Check **Overtime**
- c. Click **Filter**

Exception Filter ? Feedback

Required for close week

Required for payroll exports and reports

Search

- Long Week Shift
- Missed Break Shift
- Missed Punches Shift
- Negative Accrual Balance Shift
- Overtime Shift
- Short Shift Gap Shift
- Sixth consecutive day Shift
- Seventh consecutive day Shift
- Holiday Shift

NOTE: Only segments with the selected exceptions will be shown

Restore default Save as default Cancel Filter



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3. Convert Overtime Hours to Comp Time

- Only overtime hours can be converted to comp time. Overtime hours may need to be separated or split out from the regular hours on a segment.

Split Time Segments When:

1. The segment contains both regular and OT hours.
2. Only a portion of the OT hours are to be converted to comp time.
3. The entire segment contains OT hours but there is an automatic break
 - a. Segments with overtime and automatic breaks require extra attention to ensure that the automatic break time isn't converted to comp time.

Example - Splitting Segments - No Automatic Break

In this example, the employee worked 45 hours for the week and there is no automatic break. The 9-hour Friday segment contains the 5 hours of OT accumulated for the week. 3 hours are to be converted to Comp Time leaving 2 hours to be paid at the OT rate.

1. Select the segment to split.
 - a. Right click the segment or click Manage Segments
 - b. Select Split segment by length

The screenshot shows a table with columns: Time In, Time Out, Hours, Shift Total, Day Total, and Week Total. The last row is highlighted in blue and has a context menu open over it. The menu options are: Edit, Delete, Split segment by length, Split segment by percentage, Add break, and Toggle break. A mouse cursor is pointing at 'Split segment by length'.

	Time In	Time Out	Hours	Shift Total	Day Total	Week Total
<input type="checkbox"/>	11/9/2020 08:00 AM	11/9/2020 05:00 PM	9:00	9:00	9:00	
<input type="checkbox"/>	11/10/2020 08:00 AM	11/10/2020 05:00 PM	9:00	9:00	9:00	
<input type="checkbox"/>	11/11/2020 08:00 AM	11/11/2020 05:00 PM	9:00	9:00	9:00	
<input type="checkbox"/>	11/12/2020 08:00 AM	11/12/2020 05:00 PM	9:00	9:00	9:00	
<input checked="" type="checkbox"/>	11/13/2020 08:00 AM	11/13/2020 05:00 PM	9:00	9:00	9:00	45:00

2. Note the value in Length.
3. Click the **Split** icon on the far-left to create a second segment to hold Comp Time.

Split Segment ?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Length	Time	Break	Position	Note
<input checked="" type="checkbox"/>	<input type="checkbox"/>	09:00	In 08:00 AM Out 05:00 PM	Type << NONE >> Length N/A	99047200 - Food Service Su RHD9-096MAPLE STREET	



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4. Edit the Top Row:
 - a. Change **Length** to the number of hours not being converted to comp time.
 - b. Hours on the second row (the comp time row) will automatically adjust to the remaining time.
5. Edit the Second Row:
 - a. Change **Position** to **1005 - Comp Time Earned**.
 - b. Confirm that both length fields are correct.
 - c. Click **Save**.

Split Segment ?

Split	Delete	Length	Time	Break	Position	Position Location	Note
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06:00	In 08:00 AM Out 02:00 PM	Type Break - Unpaid Length 0	99047200 - Food Service Su	RHD9-096MAPLE STREET	<input type="text"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03:00	In 02:00 PM Out 05:00 PM	Type Break - Unpaid Length N/A	1005 - Comp Time Earned	RHD9-096MAPLE STREET	<input type="text"/>

[Cancel](#) [Save](#)

6. Disable Exception Filter after moving hours to comp time to display all segments.
 - a. Click **Exception Filter**.
 - b. Click **Restore Default**.
 - c. Click **Save**.



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4. Confirm Comp Time Changes

1. Review the Hours Summary box to confirm the correct changes.
 - a. Comp Time hours converted move from the OT column(s) to the Regular column.
 - b. OT hours not converted remain in the OT columns.

In this example, the employee worked 45 hours for the week. The 9-hour Friday segment contains the 5 hours of OT accumulated for the week. 3 hours were converted to Comp Time leaving 2 hours to be paid at the OT rate.

