

# ***Compensatory and Overtime (Hourly & Salaried Non-Exempt Staff)***

## **Chapter 4**

## **Compensatory and Overtime (Hourly & Salaried Non-Exempt Staff)**

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### **Section Objectives**

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

- Record compensatory and overtime hours on your PRISM TRKS timecard
- View compensatory time balances
- Understand what is included in the displayed balances and what is not
- Understand when unused accrued compensatory time is paid out
- Understand when overtime hours are paid

## **Compensatory and Overtime (Hourly & Salaried Non-Exempt Staff)**

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### **Recording Compensatory Time (Comp Time) Worked**

- Full-time and part-time non-exempt salaried and hourly employees who are on a 37.5/hour per week schedule are eligible for comp time
- Hours worked in excess of 37.5 in a week up to 40 hours in a week are considered comp time hours. The maximum number of comp time hours in a week is 2.5
- Comp time worked is recorded on the on-line timecard as 'Hours Worked'
- PRISM TRKS will calculate the number of comp time hours for each timecard week (Sunday – Saturday)
- The on-line timecard *Review* page will show the system calculation of accrued comp time
- PRISM TRKS will not allow the 'Comp Time Accrued' *Hours Type* to be submitted on the on-line timecard. This *Hours Type* is reserved for system use.

### **Comp Time Balances**

- The PRISM HR/Payroll system maintains on-line comp time balances.
- PRISM TRKS will automatically calculate the comp time hours for the week and will post (add) them to the person's comp time balance when the timecards are transferred to PRISM HR/Payroll
- Supervisors can override the system calculation and pay out the comp time hours instead of accruing them by using the 'Comp Time Paid' *Hours Type*
- Once posted, comp time hours must be used by the Saturday immediately preceding the payroll cut-off date of the next pay period
- Comp time hours that are not used by the Saturday immediately preceding the payroll cut-off date of the next pay period will be paid out automatically

### **Viewing Comp Time Balances**

- Comp time balances can be viewed on the PRISM TRKS timecard
- Comp time taken cannot exceed the displayed balance

## Compensatory and Overtime (Hourly & Salaried Non-Exempt Staff)

- The balances displayed on the timecard are in hours and are effective as of the last day of the timecard week based on the data that is in the PRISM HR/Payroll system as of the first day of the timecard week.
- For example, on the timecard for the week of September 27 – October 3, the comp time balance displayed is as of October 3<sup>rd</sup> but is based on the data in the PRISM HR/Payroll system as of the current date. If, for some reason, HR entered a comp time adjustment effective on September 30<sup>th</sup>, that adjustment would be included in the balance displayed on the September 27<sup>th</sup> timecard. If the employee's September 27<sup>th</sup> timecard calculated comp time accrued, those hours would not be included in the balance displayed on the September 27<sup>th</sup> timecard. The comp time balance displayed in the morning on Monday, October 5<sup>th</sup>, would not include the comp time accrued on the September 27<sup>th</sup> timecard. In the afternoon of October 5<sup>th</sup>, the September 27<sup>th</sup> timecards will be transferred from PRISM TRKS to PRISM HR/Payroll and the comp time accrued will be added to the comp time balance. On October 6<sup>th</sup>, the displayed comp time balance will include the additional comp time accrued hours from the September 27<sup>th</sup> timecard.
- The balances displayed on the timecard do NOT include any comp time accrued or taken off that is recorded on the current week's timecard
- Comp time accrued or taken as time off is not posted to the on-line balance until the timecards are transferred
- The timecard transfer usually happens on the Monday night following the last day of the timecard period, however, it could happen later if the timecard calendar is adjusted due to a holiday.

### Timecard Balance Example



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

Time Entry | Timecard Search | Templates | Create Timecard

Time Entry: Marple, Jane OTL, 123435

Hide Accrual Balances

TIP The accrual balances are as of: October, 10 2009.

