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

Chapter 4
Compensatory and Overtime (Hourly & Salaried Non-Exempt Staff)

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
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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.
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- 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 3rd 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 30th, that adjustment would be included in the balance displayed on the September 27th timecard. If the employee’s September 27th timecard calculated comp time accrued, those hours would not be included in the balance displayed on the September 27th timecard. The comp time balance displayed in the morning on Monday, October 5th, would not include the comp time accrued on the September 27th timecard. In the afternoon of October 5th, the September 27th 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 6th, the displayed comp time balance will include the additional comp time accrued hours from the September 27th 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

![Image of Timecard Balance Example](image)

<table>
<thead>
<tr>
<th>Hours Type</th>
<th>Sun, Oct 4</th>
<th>Mon, Oct 5</th>
<th>Tues, Oct 6</th>
<th>Wed, Oct 7</th>
<th>Thu, Oct 8</th>
<th>Fri, Oct 9</th>
<th>Sat, Oct 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hrs Worked</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
</tr>
<tr>
<td>Hrs Comp Taken</td>
<td>2.5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hrs Comp Adjust</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total:** 10
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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 3rd – 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 5th
- To calculate an accurate comp time balance after Monday, October 5th, 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 25th 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
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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

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

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

- Click the **Create Timecard** button
Lab 1 Solutions: Submit a Timecard with Compensatory Time

- 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

- 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

- Confirm the Timecard has been submitted successfully

- Click the *Logout* link
Lab 2: Submit a Timecard with Compensatory Time and Overtime

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

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

- Click the Create Timecard button
Lab 2 Solutions: Submit a Timecard with Compensatory Time and Overtime

- 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

- 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

- Confirm the Timecard has been submitted successfully
- Click the Logout link
Lab 3: Submit a Timecard with Compensatory Time Taken

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

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

- Click the Create Timecard button
Lab 3 Solutions: Submit a Timecard with Compensatory Time Taken

- 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

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

- Click the Submit button

- Confirm the Timecard has been submitted successfully

- Click the Logout link
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

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

- Click the Create Timecard button
Lab 4 Solutions: Submit a Timecard with Compensatory Time Worked & Used in the Same Week

- 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

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

- 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

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

- 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

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

- Confirm the Timecard has been submitted successfully
- Logout