

Earn Comp Time on the Timesheet

If a FLSA nonexempt hourly employee works more than 40 hours in the week, the employee may prefer to accrue comp time instead of overtime payment.

NOTE: Compensatory time earnings are granted at the discretion of the employer. Splitting of overtime and compensatory time during the same week is not permitted.

Comp time earnings will be based on the hours per week, not by the total time period; thus it will be necessary to designate Comp Time for each eligible week.

1. On the line of any work day in the work week which has more than 40 hours, place a check in the **Comp Time** checkbox.

| Timesheet | | Additional Elements | | <input type="checkbox"/> Show all columns by default | | | | | | | | | |
|--------------------------|----------------------------------|----------------------------------|------|--|----------|-----------|----------|-----------|-------------|---------------------|-------------------------------|-----------|-------------------------------------|
| Select for Delete | | | Date | Status | Shift In | Break Out | Break In | Shift Out | Punch Total | Time / Absence Code | Quantity | Sched Hrs | Comp Time |
| <input type="checkbox"/> | <input type="button" value="+"/> | <input type="button" value="-"/> | Sun | 6/24 | | 7:00:00AM | | | 8:00:00AM | 1.00 | <input type="text" value=""/> | 0.00 | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="button" value="+"/> | <input type="button" value="-"/> | Mon | 6/25 | | 8:00:00AM | | | 4:00:00PM | 8.00 | <input type="text" value=""/> | 0.00 | <input checked="" type="checkbox"/> |

2. Enter remaining time and click **Submit**.