SOP - Converting overtime to compensatory (comp) time

Overview

- Overtime should be approved in advance of the work by the supervisor. If a non-exempt employee physically works 40 hours in a work week, he/she is eligible for overtime (OT) at time-and-a-half.
  - Supervisors may offer overtime pay or compensatory time leave for time worked over 40 hours.
  - Employees may request compensatory time leave in lieu of overtime pay, but it is subject to supervisor approval. Supervisors may always provide pay for overtime.
  - If the supervisor only offers compensatory time for overtime work, the employee can choose to accept or decline the overtime work.
- Each hour of overtime or call-back overtime converts to 1.5 hours of comp time.
- Employees can accrue up to 100 hours of comp time.
- Any comp time over 100 hours will automatically be paid out.
- Employees may request comp time payouts with supervisor approval, and supervisors may offer periodic payouts.
- Earned overtime and call-back overtime is reflected in the **Totals** tab of an employee timecard, as shown below.

- Once overtime has been converted to comp time, it shows up in the **Accruals** tab of an employee timecard.

### Relevant policy information

Local Government: [P-61 – Staff Schedules, Time Tracking, and Compensation Policy](#)

Public Schools: [GCJ – Licensed and Classified Staff Schedules and Overtime/Compensatory Time Compensation](#)
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Step-by-step documentation
Converting overtime to comp time

What employees need to know
• The time and attendance system automatically pays out overtime/call-back overtime unless the supervisor converts the OT hours to comp time.
• To request conversion of OT/call-back OT, email your supervisor specifying when the overtime was worked and how much OT should be converted to comp time.
• Confirm OT conversion to comp time before approving that week’s timecard.
• To use comp time, select that leave code when submitting a leave request.

What supervisors need to know
• The time and attendance system automatically pays out overtime unless the supervisor converts the OT hours to comp time.
• Approve or deny employee requests for OT conversion to comp time via email, and then complete the conversion on the employee’s timecard.

What timekeepers need to know
As part of your regular pay period close/audit procedures, review conversion of overtime to comp time.