Staff Comp Time Accrual Hours 5    Staff Personal Accrual Hours 15    Staff Sick Accrual Hours 67.5  
 Staff Vacation Accrual Hours 112.5

Period     Comments   
 Template      Exclude Hours     Overwrite   

Hours Type	Sun, Oct 04	Mon, Oct 05	Tue, Oct 06	Wed, Oct 07	Thu, Oct 08	Fri, Oct 09	Sat, Oct 10	Total	Delete
N- Hours Worked	Hrs <input type="text"/>	Hrs <input type="text" value="5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text"/>	35	<input type="button" value="Delete"/>
N- Comp Time Taken	Hrs <input type="text"/>	Hrs <input type="text" value="2.5"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	2.5	<input type="button" value="Delete"/>
	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	
Add Another Row	<input type="button" value="Recalculate"/>	0	7.5	7.5	7.5	7.5	7.5	0	37.5

## **Compensatory and Overtime (Hourly & Salaried Non-Exempt Staff)**

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In the above timecard example:

- The timecard period is Sunday, October 4 – Saturday, October 10
- The comp time accrual balances displayed are as of Saturday, October 10 (generally this would include comp time accrued through October 3<sup>rd</sup> – the end of the prior timecard week.)
- The displayed comp time balance of 5 hours does not include a deduction of the 2.5 Comp Time Taken hours entered on the timecard for Monday, October 5<sup>th</sup>
- To calculate an accurate comp time balance after Monday, October 5<sup>th</sup>, manually subtract 2.5 hours from 5
- The timecards for the above week will be transferred in the following week, generally on Monday
- Once the timecards are processed, the 2.5 hours will be deducted and the comp time balance will be 2.5 hours

### **Automatic Payout**

- Once accrued comp time is posted to the comp time balance, it can only be paid by the automated comp time payout process
- The comp time payout process will automatically pay out accrued comp time hours that are not taken as time off by the Saturday prior to the payroll cut-off of the following pay period
  - Example: (An employee on the monthly payroll) 2.5 hours of comp time is accrued on September 25, 2009. The October payroll is run on October 25, 2009. The cut-off for timecard entries for the October payroll is October 17, 2009. Therefore, if the 2.5 hours that were accrued on September 25<sup>th</sup> are not taken as time off by October 17, 2009, then they will automatically be paid in the October payroll.
- Because of the payroll processing schedule and the automatic payout, staff will no longer have the full 'next pay period' in which to take the hours as time off.

### **Overtime**

- Non-exempt salaried and hourly employees must be paid overtime for hours worked in excess of 40 in a timecard week
- Under the law, employers are not allowed to 'average' hours worked over a period of more than one timecard week for purposes of calculating overtime
- Overtime worked is recorded on the on-line timecard as 'Hours Worked'
- The system will calculate the number of overtime hours

## **Compensatory and Overtime (Hourly & Salaried Non-Exempt Staff)**

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- The on-line timecard *Review* page shows the system calculation of overtime
- Overtime worked through the Saturday prior to the payroll cut-off date will be paid in the next paycheck
- Overtime worked after the Saturday prior to the payroll cut-off date will be paid in the paycheck for the following pay period

### **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: Submit a Timecard with Compensatory Time**

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1. Login to PRISMTRKS as EMPYXX
2. Submit a Timecard for the period August 30, 2009 – September 05, 2009. Change the number of Hours Worked to 9.5 for Wednesday and 8 for Thursday. Monday, Tuesday, and Friday remain at 7.5 Hours Worked.

# Lab 1 Solutions: Submit a Timecard with Compensatory Time

ORACLE E-Business Suite

Logout Preferences Help

Logged In As EMPY22

Worklist Full List

From	Subject	Sent
There are no notifications in this view.		
☑ TIP <a href="#">Vacation Rules</a> - Redirect or auto-respond to notifications.		
☑ TIP <a href="#">Worklist Access</a> - Specify which users can view and act upon your notifications.		

Navigator Edit Navigator

PRISM TRKS Time	Time
	<a href="#">Time Entry</a>

Logout | Preferences | Help

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- Login to PRISM
- Choose the *PRISM TRKS Time* responsibility
- Click the *Time Entry* link

PRISM TRKS Time

Time Record Keeping System

Home Logout Preferences

Time

Time Entry | Timecard Search | Templates | Create Timecard

Recent Timecards: Student22, Employee Y, 125424

Status	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Delete	Details
No results found.							

