



University of Missouri

PeopleSoft Functional/End-User Training

Time and Labor – Comp Time Training Participant Guide

PeopleSoft HCM 9.2
Time and Labor
July 31, 2017



Training Guide
UMSYS HR 9.2 Time and Labor - Comp Time

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UMSYS HR 9.2 Time and Labor - Comp Time

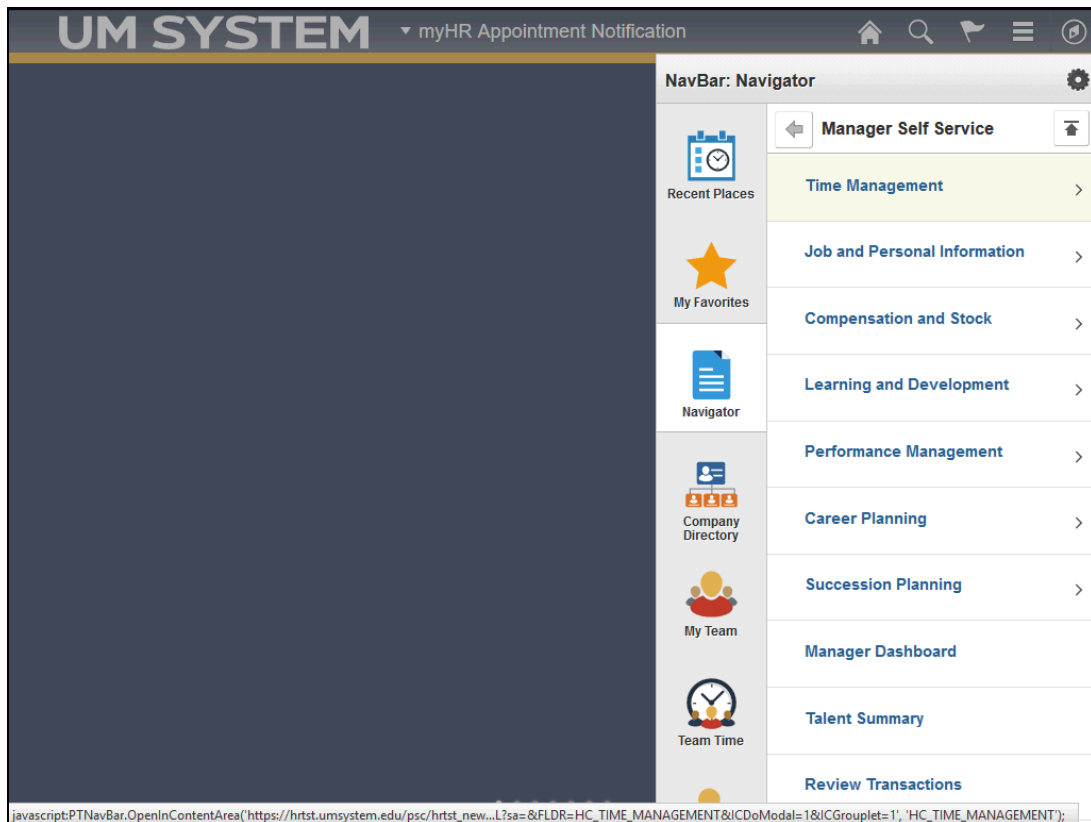
Compensatory Time in Time and Labor

Prior to PeopleSoft 9.2, Compensatory Time (comp time) was administered by Benefits as a leave plan. Now, comp time is maintained as part of the Time and Labor module. Hourly Time Reporters are enrolled in the University's comp plan upon enrollment in Time and Labor. Comp time is earned, used, and paid out via the timesheet.

View Compensatory Time Balances

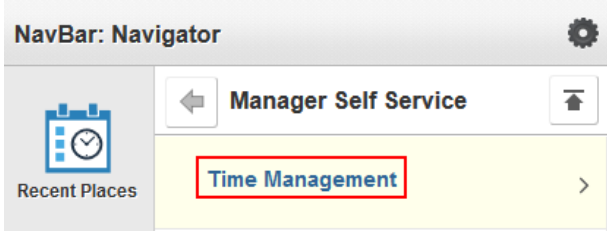

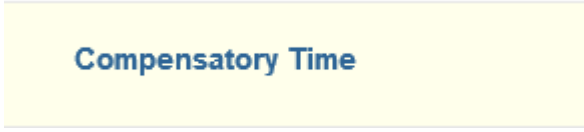


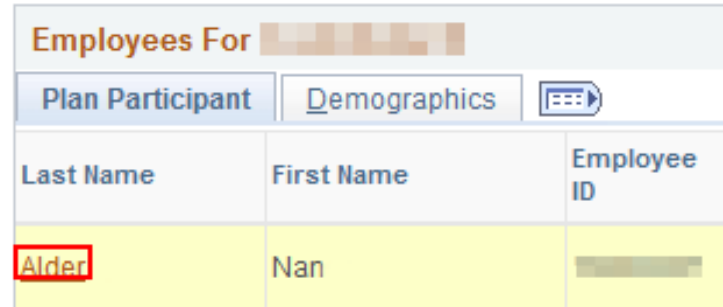
Comp time balances can be viewed via the Comp Time page or at the bottom of the timesheet.

Procedure



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Step	Action
1.	<p>Begin by navigating to the Manager Self Service menu. (NavBar: Navigator > Manager Self Service)</p> <p>Click the Time Management menu item.</p>  <p>The screenshot shows a navigation bar with a gear icon on the right. Below it, there is a 'Manager Self Service' button with a left arrow and an up arrow. Underneath, there is a 'Time Management' menu item with a right arrow, highlighted with a red box. To the left of the 'Time Management' item is a 'Recent Places' section with a calendar icon.</p>
2.	<p>Click the View Time menu item.</p>  <p>The screenshot shows a yellow menu item labeled 'View Time' with a right arrow.</p>
3.	<p>Click the Compensatory Time menu item.</p>  <p>The screenshot shows a yellow menu item labeled 'Compensatory Time'.</p>
4.	<p>Enter an employee's Empl ID into the Employee ID field on the Compensatory Time page.</p> <p>For this training example, enter "30303030".</p>  <p>The screenshot shows a search field labeled 'Employee ID' with a magnifying glass icon on the right. The field contains the text '30303030', which is highlighted with a red box.</p>
5.	<p>Click the Get Employees button.</p>  <p>The screenshot shows an orange button labeled 'Get Employees'.</p>
6.	<p>The employee associated with the Empl ID you searched appears in the Employees For section at the bottom of the Compensatory Time page.</p> <p>Click the employee's last name link in the Last Name column.</p>  <p>The screenshot shows a section titled 'Employees For' with a blurred name. Below it are two tabs: 'Plan Participant' and 'Demographics'. Under the 'Demographics' tab is a table with three columns: 'Last Name', 'First Name', and 'Employee ID'. The first row of the table has the values 'Alder', 'Nan', and a blurred ID. The 'Alder' value is highlighted with a red box.</p>

