TIME TRACKING JOB AID

COMPENSATORY TIME OFF

THIS JOB AID APPLIES TO NON-EXEMPT (OVERTIME-ELIGIBLE) SALARIED STAFF CAMPUS EMPLOYEES AND THEIR TIME AND ABSENCE INITIATES.

ACCRUAL

Overtime-eligible salaried employees can accrue Compensatory Time Off instead of receiving overtime pay with prior supervisor approval (and for contract classified employees if the collective bargaining agreement provides for compensatory time). For details, visit UWHR's website at https://hr.uw.edu/ops/leaves/overtimecompensatory-time/.

REQUESTING COMPENSATORY TIME OFF IN WORKDAY

OVERVIEW

To trigger the accrual of Compensatory Time Off, the Employee or Time and Absence Initiate must select the **Compensatory Time Earned Worktag** in the time block(s) where Workday has calculated and added a Compensatory Time eligible **Time Calculation Tag**, such as **Straight Time** or **Overtime**, for the employee. Workday will then adjust the Time Calculation Tag to reflect Compensatory Time Earned.

If the worktag is entered on a time block where Straight Time or Overtime is not calculated, then no adjustments to the Time Calculation Tags will be reflected and Compensatory Time Off will not accrue. Alternatively, if an employee is requesting Compensatory Time Earned for all Straight Time or Overtime worked for the week, the Compensatory Time Earned worktag could be placed on every time block.

With either method, Compensatory Time Off will only calculate and accrue on the time blocks where Straight Time or Overtime is calculated by Workday.

Straight Time Pay vs. Overtime Pay – What's the Difference?

Straight-Time (ST) pay (regular hourly rate of pay) is paid to all part-time, overtime-eligible employees when they work beyond their regular daily and/or weekly schedule up to 40 hours in a week.

Overtime (OT) pay (1.5 times one's regular hourly rate) is paid for hours worked in excess of 40 hours in a workweek and applies to both full- and part-time overtime-eligible employees.

PROCESS

Step 1: Verify OT/ ST Calculations

1 In the Summary, note the total number of **S/T** (Straight Time) and/or **Overtime Hours** calculated.

2 Select a **Time Block** where the employee has exceeded daily expected hours worked per their Work Schedule.

* Part-time Employees: Sometimes Workday will calculate and reflect Straight Time worked within the time block that exceeds one's regularly scheduled weekly hours, usually the last time block or blocks entered for the week. For this reason, *it is recommended that part-time employees request compensatory time off after all hours worked for the week have been entered into the Time Sheet.*

Zoom in as needed for a clearer view.

3 Select **View Details.**

4 Select the **Calculated** tab.

5 Look for a **Time Calculation Tag** of Straight Time, Daily Contract Overtime, or FLSA Overtime (Weekly), then select Close.*

* Other similar tags may also be eligible.

Time Calculation Tags – What's the Difference?
Below are common Compensatory Time Earned eligible Time Calculation Tags; other similar tags may also be eligible.

Straight Time - appears for part-time, overtime eligible employees for time worked beyond daily and weekly expected hours per their Work Schedule up until 40 hours.

Daily Contract Overtime (1.5) – appears for any full-time, overtime eligible employee who has not yet entered 40 hours worked for the week on their Time Sheet but has entered time worked beyond daily expected hours per their Work Schedule.

FLSA Overtime (Weekly) - appears when any overtime eligible employee (part-time or full-time) works in

Step 2: Request Compensatory Time Off

Enter Time   12/07/2022

Status   Not Submitted

Time Type *   ✕ Hours Worked (In/Out-Do Not Pass to Payroll)   ☰

In *   14:30

Out *   15:30

Out Reason *   Out ▼

Hours   1

Details

Cost Center   ☰

UW Project   ☰

UW Task   ☰

UW Option   ☰

Earn Compensatory Time/Suspended Operations Makeup Time   ☰

Comment

[View Details]

[**OK**]   [Delete]   [Cancel]

6

In the Time Block where Straight Time or Overtime is calculated, in the Earn Compensatory Time/Suspended Operations Makeup Time menu, select **Compensatory Time Earned**, then select OK.

Time   ✕ Compensatory Time Earned   ☰

Step 3: View/Verify Compensatory Time Calculation

Time Block   1 Hours on 12/07/2022   ⋯

Worker

Date   12/07/2022

Status   Not Submitted

Reported   **Calculated**   History

Calculated Date   12/0

Calculated Time In   12/0 (Los

Calculated Time Out   12/07/2022 15:30 GMT-08:00 Pacific Time (Los Angeles)

Calculated Quantity   1

Time Calculation Tag   Compensatory Time Earned - 1.5 (Absence Accrual)

Earn Compensatory Time/Suspended Operations Makeup Time   Compensatory Time Earned

[Close]

7

Return to the **Time Calculation Tag** (as described in #5 above) and verify that it has been replaced with **Compensatory Time Earned (Absence Accrual)**.

