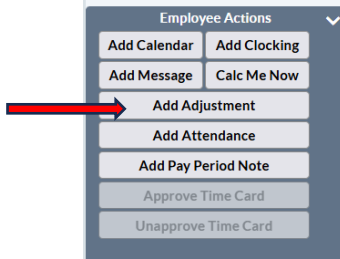## Saving OT as Comp Time

- Identify the date, numbers of hours, and department where OT was earned.
- Select Add Adjustment.
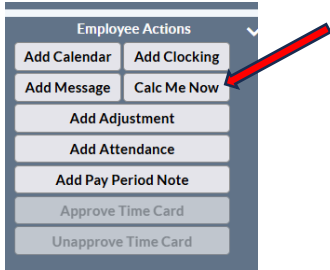

- Fill in the below fields to remove OT hours:

  a. Choose the Pay Group Instance box.
     i. From the drop down, choose the current pay period.
  b. Enter date and start time.
  c. Enter the Pay Code.
     i. Click in the Pay Code box and options will be listed on right side of screen.
  d. Enter Hours as a negative.
- If OT hours were earned in a different department, update the department.

- Click Save.
- Calc Me Now.

- Pay distribution should now reflect 0 OT hours.

- Add the comp time.
- Select Add Calendar.
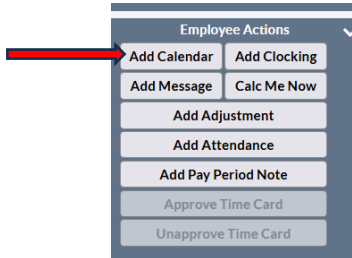
- Fill in the below fields:
    a. Enter Date.
    b. Select Pay Code.
    c. Enter Time.
    d. Enter Hours.

- If Hours were earned in another Department, update the Department.

- Save.

- Calc Me Now.

- Distribution will now reflect 0 hours OT and will reflect hours saved as CompTmEn.

✔ All Worked

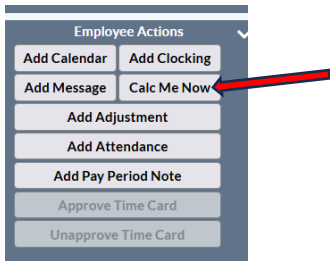|	22 Su	23 Mo	24 Tu	25 We	26 Th	27 Fr	28 Sa
OT 1.5$^\Sigma$							0.00
2nd Shift				4.00	4.00	4.00	4.50
3rd Shift				8.00	8.00	8.00	8.00
REG$^\Sigma$				12.00	12.00	12.00	4.00
WK Diff							9.00
FP Diff				12.00	12.00	12.00	13.00
CompTmEn							9.00

Helpful Hints

- Be sure to use the correct Comp Time Earn Code to Correspond to the Overtime Earn Code.

Overtime Earn Code		Comp Time Earn Code	
OT 1.5	Overtime 1.5	CompTmEn	Comp Time Earned
CIW 1.5	Call In Work Overtime 1.5	CIWCT	Call In Worked OT Saved
CINW 1.5	Call In Not Work OT 1.5	CINWCT	Call In Not Worked Saved
Hol OT	Holiday Worked 1.5 pay	HCE	Holiday Premium Saved

- How to check department where OT hours were charged.
- If Pay Distributions lists All Worked, expand each individual department to identify where OT hours were charged.

✔ All Worked

	22 Su	23 Mo	24 Tu	25 We	26 Th	27 Fr	28 Sa	Totals
3rd Shift $2		1.00						1.00
OT 1.5$^\Sigma$		1.00						1.00
2nd Shift $2		4.50				1.25		5.75
REG$^\Sigma$		8.00		8.00	8.00	8.00		32.00
CINW 1.5						2.75		2.75
CIW 1.5$^\Sigma$		5.50				1.25		6.75
OC		8.00				12.75	24.00	44.75

Department 517270 Job Class B5_B5061

	22 Su	23 Mo	24 Tu
3rd Shift $2		1.00	
2nd Shift $2		4.50	
REG$^\Sigma$			
CINW 1.5			
CIW 1.5$^\Sigma$		5.50	
OC		8.00	
SLEEP$^\Sigma$			8.00
Total Worked		5.50	8.00

Department 516600 Job Class B5_B5061

	22 Su	23 Mo	24 Tu
OT 1.5$^\Sigma$		1.00	
REG$^\Sigma$		8.00	

- If OT is charged to non-home department, be sure to update department when entering adjustment and calendar.
- Check to make sure correct department adjusted by expanding each department. If OT Totals for week are negative, department will need updated.

Correct:

All Worked

09/22 - 09/28 | 09/29 - 10/05

	22 Su	23 Mo	24 Tu	25 We	26 Th	27 Fr	28 Sa	Totals
OT 1.5$^\Sigma$		0.00						0.00

Department 516600 Job Class B5_B5061

09/22 - 09/28 | 09/29 - 10/05

	22 Su	23 Mo	24 Tu	25 We	26 Th	27 Fr	28 Sa	Totals
OT 1.5$^\Sigma$		0.00						0.00

	Transactions	Source	Date⌃	Time	Hours	Code	Department
☐	🟩	[	Mon 09/23/2024	08:24	-1.00	OT 1.5	516600
☐	IN	b - 35*	Mon 09/23/2024	08:24	~ ~ ~ ~		516600

Incorrect:

⌄ All Worked

09/22 - 09/28 09/29 - 10/05

	22 Su	23 Mo	24 Tu	25 We	26 Th	27 Fr	28 Sa	Totals
OT 1.5$^\Sigma$		0.00						0.00

⌄ Department 517270 Job Class B5_B5061

09/22 - 09/28 09/29 - 10/05

	22 Su	23 Mo	24 Tu	25 We	26 Th	27 Fr	28 Sa	Totals
OT 1.5$^\Sigma$		-1.00						-1.00

⌄ Department 516600 Job Class B5_B5061

09/22 - 09/28 09/29 - 10/05

	22 Su	23 Mo	24 Tu	25 We	26 Th	27 Fr	28 Sa	Totals
OT 1.5$^\Sigma$		1.00						1.00

⌄ Transactions (List)

	Transactions	Source	Date⌃	Time	Hours	Code	Departm
☐	🟩	[	Mon 09/23/2024	08:24	-1.00	OT 1.5	517270
☐	IN	b - 35*	Mon 09/23/2024	08:24	~ ~ ~ ~		516600