Step	Action
7.	<p>The employee's Comp Time Balance Summary appears.</p> <p>NOTE: The balance that displays is as of the start of the day. Changes (e.g. CTE or CTU) will not be reflected until the next day.</p> <p>When you're finished viewing the employee's comp time balance summary, click the Return to Select Employee link.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Comp Time Balance Summary ?</p> <hr/> <p style="text-align: center;">Compensatory Time Off Plan UMCOMP</p> <p style="text-align: center;">Date 03/07/2017</p> <p style="text-align: center;">Balance at Start of Day 1.500</p> <hr/> <p style="text-align: center;">Return to Select Employee</p> <p style="text-align: center;">Manager Self Service</p> </div>
8.	<p>You have successfully viewed compensatory time balances.</p> <p>End of Procedure.</p>

Compensatory Time Earned

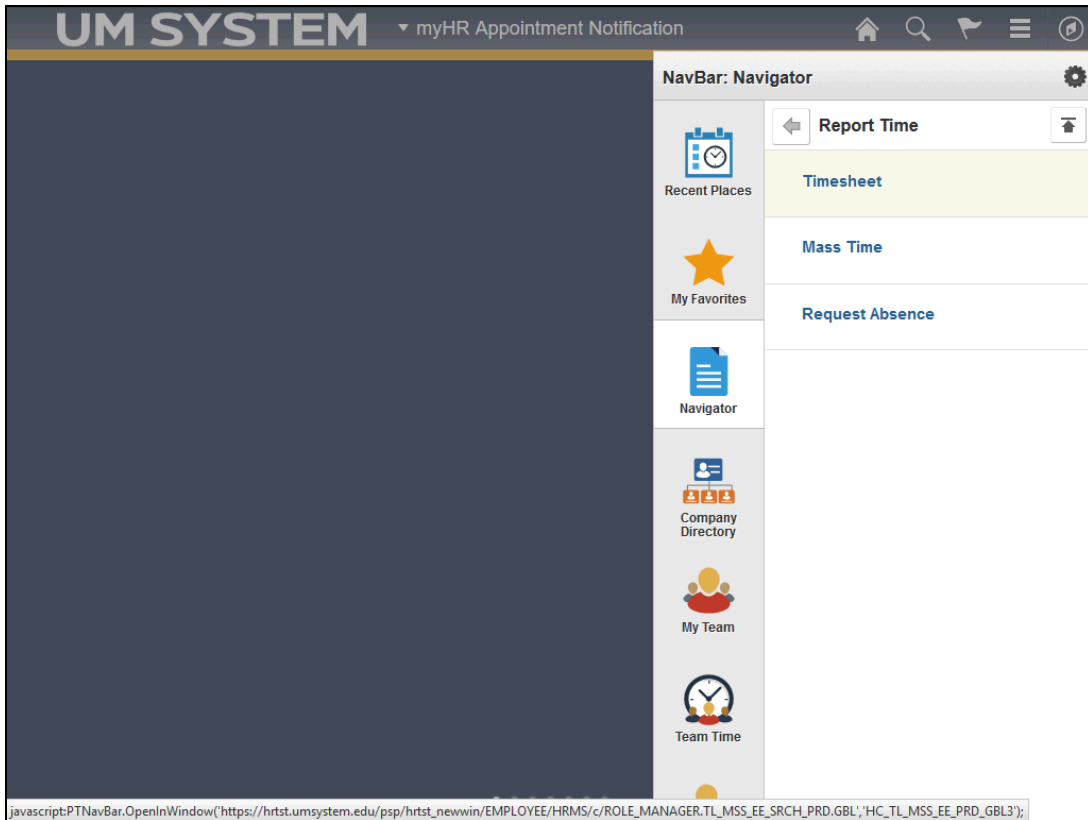
Compensatory time earned (comp time earned or CTE) is applied by a Time Reporter, Time Approver, or Time Keeper for the same week that overtime is earned by a Time Reporter.

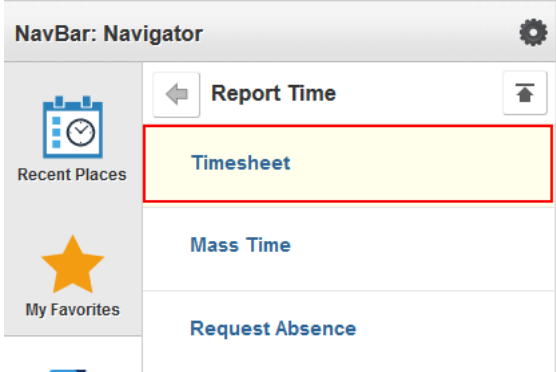
In this example, you are going to convert overtime to CTE for a Time Reporter's reported time.

Procedure

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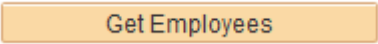
UMSYS HR 9.2 Time and Labor - Comp Time



Step	Action
1.	<p>Begin by navigating to the employee's timesheet. <i>(NavBar: Navigator > Manager Self Service > Time Management > Report Time)</i></p> <p>Click the Timesheet menu item.</p> 

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UMSYS HR 9.2 Time and Labor - Comp Time

Step	Action
2.	<p>Enter an employee's Empl ID into the Employee ID field.</p> <p>For this training example, enter "202020".</p> 
3.	<p>Click the Get Employees button.</p> 

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The screenshot shows the UM SYSTEM interface. At the top, there is a search bar with the text "UM SYSTEM" and navigation icons. Below this is a search criteria section with fields for Employee ID (20202020), Empl Record, Last Name, First Name, Business Unit, Job Code, Department, Workgroup, and Taskgroup. A "Save Criteria" button is visible. Below the search criteria is a "Change View" section with a "View By" dropdown set to "Week", a date field set to "03/06/2017", and a "Show Schedule Information" checkbox. Below this is a section titled "Employees For [redacted], Totals From 03/05/2017 - 03/11/2017". This section has tabs for "Time Summary" and "Demographics". Below the tabs is a table with the following data:

Last Name	First Name	Employee ID	Empl Record	Supervisor or Reports To	Hourly Rate	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours
Alder	Nan	20202020	0	[redacted]	19.71	[redacted]	0.000	0.000	0.000

Below the table are links for "Approve Reported Time", "Approve Absence", "Manager Self Service", and "Time Management".

