

Compensatory Time Tracking

Eligible hourly employees track their compensatory time balance using their time entry method (web time entry, department time entry, Time Clock Plus, paper time sheet).

To use this feature, employees will record two different earning types; one to build the balance and one to use the balance.

Only one of these earn codes should be reported in a single pay period.

After each pay period is processed, the employee and their time entry approver can view the new compensatory time balance via Banweb.

Below is how compensatory time is recorded for each of the different time entry methods:

Web Time Entry

The earning type "Comp Time Earned" will be used to accrue (add) hours to the Compensatory Time balance.

The earning type "Comp Time Taken" will be used to reduce (subtract) hours from the Compensatory Time balance.

Time Clock Plus

The job code "Comp Time Earned" will be used to accrue (add) hours to the Compensatory Time balance.

The job code "Comp Time Taken" will be used to reduce (subtract) hours from the Compensatory Time balance.

Department Time Entry

The earnings code 450 will be used to accrue (add) hours to the Compensatory Time balance.

The earnings code 460 will be used to reduce (subtract) hours from the Compensatory Time balance.

Paper Time Sheet

The earn code 450 will be used to accrue (add) hours to the Compensatory Time balance.

The earn code 460 will be used to reduce (subtract) hours from the Compensatory Time balance.