Compensatory Time Accrual / Overtime Payment Procedure

Applicable Employees: Management & Confidential / SUOAF Employees Using Core-CT

Policy Effective Date: February 20, 2015

Overview:

Both Management & Confidential Professional (M&C) employees (below the range of Assistant Director, salary grade 36) and State University Organization of Administrative Faculty (SUOAF) employees are entitled to accrue and use compensatory time. Article 7.8 of the Human Resources Policies governs the accrual and usage of compensatory time for M&C employees. Article 16.2 of the SUOAF collective bargaining agreement governs the accrual and usage of compensatory time for SUOAF employees. These procedures shall describe how applicable employees are required to record the accrual and usage of compensatory time. The accrual and usage of compensatory time only applies to employees whose positions are exempt from overtime in accordance with the Fair Labor Standards Act (FLSA). Those employees whose positions are non-exempt from the FLSA will enter their hours worked as overtime and will receive the applicable payment in their biweekly paycheck.

Definition of Compensatory Time:

Compensatory time is defined as any time worked past an employee's regularly scheduled work week for M&C employees and past the contractual threshold for SUOAF employees for which the employee will be requesting an equivalent amount of time to be used as paid leave in a future pay period. Compensatory time does not share the same definition as flexible work schedules. Flexible work schedules (Flex Time) allow employees who are required to work late on a particular day the ability to shorten their workday by the same number of hours on another day within the same work week (Friday – Thursday) as permitted by the University's operating needs. For example, flex time is where an employee is required to work an extra hour on Tuesday and leaves work an hour earlier on the following Wednesday.

Definition of Overtime:

Overtime is the hours that a non-exempt (limited M&C and SUOAF) employee works over their full-time hours during a workweek. It is counted across an entire workweek (Friday – Thursday), not on a day-to-day basis. When accrued leave is taken in the same week as overtime is worked it may cause the overtime hours to be paid at straight time or not at all.

Approval for Accrual of Compensatory Time and Earning of Overtime:

M&C and SUOAF employees must obtain approval for the accrual of compensatory leave and earning of overtime in advance of working the additional time. This approval should be

requested and obtained via email. In accordance with the SUOAF collective bargaining agreement this request should be submitted to the first appropriate manager (M&C supervisor) outside of the bargaining unit. The President has designated that the Vice President/Associate Vice President of each division has the final authority to approve the accrual of compensatory time and earning of overtime for M&C employees under their supervision. Any M&C employees reporting directly to the President must obtain final approval for the accrual of compensatory time and earning of overtime from the President. Before seeking approval, as stated above, it is incumbent upon the employee to obtain the support of their department supervisor to accrue compensatory time or earn overtime. A copy of the email approval from the manager must be submitted to the Payroll Department by the end of the pay period in which the compensatory time was accrued or overtime was worked. This email approval can be sent to Ms. Sarah Baywood, Payroll Coordinator at baywoods@wcsu.edu.

It is understood that emergency circumstances may arise when it is not possible to get advance approval for the accrual of compensatory time or earning of overtime. In those circumstances, it is incumbent upon the individual requesting such to demonstrate advance approval was not possible and that an emergency situation existed.

Email Approval Timeframes

In order to be in conformance with the M&C Policies and the SUOAF collective bargaining agreement a manager can approve the accrual of compensatory time and earning of overtime via one of the below methods:

- **Daily** – This is defined as managers sending an approval email each and everyday that they are authorizing an employee's accrual of compensatory time or earning of overtime.
- **Fall Semester** – This is defined by a manager sending **one** email approval authorizing an employee's accrual of compensatory time or earning of overtime between the time periods of August 15th – December 31st.
- **Spring Semester** – This is defined by a manager sending **one** email approval authorizing an employee's accrual of compensatory time or earning of overtime between the time periods of January 1st – May 31st.
- **Summer** – This is defined by a manager sending **one** email approval authorizing an employee's accrual of compensatory time or earning of overtime between the time periods of June 1st – August 14th.