Compensatory Time Earned - 1.5 (Absence Accrual)

TIME CALCULATION TAG EXAMPLES

Following are common Compensatory Time Earned eligible Time Calculation Tags; other similar tags may also be eligible.

Part-time Employee
Straight Time (ST) Earned:

(NE S SEIU 925 Non Supv), 50% FTE

50-5C4-MonTueWedThuFri

Worked 10a-2p M-F
Worked one additional hour M, T, & W
resulting in 3 hours Straight Time earned

Summary

Dec 5 – 11, 2022

Hours Worked	20
S/T	3
Overtime Hours (OT/DT)	0
Time Off Hours	0
Unpaid Time	0
Premium Hours	0
Total Hours	23

Time Block   1 Hours on 12/06/2022

Worker
Date   12/06/2022
Status   Not Submitted

Reported   Calculated   History

Calculated Date   12/06/2022
Calculated Time In   12/06/2022 05:00 PM GMT-08:00 Pacific Time (Los Angeles)
Calculated Time Out   12/06/2022 06:00 PM GMT-08:00 Pacific Time (Los Angeles)
Calculated Quantity   1
Time Calculation Tag   Straight Time

Close

Part-time Employee
Overtime & ST Earned:

(NE S SEIU 925 Non Supv), 50% FTE

50-5C4-MonTueWedThuFri

Worked 8a-4:30p (w/ ½ hour lunch), M-F
resulting in 20 hours Straight Time earned

Worked one additional hour M, T, & W
resulting in 3 hours Overtime earned

Summary

Dec 5 – 11, 2022

Hours Worked	20
S/T	20
Overtime Hours (OT/DT)	3
Time Off Hours	0
Unpaid Time	0
Premium Hours	0
Total Hours	43

Time Block   3 Hours on 12/09/2022

Worker
Date   12/09/2022
Status   Not Submitted

Reported   Calculated   History

Calculated Date   12/09/2022
Calculated Time In   12/09/2022 11:30 AM GMT-08:00 Pacific Time (Los Angeles)
Calculated Time Out   12/09/2022 02:30 PM GMT-08:00 Pacific Time (Los Angeles)
Calculated Quantity   3
Time Calculation Tag   FLSA Overtime (Weekly)

Close

Full-time Employee
(has <u>not</u> yet entered all time worked for the week)
Daily Contract Overtime (1.5) Earned:

(NE S SEIU 925 Non Supv), 100% FTE

100-5C4-MonTueWedThuFri

Worked 8a-4:30p (w/ ½ hour lunch), M-W

Worked one additional hour M, T, & W
resulting in 3 hours Overtime earned

Summary

Dec 5 – 11, 2022

Hours Worked	24
S/T	0
Overtime Hours (OT/DT)	3
Time Off Hours	0
Unpaid Time	0
Premium Hours	0
Total Hours	27

Time Block 1 Hours on 12/07/2022

Worker	
Date	12/07/2022
Status	Not Submitted

Reported   **Calculated**   History

Calculated Date	12/07/2022
Calculated Time In	12/07/2022 14:30 GMT-08:00 Pacific Time (Los Angeles)
Calculated Time Out	12/07/2022 15:30 GMT-08:00 Pacific Time (Los Angeles)
Calculated Quantity	1
Time Calculation Tag	Daily Contract Overtime (1.5)

Close

Full-time Employee
(has entered all time worked for the week)
FLSA Overtime (Weekly) Earned:

(NE S SEIU 925 Non Supv), 100% FTE

100-5C4-MonTueWedThuFri

Worked 8a-4:30p (w/ ½ hour lunch), M-F

Worked one additional hour M, T, & W
resulting in 3 hours Overtime earned

Summary

Dec 5 – 11, 2022

Hours Worked	40
S/T	0
Overtime Hours (OT/DT)	3
Time Off Hours	0
Unpaid Time	0
Premium Hours	0
Total Hours	43

Time Block 1 Hours on 12/07/2022

Worker	
Date	12/07/2022
Status	Not Submitted

Reported   **Calculated**   History

Calculated Date	12/07/2022
Calculated Time In	12/07/2022 14:30 GMT-08:00 Pacific Time (Los Angeles)
Calculated Time Out	12/07/2022 15:30 GMT-08:00 Pacific Time (Los Angeles)
Calculated Quantity	1
Time Calculation Tag	FLSA Overtime (Weekly)

Close

Notice in this example that the employee has NOT yet entered all time worked for the week into their Time Sheet. Once they enter all time worked for the week, the Daily Contract OT will transition to FLSA Weekly OT.