Compensatory Time Accrual & Usage

As per UWRF Administrative Policy, AP-06-118, compensatory time may be accrued in lieu of an overtime payment for hourly University Staff. If an hourly employee works more than 40 hours in a week, the employee may prefer to accrue comp time instead of an overtime payment.

- Compensatory time earnings are granted at the discretion of the employer.
- Employees must secure approval from supervisor prior to working additional hours.
- Splitting of overtime and compensatory time during the same week is not allowed.
- Comp time earnings will be based on the earnings per week, not by the total time period. It will be necessary to designate Comp Time for each eligible week.
- Employees are limited to accumulating no more than 80 hours of comp time (53.3 actual hours worked X 1.5).

How to enter accrued Comp Time in the timesheet:

1. On the work week which has more than 40 hours, locate the ‘Comp Time’ column on the right-hand side of the timesheet.
2. On the line of ANY work day in the work week which has more than 40 hours, check one box under ‘Comp Time.’
3. After all other timesheet entries are completed, click Submit to save your work.
4. After the Time Administration job processes, all of the work week’s hours over 40 will be changed to comp time. The employee's comp time balance will be updated.
5. If the new comp time earnings result in the employee's comp time balance to exceed 80 hours, a Time and Labor Exception will be generated. No payable time on the day of the exception will be processed until the exception is resolved.

How to use Comp Time in the timesheet:

1. Employees who are eligible to receive comp time and have comp time balances available to use will designate comp time usage through their timesheet. For example, an employee who is scheduled to work 8 hours but chooses to work six hours and use comp time for the remaining two hours of the work day.
2. On the new row, from the Time Reporting Code (TRC) drop-down, choose the TRC, **CTUSE** for Comp Time Taken. You can enter Comp time as shown in either example below:

**Punch Timesheet (Using the In & Out Fields)**

![Punch Timesheet (Using the In & Out Fields)](image)

**Punch Timesheet (Using the Quantity Field)**

![Punch Timesheet (Using the Quantity Field)](image)

3. After all other timesheet entries are completed, click **Submit** to save your work.

**Note:** If the employee has no comp time balance or the amount of the comp time usage exceeds the comp time balance, an error message will occur.

In the error message that is shown below, the employee is trying to use 2 hours of comp time they do not have. (Note: This error is a bit misleading because the employee is trying to use too many hours. Comp time balance may not go negative.)
The comp time TRC and hours will have to be removed or changed to an appropriate amount before the timesheet can be submitted and saved.

Employees must use comp time prior to the use of available personal holiday or vacation leave time. Supervisors must ensure that no compensatory time is available prior to approving an employee’s leave time entry in HRS. Comp time must be used prior to April 30 of the year following that in which the comp time was earned.