



Human Resources Management System Time and Labor Implementation Additional Time Reporting Codes

Board-approved, non-exempt employees who work additional hours that exceed their regular work schedule are required to obtain manager approval in advance. Employees are responsible for obtaining that approval in advance and entering additional time worked online. Managers are responsible for approving additional time worked and monitoring the budget to verify funds are available as needed. Additional time reporting codes are listed below:

- Call Back Pay
- Call Out Time
- Compensatory Time
- Holiday Overtime Paid Hourly
- On Call Pay
- Overtime
- Pager Responsibility

Compensatory Time

Compensatory time is time off awarded based on overtime worked, at the rate of one and one-half (1½) hours of compensatory time per one (1) hour of overtime worked. (Professional Staff Association (PSA) Policy Manual) Eligibility for compensatory time is based on the policy group. “Comp time” is a form of additional time worked that has been monitored or tracked manually between the manager and the employee. As each college/site implements the online time reporting feature, employees and managers will be able to enter the appropriate codes for compensatory time into HRMS. Based on the policy manual, *“comp time” must be used within 90 days to avoid an automatic pay out at the overtime rate.*

CMPPD – Compensatory Time Paid (Supervisor Only)

The Compensatory Time Paid code will be used to report overtime paid to an employee based on the compensatory time balance. The employee and supervisor will need to agree upon the pay

out and the supervisor must enter and approve the hours less than or equal to the current compensatory time balance that is being paid out. Enter the total number of hours to be paid.

CMPER – Compensatory Time Earned

The Compensatory Time Earned code will be used to report compensatory time earned by an employee for overtime hours worked but not paid out. The employee will be responsible for entering the number of hours worked over 40 hours each week. The compensatory time will be stored in a bank and assigned an expiration date 90 days from the date entered. The employee must coordinate with their supervisor the use of compensatory time or be paid overtime for those hours earned on or before the expiration date.

CMPUD – Compensatory Time Used

The Compensatory Time Used code will be used to report time out of the office based on the compensatory time balance during the current pay period. The time reported will be reduced from the compensatory time bank.