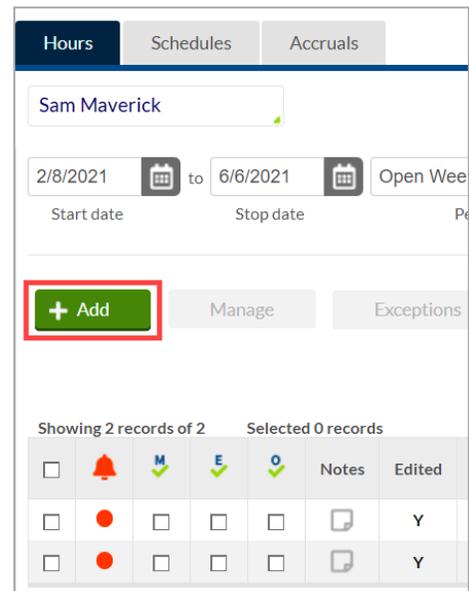


## Overtime Compensatory Time Payout Job Aid

When a manager approves for overtime compensatory time to be paid to an employee in lieu of the hours being banked to take later, the Overtime Comp Payout will need to be entered into TCP. Typically, Timekeepers will be responsible for entering the Payout into TCP.

**Note:** Please ensure the hours show as accrued for the employee before entering the Overtime Comp Payout. Employee accrual balances can be seen by clicking the “Accruals” tab.

1. Navigate to the Individual Hours screen (Hours > Individual Hours) and select the employee.
2. Adjust the Start and Stop dates if necessary.
3. Click on the Add button.



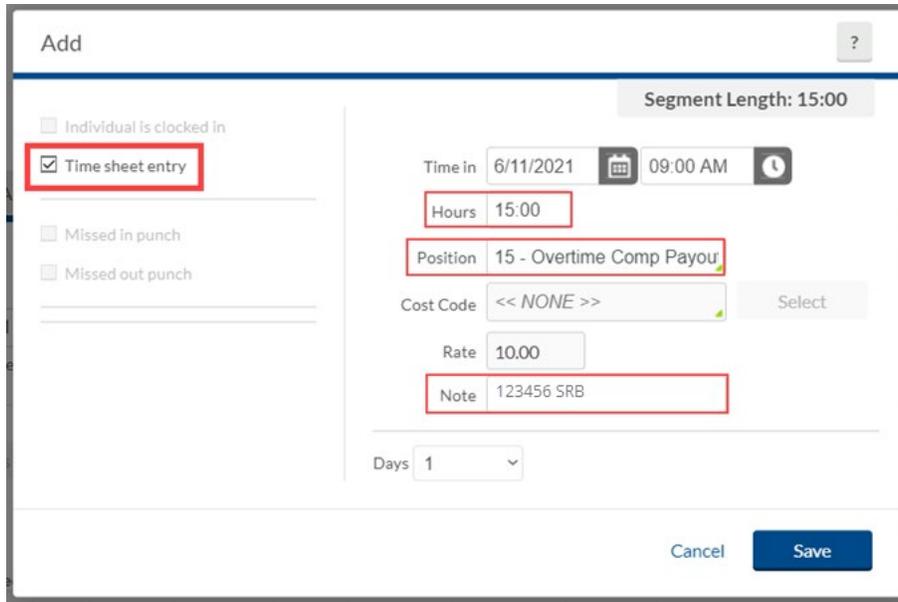
The screenshot shows the 'Hours' tab in a software interface. At the top, there are three tabs: 'Hours' (selected), 'Schedules', and 'Accruals'. Below the tabs, the employee name 'Sam Maverick' is displayed. There are two date pickers: 'Start date' set to 2/8/2021 and 'Stop date' set to 6/6/2021. To the right of the stop date is a dropdown menu labeled 'Open Wee'. Below these fields are three buttons: '+ Add' (highlighted with a red box), 'Manage', and 'Exceptions'. At the bottom, there is a table with the following structure:

Showing 2 records of 2		Selected 0 records				
<input type="checkbox"/>					Notes	Edited
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y

4. Click the checkbox for Timesheet entry. This will allow you to enter a quantity of hours rather than an in and out time.
5. Enter the date and time in the fields for Time in. Ensure the entry is made on a date after the end of the FLSA week when the overtime being paid was earned.
6. Enter the quantity of Hours to be paid out.
7. Specify the position worked for this shift by clicking the Position drop-down and selecting Position 15-Overtime Comp Payout.
8. Enter a note for the added segment in the Note field. The note for Overtime Comp Payout entries should be include in the order below:
  - a. The cost center or project on which the Overtime Comp Payout should be charged, if different from the default cost center. If OT Comp Payout is from the employee’s default cost center, input “same” in place of the cost center.
  - b. Initials of the manager who approved the payout.
    - i. Example: 123456 SRB or Same SRB

**Note:** Only use the cost center, project number or same in the notes, along with the approver’s initials. Do not add special characters or additional abbreviations.

9. Click Save.



**Add** [?]

Individual is clocked in

**Time sheet entry**

Missed in punch

Missed out punch

Segment Length: 15:00

Time in: 6/11/2021 09:00 AM

Hours: 15:00

Position: 15 - Overtime Comp Payout

Cost Code: << NONE >> [Select]

Rate: 10.00

Note: 123456 5RB

Days: 1

[Cancel] [Save]

10. The hours will now show on the Hours screen.

6/14/2021 to 6/20/2021 Manual [Update]

Start date Stop date Period

[+ Add] [Manage] [Exceptions] [Processing]

Show absences

	Regular 8:00	OT1 0:00	OT2 0:00	Comp Time 0:00	Leave 0:00	Total 8:00
Showing 1 records of 1 Selected 0 records						
Position	Rate					
15 - Overtime Comp Payout	10.00					

11. These hours will need to then be approved by the employee and the manager.