Recording the Accrual of Compensatory Time - (SUOAF Employee)
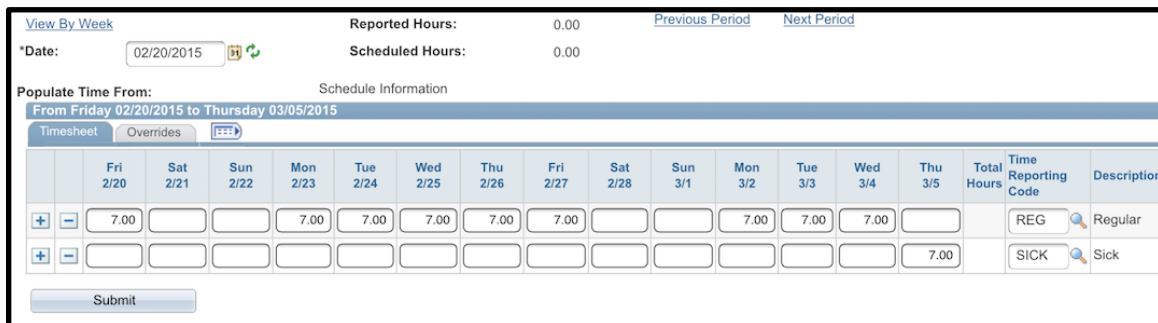
- After having obtained the appropriate email approval go to the Timesheet in Core-CT:
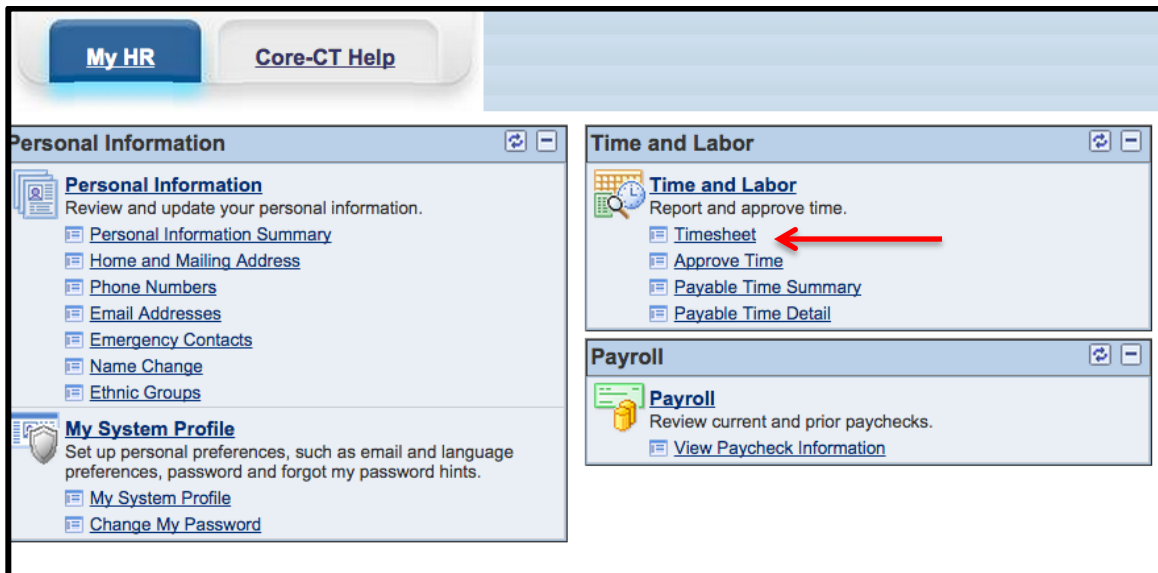
- Once doing so you will be brought to the following screen:
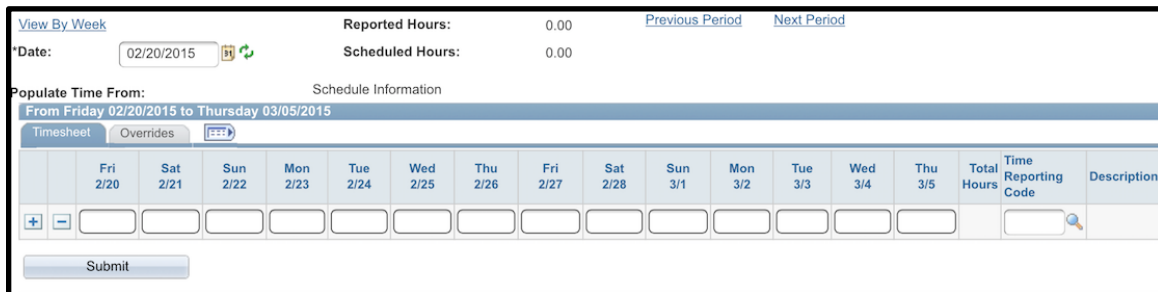
- Enter whatever hours you worked, or leave accruals that you took, during the pay period (ie: vacation leave, sick leave, personal leave, etc.).
- Below is an example of a SUOAF employee who worked nine (9) days and then took one (1) sick day:

- Now let's say that the same SUOAF employee worked two (2) extra hours on all nine (9) days that they worked. Below is a screen print of how they should record this time:

		Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Total Hours	Time Reporting Code	Description
+	−	7.00			7.00	7.00	7.00	7.00	7.00			7.00	7.00	7.00			REG	Regular
+	−														7.00		SICK	Sick
+	−	2.00			2.00	1.00						2.00	2.00	1.00			IFILR	Filler
+	−				1.00	1.00	1.00							1.00			CCE	CT Earned

Reported Hours: 0.00
Scheduled Hours: 0.00

- As you will see there is a time reporting code of IFILR (Filler). This code is used in order to record the additional five (5) hours that a SUOAF employee has to work in a workweek before qualifying for accruing compensatory time.
- For the first week (Fri, 2/20 – Thur, 2/26) there are two (2) hours of IFILR time recorded on Fri, 2/20 and Mon, 2/23 and then one (1) hour on Tue, 2/24. Since a workweek is designated as Friday – Thursday the five (5) hours of IFILR time account for what is necessary in order to qualify for accruing compensatory time.
- Then you will see that there is one (1) hour of CCE (Compensatory Time Earned) listed on Tue, 2/24, Wed, 2/25, and Thur, 2/26. This accounts for the employee having accrued three (3) hours of compensatory time for this week.
- For the second week (Fri, 2/27 – Thur, 3/5) there are two (2) hours of IFILR time recorded on Mon, 3/2 and Tue, 3/3 and then one (1) hour on Wed, 3/4. Since a workweek is designated as Friday – Thursday the five (5) hours of IFILR time account for what is necessary in order to qualify for accruing compensatory time.
- Then you will see that there is one (1) hour of CCE (Compensatory Time Earned) listed on Wed, 3/4. This accounts for the employee having accrued one (1) hour of compensatory time for this week.
- Click on the "Submit" button designated by the red arrow above.

4

Recording the Accrual of Compensatory Time - (M&C Employee)

