

To: Responsibility Center Administrators
From: PRISM TRKS PROJECT TEAM
Date: November 23, 2009
Subject: PRIMS TRKS Collection of Compensatory Time Balances from December

Since it is difficult to accurately project compensatory time (comp time) as of December 31 for the final data collection, it will not be collected in the spreadsheet that you received earlier today. Although we are not collecting this data, it is still important that comp time is paid and/or taken appropriately in the months of November and December 2009. Please forward this memo to all department administrators within your Responsibility Center.

A few reminders about the comp time policy:

- ❖ Comp time is only earned when a non-exempt staff member works between 37.5 and 40 hours during a given workweek
- ❖ No more than 2.5 hours of comp time can be earned in one week
- ❖ Part-time staff members do not earn comp time unless they work more than 37.5 hours in a given week
- ❖ Comp time can either be paid at a straight time rate or used as time off within the pay period it is earned or the following pay period

Compensatory Time Earned prior to November 2009:

If comp time was earned prior to November and was not used as time off by the end of November, it must be paid out **immediately**.

Compensatory Time Earned in November 2009:

As was discussed in the recent PRISM TRKS information sessions, comp time earned by non-exempt staff between November 1, 2009 and November 21, 2009 (the payroll cutoff date), will either need to be taken by December 31, 2009, or paid out in the December payroll. Any comp time earned in November to be paid in the *December paycheck* will need to be processed on an HPCR form by **November 25, 2009**. Due to early December payroll deadlines, any comp time that is earned by a non-exempt staff between November 22, 2009 and November 30, 2009 that is not taken in December, must be paid out. This time should be submitted on the HPCR form by **January 5, 2010** to insure that it is paid out in the *January paycheck*.

Compensatory Time Earned in December 2009:

Any comp time that is **earned in December 2009 (including the week of December 27 – January 2) must either be taken in the month of** December or January, or paid out in the January pay cycle. The HPCR form should be used to submit any December comp time by the January 5, 2010 payroll deadline for the January payroll. No more than 12.5 hours of comp time can be earned in December.

If a staff member plans to take comp time that is earned in December as time off in January, the time will need to be loaded into the PRISM TRKS system so that it is available for the employee to use in January. Attached is a form that should be completed and returned to Aynsley Jimenez at pauad5@pitt.edu by **January 6, 2010** to have December's comp time balances entered into PRISM TRKS. This form should **only** be used to load comp time hours into PRISM TRKS that are to be taken as time off in January.

If the comp time balance that is downloaded into PRISM TRKS is not used by the payroll processing deadline of January 16, 2010 it will automatically be paid out in January's payroll.

Comp time earned on or after January 3, 2010 will be tracked and paid out if applicable in the PRISM TRKS system.

If you have any questions about this process, please contact your Compensation Analyst.

