

Converting Overtime to Comp Time

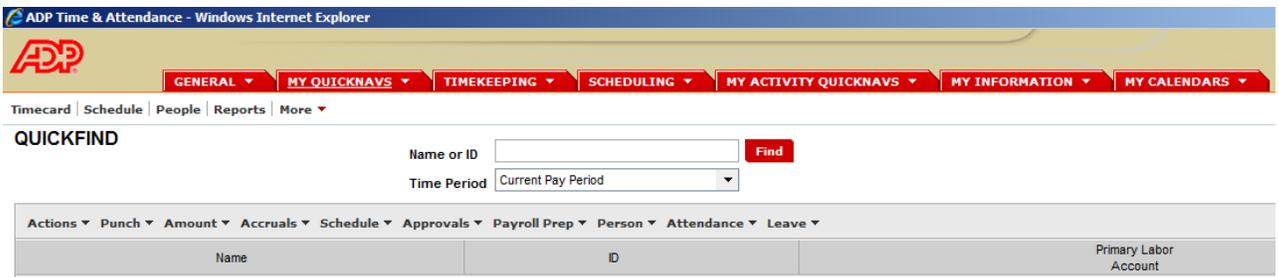
The purpose of this document is to provide instruction on moving Overtime Earned to Comp Time to use at a later date. Comp Time can only be earned if the system has calculated overtime. Comp Time is not for additional straight time worked or for Exempt employees.

Log in to ADP

Select Employee
Navigate to...
Time & Attendance Tab > eTime



Locate your employee.
Make sure you are on the correct Pay Period.



Once all hours are entered on the timecard by the employee, the system will calculate the Overtime.

Overtime (OT) always consists of 2 components; LC Straight Time OT and Overtime Premium. Together these multiply to one and one-half times the employee's hourly rate, respectively. These amounts will appear at the bottom of the time card on the **TOTALS & SCHEDULE** tab.

TOTALS & SCHEDULE				ACCRUALS		AUDITS	
All						Date	
						Thu 3/22	
						Fri 3/23	
						Sat 3/24	
						Sun 3/25	
						Mon 3/26	
						Tue 3/27	

Account	Pay Code	Amount	Wages
...x/xxxxxxxx/xxxHRD Payroll/43476/xxxx/xxxx	LC St Time OT	32.0	
...x/xxxxxxxx/xxxHRD Payroll/43476/xxxx/xxxx	Overtime Prem	32.0	
...x/xxxxxxxx/xxxHRD Payroll/43476/xxxx/xxxx	Regular Wages	80.0	

Now you must move BOTH portions of Overtime to the Comp Accrual Plan. This will place the OT hours in the Comp Accrual plan to be used at a later date a 1.5 hours.

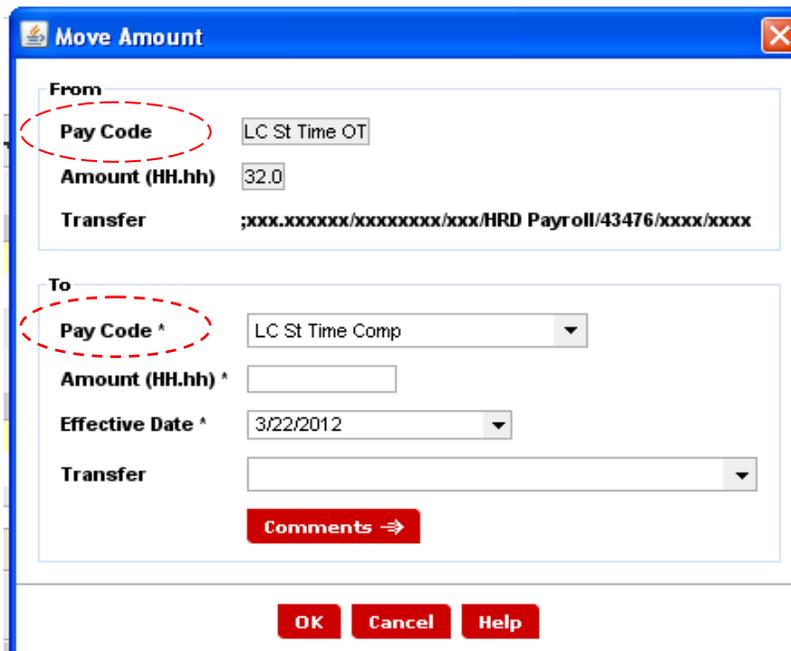
Right click on the **LC St Time OT** Pay Code or amount of hours.



