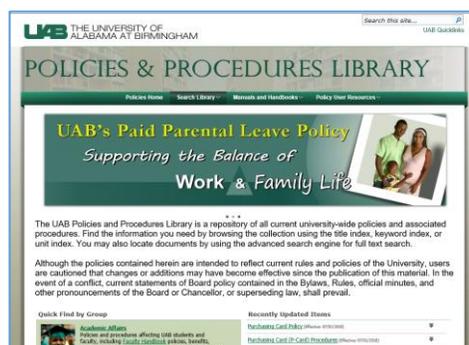


# UAB Campus Kronos Timekeeping System Compensatory Time Employee Guide

## **HR Policy 213**

### University Campus Overtime and Compensatory Time for Non-Exempt Employees

Please review the full compensatory time policy and **discuss with your supervisor before completing the steps described in this document.** The policy is available in the Policies and Procedures Library at [www.uab.edu/policies](http://www.uab.edu/policies).



### **What is compensatory time?**

*Compensatory time, or 'comp time', is an arrangement by which eligible employees are entitled to time off in lieu of overtime pay. Comp time hours are calculated at time and a half, the same as overtime, but instead of the employee receiving pay, a bank of hours is established for the employee to use as paid time off at a later date.*

### **Who is Eligible for comp time?**

**With supervisor approval**, an employee who meets all of the conditions below is eligible to receive comp time in lieu of overtime.

Eligible employees are:

- **Campus Kronos Users**
- **Employment Category – 01 Regular Full-time**
  - Non-essential
  - Essential
  - Alternate Work Schedule
- **Workforce Group A**

## REQUESTING COMP TIME

A **work rule transfer** must be applied to the timecard in order to convert overtime to comp time.

Under the **Transfer** drop-down menu in **My Timestamp**, select the new work rule.

You may have to select **Search**, and **Advanced** to find your work rule the first time you initiate this process.

**NOTE:** Select the new work rule **BEFORE** recording your timestamp.



Confirmation of the work rule transfer and timestamp is displayed in **My Timestamp**.

You may re-punch (at any point after clocking in) if you forget to add the work rule. The system will automatically add an OUT punch, a new IN punch, and the new work rule.

However, **work rule transfers can only be added after a shift is worked by the time editor.**



**Refresh** the timecard the to see the new timestamp.

The new work rule is displayed in the **Transfer** column of the timecard.

In	Out	Transfer
8:00AM	5:00PM	
7:00AM	8:00PM	
7:00AM	8:00PM	
7:00AM	8:00PM	
8:58AM		;NE Hol 1h Auto Meal Comp Time

Once the work rule transfer for comp time is added to the timecard, it will apply to any overtime hours earned from that point forward until the end of the work day. Transfers will also carry through a shift that starts on one day and ends on the next day.

A work rule transfer must be re-applied at the timestamp for each day that overtime hours are earned.

If no work rule transfer is performed, the default work rule will apply, and overtime earned will be paid.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Sun 5/27									
Mon 5/28	Memorial Day		8.0					8.0	8.0
Tue 5/29				8:00AM	5:00PM			8.0	16.0
Wed 5/30				8:00AM	5:00PM			8.0	24.0
Thu 5/31				8:00AM	5:00PM			8.0	32.0
Fri 6/01				8:00AM	5:00PM			8.0	40.0
Sat 6/02									40.0
Sun 6/03				7:00AM	8:00PM			12.0	52.0
Mon 6/04				7:00AM	8:00PM			12.0	64.0
Wed 6/06				8:58AM	11:30AM	NE Hol 1h Auto Meal Comp Time			
Thu 6/07				12:15PM	4:01PM			6.25	82.25