Recent Timecard List Time | Home | Logout | Preferences

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- Click the *Create Timecard* button



# Lab 1 Solutions: Submit a Timecard with Compensatory Time

**PRISM TRKS Time**  
Time Record Keeping System

Home Logout Preferences

Time Entry | Timecard Search | Templates | Create Timecard

Time Entry: Student22, Employee Y, 125424

Cancel Save Continue

Show Accrual Balances

Period: August 30, 2009 - September 05, 2009

Template: Work Schedule Exclude Hours Overwrite Go

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="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="9.5"/>	Hrs <input type="text" value="8"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text"/>	40	
	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	
	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	
<b>Add Another Row</b> <b>Recalculate</b>	<b>0</b>	<b>7.5</b>	<b>7.5</b>	<b>9.5</b>	<b>8</b>	<b>7.5</b>	<b>0</b>	<b>40</b>	

Template Name  Save As A Template

Cancel Save Continue

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- Select the correct time period week from the drop-down list in the *Period* field (August 30, 2009 – September 05, 2009)
- Change Hours Worked for Wednesday to 9.5 and Thursday to 8
- Click the *Recalculate* button (Timecard total should be 40 hours)
- Click the *Continue* button

# Lab 1 Solutions: Submit a Timecard with Compensatory Time

PRISM TRKS Time Record Keeping System

Home Logout Preferences

Time

Time Entry | Timecard Search | Templates | Create Timecard

Review: Student22, Employee Y, 125424

Cancel Back Submit

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 7.5	Hrs 7.5	Hrs 9.5	Hrs 8	Hrs 7.5	Hrs	40
	0	7.5	7.5	9.5	8	7.5	0	40

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 7.5	Hrs 7.5	Hrs 9.5	Hrs 8	Hrs 5	Hrs	37.5
N- Comp Time Accrued	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs 2.5	Hrs	2.5
	0	7.5	7.5	9.5	8	7.5	0	40

Cancel Back Submit

Time | Home | Logout | Preferences

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- Review the *Time Entry* and *Details* blocks of the *Review* page to see the automatic compensatory time calculation (Comp Time Accrued should be 2.5 hours)
- Click the *Submit* button

PRISM TRKS Time Record Keeping System

Home Logout Preferences

Time

Time Entry | Timecard Search | Templates | Create Timecard

Confirmation

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

Confirmation: Student22, Employee Y, 125424

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 7.5	Hrs 7.5	Hrs 9.5	Hrs 8	Hrs 7.5	Hrs	40
	0	7.5	7.5	9.5	8	7.5	0	40

Return to Recent Timecards

Time | Home | Logout | Preferences

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- Confirm the Timecard has been submitted successfully
- Click the *Logout* link

## **Lab 2: Submit a Timecard with Compensatory Time and Overtime**

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1. Login to PRISMTRKS as EMPZXX
2. Submit a Timecard for the period August 30, 2009 – September 05, 2009. Change the number of Hours Worked to 9 for Monday-Thursday. Change the number of hours worked for Friday to 8.
3. Repeat the same procedure for EMPPXX.

## Lab 2 Solutions: Submit a Timecard with Compensatory Time and Overtime

ORACLE E-Business Suite [Logout](#) [Preferences](#) [Help](#)

Logged In As EMP22

**Worklist** [Full List](#)

From	Subject	Sent
There are no notifications in this view.		

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.  
[TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

**Navigator** [Edit Navigator](#)

- PRISM TRKS Time
  - Time
    - Time Entry

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- Login to PRISM
- Choose the *PRISM TRKS Time* responsibility
- Click the *Time Entry* link

**PRISM TRKS Time**  
Time Record Keeping System [Home](#) [Logout](#) [Preferences](#)

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

Recent Timecards: Student22, Employee Z, 123564

Status	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Delete	Details
No results found.							

[Create Timecard](#) [Recent Timecard List](#)

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- Click the *Create Timecard* button

# Lab 2 Solutions: Submit a Timecard with Compensatory Time and Overtime



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

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

Time

Time Entry: Student22, Employee Z, 123564

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

▶ [Show Accrual Balances](#)

Period  [D](#)

Comments

Template   Exclude Hours  Overwrite [Go](#)

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="8"/>	Hrs <input type="text"/>	44	
	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	
	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	
<a href="#">Add Another Row</a> <a href="#">Recalculate</a>	0	9	9	9	9	8	0	44	

Template Name  [Save As A Template](#)

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

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[Time](#) | [Home](#) | [Logout](#) | [Preferences](#)

[Privacy Statement](#)

- Select the correct time period week from the drop-down list in the *Period* field (August 30, 2009 – September 05, 2009)
- Change Hours Worked for Monday-Thursday to 9 hours and Friday to 8 hours
- Click the *Recalculate* button (Timecard total should be 44 hours)
- Click the *Continue* button