Step	Action
4.	<p>Select the employee's last name link from the Last Name column in the Employees For section.</p> <p>For this training example, click the Alder link.</p> <p>The screenshot shows the "Employees For" section with the "Time Summary" tab selected. The table has columns for "Last Name", "First Name", and "Employee ID". The "Last Name" cell for the first row contains the text "Alder", which is highlighted with a red rectangular box.</p>

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Step	Action
5.	<p>The timesheet will default to the current time reporting period. If necessary, adjust the View By and/or Date fields in the Select Another Timesheet section to view the correct time period.</p> <p>Click the horizontal scroll bar to advance to the right side of the Timesheet where you will convert overtime to comp time.</p> <div style="text-align: center;"> </div>

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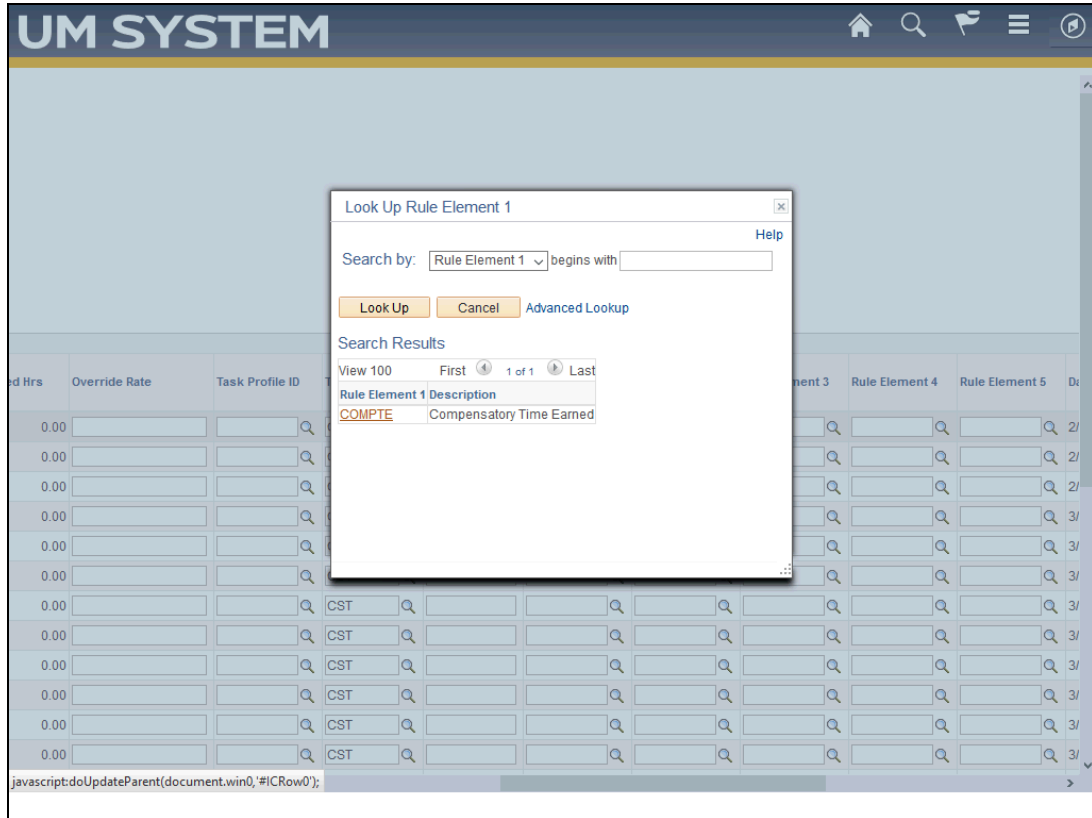
UMSYS HR 9.2 Time and Labor - Comp Time

Override Rate	Task Profile ID	Time Zone	Time Collection Device ID	Rule Element 1	Rule Element 2	Rule Element 3	Rule Element 4	Rule Element 5	Day
0.00		CST							2/
0.00		CST							2/
0.00		CST							2/
0.00		CST							3/
0.00		CST							3/
0.00		CST							3/
0.00		CST							3/
0.00		CST							3/
0.00		CST							3/
0.00		CST							3/
0.00		CST							3/
0.00		CST							3/
0.00		CST							3/
0.00		CST							3/

Step	Action
6.	<p>In the Rule Element 1 field, click the look up button for any day within the week the employee worked overtime.</p> <p>Click the Look up Rule Element 1 button.</p> 

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UMSYS HR 9.2 Time and Labor - Comp Time



Step	Action												
7.	<p>Select COMPTE in the Look Up Rule Element 1 dialog window. This will convert all overtime for the week to comp time. Removal of the element will convert all comp time back to overtime.</p> <p>Click the COMPTE link to select the element and close the dialog window.</p> <p style="text-align: center;">Look Up Rule Element 1</p> <hr/> <p style="text-align: center;">Search by: Rule Element 1 ▾ begins with <input style="width: 50px;" type="text"/></p> <p style="text-align: center;"> Look Up Cancel Advanced Lookup </p> <p style="text-align: center;">Search Results</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">View 100</td> <td style="text-align: center;">First</td> <td style="text-align: center;">1 of 1</td> <td style="text-align: center;">Last</td> </tr> <tr> <th style="text-align: left;">Rule Element 1</th> <th style="text-align: left;">Description</th> <td colspan="2"></td> </tr> <tr> <td style="border: 2px solid red;">COMPTE</td> <td>Compensatory Time Earned</td> <td colspan="2"></td> </tr> </table>	View 100	First	1 of 1	Last	Rule Element 1	Description			COMPTE	Compensatory Time Earned		
View 100	First	1 of 1	Last										
Rule Element 1	Description												
COMPTE	Compensatory Time Earned												