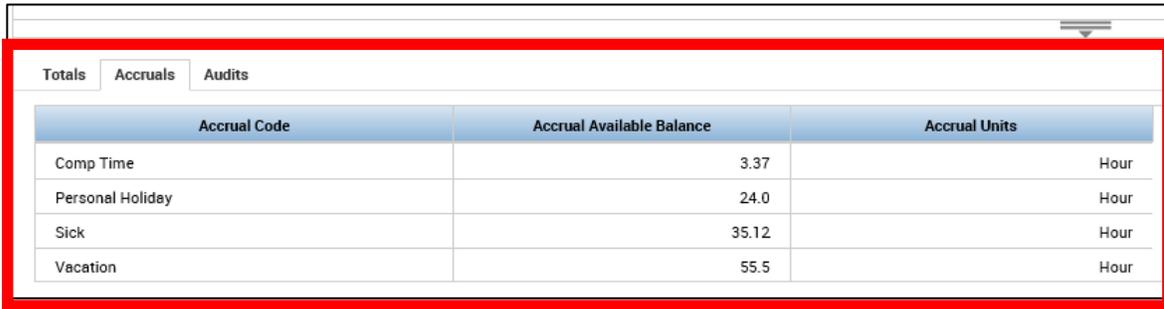
**Comp Time Earned** is displayed in the Totals drawer.

Account	Pay Code	Amount
UAB/113800000/Biweekly/01/F010007/1091834/-	Comp Time Earned	2.25
UAB/113800000/Biweekly/01/F010007/1091834/-	Holiday	8.0
UAB/113800000/Biweekly/01/F010007/1091834/-	Work Shift A	72.0

Comp Time Earned is calculated at time and a half, the same as overtime (Comp Time Earned x 1.5 = Comp Time Accrued).

Open the **Accruals** tab to see the **Comp Time** balance.

Comp time is accrued and available as soon as it is earned.



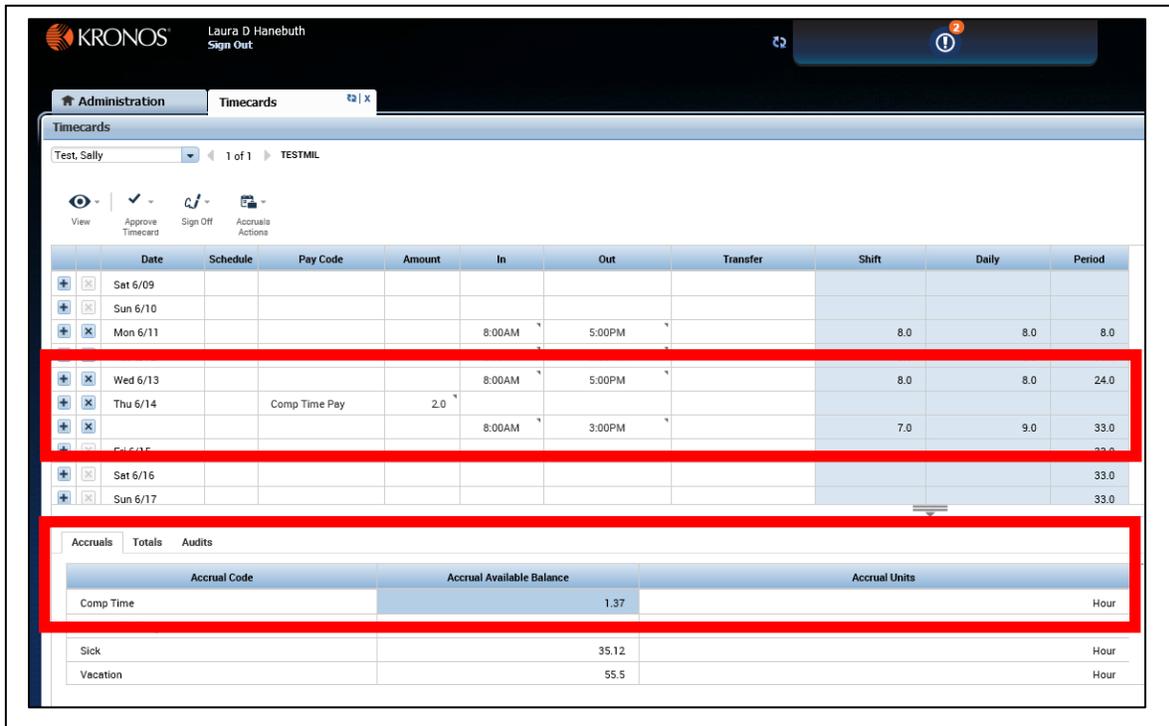
Accrual Code	Accrual Available Balance	Accrual Units
Comp Time	3.37	Hour
Personal Holiday	24.0	Hour
Sick	35.12	Hour
Vacation	55.5	Hour