Account	Pay Code	Amount	Wages
...x/xxxxxxxx/xxx/HRD Payroll/43476/xxxx/xxxx	LC St Time OT	32.0	
...x/xxxxxxxx/xxx/HRD Payroll/43476/xxxx/xxxx	Overtime Prem	32.0	
...x/xxxxxxxx/xxx/HRD Payroll/43476/xxxx/xxxx	Regular Wages	80.0	

The **Move Amount** pop up box appears.

Select the exact **Pay Code*** to transfer the LC St Time OT **to**.



Move Amount

From

Pay Code: LC St Time OT

Amount (HH.hh): 32.0

Transfer: ;xxx.xxxxxx/xxxxxxxx/xxx/HRD Payroll/43476/xxxx/xxxx

To

Pay Code*: LC St Time Comp

Amount (HH.hh)*:

Effective Date*: 3/22/2012

Transfer:

Comments →

OK Cancel Help

The Pay Code for the Comp Plan should match the **LC St Time OT** Pay Code and is labeled with “Comp” at the end.

As shown above:

From Pay Code is LC St Time OT

To Pay Code* is LC St Time Comp

Enter the total hours to move to the Comp plan.

The Effective Date is the end of the pay period.

Nothing in Transfer field unless you are transferring these OT hours to another project. If not, leave blank.

Select **OK**

Move Amount

From

Pay Code: LC St Time OT

Amount (HH.hh): 32.0

Transfer: ;;xxx.xxxxxx/xxxxxxxx/xxx/HRD Payroll/43476/xxxx/xxxx

To

Pay Code *: LC St Time Comp

Amount (HH.hh) *: 32.0

Effective Date *: 3/22/2012

Transfer: [Empty]

Comments →

OK Cancel Help

Click on **SAVE**

"MY TIMECARD" will go from **Orange** to **Black** in upper left corner.

***MY TIMECARD**

Loaded: 8:19PM

Save | Actions | Punch | Amount

Week starting: Thu 3/08

	Pay Code	Transfer	Accruals
✖	Hours Work...		

MY TIMECARD

Last Saved: 8:23PM

Save | Actions | Punch | Amount | Accruals

Week starting: Thu 3/08

	Pay Code	Transfer	Accruals
✖	Hours Work...		

You can now see the **LC St Time OT** has moved to the **LC St Time Comp** accrual plan.

TOTALS & SCHEDULE				ACCRUALS	AUDITS	MOVED AMOUNTS
All ▾						
Account	Pay Code	Amount	Wages			
...x/xxxxxxxx/xxx/HRD Payroll/43476/xxxx/xxxx	LC St Time Comp	32.0				
...x/xxxxxxxx/xxx/HRD Payroll/43476/xxxx/xxxx	LC St Time OT	0.0				
...x/xxxxxxxx/xxx/HRD Payroll/43476/xxxx/xxxx	Overtime Prem	32.0				
...x/xxxxxxxx/xxx/HRD Payroll/43476/xxxx/xxxx	Regular Wages	80.0				

The **MOVED AMOUNTS** tab now appears at the lower left of the screen. On this tab, you can check your work by ensuring the time was moved From **LC St Time OT** - to - **LC St Time Comp** and the total hours moved.

If needed, you can *right click* on this line and Delete then Save and start over if not moved correctly.

TOTALS & SCHEDULE				ACCRUALS	AUDITS	MOVED AMOUNTS		
Effective Date	From Account	To Account	From Pay Code	To Pay Code	Amount	Comments		
3/22/2012	...roll/43476/xxxx/xxxx		LC St Time OT	LC St Time Comp	32.0		Delete	

Right click on line to delete

Now you will need to move the Overtime Prem portion to the Comp Time accrual plan. This is the premium portion of OT, or the .5 hours.

Right click on the **Overtime Prem** Pay Code or amount and select move.

TOTALS & SCHEDULE				ACCRUALS	AUDITS	MOVED AMOUNTS
All ▾						
Account	Pay Code	Amount	Wages			
...x/xxxxxxxx/xxx/HRD Payroll/43476/xxxx/xxxx	LC St Time Comp	32.0				
...x/xxxxxxxx/xxx/HRD Payroll/43476/xxxx/xxxx	LC St Time OT	0.0				
...x/xxxxxxxx/xxx/HRD Payroll/43476/xxxx/xxxx	Overtime Prem	32.0		Move...		
...x/xxxxxxxx/xxx/HRD Payroll/43476/xxxx/xxxx	Regular Wages	80.0				

The Move Amount pop up box appears. Select the Exact Pay Code to transfer the Overtime Premium hours **To**.

As before, the Pay Code for the Comp Plan must match **Overtime Prem** Pay Code and is labeled with "Comp" at the end.