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UMSYS HR 9.2 Time and Labor - Comp Time

d Hrs	Override Rate	Task Profile ID	Time Zone	Time Collection Device ID	Rule Element 1	Rule Element 2	Rule Element 3	Rule Element 4	Rule Element 5	Da
0.00			CST							2/R
0.00			CST		COMPTE					2/R
0.00			CST							2/R
0.00			CST							3/R
0.00			CST							3/R
0.00			CST							3/R
0.00			CST							3/R
0.00			CST							3/R
0.00			CST							3/R
0.00			CST							3/R
0.00			CST							3/R
0.00			CST							3/R
0.00			CST							3/R

Step	Action
8.	<p>When you are finished applying the rule element, return to the left side of the screen.</p> <p>Click in the left side of the Horizontal Scrollbar.</p>

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UMSYS HR 9.2 Time and Labor - Comp Time

< Time & Labor
Timesheet
⌂ ☰ 🔍


	Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Type
+		Sun	5/7	New							
+		Mon	5/8	New							
+		Tue	5/9	New							
+		Wed	5/10	New							
+		Thu	5/11	New							
+		Fri	5/12	New							
+		Sat	5/13	New							
+		Sun	5/14	New							
+		Mon	5/15	New							
+		Tue	5/16	New							
+		Wed	5/17	New							
+		Thu	5/18	New							
+		Fri	5/19	New							
+		Sat	5/20	New							

Submit
Clear
Apply Schedule

Summary | Leave / Compensatory Time | Exceptions | Payable Time

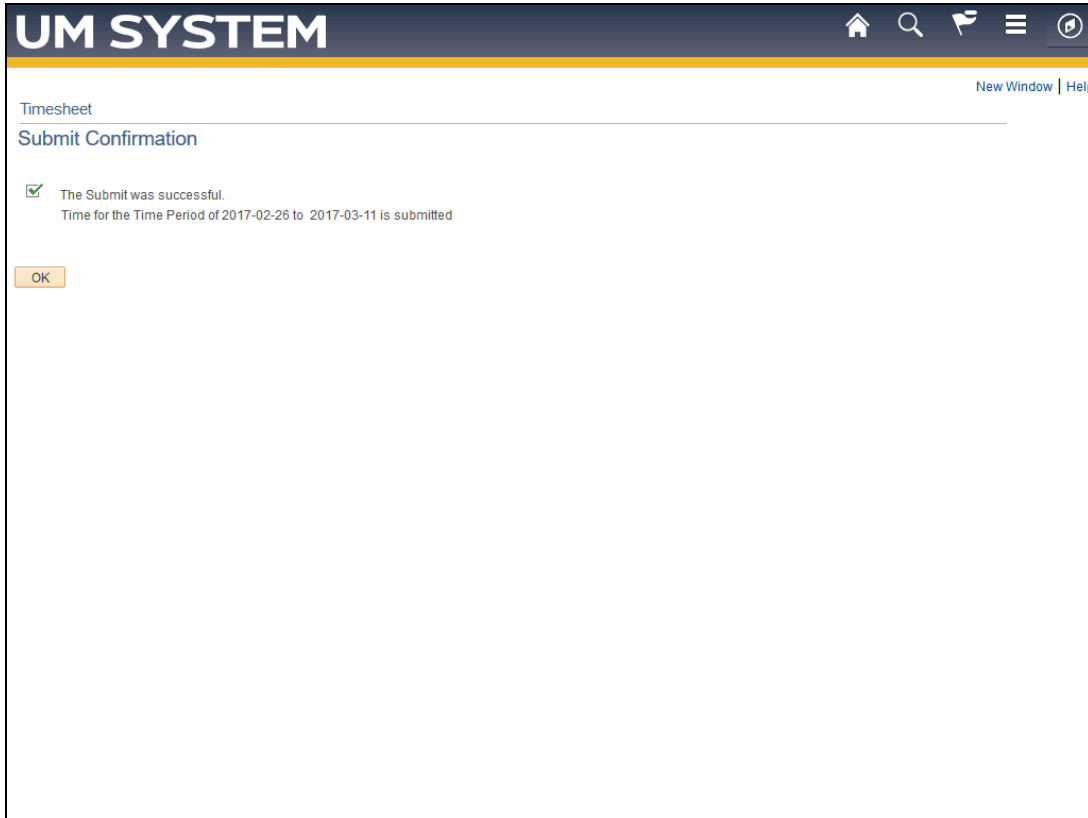
Reported Time Summary Personalize | Find | 1-4 of 4

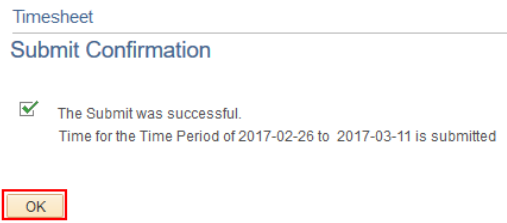
Category	Total	Week 1 (5/7-5/13)	Week 2 (5/14-5/20)
Total Reported Hours			
Total Scheduled Hours	80.000	40.000	40.000
Schedule Deviation	80.000	40.000	40.000
No category Displayed			

Step	Action
9.	Scroll down if necessary, and click the Submit button. <div style="text-align: center; margin-top: 10px;">  </div>

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UMSYS HR 9.2 Time and Labor - Comp Time



