

Paying Comp Time Instead of Accruing It

Chapter 14

Paying Comp Time Instead of Accruing It

Section Objectives

At the end of this section, you should be able to:

- Modify timecards to pay compensatory time instead of accruing it
- Manually enter compensatory time paid and overtime to override the system calculation

Paying Comp Time Instead of Accruing It

PRISM TRKS automatically calculates compensatory and overtime. The compensatory time defaults to accrue as time off to be taken by the payroll cut-off date of the next pay period.

| Comments | |
|----------------------------|-------------------------|
| Thursday, October 22, 2009 | |
| Previous Submitted Entry | Current Submitted Entry |
| Number of Hours | 9.5 |
| Hours Type | N- Hours Worked |
| Comments | |
| Friday, October 23, 2009 | |
| Previous Submitted Entry | Current Submitted Entry |
| Number of Hours | 9.5 |
| Hours Type | N- Hours Worked |
| Comments | |
| Saturday, October 24, 2009 | |

Time Detail

| Hours Type | Sun, Oct 18 | Mon, Oct 19 | Tue, Oct 20 | Wed, Oct 21 | Thu, Oct 22 | Fri, Oct 23 | Sat, Oct 24 | Total |
|-----------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------|
| N- Hours Worked | Hrs | Hrs 9.5 | Hrs 7.5 | Hrs 7.5 | Hrs 9.5 | Hrs 3.5 | Hrs | 37.5 |
| N- Comp Time Accrued | Hrs | Hrs | Hrs | Hrs | Hrs | Hrs 2.5 | Hrs | 2.5 |
| N- Overtime Time and a Half | | | | | | Hrs 3.5 | Hrs | 3.5 |
| | | 0 | 9.5 | 7.5 | 7.5 | 9.5 | 9.5 | 0 |
| | | | | | | | | 43.5 |

Action History

| Num | Action Date | Action | From | To | Details |
|-----|----------------------|--------|-----------------------|-------------------------|---------|
| 1 | 19-Oct-2009 10:10:05 | Submit | Student11, Employee P | Student11, Supervisor A | |

Response

Note

[Return to Worklist](#)

- The system calculation of Comp Time Accrued is found at the bottom of the timecard notification in the Time Detail section.
- If you want to pay the hours instead of accruing them as time off, you must adjust the employee's timecard
- If the system calculated overtime as well as comp time, then you must enter the overtime on the adjusted timecard as well
- If you do not enter the Overtime along with the Comp Time Paid, the system will calculate the overtime as Comp Time Accrued and the employee will be paid incorrectly
- After manually adjusting the employee's timecard, you must resubmit it and approve it

Further Information

The intent of this document is to provide a review of the most commonly required information for the purpose of completing PRISM TRKS timecards. Every effort has been made to keep this document up-to-date. However in all cases, the information cited throughout this document is governed by official University Policies, Procedures, and Staff Handbooks located at <http://www.bc.pitt.edu/policies/>.

Lab 1: Paying Comp Time and Overtime Instead of Accruing It

1. Login to PRISM TRKS as SPVAXX.
2. Select the *PRISM TRKS Supervisor* responsibility and *Time Entry* link
3. Update Employee P's Timecard for the Period 30-AUG-09 – 05-SEP-09. Pay for 2.5 hours of comp time and 4 hours overtime worked during that week. Use the Comp Time and Overtime *Hours Type*.
4. Submit the timecard.

Lab 1 Solutions: Paying Comp Time and Overtime Instead of Accruing It

The screenshot shows the Oracle E-Business Suite interface. At the top, it says "ORACLE E-Business Suite" and "Logged In As SPVAXX". The "Worklist" section contains a table with columns "From" and "Subject". The "Subject" column contains timecard approval requests for Student22, Employee P and Student22, Supervisor B. Below the worklist are links for "Vacation Rules" and "Worklist Access". The "Navigator" section shows a tree view with "PRISM TRKS Supervisor" selected, and a list of sub-items including "All Actions", "Manager Actions", "Time Entry", "Change Manager", "Mass Time Card Approvals", "Non-Exempt Account Distribution", "Missing Timecard Information", and "Time Off Balance". There are also "Reports" links for "Run" and "View".

