Paying Comp Time Instead of Accruing It

Chapter 14
Section Objectives

At the end of this section, you should be able to:

- Modify timecards to pay compensatory time instead of accruing it
- Manually enter compensatory time paid and overtime to override the system calculation
Paying Comp Time Instead of Accruing It

PRISM TRKS automatically calculates compensatory and overtime. The compensatory time defaults to accrue as time off to be taken by the payroll cut-off date of the next pay period.

- The system calculation of Comp Time Accrued is found at the bottom of the timecard notification in the Time Detail section.
- If you want to pay the hours instead of accruing them as time off, you must adjust the employee’s timecard.
- If the system calculated overtime as well as comp time, then you must enter the overtime on the adjusted timecard as well.
- If you do not enter the Overtime along with the Comp Time Paid, the system will calculate the overtime as Comp Time Accrued and the employee will be paid incorrectly.
- After manually adjusting the employee’s timecard, you must resubmit it and approve it.

Further Information
The intent of this document is to provide a review of the most commonly required information for the purpose of completing PRISM TRKS timecards. Every effort has been made to keep this document up-to-date. However in all cases, the information cited throughout this document is governed by official University Policies, Procedures, and Staff Handbooks located at http://www.bc.pitt.edu/policies/.
Lab 1: Paying Comp Time and Overtime Instead of Accruing It

1. Login to PRISM TRKS as SPVAXX.

2. Select the *PRISM TRKS Supervisor* responsibility and *Time Entry* link.

3. Update Employee P's Timecard for the Period 30-AUG-09 – 05-SEP-09. Pay for 2.5 hours of comp time and 4 hours overtime worked during that week. Use the Comp Time and Overtime *Hours Type*.

4. Submit the timecard.
Lab 1 Solutions: Paying Comp Time and Overtime Instead of Accruing It

- Login as SPVAXX
- Select PRISM TRKS Supervisor responsibility
- Select the Time Entry link

### Time Entry: People in Hierarchy

<table>
<thead>
<tr>
<th>Focus Name</th>
<th>Assignment Number</th>
<th>Job</th>
<th>Department</th>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee A Student22</td>
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</tr>
</tbody>
</table>

- The Time Entry: People in Hierarchy screen displays
- Find Employee P and click the Action icon
Lab 1 Solutions: Paying Comp Time and Overtime Instead of Accruing It

- Click on **Update** for the Submitted Timecard

- On a blank row enter Comp Time Paid (2.5 hours on Friday)
- On another blank row enter Overtime and a Half (4 hours on Friday)
- Change the Hours Worked on Friday to 1.5
- Click the **Continue** button
Lab 1 Solutions: Paying Comp Time and Overtime Instead of Accruing It

- Review the Time Entry and Detail blocks
- Click the Submit button

- Confirm that the timecard was successfully Submitted
- Click the Return to Hierarchy button at the bottom right corner of the page