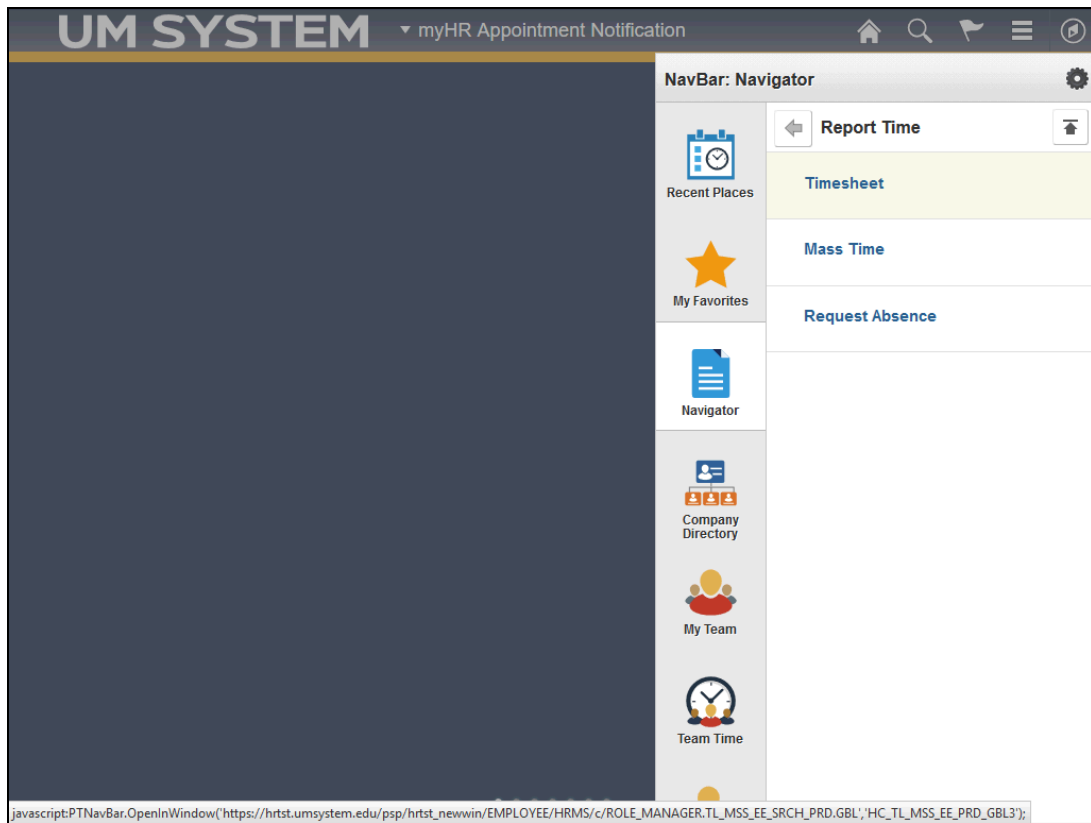
Step	Action
10.	<p>Click the OK button on the Submit Confirmation page.</p> 
11.	<p>The balance at the bottom of the timesheet under the Leave / Compensatory Time tab will update after Time Administration has run. To view the updated balances, change the view to a day or week after the day on which the overtime that was converted was earned.</p> <p>Example: An employee accrues overtime on Friday (6/9) of the first week of a pay period. To view the updated comp time balance, once the overtime is converted to comp time, change the timesheet view to By Day and view Saturday (6/10) or change the view to By Week and view the second week of the pay period.</p>
12.	<p>You have completed this topic.</p> <p>End of Procedure.</p>

Compensatory Time Used

Compensatory time used (comp time used or CTU) can be applied by a Time Reporter, Time Approver, or Time Keeper to the timesheet whenever a comp leave balance exists.

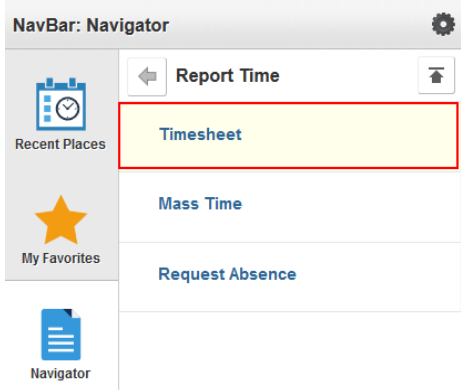
In this example, you are going to apply CTU to a Time Reporter's timesheet for them.

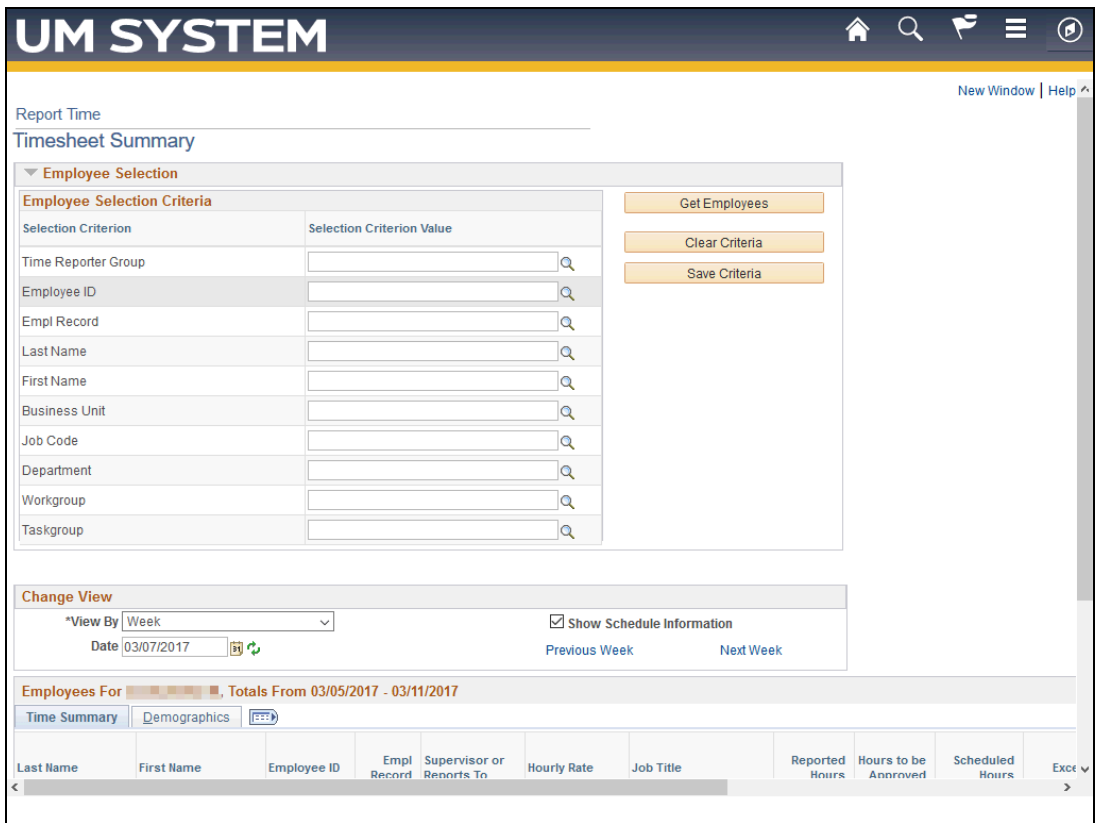
Procedure



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Step	Action
1.	<p>Before entering CTU, it is important to verify that comp time exists. (Refer to the View Comp Time Balances topic.) This also displays at the bottom of the timesheet under the Leave/Compensatory tab.</p> <p>Once verified, proceed to the employee's timesheet. (NavBar: Navigation > Manager Self Service > Time Management > Report Time)</p> <p>Click the Timesheet menu item.</p> 