- After having obtained the appropriate email approval go to the Timesheet in Core-CT:
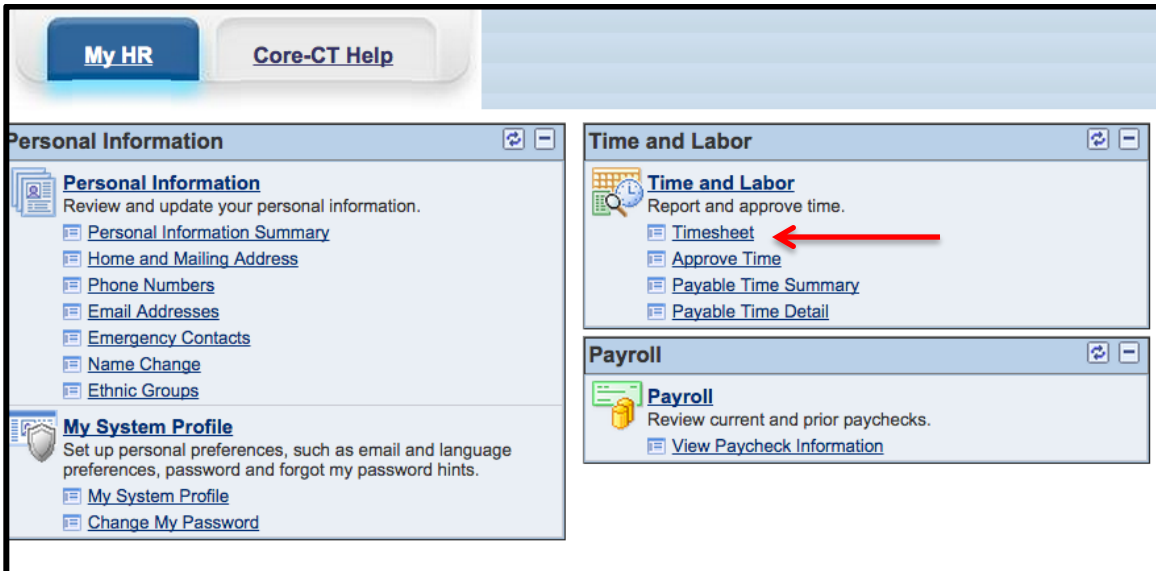
- Once doing so you will be brought to the following screen:
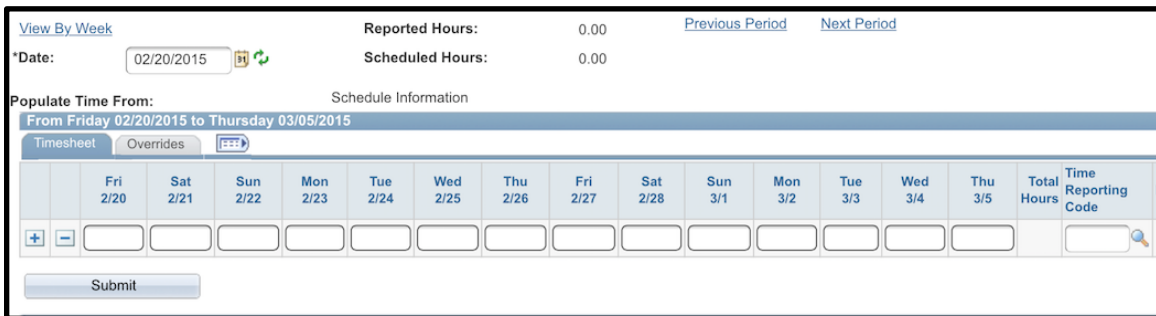
- Enter whatever hours you worked, or leave accruals that you took, during the pay period (ie: vacation leave, sick leave, personal leave, holiday, etc.).
- Below is an example of a M&C employee who worked nine (9) days and then took one (1) vacation day:
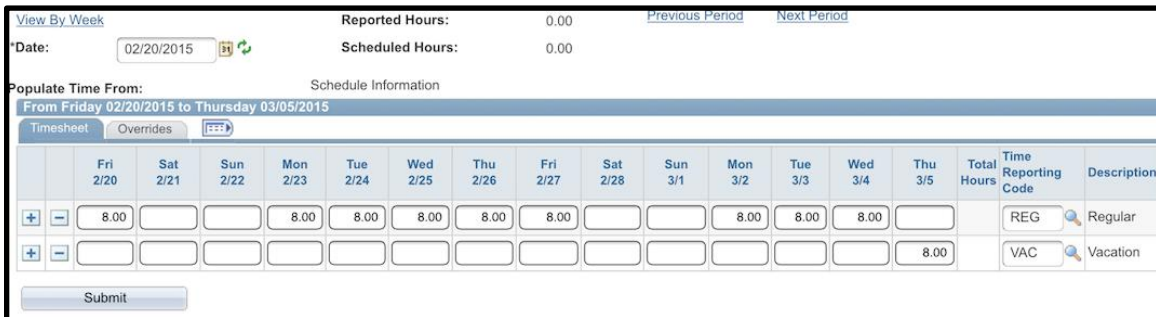
- Now let's say that the same M&C employee worked four (4) extra hours on Wed, 2/25 and Mon, 3/2, and then five (5) extra hours on Tue, 3/3. Below is a screen print of how they should record this time:

		Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Total Hours	Time Reporting Code	Description
+	−	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00			REG	Regular
+	−														8.00		VAC	Vacation
+	−						4.00					4.00	5.00				CCE	CT Earned

Submit

- Since compensatory time is only accrued after working 40 hours in a week (Friday – Thursday) you will note that in the above example the employee logged four (4) hours of CCE (Compensatory Time Earned) during the week of Fri, 2/20 - Thu, 2/26.
- For the week of Fri, 2/27 – Thu, 3/5, the employee logged nine (9) hours of CCE even though they took eight (8) hours of VAC on Thu, 3/5. The reason being is that leave accruals (ie: sick, vacation, personal leave, holiday, etc.) count towards the required 40 hour threshold in being able to accrue compensatory time for any work week (Friday – Thursday).
- Click on the "Submit" button designated by the red arrow above.

