



Changing Comp Time to Paid Overtime

Non-Public Safety ONLY

Non-exempt employees receive additional compensation if they work more hours than the overtime threshold defined by the Fair Labor Standards Act (FLSA). For most non-exempt employees, that threshold is set at forty (40) hours worked in the administrative work week. The administrative work week begins on Saturday and ends on Friday. Regardless of the FLSA period or threshold, the process of changing comp time to paid overtime is the same.

Because Kronos requires there be a default setting in the system, the default compensation for hours above the FLSA threshold is comp time. The settings will not change the City's customary practices for handling of comp time and paid overtime. The supervisor, based on departmental guidelines, has the ability to change the type of overtime compensation from comp time to paid overtime.

This entry has to be made prior to payroll cut-off.

Comp Time to Paid Overtime – This employee was approved to work late. The supervisor has reviewed the hours worked. Note that the late out punches have green boxes (not red).

The supervisor has reviewed the late out punches

	Date	Pay Code	Amount	In	Transfer	Out
<input checked="" type="checkbox"/>	Fri 6/12					
<input checked="" type="checkbox"/>	Sat 6/13					
<input checked="" type="checkbox"/>	Sun 6/14					
<input checked="" type="checkbox"/>	Mon 6/15			8:00AM		5:30PM
<input checked="" type="checkbox"/>	Tue 6/16			8:00AM		4:30PM
<input checked="" type="checkbox"/>	Wed 6/17			8:00AM		7:30PM
<input checked="" type="checkbox"/>	Thu 6/18			8:00AM		6:30PM
<input checked="" type="checkbox"/>	Fri 6/19			8:00AM		4:30PM
<input checked="" type="checkbox"/>	Sat 6/20					

The timecard totals show that the employee has worked 6 hours beyond the FLSA overtime threshold. The supervisor has been authorized to change four of the six hours to paid overtime.

HAMPTON VA



TOTALS & SCHEDULE	ACCRUALS REPORTING PERIOD	ACCRUALS	AUDITS
All			
Account	Pay Code	Amount	Wages
01/310/CTYHL/000/000/100/0	Hourly	40:00	
01/310/CTYHL/000/000/100/0	COMP Earned	6:00	

The supervisor reviews the time card to determine when the overtime threshold was exceeded. By reviewing the cumulative total of hours, it is apparent that the threshold was exceeded on Friday.

Shift	Daily	Cumulative
9:00	9:00	9:00
8:00	8:00	17:00
11:00	11:00	28:00
10:00	10:00	38:00
8:00	8:00	46:00

Click on the drop down for 'Approvals' and select 'Approve Overtime'.

Date	Pay Code	Amount	In	Transfer
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- Approvals**
- Approve
- Remove Approval
- Approve Overtime →
- Sign Off
- Remove Sign-Off



The Approve Overtime pop up will be displayed. Select the radio button for 'some' and enter 4:00. Click on the 'Comment's box.

The 'Approve Overtime' dialog box contains the following fields and controls:

- Overtime Date ***: A dropdown menu showing '6/19/2015'.
- Unapproved Overtime Amount (hh:mm)**: A text input field containing '6:00'.
- Amount ***: A section with three radio buttons: 'All', 'None', and 'Some'. The 'Some' radio button is selected.
- Amount (hh:mm)**: A text input field containing '4:00'.
- Comments**: A button with a right-pointing arrow.
- Buttons**: 'OK', 'Cancel', and 'Help' buttons at the bottom.

Add a comment and note to the overtime pay approval.

The 'Add Comment' dialog box contains the following fields and controls:

- Comments**: A list box with the following items: 'Approved', 'Car Problems', 'Child Care', 'Corrected by Admin', 'Disapproved', 'Family Emergency', 'Lost Badge', 'Personal', and 'Return late from lunch'. 'Approved' is selected.
- Note**: A text area containing the text: 'Four of the six hours worked overtime this week will be paid out as overtime pay.'
- Buttons**: 'OK', 'Cancel', and 'Help' buttons at the bottom.

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The timecard totals show that the employee will receive overtime pay for 4 hours and 2 hours will be added to the employee's comp earned accrual.

TOTALS & SCHEDULE		ACCRUALS REPORTING PERIOD	ACCRUALS	AUDITS	S
All					
Account	Pay Code	Amount	Wages		
01/310/CTYHL/000/000/100/0	Overtime	4:00			
01/310/CTYHL/000/000/100/0	Hourly	40:00			
01/310/CTYHL/000/000/100/0	COMP Earned	2:00			

Remember: This entry has to be made prior to payroll cut-off.