# Lab 2 Solutions: Submit a Timecard with Compensatory Time and Overtime



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

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

Review: Student22, Employee Z, 123564

[Cancel](#) [Back](#) [Submit](#)

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 8	Hrs	44
	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 Accrued	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

[Cancel](#) [Back](#) [Submit](#)

[Time](#) | [Home](#) | [Logout](#) | [Preferences](#)

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- Review the *Time Entry* and *Details* blocks of the *Review* page to see automatic calculation of compensatory and overtime time calculations.
  - Hours Worked is 37.5
  - Comp Time Accrued is 2.5 hours
  - Overtime and a Half is 4 hours
- Click the *Submit* button



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

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

### Confirmation

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

Confirmation: Student22, Employee Z, 123564

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 8	Hrs	44
	0	9	9	9	9	8	0	44

[Return to Recent Timecards](#)

[Time](#) | [Home](#) | [Logout](#) | [Preferences](#)

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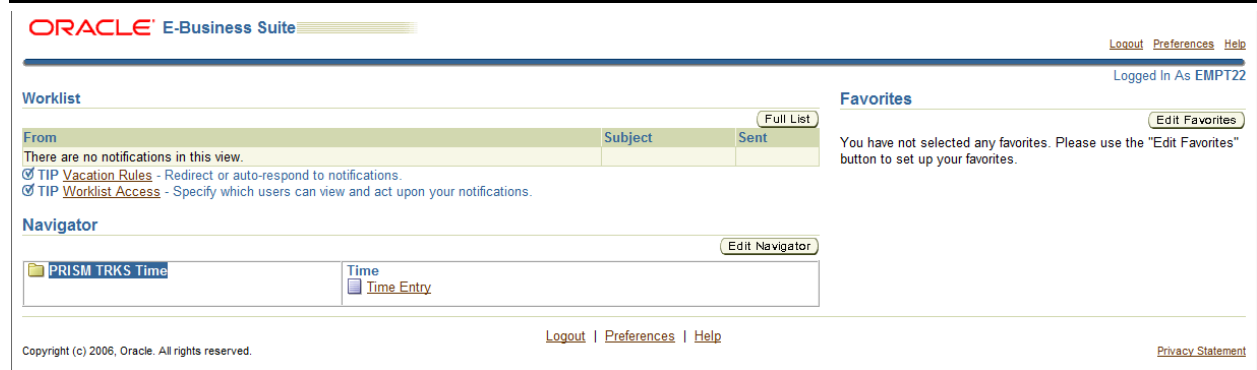
- Confirm the Timecard has been submitted successfully
- Click the *Logout* link

### **Lab 3: Submit a Timecard with Compensatory Time Taken**

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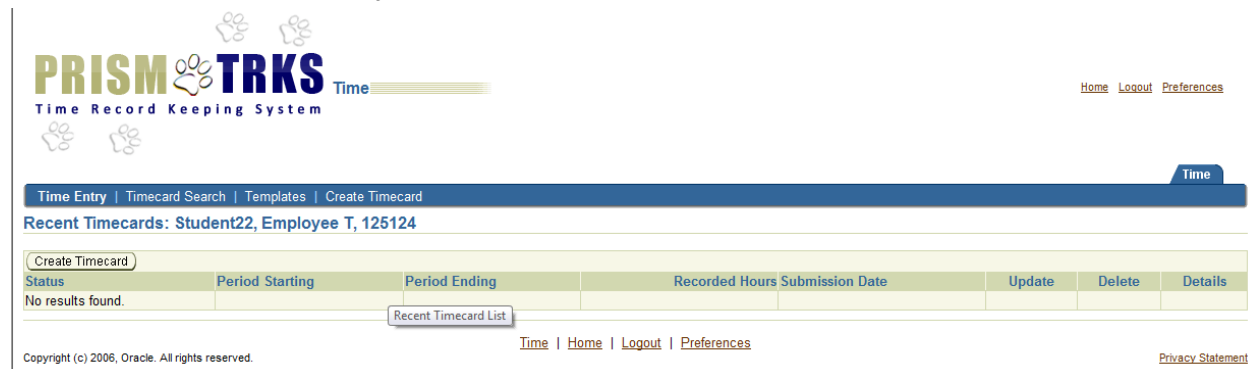
1. Login to PRISMTRKS as EMPTXX
2. Submit a Timecard for the period August 30, 2009 – September 05, 2009. Enter 5 hours of Comp Time taken & 2.5 Hours Worked on Friday. The remainder of the work week is 7.5 hours regular Hours Worked.