Regular	OT1	OT2	Leave	Total
43:00	2:00	0:00	0:00	45:00

	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Position
<input type="checkbox"/>	11/9/2020 08:00 AM	11/9/2020 05:00 PM	9:00	9:00	9:00		99047200 - Food Service Supervisor
<input type="checkbox"/>	11/10/2020 08:00 AM	11/10/2020 05:00 PM	9:00	9:00	9:00		99047200 - Food Service Supervisor
<input type="checkbox"/>	11/11/2020 08:00 AM	11/11/2020 05:00 PM	9:00	9:00	9:00		99047200 - Food Service Supervisor
<input type="checkbox"/>	11/12/2020 08:00 AM	11/12/2020 05:00 PM	9:00	9:00	9:00		99047200 - Food Service Supervisor
<input type="checkbox"/>	11/13/2020 08:00 AM	11/13/2020 02:00 PM	6:00				99047200 - Food Service Supervisor
<input type="checkbox"/>	11/13/2020 02:00 PM	11/13/2020 05:00 PM	3:00	9:00	9:00	45:00	1005 - Comp Time Earned

5. Correcting Mistakes

There is no single answer for how to correct mistakes. However, the following guide should help:

1. Start Over
 - a. If your work is completely botched, delete the incorrect segments, recreate them as they were and then start over. Sometimes this the most straightforward approach.
2. Restore the Original Job Code
 - a. Changing the code from Comp Time Earned back to the original job code and then redoing the work. Using this option depends on how the segments are split, etc.



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Additional Examples - Converting OT to Comp Time

Segments with Automatic Break - Convert Some OT Hours

In this example, the employee worked 45 hours for the week and there is an automatic break - notice the break length of 60u for each day. The 9-hour Friday segment contains the 5 hours of OT accumulated for the week. 3 hours are to be converted to Comp Time leaving 2 hours to be paid at the OT rate.

<input type="checkbox"/>				Notes	Edited		Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Position
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/8/2021 08:00 AM	2/8/2021 06:00 PM	9:00	9:00		99047200
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/9/2021 08:00 AM	2/9/2021 06:00 PM	9:00	9:00		99047200
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/10/2021 08:00 AM	2/10/2021 06:00 PM	9:00	9:00		99047200
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/11/2021 08:00 AM	2/11/2021 06:00 PM	9:00	9:00		99047200
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/12/2021 08:00 AM	2/12/2021 06:00 PM	9:00	9:00	45:00	99047200

Regular	OT1	OT2	Leave	Total
40:00	5:00	0:00	0:00	45:00

Important:

- In this example, length is 10 hours but 1 hour is the unpaid automatic break.
- Care must be taken to ensure that the extra hour of unpaid time is included in the top row which are the hours *not* converted to comp time.

Split	Delete	Length	Time	Break	Position	Note
		10:00	In: 08:00 AM Out: 06:00 PM	Type: << NONE >> Length: N/A	99047200 - Food Service : RHD9-096\MAPLE STREE	

		07:00	In: 08:00 AM Out: 03:00 PM	Type: Break - Unpaid Length: 0	99047200 - Food Service : RHD9-096\MAPLE STREE	
		03:00	In: 03:00 PM Out: 06:00 PM	Type: << NONE >> Length: N/A	1005 - Comp Time Earned RHD9-096\MAPLE STREE	



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Result of Converting 3 Hours to Comp Time - With Automatic Break

1. Shift hours remain at 9.
 - a. 6 hour portion contains the automatic break.
2. 3 Hours for comp time moved from OT1 to Regular.

<input type="checkbox"/>				Notes	Edited		Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Position
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/8/2021 08:00 AM	2/8/2021 06:00 PM	9:00	9:00		99047200 - Food Service S
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/9/2021 08:00 AM	2/9/2021 06:00 PM	9:00	9:00		99047200 - Food Service S
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/10/2021 08:00 AM	2/10/2021 06:00 PM	9:00	9:00		99047200 - Food Service S
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/11/2021 08:00 AM	2/11/2021 06:00 PM	9:00	9:00		99047200 - Food Service S
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/12/2021 08:00 AM	2/12/2021 03:00 PM	6:00			99047200 - Food Service S
<input type="checkbox"/>		<input type="checkbox"/>			Y			2/12/2021 03:00 PM	2/12/2021 06:00 PM	3:00	9:00	45:00	1005 - Comp Time Earned

Regular 43:00	OT1 2:00	OT2 0:00	Leave 0:00	Total 45:00
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Segments with Automatic Break - Convert All OT Hours

In this example, the employee worked 50 hours for the week and there is an automatic break - notice the break length of 60u for each day. The 10-hour Friday segment contains the 10 hours of OT accumulated for the week. All 10 OT hours are to be converted to Comp Time.