6

Recording the Earning of Overtime – Not Using Leave Accruals
(SUOAF Employees)

- After having obtained the appropriate email approval go to the Timesheet in Core-CT:

- Once doing so you will be brought to the following screen:

- Enter the seven (7) hours worked on each day during the pay period as in the below example:

- Now let's say that the same SUOAF employee worked 6.50 hours of overtime in the first week and 3.50 hours of overtime in the second week. Below is a screen print of how they should record this time:

		Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Total Hours	Time Reporting Code	Description
+	−	7.00			7.00	7.00	7.00	7.00	7.00			7.00	7.00	7.00	7.00		REG	Regular
+	−	4.00			1.00												OTST	OT St Time
+	−					1.50											OT15	OT T-1/2
+	−											2.50		1.00			IFILR	Filler

View By Week

*Date: 02/20/2015

Reported Hours: 0.00
Scheduled Hours: 0.00

Previous Period   **Next Period**

Populate Time From: Schedule Information

From Friday 02/20/2015 to Thursday 03/05/2015

Timesheet   Overrides

Submit

- For the first week they should log the 4.00 hours on Fri, 2/20 and 1.00 hour on Mon, 2/23 to the time reporting code of OTST (Overtime - Straight). With respect to the 1.50 hours on Tue, 2/24 they should be logged to the time reporting code of OT15 (Overtime – Time and One Half). The reason being is that all hours worked over 40 per week are eligible for time and one half overtime.
- For the second week they should log the 2.50 hours on Mon, 3/2 and the 1.00 hour on Wed, 3/4 to the time reporting code of IFILR (Filler). The reason being is that with respect to this week the employee is not due any overtime payment since they did not work more than 40 hours for this week.
- Click on the "Submit" button designated by the red arrow above.

Recording the Earning of Overtime – Using Leave Accruals
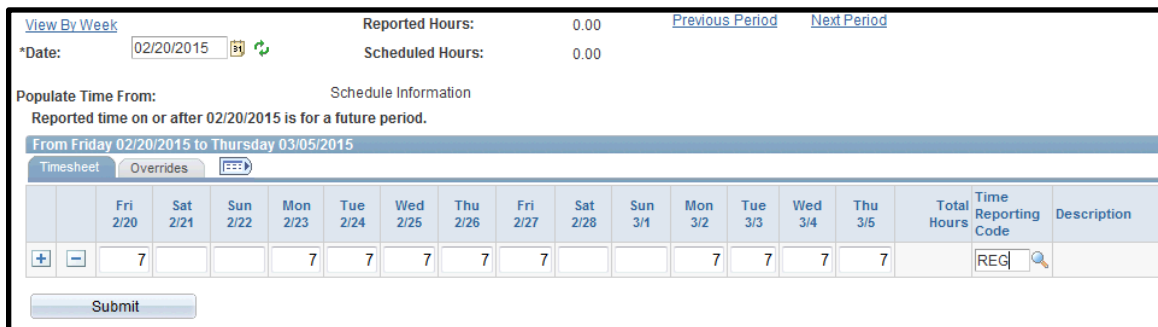## (SUOAF Employees)

