**Calculating Comp Time Earned / Used**

**When using Leave and Comp Time Combinations:**

If you are a 7 hour; 7 1/2 hour, or 8 hour per day employee you can divide your day in half evenly when you are using leave and comp time combination.

Example if you are a 7 1/2 hour employee, you are required to work 3 3/4 hours for a half day. If you work 2 hours and go home sick:



Option 1: use a 1/2 day of state or local leave and use 1 3/4 hours of comp time on Thursday.

Option 2: use 5 1/2 hours of comp time on Thursday.

Option 3: earn 2 hours of comp time and take a full day of state or local leave.

Below are additional examples of calculating comp time earned:

1. A 37.5 hour a week employee worked 10.25 hours on Monday to prepare for a district wide training and worked 7.5 hours for the remaining of the work week. Resulted in a 40.25 hour work week with 2.5hrs of straight comp time earned and .25 hour earned at time & a half (.25x1.5=.375 which rounds up to .5 or 30min) for a **total of 3hrs comp earned.** You must round up when calculating the time & a half on your total weekly hours. Please keep all comp time in quarter hour increments. (15 min, 30min, 45 min)



1. A 37.5 hour a week employee was off for the Holiday on Monday and then worked 10 hours on Tuesday and 9 hours on Wednesday and worked 7.5 hours on Thursday and Friday. The employee would have worked 34 hours but since this was a 4 day work week should have worked 30 hrs. In this case, the employee **earned 4 hours of straight comp time** for the extra time worked. There would not be any time and a half due to the fact that the employee did not physically work over 40 hours -- when an employee is out of the office and uses leave or is out of the office for a holiday -- they are not physically working and the time does not count toward the physical work week of 40 hours.



1. A 37.5 hour a week employee works 7.5 hours every day through Thursday and on Friday, the employee works 10 hours. The total hours worked is 40. The employee would **earn 2.5 hours of straight comp time** for the extra time worked up to 40 hours.



1. A 40 hour a week employee works 10 hours on Thursday and 10 hours on Friday and worked 8 hours on Monday, Tuesday, and Wednesday for a total of 44 hours worked during the week. The employee would earn time and a half for all hours worked above 40 (4 x 1.5 = 6). A **total of 6 hours comp time earned** would need to be entered in Employee Access.



1. A 40 hour a week employee gets sick and leaves 2 hrs early on Monday but works 8 hour days Tuesday through Friday. The employee would **use 2 hours of comp time** this week or **use a half day of leave and earn 2 hours of comp time**.



1. A 40 hour a week employee works Monday through Thursday 8 hour days and on Friday comes to work for 1 hour and then goes home sick. The employee would either need to use comp time for the rest of the day **7 hours comp used** or if the employee does not have enough comp time to use, then the employee would need to **use a full day of leave and would earn 1 hour of comp time** for the hour worked prior to going home sick.



1. A 37.5 hour a week employee works 7.5 hours every day through Thursday and Friday is **district wide 2.5hr early release day**. The employee only works 4 hrs on Friday. In this case, the employee should have worked 5hrs (2.5hrs less than their normal work schedule). The employee would **use 1 hour comp time**. *If this employee would have worked 5.5hrs on Friday, they could have earned 30 minutes comp time.*



1. A 37.5 hour a week employee works 7.5 hours every day except Wednesday is a “Bad Weather” day (2hr late arrival for kids). Since the district policy is that all employees are required to report at regular time, if the employee reports two hours late, then they would need to **use 2 hours comp time** or **use a half day of leave and earn 1.75 hours of comp time**.
2. A 37.5 hour a week employee works 7.5 hours every day except Wednesday is a “Bad Weather” day (2hr late arrival for kids). Since the district policy is that all employees are required to report at regular time even on “late arrival days for kids” and the employee comes to work, but then the **district administration cancels school** (district uses a “Bad Weather” Day). Any time worked would be considered **comp time earned** for the employee that reported to work.

**Entering Comp Time in Employee Access:**

*Please enter all* ***comp time*** *on a weekly basis using the last work day in the week for your entry. Please contact the Director of Accounting or the Payroll Accountant at 556-6224 if you have any questions on how to calculate your comp time. Examples are provided above and in the Employee Access Manual. All comp time earned and comp time used will be approved by your campus/department and then will require a second approval by the Accounting Department. The request will be pending and ‘waiting’ for approval status and will move to approved after BOTH approvals are complete.*

If the request is denied by the Accounting Department, a note will be added to the request explaining why the Accounting department denied the request and the note will be sent to the employee in a system generated e-mail. At this time the employee will need to submit a corrected request. *(The campus / department approver should also receive an e-mail with the denied request.)*

***If you are earning comp time or using comp time. It is always entered in 15 minute increments (hours, not days). Always leave ‘single day’ selected and enter the time for the week on the last work day in the week. See examples below.***

When **entering time earned you need to enter as a NEGATIVE amount** so the system will show a positive amount available. Be sure to *select Comp Earned for the time off code and reason code*, add “Week Ending mm-dd-yy” to the description and be sure to Save before leaving the page.

If you work over 40hrs in a week you would calculate your straight comp time and then your time & a half for any hours over 40 in a week. For example, if you are a 37.5 weekly worker and you worked 42hrs the week ending May 13, 2016, you would earn 2.5hrs of straight comp and 3hrs earned at time and a half rate (2x1.5=3), for a total comp time earned equal to 5hrs and 30 minutes for the week. In the description: 1)enter week ending, 2)total hours worked, 3)straight time earned, 4)time & a half hours earned, and 5)total comp time hours earned. *Example: Week ending 5-13-16 worked 42hrs earning 2.5hrs straight time and 2hrs at time & a half for a total of 5.5hrs comp earned.* Be sure to enter as negative hours and save before leaving this page.

Comp Time Used is entered as a positive number just like any leave request since the system is tracking leave taken. So if you were approved to come in 2hrs late on Wednesday and did not work extra any other time in the week you would be short two hours at the end of the week, therefore you would use 2hrs of your comp time available. A 37.5 hour weekly person would only show 35.5 hours on their weekly timecard / sign-in sheet. Be sure to *select Comp Used for the time off code and reason code*, add “Week Ending mm-dd-yy” to the description and be sure to Save before leaving the page. *Example: Week ending 5-13-16 worked 35.5hrs and used 2hrs comp time*.

**Important Note:** The system will not allow comp time to be entered on a **non-work day**, so an employee will need to enter the comp time earned or taken the last workday of the week. If an **employee works over spring break, Christmas break, or the summer,** the employee may use the first day back to work or the last day before the break as the date to enter their comp time into Employee Access. *Example: If you attend training in the summer, then you could enter the comp time earned on your first day back in August.* Be sure to *include the day that you actually worked in the description* and make sure that you have completed/signed a weekly sign in sheet or timecard for the extra hours worked.

Please see the **Employee Handbook** and the **Employee Access Manual** on the district website under "District > Staff Resources" for a lot more information on the various types of leave and earning and recording comp time earned.