## Lab 3 Solutions: Submit a Timecard with Compensatory Time Taken



The screenshot shows the Oracle E-Business Suite Worklist page. At the top left is the Oracle E-Business Suite logo. At the top right are links for Logout, Preferences, and Help, and the text "Logged In As EMP122". The main content area is divided into two sections: "Worklist" and "Favorites". The "Worklist" section contains a table with columns "From", "Subject", and "Sent". Below the table, there are two links: "TIP Vacation Rules" and "TIP Worklist Access". The "Favorites" section contains a message: "You have not selected any favorites. Please use the 'Edit Favorites' button to set up your favorites." Below the "Worklist" section is a "Navigator" section with a "PRISM TRKS Time" link and a "Time Entry" link. At the bottom of the page, there is a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved." and a "Privacy Statement" link.

- Login to PRISM
- Choose the *PRISM TRKS Time* responsibility
- Click the *Time Entry* link




The screenshot shows the PRISM TRKS Time Time Entry page. At the top left is the PRISM TRKS Time logo with the tagline "Time Record Keeping System". At the top right are links for Home, Logout, and Preferences. Below the logo is a navigation bar with links for Time Entry, Timecard Search, Templates, and Create Timecard. The main content area is titled "Recent Timecards: Student22, Employee T, 125124". Below this is a "Create Timecard" button and a table with columns: Status, Period Starting, Period Ending, Recorded Hours, Submission Date, Update, Delete, and Details. The table contains one row with the text "No results found." and a "Recent Timecard List" link. At the bottom of the page, there is a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved." and a "Privacy Statement" link.

- Click the *Create Timecard* button



## Lab 3 Solutions: Submit a Timecard with Compensatory Time Taken



**PRISM TRKS**  
Time Record Keeping System

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

---

Time

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

**Time Entry: Student22, Employee T, 125124**

[Show Accrual Balances](#)

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

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="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="2.5"/>	Hrs <input type="text"/>	32.5	<input type="button" value="Delete"/>
N- Comp Time Taken	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="5"/>	Hrs <input type="text"/>	5	<input type="button" value="Delete"/>
<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"/>	Hrs <input type="text"/>	0	
<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"/>	Hrs <input type="text"/>	0	
<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"/>	Hrs <input type="text"/>	0	
<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"/>	Hrs <input type="text"/>	0	
<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"/>	Hrs <input type="text"/>	0	
<input type="button" value="Add Another Row"/> <input type="button" value="Recalculate"/>	0	7.5	7.5	7.5	7.5	7.5	0	37.5	

Template Name:

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- Select the correct time period from the drop-down list in the *Period* field (August 30, 2009 – September 05, 2009)
- Enter Comp Time Taken for Friday
- Adjust Hours Worked for Friday
- Click the *Recalculate* button. Timecard total is 37.5 Hours.
- Click the *Continue* button

# Lab 3 Solutions: Submit a Timecard with Compensatory Time Taken



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

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

Review: Student22, Employee T, 125124

[Cancel](#) [Back](#) [Submit](#)

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 7.5	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs 2.5	Hrs	32.5
N- Comp Time Taken	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs 5	Hrs	5
	0	7.5	7.5	7.5	7.5	7.5	0	37.5

### 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 7.5	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs 2.5	Hrs	32.5
N- Comp Time Taken	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs 5	Hrs	5
	0	7.5	7.5	7.5	7.5	7.5	0	37.5

[Cancel](#) [Back](#) [Submit](#)

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[Time](#) | [Home](#) | [Logout](#) | [Preferences](#)

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- Review the *Time Entry* and *Details* blocks of the *Review* page to see the automatic compensatory time calculation.
- Click the *Submit* button



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

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

### Confirmation

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

Confirmation: Student22, Employee T, 125124

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 7.5	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs 2.5	Hrs	32.5
N- Comp Time Taken	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs 5	Hrs	5
	0	7.5	7.5	7.5	7.5	7.5	0	37.5

[Return to Recent Timecards](#)

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[Time](#) | [Home](#) | [Logout](#) | [Preferences](#)

[Privacy Statement](#)

- Confirm the Timecard has been submitted successfully
- Click the *Logout* link

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## **Lab 4: Submit a Timecard with Compensatory Time Worked & Used in the Same Week**

---

1. Login to PRISMTRKS as EMPUXX
2. Submit a Timecard for the period August 30, 2009 – September 05, 2009. Adjust the schedule for Hours Worked on Tuesday to 10 (comp time earned) and Friday to 5 (comp time taken). The remainder of the work week is 7.5 hours Regular Hours Worked.