- After having obtained the appropriate email approval go to the Timesheet in Core-CT:
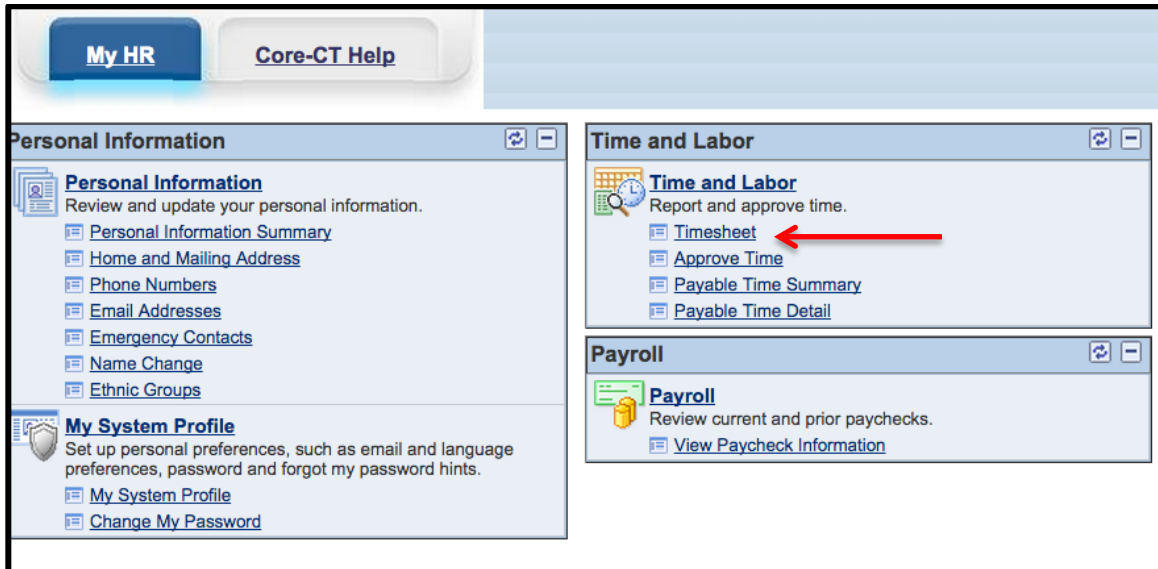
- Once doing so you will be brought to the following screen:
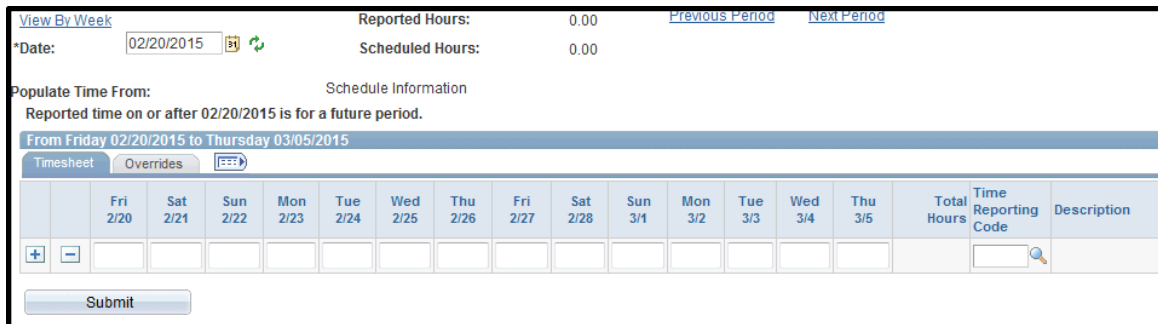
- Enter the seven (7) hours worked on each day during the pay period as in the below example:

- Now let's say that the same SUOAF employee worked nine (9) hours of overtime on three (3) days and also took seven (7) hours of vacation during the pay period. Below is a screen print of how they should record this time:

		Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Total Hours	Time Reporting Code	Description
+	−	7.00			7.00	7.00	7.00	7.00	7.00			7.00		7.00	7.00		REG	Regular
+	−												7.00				VAC	Vacation
+	−								3.00			4.00		2.00			OTST	OT St Time

View By Week
*Date: 02/20/2015
Reported Hours: 0.00
Scheduled Hours: 0.00
Previous Period   Next Period

Populate Time From: Schedule Information
From Friday 02/20/2015 to Thursday 03/05/2015
Timesheet   Overrides

Submit

- In this scenario the individual took a vacation day on Tue, 3/3 while working the overtime hours on Fri, 2/27, Mon, 3/2, and Wed, 3/4. Before an individual is eligible to earn overtime at the time and one half hour rate they must work a total of 40 hours in a workweek. Hours worked do not include the use of leave accruals such as vacation, personal, sick, holiday, etc. Based on this the individual in the above example worked a total of 28 hours of REG and then the additional nine (9) hours of overtime are all at the overtime-straight time rate (OTST). In total this will make a total of 37 hours worked and seven (7) hours of VAC for the workweek.
- Click on the "Submit" button designated by the red arrow above.