<input type="checkbox"/>				Notes	Edited		Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Position
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/8/2021 08:00 AM	2/8/2021 07:00 PM	10:00	10:00		99047200
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/9/2021 08:00 AM	2/9/2021 07:00 PM	10:00	10:00		99047200
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/10/2021 08:00 AM	2/10/2021 07:00 PM	10:00	10:00		99047200
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/11/2021 08:00 AM	2/11/2021 07:00 PM	10:00	10:00		99047200
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/12/2021 08:00 AM	2/12/2021 07:00 PM	10:00	10:00	50:00	99047200

Regular	OT1	OT2	Leave	Total
40:00	10:00	0:00	0:00	50:00

Important:

- In this example, length is 11 hours but 1 hour is the unpaid automatic break.
- **Splitting segments is required to separate the 1 hour break from the OT time.**
- The 1 hour of unpaid break must be included in the top row which is the hours *not* converted to comp time.

Split	Delete	Length	Time	Break	Position	Note
		11:00	In: 08:00 AM Out: 07:00 PM	Type: << NONE >> Length: N/A	99047200 - Food Service : RHD9-096\MAPLE STREET	<input type="text"/>

Split	Delete	Length	Time	Break	Position	Note
		01:00	In: 08:00 AM Out: 09:00 AM	Type: Break - Unpaid Length: 0	99047200 - Food Service : RHD9-096\MAPLE STREET	<input type="text"/>
		10:00	In: 09:00 AM Out: 07:00 PM	Type: << NONE >> Length: N/A	1005 - Comp Time Earned RHD9-096\MAPLE STREET	<input type="text"/>



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Result of Converting All OT Hours to Comp Time - With Automatic Break

Note the segment with 0 hours. The 1-hour unpaid break was pushed to that segment and because it is unpaid it is denoted as zero hours.

1. Shift hours remain at 10.
 - a. 0 hour portion contains the automatic break.
2. 10 Hours for comp time moved from OT1 to Regular.

<input type="checkbox"/>				Notes	Edited		Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Position
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/8/2021 08:00 AM	2/8/2021 07:00 PM	10:00	10:00		99047200 - Food Service Sup
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/9/2021 08:00 AM	2/9/2021 07:00 PM	10:00	10:00		99047200 - Food Service Sup
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/10/2021 08:00 AM	2/10/2021 07:00 PM	10:00	10:00		99047200 - Food Service Sup
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/11/2021 08:00 AM	2/11/2021 07:00 PM	10:00	10:00		99047200 - Food Service Sup
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/12/2021 08:00 AM	2/12/2021 09:00 AM	0:00	←		99047200 - Food Service Sup
<input type="checkbox"/>		<input type="checkbox"/>			Y			2/12/2021 09:00 AM	2/12/2021 07:00 PM	10:00	10:00	50:00	1005 - Comp Time Earned

Regular 50:00	OT1 0:00	OT2 0:00	Leave 0:00	Total 50:00
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Segments with Clocked Break - Convert Some OT Hours

In this example, the employee worked 45 hours for the week and there is a clocked break - notice the break length of 60u for each day. The 9-hour Friday shift contains the 5 hours of OT accumulated for the week. 3 hours are to be converted to Comp Time leaving 2 hours to be paid at the OT rate.

<input type="checkbox"/>				Notes	Edited		Break Length	Time In	Time Out	Hours	Shift Total	Week Total
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/8/2021 08:00 AM	2/8/2021 12:00 PM	4:00		
<input type="checkbox"/>		<input type="checkbox"/>			Y			2/8/2021 01:00 PM	2/8/2021 06:00 PM	5:00	9:00	
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/9/2021 08:00 AM	2/9/2021 12:00 PM	4:00		
<input type="checkbox"/>		<input type="checkbox"/>			Y			2/9/2021 01:00 PM	2/9/2021 06:00 PM	5:00	9:00	
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/10/2021 08:00 AM	2/10/2021 12:00 PM	4:00		
<input type="checkbox"/>		<input type="checkbox"/>			Y			2/10/2021 01:00 PM	2/10/2021 06:00 PM	5:00	9:00	
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/11/2021 08:00 AM	2/11/2021 12:00 PM	4:00		
<input type="checkbox"/>		<input type="checkbox"/>			Y			2/11/2021 01:00 PM	2/11/2021 06:00 PM	5:00	9:00	
<input type="checkbox"/>		<input type="checkbox"/>			Y		60u	2/12/2021 08:00 AM	2/12/2021 12:00 PM	4:00		
<input type="checkbox"/>		<input type="checkbox"/>			Y			2/12/2021 01:00 PM	2/12/2021 06:00 PM	5:00	9:00	45:00

Regular 40:00	OT1 5:00	OT2 0:00	Leave 0:00	Total 45:00
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- In this example, all 5 OT hours are contained in the very last segment that will be split.