# Lab 4 Solutions: Submit a Timecard with Compensatory Time Worked & Used in the Same Week

The screenshot shows the Oracle E-Business Suite interface. At the top, it says "ORACLE E-Business Suite" and "Logged In As EMPU22". There are links for "Logout", "Preferences", and "Help".

**Worklist:** A table with columns "From", "Subject", and "Sent". Below the table, it says "There are no notifications in this view." and provides links for "TIP Vacation Rules" and "TIP Worklist Access".

**Favorites:** A section with the text "You have not selected any favorites. Please use the 'Edit Favorites' button to set up your favorites." and an "Edit Favorites" button.

**Navigator:** A section with a "PRISM TRKS Time" folder and a "Time Entry" link. There is an "Edit Navigator" button.

At the bottom, there is a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved." and a "Privacy Statement" link.

- Login to PRISM
- Choose the *PRISM TRKS Time* responsibility
- Click the *Time Entry* link

The screenshot shows the PRISM TRKS Time interface. At the top, it says "PRISM TRKS Time" and "Time Record Keeping System". There are links for "Home", "Logout", and "Preferences".

**Time Entry:** A section with a "Time Entry" button and links for "Timecard Search", "Templates", and "Create Timecard".

**Recent Timecards:** A section with the text "Recent Timecards: Student22, Employee U, 125184".

**Create Timecard:** A button labeled "Create Timecard".

Status	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Delete	Details
No results found							

At the bottom, there is a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved." and a "Privacy Statement" link.

- Click the *Create Timecard* button

# Lab 4 Solutions: Submit a Timecard with Compensatory Time Worked & Used in the Same Week

PRISM TRKS Time  
Time Record Keeping System

Home Logout Preferences

Time Entry | Timecard Search | Templates | Create Timecard

Time Entry: Student22, Employee U, 125184

Cancel Save Continue

Show Accrual Balances

Period August 30, 2009 - September 05, 2009

Template - Work Schedule Exclude Hours Overwrite Go

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="7.5"/>	Hrs <input type="text" value="10"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="5"/>	Hrs <input type="text"/>	37.5	
	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	
Add Another Row Recalculate	0	7.5	10	7.5	7.5	5	0	37.5	

Template Name  Save As A Template

Cancel Save Continue

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- Select the correct time period from the drop-down list in the *Period* field (August 30, 2009 – September 05, 2009)
- Change Hours Worked for Tuesday to 10 (comp time earned 2.5 hours), and Friday to 5 (comp time taken 2.5 hours).
- Click the *Recalculate* button (Total hours will be 37.5)
- Click the *Continue* button

# Lab 4 Solutions: Submit a Timecard with Compensatory Time Worked & Used in the Same Week



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

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

Time

Review: Student22, Employee U, 125184

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 7.5	Hrs 10	Hrs 7.5	Hrs 7.5	Hrs 5	Hrs	37.5
	0	7.5	10	7.5	7.5	5	0	37.5

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 7.5	Hrs 10	Hrs 7.5	Hrs 7.5	Hrs 5	Hrs	37.5
	0	7.5	10	7.5	7.5	5	0	37.5

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[Time](#) | [Home](#) | [Logout](#) | [Preferences](#)

[Privacy Statement](#)

- Review the *Time Entry* and *Details* blocks of the *Review* page
- Click the *Submit* button



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

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

Time

Confirmation

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

Confirmation: Student22, Employee U, 125184

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 7.5	Hrs 10	Hrs 7.5	Hrs 7.5	Hrs 5	Hrs	37.5
	0	7.5	10	7.5	7.5	5	0	37.5

[Return to Recent Timecards](#)

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[Time](#) | [Home](#) | [Logout](#) | [Preferences](#)

[Privacy Statement](#)

- Confirm the Timecard has been submitted successfully
- Logout

## **Lab 5: Submit a Timecard with Compensatory Time Worked & Used in the Same Week, Plus Comp Time Taken**

---

1. Login to PRISMTRKS as EMPGXX
2. Submit a Timecard for the period August 30, 2009 – September 05, 2009. Enter 10 hours worked on Monday and 5 hours of Comp Time Taken on Friday. The remainder of the work week is 7.5 hours Regular Hours Worked.