- Login as SPVAXX
- Select *PRISM TRKS Supervisor* responsibility
- Select the *Time Entry* link



The screenshot shows the "Time Entry: People in Hierarchy" screen. It displays a table with columns: Focus Name, Assignment Number, Job, Department, Action, and Details. The "Focus Name" column is expanded to show a hierarchy starting with "Supervisor A Student22". Below it are several employees, including "Employee P Student22". The "Action" icon for Employee P is circled in red. A tooltip for "Hierarchy Table" is visible over the "Action" icon for Employee P.

| Focus Name | Assignment Number | Job | Department | Action | Details |
|------------------------|-------------------|--------------------------------|------------|--------|---------|
| Supervisor A Student22 | | | | | |
| Employee C Student22 | 124104 | Staff Administrator.III | PRISM TRKS | | |
| Employee E Student22 | 124224 | Staff Administrator.III | PRISM TRKS | | |
| Employee H Student22 | 124404 | Staff Administrative Support.I | PRISM TRKS | | |
| Employee I Student22 | 124464 | Staff Administrator.III | PRISM TRKS | | |
| Employee L Student22 | 124644 | Staff Administrator.III | PRISM TRKS | | |
| Employee M Student22 | 124704 | Staff Administrator.III | PRISM TRKS | | |
| Employee P Student22 | 124884 | Staff Administrative Support.I | PRISM TRKS | | |
| Employee Q Student22 | 124944 | Staff Administrative Support.I | PRISM TRKS | | |
| Employee R Student22 | 125004 | Staff Administrative Support.I | PRISM TRKS | | |
| Employee V Student22 | 125244 | Staff Administrator.III | PRISM TRKS | | |

- The *Time Entry: People in Hierarchy* screen displays
- Find Employee P and click the *Action* icon

Lab 1 Solutions: Paying Comp Time and Overtime Instead of Accruing It



[Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

Time Entry | Timecard Search | Templates | Create Timecard

Recent Timecards: Student22, Employee P, 124884

| Status | Period Starting | Period Ending | Recorded Hours | Submission Date | Update | Delete | Details |
|-----------|-----------------|---------------|----------------|-----------------|--------|--------|---------|
| Submitted | 30-Aug-2009 | 05-Sep-2009 | 44 | 03-Nov-2009 | | | |
| Approved | 27-Sep-2009 | 03-Oct-2009 | 40 | 02-Oct-2009 | | | |

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- Click on *Update* for the Submitted Timecard



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Time Entry | Timecard Search | Templates | Create Timecard

Time Entry: Student22, Employee P, 124884

[Cancel](#) [Save](#) [Continue](#)

[Show Accrual Balances](#)

Period: August 30, 2009 - September 05, 2009~

Template: - Work Schedule Exclude Hours Overwrite

| Hours Type | Sun, Aug 30 | Mon, Aug 31 | Tue, Sep 01 | Wed, Sep 02 | Thu, Sep 03 | Fri, Sep 04 | Sat, Sep 05 | Total | Delete |
|---|--------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|--------------------------------------|--------------------------|-------|--------|
| N- Hours Worked | Hrs <input type="text"/> | Hrs <input type="text" value="9"/> | Hrs <input type="text" value="9"/> | Hrs <input type="text" value="9"/> | Hrs <input type="text" value="9"/> | Hrs <input type="text" value="1.5"/> | Hrs <input type="text"/> | 37.5 | |
| N- Comp Time Paid | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text" value="2.5"/> | Hrs <input type="text"/> | 2.5 | |
| N- Overtime Time and a Half | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text" value="4"/> | Hrs <input type="text"/> | 4 | |
| | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | 0 | |
| | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | 0 | |
| | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | 0 | |
| | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | 0 | |
| | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | Hrs <input type="text"/> | 0 | |
| <input type="button" value="Add Another Row"/> <input type="button" value="Recalculate"/> | | 0 | 9 | 9 | 9 | 9 | 8 | 0 | 44 |