Split	Delete	Length	Time	Break	Position	Note
		05:00	In 01:00 PM Out 06:00 PM	Type << NONE >> Length N/A	99047200 - Food Service : RHD9-096\MAPLE STREET	<input type="text"/>

Split	Delete	Length	Time	Break	Position	Note
		02:00	In 01:00 PM Out 03:00 PM	Type Break - Unpaid Length 0	99047200 - Food Service : RHD9-096\MAPLE STREET	<input type="text"/>
		03:00	In 03:00 PM Out 06:00 PM	Type << NONE >> Length N/A	1005 - Comp Time Earned RHD9-096\MAPLE STREET	<input type="text"/>



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Result of Converting 3 Hours to Comp Time - Clocked Break

1. Shift hours remain at 9.
 - a. 4 hours prior to clocking out for break remain unchanged.
 - b. 2 hours of the afternoon segment remain at OT1.
 - c. 3 hours of the afternoon segment were converted to Comp Time.
2. 3 Hours for comp time moved from OT1 to Regular.

<input type="checkbox"/>				Notes	Edited		Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Position
<input type="checkbox"/>		<input type="checkbox"/>			Y	[60u	2/8/2021 08:00 AM	2/8/2021 12:00 PM	4:00			99047200 - Food Service S
<input type="checkbox"/>		<input type="checkbox"/>			Y	[2/8/2021 01:00 PM	2/8/2021 06:00 PM	5:00	9:00		99047200 - Food Service S
<input type="checkbox"/>		<input type="checkbox"/>			Y	[60u	2/9/2021 08:00 AM	2/9/2021 12:00 PM	4:00			99047200 - Food Service S
<input type="checkbox"/>		<input type="checkbox"/>			Y	[2/9/2021 01:00 PM	2/9/2021 06:00 PM	5:00	9:00		99047200 - Food Service S
<input type="checkbox"/>		<input type="checkbox"/>			Y	[60u	2/10/2021 08:00 AM	2/10/2021 12:00 PM	4:00			99047200 - Food Service S
<input type="checkbox"/>		<input type="checkbox"/>			Y	[2/10/2021 01:00 PM	2/10/2021 06:00 PM	5:00	9:00		99047200 - Food Service S
<input type="checkbox"/>		<input type="checkbox"/>			Y	[60u	2/11/2021 08:00 AM	2/11/2021 12:00 PM	4:00			99047200 - Food Service S
<input type="checkbox"/>		<input type="checkbox"/>			Y	[2/11/2021 01:00 PM	2/11/2021 06:00 PM	5:00	9:00		99047200 - Food Service S
<input type="checkbox"/>		<input type="checkbox"/>			Y	[60u	2/12/2021 08:00 AM	2/12/2021 12:00 PM	4:00			99047200 - Food Service S
<input type="checkbox"/>		<input type="checkbox"/>			Y	[2/12/2021 01:00 PM	2/12/2021 03:00 PM	2:00			99047200 - Food Service S
<input type="checkbox"/>		<input type="checkbox"/>			Y	[2/12/2021 03:00 PM	2/12/2021 06:00 PM	3:00	9:00	45:00	1005 - Comp Time Earned

Regular 43:00	OT1 2:00	OT2 0:00	Leave 0:00	Total 45:00
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Segments with Clocked Break - Convert All OT Hours

In this example, the employee worked 50 hours for the week and there is a clocked break - notice the break length of 60u for each day. The 10-hour Friday segments contain the 10 hours of OT accumulated for the week. All 10 OT hours are to be converted to Comp Time.