UM SYSTEM

Report Time

Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	
Empl Record	
Last Name	
First Name	
Business Unit	
Job Code	
Department	
Workgroup	
Taskgroup	

Get Employees

Clear Criteria

Save Criteria

Change View

*View By: Week

Date: 03/07/2017

Show Schedule Information:



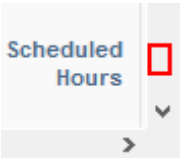
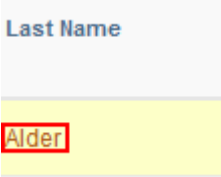
Previous Week | Next Week

Employees For: [Criteria], Totals From 03/05/2017 - 03/11/2017

Last Name	First Name	Employee ID	Empl Record	Supervisor or Reports To	Hourly Rate	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exce
[Table content]										

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Step	Action
2.	<p>Enter the employee's ID into the Employee ID field.</p> <p>For this training example, enter "30303030".</p> 
3.	<p>Click the Get Employees button.</p> 
4.	<p>If necessary, scroll down to view the employee listed in the Employees For section.</p> <p>Click the Vertical Scroll Bar.</p> 
5.	<p>Click the employee's last name in the Last Name column of the Employees For section.</p> <p>For this training example, click Alder.</p> 

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UMSYS HR 9.2 Time and Labor - Comp Time

Step	Action															
6.	<p>If adding CTU to a day that has existing time entries, click the Add row button for the day on which CTU is to be applied.</p> <p>For this training example, click the Add row button for Mon 3/6.</p> <table border="1"> <tbody> <tr> <td></td> <td></td> <td></td> <td>Sun</td> <td>3/5</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Mon</td> <td>3/6</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Tue</td> <td>3/7</td> </tr> </tbody> </table>				Sun	3/5				Mon	3/6				Tue	3/7
			Sun	3/5												
			Mon	3/6												
			Tue	3/7												

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UMSYS HR 9.2 Time and Labor - Comp Time

UM SYSTEM

New Window | Help ^

Timesheet

Employee ID [redacted]
 Empl Record 0
 Earliest Change Date 02/26/2017

Actions ▾

Select Another Timesheet

*View By Calendar Period ▾ Previous Period Next Period

*Date 02/26/2017

Scheduled Hours 0.000 Reported Hours 80.000 Elapsed Timesheet

From 02/26/2017 to 03/11/2017 ?

	Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code
			Sun	2/26	New					
			Mon	2/27	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	6:00:00PM	9.000
			Tue	2/28	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.000
			Wed	3/1	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.000
			Thu	3/2	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.000
			Fri	3/3	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.000
			Sat	3/4	New					
			Sun	3/5	New					
			Mon	3/6	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	4:00:00PM	7.000
					New					
			Tue	3/7	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.000
			Wed	3/8	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.000

Step	Action
7.	Click the Time Reporting Code list for the newly added row. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <div style="border: 2px solid red; padding: 2px; display: inline-block;"> [Redacted] </div> ▾ </div>

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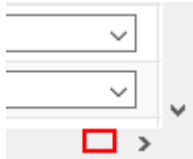
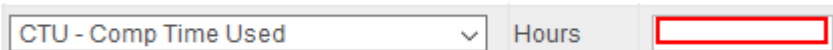
UMSYS HR 9.2 Time and Labor - Comp Time

The screenshot shows the 'UM SYSTEM' interface for a 'Timesheet'. At the top, there are navigation icons and a 'New Window | Help' link. Below the header, there are fields for 'Employee ID', 'Empl Record 0', and 'Earliest Change Date 02/26/2017'. A 'Select Another Timesheet' section includes a 'View By' dropdown set to 'Calendar Period' and a 'Date' field set to '02/26/2017'. Summary statistics show 'Scheduled Hours 0.000', 'Reported Hours 80.000', and 'Elapsed Timesheet'. The main table displays a weekly view from 02/26/2017 to 03/11/2017. The table has columns for 'Add Comments', 'Day', 'Date', 'Reported Status', 'In', 'Lunch', 'In', 'Out', and 'Punch Total'. A dropdown menu is open over the 3/6 entry, listing various codes: ADH - Administrative Leave Hourly, AWP - Absent without Pay Nonexempt, CMP - COMPENSATORY TIME PAYOUT, CTU - Comp Time Used (highlighted in blue), DEV - Development / Training / Semin, DFS - Differential Single Shift, DIS - Differential Single Shift, DOS - Differential Overtime 1.5 Sngl, DPS - Shift Differential Premium 0.5, DTH - BEREAVEMENT NONEXEMPT, HML - Holiday Worked T&L, HPR - HOLIDAY NOT WORKED NONEXEMPT, HWR - Holiday Worked T&L, INJ - WORK INCURRED INJURY / ILLNESS, LED - Lead Pay, LEO - Lead Pay Overtime 1.5, LGL - LEGAL PROCEEDINGS (JURY, WITNE), MIL - MILITARY DUTY, and MTG - MEETING - Nonexempt.

Step	Action
8.	<p>Click the CTU - Comp Time Used list item.</p> <p>CMP - COMPENSATORY TIME PAYOUT</p> <p>CTU - Comp Time Used</p> <p>DEV - Development / Training / Semin</p>

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Step	Action
9.	<p>Scroll to the right.</p> <p>Click the horizontal scroll bar.</p> 
10.	<p>Enter the number of comp hours used into the Quantity field.</p> <p>For this training example, enter "1".</p> 

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UMSYS HR 9.2 Time and Labor - Comp Time

UM SYSTEM

Timesheet

Employee ID [redacted]
Empl Record 0
Earliest Change Date 02/26/2017

Actions ▾

Select Another Timesheet

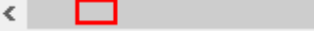
*View By Calendar Period ▾ Previous Period Next Period

*Date 02/26/2017 [calendar icon] [refresh icon]

Scheduled Hours 0.000 Reported Hours 80.000 Elapsed Timesheet

From 02/26/2017 to 03/11/2017 ?

	Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code
[+]	[comment icon]	Sun	2/26	New						
[+]	[comment icon]	Mon	2/27	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	6:00:00PM	9.000	
[+]	[comment icon]	Tue	2/28	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.000	
[+]	[comment icon]	Wed	3/1	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.000	
[+]	[comment icon]	Thu	3/2	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.000	
[+]	[comment icon]	Fri	3/3	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.000	
[+]	[comment icon]	Sat	3/4	New						
[+]	[comment icon]	Sun	3/5	New						
[+]	[comment icon]	Mon	3/6	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	4:00:00PM	7.000	
[+]	[comment icon]			New						CTU - Comp Time Used
[+]	[comment icon]	Tue	3/7	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.000	
[+]	[comment icon]	Wed	3/8	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.000	

Step	Action
11.	<p>Scroll to the left.</p> <p>Click the horizontal scroll bar.</p> 

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UMSYS HR 9.2 Time and Labor - Comp Time

UM SYSTEM

*View By Calendar Period

*Date 02/26/2017

Previous Period Next Period

Scheduled Hours 0.000

Reported Hours 80.000

Elapsed Timesheet

From 02/26/2017 to 03/11/2017

	Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code
<input type="checkbox"/>		Sun	2/26	New						
<input type="checkbox"/>		Mon	2/27	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	6:00:00PM	9.000	
<input type="checkbox"/>		Tue	2/28	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.000	
<input type="checkbox"/>		Wed	3/1	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.000	
<input type="checkbox"/>		Thu	3/2	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.000	
<input type="checkbox"/>		Fri	3/3	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.000	
<input type="checkbox"/>		Sat	3/4	New						
<input type="checkbox"/>		Sun	3/5	New						
<input type="checkbox"/>		Mon	3/6	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	4:00:00PM	7.000	
<input type="checkbox"/>				New						CTU - Comp Time Used
<input type="checkbox"/>		Tue	3/7	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.000	
<input type="checkbox"/>		Wed	3/8	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.000	
<input type="checkbox"/>		Thu	3/9	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.000	
<input type="checkbox"/>		Fri	3/10	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.000	
<input type="checkbox"/>		Sat	3/11	New						

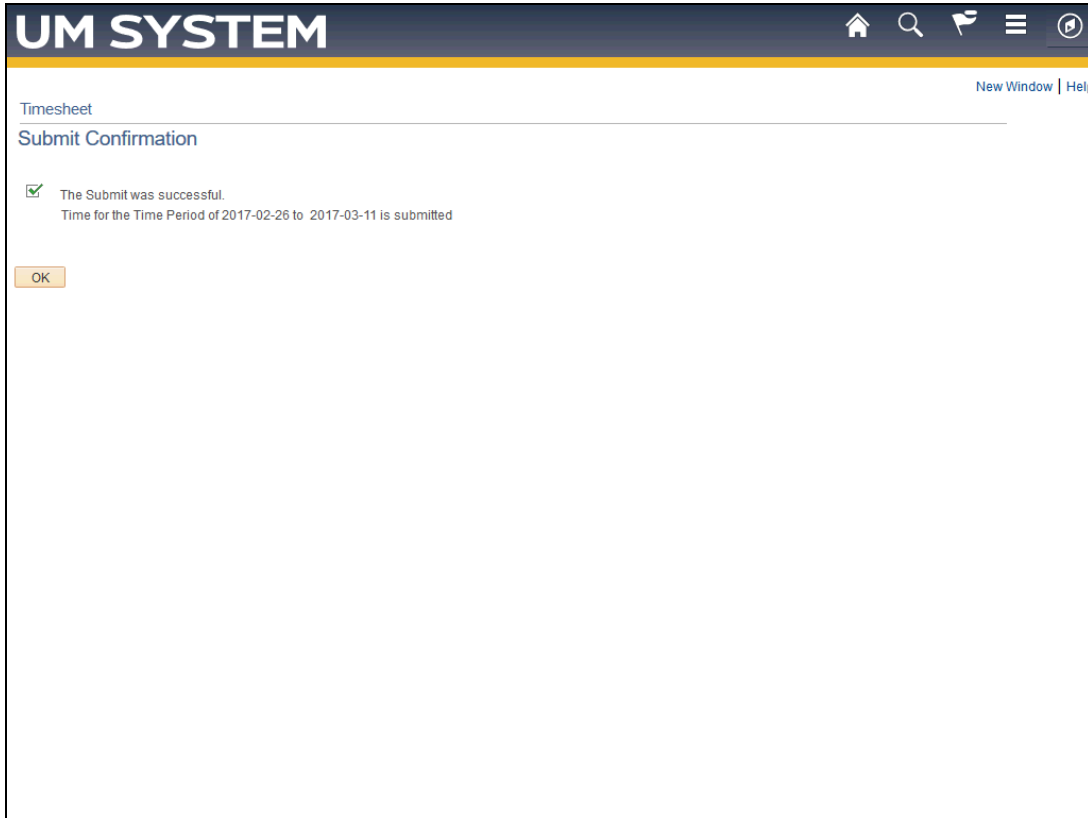
Submit
Clear

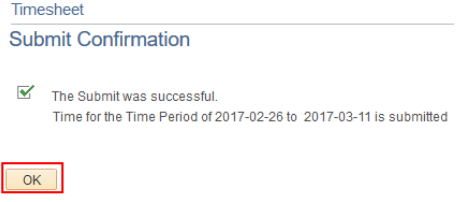
Summary
Exceptions
Payable Time

Step	Action
12.	<p>Repeat the procedure for other days on which CTU should be applied.</p> <p>Click the Submit button to resubmit the reported time.</p> <p><i>Note: If an employee tries to take comp time prior to the day overtime that was converted was earned, and the employee does not have a previous balance to cover the CTU, a message about reducing the amount of CTU will display.</i></p> <div style="text-align: center; margin-top: 10px;"> Submit </div>

