

University of Idaho Comp Time Policy Entry Instructions

With the activation of the new Comp Time policy, changes to time sheets have been implemented to accurately record and use current compensatory time for each employee. Please read the instructions carefully, as there will not be any reversals if time is entered or used incorrectly.

Keep in mind, Comp Time is earned at time-and-a-half. If you work 2 hours of over-time, you will have 3 hours available in your comp time bank. When you use one hour from your bank, you will be paid for hourly rate and have 2 hours remaining in your bank. Appropriately record all hours worked on your official time sheet.

Payroll



Web Time Entry/Supervisor Approvals

Enter hours worked, leave taken or approve timesheets for the pay period.

Earnings History

View your earnings amounts for a given period of months, broken down by the various earnings types.

Deduction History

View how much has been deducted from your check in which categories for a selected period of months.

Miscellaneous Deduction History

View miscellaneous deductions, such as TSA's, Parking Permits, etc.

Leave Balances and History

Balances for Vacation, Sick Leave, Compensatory Time, and Military Leave.

New Changes:

Comptime Bank 1 Taken, Comptime Bank 2 Taken, On Call Hours Earned, and On Call Hours Cash, are new additions to the classified timesheets. Comptime Bank 1 payout is still available for any remaining Comp Time banked prior to the policy suspension.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Jan 18, 2015 to Jan 31, 2015

Submit By Date:

Feb 03, 2015 by 05:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jan 18, 2015	Monday Jan 19, 2015	Tuesday Jan 20, 2015	Wednesday Jan 21, 2015
Regular Hours	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation/Annual Leave	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units
Sick Leave	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units
Shared Leave	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units
Board Appointed Holiday	1	0	0	0		Enter Units		
Holiday Hours Worked-Cash	1	0	0	0		Enter Units		
Jury Duty	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units
Medical appointments	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units
Military Leave - Nonpaid	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units
Comptime Bank 1 Taken	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units
Comptime Bank 2 Taken	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units
Leave w/pay w/o accruals	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units
Leave without pay with Benefit	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units
On Call Hours Earned	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units
On Call Hours Cash	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units
FMLA Vacation	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units
FMLA Comp	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units
FMLA Donated Leave	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units
FMLA w/o Pay	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units
FMLA Sick	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units
Comptime Bank 1 Payout	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units
Administrative Leave	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units
Total Hours:			0	0	0	0	0	0
Total Units:				0	0	0	0	0

Entering New Comp Time/Over Time:

Regardless of your election, all hours worked should be entered as Regular Hours. Any additional hours more than 40 in a given week will be processed according to your selection as banked time or paid out as overtime.

Earning	Sunday Jan 18, 2015	Monday Jan 19, 2015
Regular Hours	Enter Hours	Enter Hours
Vacation/Annual Leave	Enter Units	Enter Units
Sick Leave	Enter Units	Enter Units
Shared Leave	Enter Units	Enter Units

Entering On Call Hours:

If you are responsible for being on call, do not enter On Call Hours in Regular Hours. Enter On Call Hours based on your election.

As Time Accrued: If you have opted to receive comp time, enter your hours on the line "On Call Hours Earned." These hours will go directly into Comptime Bank 2. These will accrue on an hour for hour basis.

As a Payment: If you have opted to receive a cash payment for additional hours worked, enter your hours on the line "On Call Hours Cash." These hours will be paid on an hour for hour basis.

Earning	Sunday Jan 18, 2015	Monday Jan 19, 2015
Regular Hours	Enter Hours	Enter Hours
Vacation/Annual Leave	Enter Units	Enter Units
Sick Leave	Enter Units	Enter Units
Shared Leave	Enter Units	Enter Units
Board Appointed Holiday		Enter Units
Holiday Hours Worked-Cash		Enter Units
Jury Duty	Enter Units	Enter Units
Medical appointments	Enter Units	Enter Units
Military Leave - Nonpaid	Enter Units	Enter Units
Comptime Bank 1 Taken	Enter Units	Enter Units
Comptime Bank 2 Taken	Enter Units	Enter Units
Leave w/pay w/o accruals	Enter Units	Enter Units
Leave without pay with Benefit	Enter Units	Enter Units
On Call Hours Earned	Enter Units	Enter Units
On Call Hours Cash	Enter Units	Enter Units
FMLA Vacation	Enter Units	Enter Units
FMLA Comp	Enter Units	Enter Units
FMLA Donated Leave	Enter Units	Enter Units
FMLA w/o Pay	Enter Units	Enter Units
FMLA Sick	Enter Units	Enter Units
Comptime Bank 1 Payout	Enter Units	Enter Units
Administrative Leave	Enter Units	Enter Units
Total Hours:	0	0
Total Units:	0	0

Using Old Comp Time:

Any comp time earned prior to the suspension of the previous comp time policy that has not been used or cashed out, can be used in two different ways. *(These hours are considered taxed, so if you are paid at a rate of \$15 per hour, you will receive the full \$15 per hour and will not be charged Federal, State or FICA taxes.)*

As Time Accrued: Enter the number of hours (as units) in line “Comptime Bank 1 Taken.” This will reduce the number of hours in your bank and can be used like vacation.