<input type="checkbox"/>				Notes	Edited		Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Position
<input type="checkbox"/>		<input type="checkbox"/>			Y	[60u	2/8/2021 08:00 AM	2/8/2021 12:00 PM	4:00			99047200 -
<input type="checkbox"/>		<input type="checkbox"/>			Y]		2/8/2021 01:00 PM	2/8/2021 07:00 PM	6:00	10:00		99047200 -
<input type="checkbox"/>		<input type="checkbox"/>			Y	[60u	2/9/2021 08:00 AM	2/9/2021 12:00 PM	4:00			99047200 -
<input type="checkbox"/>		<input type="checkbox"/>			Y]		2/9/2021 01:00 PM	2/9/2021 07:00 PM	6:00	10:00		99047200 -
<input type="checkbox"/>		<input type="checkbox"/>			Y	[60u	2/10/2021 08:00 AM	2/10/2021 12:00 PM	4:00			99047200 -
<input type="checkbox"/>		<input type="checkbox"/>			Y]		2/10/2021 01:00 PM	2/10/2021 07:00 PM	6:00	10:00		99047200 -
<input type="checkbox"/>		<input type="checkbox"/>			Y	[60u	2/11/2021 08:00 AM	2/11/2021 12:00 PM	4:00			99047200 -
<input type="checkbox"/>		<input type="checkbox"/>			Y]		2/11/2021 01:00 PM	2/11/2021 07:00 PM	6:00	10:00		99047200 -
<input type="checkbox"/>		<input type="checkbox"/>			Y	[60u	2/12/2021 08:00 AM	2/12/2021 12:00 PM	4:00			99047200 -
<input type="checkbox"/>		<input type="checkbox"/>			Y]		2/12/2021 01:00 PM	2/12/2021 07:00 PM	6:00	10:00	50:00	99047200 -

Regular 40:00	OT1 10:00	OT2 0:00	Leave 0:00	Total 50:00
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- In this example, all 10 OT hours are in the last two segments for the week (4 hours, 6 hours).
- Splitting segments is not required.
- Edit both segments and change the position to 1005 - Comp Time Earned.

Edit Segment

Segment Length: 4:00

Individual is clocked in
 Time sheet entry
 Edit actual time

 Missed in punch
 Missed out punch

Time in

2/12/2021

08:00 AM

Time out

2/12/2021

12:00 PM

Break type

Break - Unpaid

Position

1005 - Comp Time Earned

Position Location

RHD9-096MAPLE STREE Select

Note



TCP- Comp Time

Result of Converting All OT Hours to Comp Time - With Clocked Break

1. Shift hours remain at 10.
2. 10 Hours for comp time moved from OT1 to Regular.

<input type="checkbox"/>				Notes	Edited		Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Position
<input type="checkbox"/>		<input type="checkbox"/>			Y	[60u	2/8/2021 08:00 AM	2/8/2021 12:00 PM	4:00			99047200 - Food Service Su
<input type="checkbox"/>		<input type="checkbox"/>			Y			2/8/2021 01:00 PM	2/8/2021 07:00 PM	6:00	10:00		99047200 - Food Service Su
<input type="checkbox"/>		<input type="checkbox"/>			Y	[60u	2/9/2021 08:00 AM	2/9/2021 12:00 PM	4:00			99047200 - Food Service Su
<input type="checkbox"/>		<input type="checkbox"/>			Y			2/9/2021 01:00 PM	2/9/2021 07:00 PM	6:00	10:00		99047200 - Food Service Su
<input type="checkbox"/>		<input type="checkbox"/>			Y	[60u	2/10/2021 08:00 AM	2/10/2021 12:00 PM	4:00			99047200 - Food Service Su
<input type="checkbox"/>		<input type="checkbox"/>			Y			2/10/2021 01:00 PM	2/10/2021 07:00 PM	6:00	10:00		99047200 - Food Service Su
<input type="checkbox"/>		<input type="checkbox"/>			Y	[60u	2/11/2021 08:00 AM	2/11/2021 12:00 PM	4:00			99047200 - Food Service Su
<input type="checkbox"/>		<input type="checkbox"/>			Y			2/11/2021 01:00 PM	2/11/2021 07:00 PM	6:00	10:00		99047200 - Food Service Su
<input type="checkbox"/>		<input type="checkbox"/>			Y	[60u	2/12/2021 08:00 AM	2/12/2021 12:00 PM	4:00			1005 - Comp Time Earned
<input type="checkbox"/>		<input type="checkbox"/>			Y			2/12/2021 01:00 PM	2/12/2021 07:00 PM	6:00	10:00	50:00	1005 - Comp Time Earned

Regular 50:00	OT1 0:00	OT2 0:00	Leave 0:00	Total 50:00
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TCP- Comp Time

Segments with Holiday Premium Pay - Convert All OT Hours

Converting Holiday Premium Pay (HPP) to Comp Time requires the same steps outlined in this document. The only difference is that because HPP is recorded in OT2, hours converted to comp time will move from OT2 to Regular.