The screenshot shows a 'Move Amount' dialog box with the following fields:

- From:**
 - Pay Code: Overtime Prem
 - Amount (HH.hh): 32.0
 - Transfer: ;xxx.xxxxxx/xxxxxxxx/xxx/HRD Payroll/43476/xxxx/xxxx
- To:**
 - Pay Code: Overtime Prem Comp
 - Amount (HH.hh): 32.0
 - Effective Date: 3/22/2012
 - Transfer: (empty)

Buttons: Comments, OK, Cancel, Help

Enter the total **Overtime Prem** hours to move to the Comp plan (should match those hours moved in first step above to LC St Time OT).

The Effective Date is the end of the pay period.

Nothing in Transfer field unless you are transferring these OT hours to another project. If not, leave blank.

Select **OK**

Click on **SAVE**

"MY TIMECARD" will go from **Orange** to **Black** in upper left corner.

The screenshots show the 'MY TIMECARD' interface with the following elements:

- Title:** *MY TIMECARD (orange) / MY TIMECARD (black)
- Status:** Loaded: 8:19PM / Last Saved: 8:23PM
- Buttons:** Save, Actions, Punch, Amount, Accruals
- Table:**

Pay Code	Transfer	Hours Work...

You will now see the **Overtime Prem** has moved to the **Overtime Prem Comp** Accrual plan under **TOTALS & SCHEDULE** as well as on the **MOVED AMOUNTS** tab.

TOTALS & SCHEDULE				ACCRUALS	AUDITS	MOVED AMOUNTS
All ▾						
Account	Pay Code	Amount	Wages			
...x/xxxxxxxx/xxx/HRD Payroll/43476/xxxx/xxxx	LC St Time Comp	32.0				
...x/xxxxxxxx/xxx/HRD Payroll/43476/xxxx/xxxx	LC St Time OT	0.0				
...x/xxxxxxxx/xxx/HRD Payroll/43476/xxxx/xxxx	Overtime Prem ...	32.0				
...x/xxxxxxxx/xxx/HRD Payroll/43476/xxxx/xxxx	Overtime Prem	0.0				
...x/xxxxxxxx/xxx/HRD Payroll/43476/xxxx/xxxx	Regular Wages	80.0				

Double check your work by going to the **MOVED AMOUNTS** tab.

TOTALS & SCHEDULE						ACCRUALS	AUDITS	MOVED AMOUNTS
Effective Date	From Account	To Account	From Pay Code	To Pay Code	Amount			
3/22/2012	...roll/43476/xxxx/xxxx		LC St Time OT	LC St Time Comp	32.0			
3/22/2012	...roll/43476/xxxx/xxxx		Overtime Prem	Overtime Prem Comp	32.0			

As before, on this tab, you can check your work by ensuring the time was moved From **Overtime Prem** – To - **Overtime Prem Comp** and the total hours moved.

If needed, you can *right click* on this line and Delete, then Save and start over if not moved correctly.

TOTALS & SCHEDULE						ACCRUALS	AUDITS	MOVED AMOUNTS
Effective Date	From Account	To Account	From Pay Code	To Pay Code	Amount			
3/22/2012	...roll/43476/xxxx/xxxx	→	LC St Time OT	LC St Time Comp	32.0			
3/22/2012	...roll/43476/xxxx/xxxx	→	Overtime Prem	Overtime Prem Comp	32.0	Delete		

Right click on line to delete

Go back to the **TOTALS & SCHEDULE** tab and you will see all of your OT moved to Comp.

TOTALS & SCHEDULE				ACCRUALS	AUDITS	MOVED AMOUNTS
All ▾						
Account	Pay Code	Amount				
xxx.xxxxxx/xxxxxxxx/xxx/HRD Payroll/43476/xxxx/xxxx	LC St Time Comp	32.0				
xxx.xxxxxx/xxxxxxxx/xxx/HRD Payroll/43476/xxxx/xxxx	LC St Time OT	0.0				
xxx.xxxxxx/xxxxxxxx/xxx/HRD Payroll/43476/xxxx/xxxx	Overtime Prem Comp	32.0				
xxx.xxxxxx/xxxxxxxx/xxx/HRD Payroll/43476/xxxx/xxxx	Overtime Prem	0.0				
xxx.xxxxxx/xxxxxxxx/xxx/HRD Payroll/43476/xxxx/xxxx	Regular Wages	80.0				

You can also look at the ACCRUALS tab and see that a total of 48 hours has been added to the employees Comp Plan.

(32 hours of Straight Time Overtime + 16 hours of Premium Overtime which is calculate at half time or 16 hours. So $32 + 16 = 48$ total hours added to the Comp Plan to use at a later date.)

Remember, an eligible employee may accrue a compensatory time off balance of up to sixty hours. Any overtime worked beyond that point must be compensated for, with the employee getting one and one half times the regular rate of pay for any overtime hours actually worked. Please refer to County Policy for any exceptions.

If you have any questions or need assistance, please contact HR Payroll.