As a Payment: Enter the number of hours (as units) in the line “Comptime Bank 1 Payout.” This will also reduce the number of hours in your bank and you will receive the payment in addition to your bi-weekly paycheck.

Earning	Sunday Jan 18, 2015	Monday Jan 19, 2015
Regular Hours	Enter Hours	Enter Hours
Vacation/Annual Leave	Enter Units	Enter Units
Sick Leave	Enter Units	Enter Units
Shared Leave	Enter Units	Enter Units
Board Appointed Holiday		Enter Units
Holiday Hours Worked-Cash		Enter Units
Jury Duty	Enter Units	Enter Units
Medical appointments	Enter Units	Enter Units
Military Leave - Nonpaid	Enter Units	Enter Units
 Comptime Bank 1 Taken	Enter Units	Enter Units
Comptime Bank 2 Taken	Enter Units	Enter Units
Leave w/pay w/o accruals	Enter Units	Enter Units
Leave without pay with Benefit	Enter Units	Enter Units
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FMLA Comp	Enter Units	Enter Units
FMLA Donated Leave	Enter Units	Enter Units
FMLA w/o Pay	Enter Units	Enter Units
FMLA Sick	Enter Units	Enter Units
 Comptime Bank 1 Payout	Enter Units	Enter Units
Administrative Leave	Enter Units	Enter Units
Total Hours:	0	0
Total Units:	0	0

Using New Comp Time:

Any comp time earned after the implementation of the new policy will be available to use in “Comptime Bank 2 Taken.” Enter the hours (as units) here. *Please be aware that if you incorrectly use Bank 2 when you wanted to use Bank 1, Payroll will not reverse the transaction. Choose wisely.*

Earning	Sunday Jan 18, 2015	Monday Jan 19, 2015
Regular Hours	Enter Hours	Enter Hours
Vacation/Annual Leave	Enter Units	Enter Units
Sick Leave	Enter Units	Enter Units
Shared Leave	Enter Units	Enter Units
Board Appointed Holiday		Enter Units
Holiday Hours Worked-Cash		Enter Units
Jury Duty	Enter Units	Enter Units
Medical appointments	Enter Units	Enter Units
Military Leave - Nonpaid	Enter Units	Enter Units
Comptime Bank 1 Taken	Enter Units	Enter Units
 Comptime Bank 2 Taken	Enter Units	Enter Units
Leave w/pay w/o accruals	Enter Units	Enter Units
Leave without pay with Benefit	Enter Units	Enter Units
On Call Hours Earned	Enter Units	Enter Units
On Call Hours Cash	Enter Units	Enter Units
FMLA Vacation	Enter Units	Enter Units
FMLA Comp	Enter Units	Enter Units
FMLA Donated Leave	Enter Units	Enter Units
FMLA w/o Pay	Enter Units	Enter Units
FMLA Sick	Enter Units	Enter Units
Comptime Bank 1 Payout	Enter Units	Enter Units
Administrative Leave	Enter Units	Enter Units
Total Hours:	0	0
Total Units:	0	0

Viewing Available Bank Balances:

Available leave balances are viewable in "Leave Balances and History" under the Payroll Tab in Vandalweb.

Payroll

Web Time Entry/Supervisor Approvals

Enter hours worked, leave taken or approve timesheets for the pay period.

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Deduction History

View how much has been deducted from your check in which categories for a selected period of months.

Miscellaneous Deduction History

View miscellaneous deductions, such as TSA's, Parking Permits, etc.



Leave Balances and History

Balances for Vacation, Sick Leave, Compensatory Time, and Military Leave.

New comp time earned after the implementation of the new policy is available in "Comptime Bank 2- Taxed." These hours will be taxed at the time you use them based on your withholding threshold at that time.

Remaining comp time prior to the suspension of the previous policy is available in "Comptime Bank 1- Non-Taxed." These hours have been taxed already and using them will be paid in the full amount.

List of Leave Types				Available Balance as of Jan 27, 2015	
TYPE of Leave	Hours				
Comptime Bank 2 - Taxed	Hours				.00
Comptime Bank 1 - Non Taxed	Hours	of Jan 27, 201			.00
Furlough Leave	Hours		.0		.00
Military leave	Hours		.0		.00
Shared Leave	Hours		.0		.00
Employee sick leave	Hours		.0		36.94
Vacation leave	Hours		.0		8.44
			66.6		
	11.84		66.60		70.00