Training Guide

UMSYS HR 9.2 Time and Labor - Comp Time



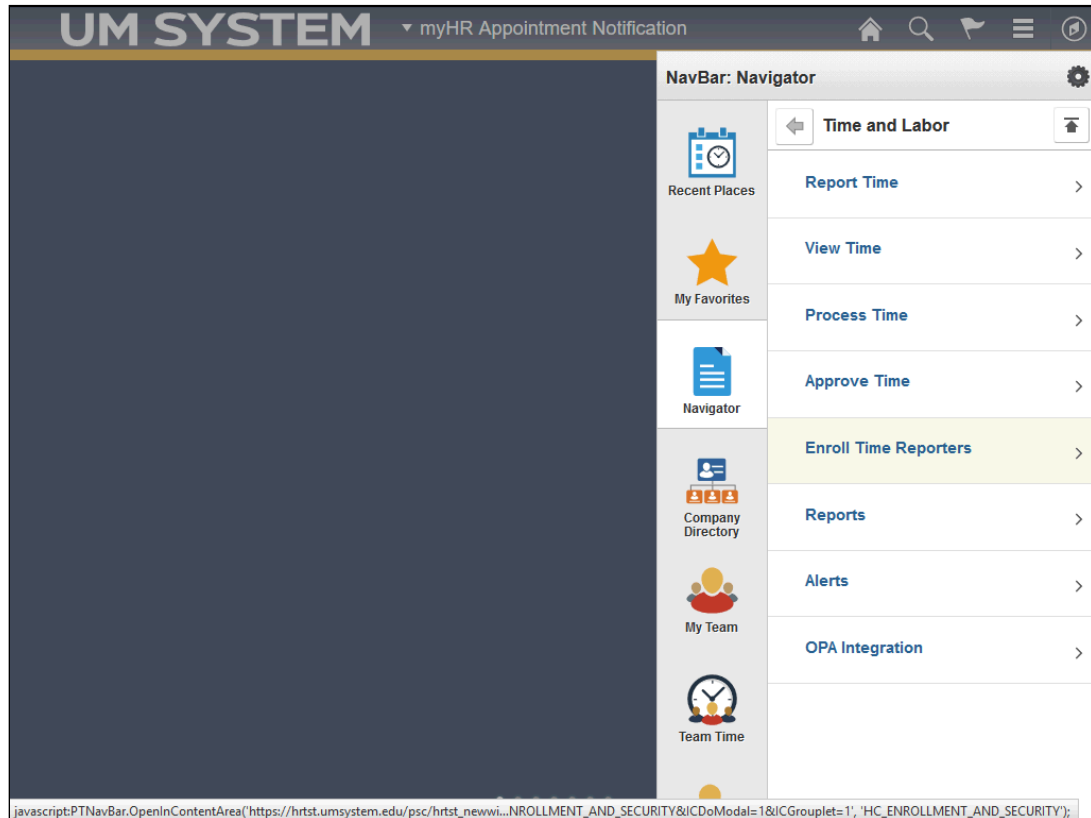
Step	Action
13.	<p>The Timesheet Submit Confirmation page appears.</p> <p>Click the OK button.</p> 
14.	<p>Note: The balance at the bottom of the timesheet will not update until after Time Administration runs. To view the new comp time balance, change the view to a day or week after the comp time was used.</p>
15.	<p>You have successfully completed this topic.</p> <p>End of Procedure.</p>

THIS CONCLUDES THE TRAINING ON
TIME AND LABOR – COMP TIME

Verify Compensatory Time Plan Enrollment


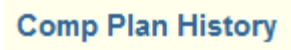
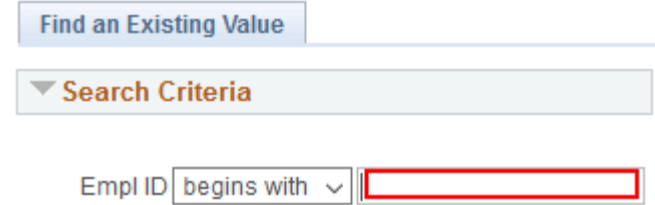

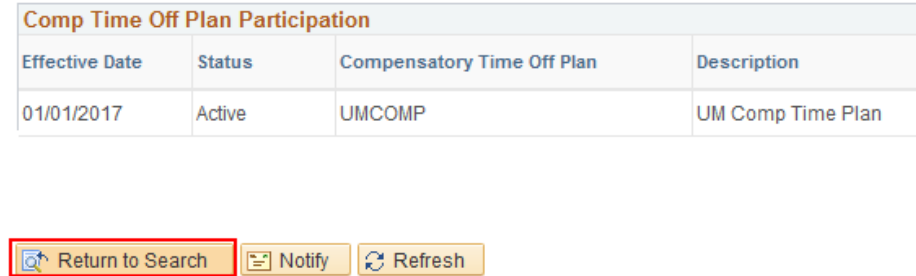
Time Approvers and Campus Administrators can verify an employee's enrollment in Comp Time via the Comp Plan History page.

Procedure



Training Guide

UMSYS HR 9.2 Time and Labor - Comp Time

Step	Action												
1.	<p>Begin by navigating to the Time and Labor menu. (NavBar: Navigator > Time and Labor)</p> <p>Click the Enroll Time Reporters menu item.</p> 												
2.	<p>Click the Comp Plan History menu item.</p> 												
3.	<p>Enter an employee's Empl ID into the Empl ID field.</p> <p>For this training example, enter "30303030".</p> 												
4.	<p>Click the Search button.</p> 												
5.	<p>If the employee is enrolled in comp time, the plan name, UMCOMP, will appear in the Compensatory Time Off Plan column on the Comp Plan History page.</p> <p>Click the Return to Search button when you are finished verifying comp time plan enrollment.</p>  <table border="1" data-bbox="342 1577 1252 1709"> <thead> <tr> <th colspan="4">Comp Time Off Plan Participation</th> </tr> <tr> <th>Effective Date</th> <th>Status</th> <th>Compensatory Time Off Plan</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>01/01/2017</td> <td>Active</td> <td>UMCOMP</td> <td>UM Comp Time Plan</td> </tr> </tbody> </table>	Comp Time Off Plan Participation				Effective Date	Status	Compensatory Time Off Plan	Description	01/01/2017	Active	UMCOMP	UM Comp Time Plan
Comp Time Off Plan Participation													
Effective Date	Status	Compensatory Time Off Plan	Description										
01/01/2017	Active	UMCOMP	UM Comp Time Plan										

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UMSYS HR 9.2 Time and Labor - Comp Time

Step	Action
6.	<p>The comp plan and balance will also display at the bottom of the timesheet under the Leave / Compensatory Time tab.</p> <p>Note: Employees newly enrolled in comp time will not see the UMCOMP option under the Leave / Compensatory Time tab at the bottom of the timesheet unless the timesheet view is changed (By Day or by Week) to a date after their hire date or CTE is processed for the pay period in which they are effective.</p>
7.	<p>You have successfully verified Compensatory Time Plan enrollment.</p> <p>End of Procedure.</p>