Recording the Earning of Overtime – Not Using Leave Accruals
(M&C Employees)

- After having obtained the appropriate email approval go to the Timesheet in Core-CT:
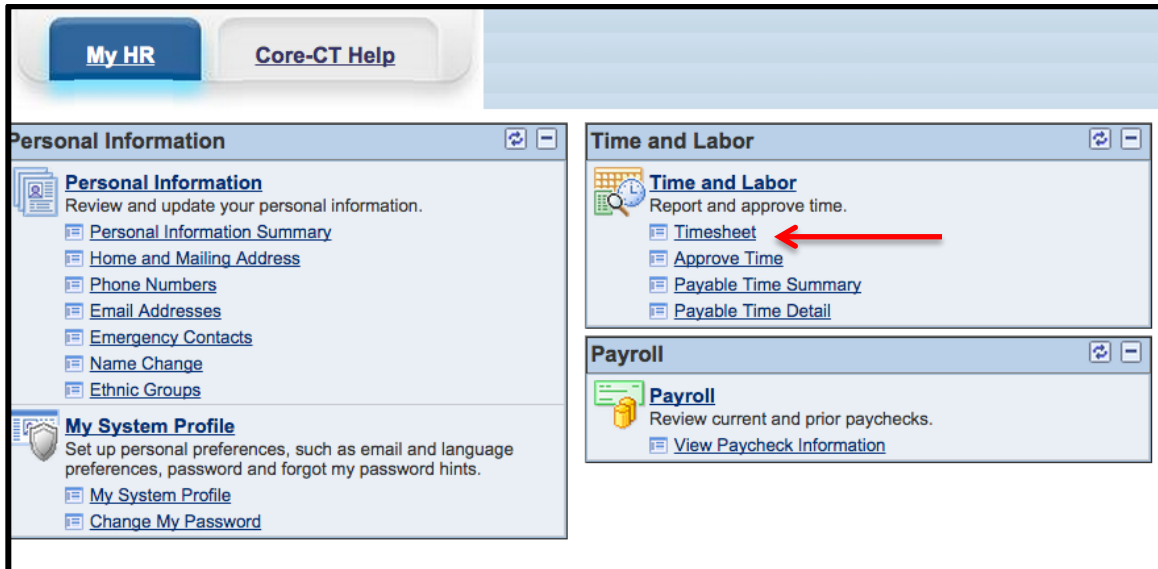
- Once doing so you will be brought to the following screen:
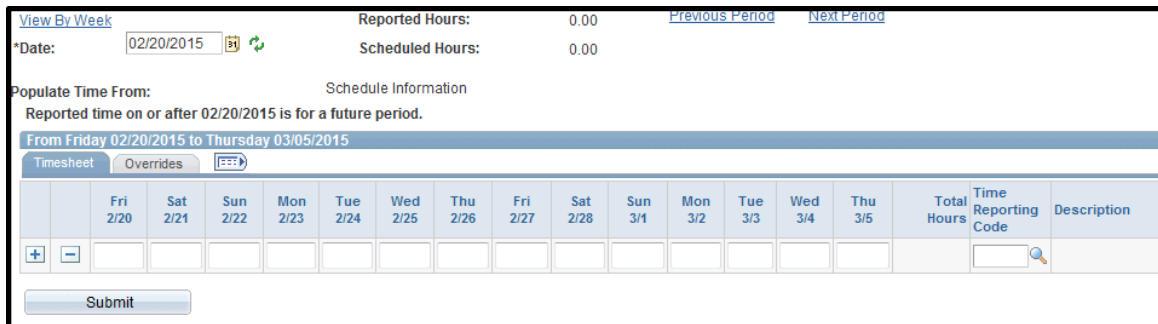
- Enter the eight (8) hours worked on each day during the pay period as in the below example:

- Now let's say that the same M&C employee worked seven (7) hours of overtime on three (3) days that they worked. Below is a screen print of how they should record this time:

View By Week   Reported Hours: 0.00   Previous Period   Next Period

*Date: 02/20/2015   Scheduled Hours: 0.00

Populate Time From: Schedule Information
Reported time on or after 02/20/2015 is for a future period.

**From Friday 02/20/2015 to Thursday 03/05/2015**

Timesheet | Overrides

|		Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Total Hours	Time Reporting Code	Description
+	−	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00		REG	Regular
+	−	2.00				3.00						2.00					OT15	OT T-1/2

Submit

- In this scenario since the individual worked 40 hours of REG during both workweeks (Friday – Thursday) any additional time they worked is earned at time and one half which is designated by the OT15 time reporting code.
- Click on the "Submit" button designated by the red arrow above.