# Lab 5 Solutions: Submit a Timecard with Compensatory Time Worked & Used in the Same Week, Plus Comp Time Taken

The screenshot shows the Oracle E-Business Suite interface. At the top, it says "ORACLE E-Business Suite" and "Logged In As EMPG22". There are links for "Logout", "Preferences", and "Help". Below this, there are three main sections: "Worklist", "Favorites", and "Navigator". The "Worklist" section has a table with columns "From", "Subject", and "Sent", and a "Full List" button. Below the table, it says "There are no notifications in this view." and provides two tips: "TIP Vacation Rules - Redirect or auto-respond to notifications." and "TIP Worklist Access - Specify which users can view and act upon your notifications." The "Favorites" section has an "Edit Favorites" button and a message: "You have not selected any favorites. Please use the 'Edit Favorites' button to set up your favorites." The "Navigator" section has an "Edit Navigator" button and a list of items: "PRISM TRKS Time" and "Time Entry". At the bottom, there is a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved." and a "Privacy Statement" link.

- Login to PRISM
- Choose the *PRISM TRKS Time* responsibility
- Click the *Time Entry* link

The screenshot shows the PRISM TRKS Time interface. At the top, it says "PRISM TRKS Time" and "Time Record Keeping System". There are links for "Diagnostics", "Home", "Logout", and "Preferences". Below this, there is a navigation bar with "Time Entry", "Timecard Search", "Templates", and "Create Timecard". Below the navigation bar, it says "Recent Timecards: Student22, Employee G, 124344". There is a "Create Timecard" button with a red arrow pointing to it. Below the button, there is a table with columns: "Status", "Period Starting", "Period Ending", "Recorded Hours", "Submission Date", "Update", "Delete", and "Details". The table contains the text "No results found." At the bottom, there is a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved." and a "Privacy Statement" link.

- Click the *Create Timecard* button



# Lab 5 Solutions: Submit a Timecard with Compensatory Time Worked & Used in the Same Week, Plus Comp Time Taken



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

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

Time

Time Entry: Student22, Employee G, 124344

[Show Accrual Balances](#)

Period   Comments

Template   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" value="10"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	32.5	<input type="button" value="Delete"/>
N- Comp Time Taken	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text" value="5"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	5	<input type="button" value="Delete"/>
	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"/>	<b>10</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>37.5</b>	

Template Name

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

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- Select the correct time period from the drop-down list in the *Period* field (August 30, 2009 – September 05, 2009)
- Select Hours Worked in the *Hours Type* field and enter 10 for Sunday (comp time worked 2.5 hours)
- On the same line, enter hours worked for Monday – Wednesday (7.5)
- On the second line, select Comp Time Taken and enter 5 for Thursday.
- Click the *Recalculate* button (Total hours will be 37.5)
- Click the *Continue* button

# Lab 5 Solutions: Submit a Timecard with Compensatory Time Worked & Used in the Same Week, Plus Comp Time Taken

PRISM TRKS Time Record Keeping System

Time

Time Entry | Timecard Search | Templates | Create Timecard

Review: Student22, Employee G, 124344

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 10	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs	Hrs	32.5
N- Comp Time Taken	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs 5	Hrs	5
	0	10	7.5	7.5	7.5	5	0	37.5

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 10	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs	Hrs	32.5
N- Comp Time Taken	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs 5	Hrs	5
	0	10	7.5	7.5	7.5	5	0	37.5

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- Review the *Time Entry* and *Details* blocks of the *Review* page
- Click the *Submit* button

PRISM TRKS Time Record Keeping System

Time

Time Entry | Timecard Search | Templates | Create Timecard

Confirmation

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

Confirmation: Student22, Employee G, 124344

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 10	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs	Hrs	32.5
N- Comp Time Taken	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs 5	Hrs	5
	0	10	7.5	7.5	7.5	5	0	37.5

Return to Recent Timecards

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- Confirm the Timecard has been submitted successfully
- Logout