## TAKING COMP TIME

Enter **Comp Time Pay** and **Amount** on the timecard to use comp time as paid time off.

Comp Time Pay is paid at the employee's regular rate of pay.

The comp time accruals bank is deducted on the day that the time is taken.



KRONOS Laura D Hanebuth Sign Out

Administration Timecards

Test, Sally 1 of 1 TESTMIL

View Approve Timecard Sign Off Accruals Actions

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Sat 6/09									
Sun 6/10									
Mon 6/11				8:00AM	5:00PM		8.0	8.0	8.0
Wed 6/13				8:00AM	5:00PM		8.0	8.0	24.0
Thu 6/14		Comp Time Pay	2.0	8:00AM	3:00PM		7.0	9.0	33.0
Sat 6/15									33.0
Sat 6/16									33.0
Sun 6/17									33.0

Accruals Totals Audits

Accrual Code	Accrual Available Balance	Accrual Units
Comp Time	1.37	Hour
Sick	35.12	Hour
Vacation	55.5	Hour

**NOTE: Comp Time Pay** must be entered on the Campus Kronos timecard prior to sign-off. Reprocessing of Comp Time Pay cannot be allowed in the TEL document. Comp Time balances reside only in Campus Kronos. Contact your time editor or supervisor should this occur.

A complete list of payroll processing dates and deadlines are available on the Financial Affairs calendar.

## COMP TIME – VACATION

**Comp Time – Vacation** is a special pay code that is designed to automatically apply the appropriate pay code when an employees takes paid time off. This code applies **Comp Time Pay** until the balance is exhausted, and will then calculate and enter any remaining hours using the **Vacation** pay code.

Compensatory Time policy states that comp time must be used before vacation hours. Employees and time editors should be aware of comp time accrual balances when requesting vacation. The Vacation pay code should not be used until the balance of Comp Time is exhausted.

### To use **Comp Time – Vacation**:

Enter the Comp Time – Vacation pay code, number of hours, and time that the leave begins.

Day	Code	Hours	Start Time	End Time	Rate	Total
Tue 7/10	Comp Time - Vacation	8.0	8:00AM			
	Comp Time Pay	8.0	8:00AM		8.0	16.0
Wed 7/11	Comp Time - Vacation	8.0	8:00AM			
	Comp Time Pay	8.0	8:00AM		8.0	24.0
Thu 7/12	Comp Time - Vacation	8.0	8:00AM			
	Comp Time Pay	8.0	8:00AM		8.0	32.0
Fri 7/13	Comp Time - Vacation	8.0	8:00AM			
	Comp Time Pay	4.0	8:00AM			
	Vacation	4.0	12:00PM		8.0	40.0
Sat 7/14						40.0
Sun 7/15						40.0

Accrual Code	Accrual Available Balance
Comp Time	0.0
Personal Holiday	0.0
Sick	34.88
Vacation	81.2

The system will determine which pay codes to use based on the available accrual balances.

System-generated codes are in **purple**.

For questions concerning accrual balances, please contact **HR Records Administration** at 205-934-4408 or [hrmrecords@uab.edu](mailto:hrmrecords@uab.edu).

### **Additional Resources**

Campus Kronos Helpdesk: 205-934-5122

Email: [Kronos@uab.edu](mailto:Kronos@uab.edu)