In this example, the employee has 40 regular hours (8 holiday + 32 regular) and 8 HPP/OT2 hours for the time worked on the holiday. Note that the HPP hours occur early in the week because the holiday fell on a Monday.

- DO NOT convert the 1008 - Holiday line to comp time.
 - DO convert the employee's regular position segment that falls on the holiday.
 - **Use the Exception Filter to assist with identifying the correct OT segment as described in the process details section of this document.
-
- In this example, all 8 OT hours will be converted to comp time.
 - Splitting segments is required to separate the automatic break from the OT hours.

<input type="checkbox"/>				Notes		Edited		Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Position
<input type="checkbox"/>						Y			9/7/2020 05:30 AM	<< Time sheet >>	8:00	8:00		1008 - Holiday
<input type="checkbox"/>						Y		60u	9/7/2020 08:00 AM	9/7/2020 05:00 PM	8:00	8:00		99047200 - Fo
<input type="checkbox"/>						Y		60u	9/8/2020 08:00 AM	9/8/2020 05:00 PM	8:00	8:00		99047200 - Fo
<input type="checkbox"/>						Y		60u	9/9/2020 08:00 AM	9/9/2020 05:00 PM	8:00	8:00		99047200 - Fo
<input type="checkbox"/>						Y		60u	9/10/2020 08:00 AM	9/10/2020 05:00 PM	8:00	8:00		99047200 - Fo
<input type="checkbox"/>						Y		60u	9/11/2020 08:00 AM	9/11/2020 05:00 PM	8:00	8:00	48:00	99047200 - Fo

Regular 40:00	OT1 0:00	OT2 8:00	Leave 0:00	Total 48:00
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TCP- Comp Time

Result of Converting All OT Hours to Comp Time - Holiday Premium Pay / OT2

- 9/7 Holiday pay remains unchanged.
- 9/7 worked time was split to separate the 1-hour break from actual work time.
- 8 hours worked was converted to Comp Time.
 - 8 OT2/HPP hours were moved to Regular.

<input type="checkbox"/>				Notes		Edited		Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Position
<input type="checkbox"/>						Y			9/7/2020 05:30 AM	<< Time sheet >>	8:00	8:00		1008 - Holiday
<input type="checkbox"/>						Y		60u	9/7/2020 08:00 AM	9/7/2020 09:00 AM	0:00			99047200 - Food S
<input type="checkbox"/>						Y	[9/7/2020 09:00 AM	9/7/2020 05:00 PM	8:00	8:00		1005 - Comp Time
<input type="checkbox"/>						Y	C	60u	9/8/2020 08:00 AM	9/8/2020 05:00 PM	8:00	8:00		99047200 - Food S
<input type="checkbox"/>						Y	C	60u	9/9/2020 08:00 AM	9/9/2020 05:00 PM	8:00	8:00		99047200 - Food S
<input type="checkbox"/>						Y	C	60u	9/10/2020 08:00 AM	9/10/2020 05:00 PM	8:00	8:00		99047200 - Food S
<input type="checkbox"/>						Y	C	60u	9/11/2020 08:00 AM	9/11/2020 05:00 PM	8:00	8:00	48:00	99047200 - Food S

Regular 48:00	OT1 0:00	OT2 0:00	Leave 0:00	Total 48:00
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TCP- Comp Time

Segments with Call Back

- Converting "Call Back" hours to comp time requires special consideration because Call Back automatically gives the employee a minimum of 4 hours (currently), or actual punch time, whichever is greater.
- The problem: when actual punch time is fewer than 4 hours, converting Call Back to Comp Time will only convert the actual punch time hours rather than 4 hours.
- The following example uses the current 4 hour minimum for Call Back. If the minimum hours ever changes in the future, the example below still applies using the new minimum hours.

How to Process

1. If the actual punch time is fewer than 4 hours:
 - a. Change the number of hours worked to 4.
 - b. Change the position from Call Back to the employee's real Position Code.
 - c. Save the changes.
 - d. Convert the OT hours to comp time per the instructions above.
2. If the actual punch time is greater than 4 hours
 - a. No additional steps are required.
 - b. Convert the OT hours to comp time per the instructions above.