Template Name:

[Cancel](#) [Save](#) [Continue](#)

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- On a blank row enter Comp Time Paid (2.5 hours on Friday)
- On another blank row enter Overtime and a Half (4 hours on Friday)
- Change the Hours Worked on Friday to 1.5
- Click the *Continue* button

Lab 1 Solutions: Paying Comp Time and Overtime Instead of Accruing It



[Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

[Time Entry](#) | [Timecard Search](#) | [Templates](#) | [Create Timecard](#)

Time

Review: Student22, Employee P, 124884

Week Starting Sunday, August 30 2009

Timecard Period (days) 7

Comments

| Hours Type | Sun, Aug 30 | Mon, Aug 31 | Tue, Sep 01 | Wed, Sep 02 | Thu, Sep 03 | Fri, Sep 04 | Sat, Sep 05 | Total |
|-----------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------|
| N- Hours Worked | Hrs | Hrs 9 | Hrs 9 | Hrs 9 | Hrs 9 | Hrs 1.5 | Hrs | 37.5 |
| N- Comp Time Paid | Hrs | Hrs | Hrs | Hrs | Hrs | Hrs 2.5 | Hrs | 2.5 |
| N- Overtime Time and a Half | Hrs | Hrs | Hrs | Hrs | Hrs | Hrs 4 | Hrs | 4 |
| | 0 | 9 | 9 | 9 | 9 | 8 | 0 | 44 |

Time Detail

| Hours Type | Sun, Aug 30 | Mon, Aug 31 | Tue, Sep 01 | Wed, Sep 02 | Thu, Sep 03 | Fri, Sep 04 | Sat, Sep 05 | Total |
|-----------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------|
| N- Hours Worked | Hrs | Hrs 9 | Hrs 9 | Hrs 9 | Hrs 9 | Hrs 1.5 | Hrs | 37.5 |
| N- Comp Time Paid | Hrs | Hrs | Hrs | Hrs | Hrs | Hrs 2.5 | Hrs | 2.5 |
| N- Overtime Time and a Half | Hrs | Hrs | Hrs | Hrs | Hrs | Hrs 4 | Hrs | 4 |
| | 0 | 9 | 9 | 9 | 9 | 8 | 0 | 44 |

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- Review the *Time Entry* and *Detail* blocks
- Click the *Submit* button



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[Time Entry](#) | [Timecard Search](#) | [Templates](#) | [Create Timecard](#)

Time

Confirmation

Time entries for the given timecard period have been submitted successfully.

Confirmation: Student22, Employee P, 124884

Week Starting Sunday, August 30 2009

Timecard Period (days) 7

Comments

| Hours Type | Sun, Aug 30 | Mon, Aug 31 | Tue, Sep 01 | Wed, Sep 02 | Thu, Sep 03 | Fri, Sep 04 | Sat, Sep 05 | Total |
|-----------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------|
| N- Hours Worked | Hrs | Hrs 9 | Hrs 9 | Hrs 9 | Hrs 9 | Hrs 1.5 | Hrs | 37.5 |
| N- Comp Time Paid | Hrs | Hrs | Hrs | Hrs | Hrs | Hrs 2.5 | Hrs | 2.5 |
| N- Overtime Time and a Half | Hrs | Hrs | Hrs | Hrs | Hrs | Hrs 4 | Hrs | 4 |
| | 0 | 9 | 9 | 9 | 9 | 8 | 0 | 44 |

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- Confirm that the timecard was successfully Submitted
- Click the *Return to Hierarchy* button at the bottom right corner of the page