Recording the Earning of Overtime – Using Leave Accruals
(M&C Employees)

- After having obtained the appropriate email approval go to the Timesheet in Core-CT:
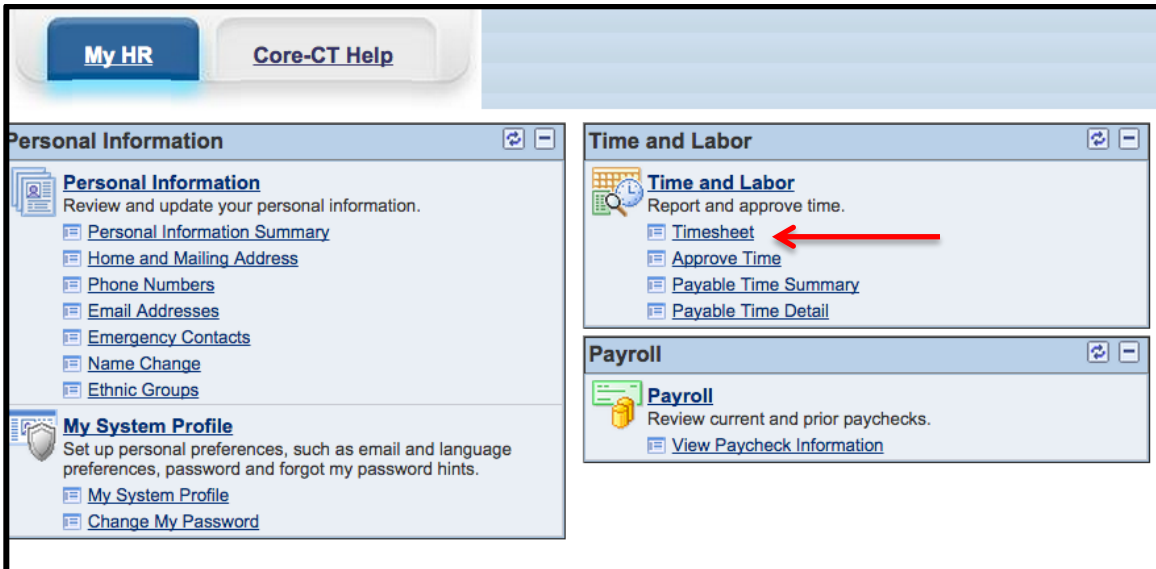
- Once doing so you will be brought to the following screen:
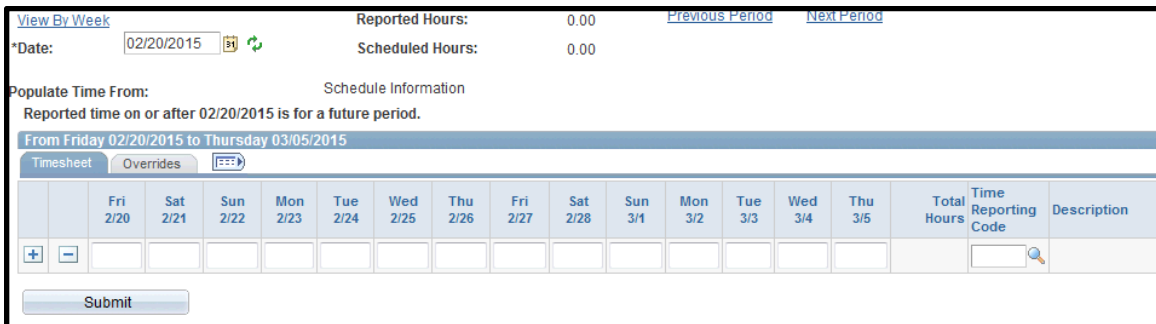
- Enter the eight (8) hours worked on each day during the pay period as in the below example:

- Now let's say that the same M&C employee worked nine (9) hours of overtime on three (3) days and also took eight (8) hours of vacation during the pay period. Below is a screen print of how they should record this time:

- In this scenario the individual took a vacation day on Wed, 3/4 while working the overtime hours on Fri, 2/27, Mon, 3/2, Tue, 3/3, and Thur, 3/5. Before an individual is eligible to earn overtime ay the time and one half rate they must work a total of 40 hours in a workweek. Hours worked do not include the use of leave accruals such as vacation, personal, sick, holiday, etc. Based on this the individual in the above example worked a total of 32 hours of REG and then eight (8) of the additional hours worked were at the straight time rate (OTST). The remaining one (1) hour worked on Thur, 3/5 was over 40 so it was eligible to be paid at the time and one half rate marked by the time reporting code of OT15.
- Click on the "Submit" button designated by the red arrow above.