



Manage Use of Compensatory Time in Same PayPeriod

Employees seeking to use compensatory time, must first have it accrued and in their comp time balance account. This means comp time earned (HCTES) needs to be processed before a person can use Holiday Comp Time Used (HCTU).

A PeopleSoft Process called **Time Administration** runs every day at noon and midnight --- this process moves your reported time to a payable time status and consequently adds your HCTES into your available comp time balances. If you need to use newly earned Comp Time in the same pay period, you need to follow the steps below to correctly sequence the data entry of your time.

If you try posting both the HCTES and HCTU at the same time, the systems will display the following error:



Example of Correct Entry

Here is an example of processing time for a week when the employee worked on Wednesday's holiday and wants to use the time to take the Friday off.




Procedure

Step	Action																																																							
1.	<p>Using the HR Direct timesheet enter HCTES for Holiday worked and click Submit.</p> <p>The screenshot shows a timesheet for the period from Sunday 06/14/2009 to Saturday 06/20/2009. The 'Timesheet' tab is selected. The table below shows the data entered:</p> <table border="1"> <thead> <tr> <th></th> <th>Sun 6/14</th> <th>Mon 6/15</th> <th>Tue 6/16</th> <th>Wed 6/17</th> <th>Thu 6/18</th> <th>Fri 6/19</th> <th>Sat 6/20</th> <th>Total</th> <th>Time Reporting Code</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1.000</td> <td></td> <td></td> <td></td> <td></td> <td>1.000</td> <td>FSK - Family Sick Time</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>7.500</td> <td></td> <td></td> <td></td> <td>6.500</td> <td>HCTES - Hol Comp Time</td> </tr> <tr> <td></td> <td></td> <td></td> <td>6.500</td> <td></td> <td></td> <td></td> <td></td> <td>6.500</td> <td>REG - Regular Pay SERS</td> </tr> </tbody> </table> <p>A yellow 'Submit' button is visible at the bottom of the screenshot.</p>		Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Total	Time Reporting Code				1.000					1.000	FSK - Family Sick Time					7.500				6.500	HCTES - Hol Comp Time				6.500					6.500	REG - Regular Pay SERS															
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2.	<p>Allow PeopleSoft Time Administration process to run.</p> <ul style="list-style-type: none"> • If you report HCTES before noon, you can then go in after 1:00 and use it • If you report HCTES after noon, you can go in tomorrow morning and use it 																																																							
3.	<p>Return to your timesheet after waiting appropriate amount of time and enter HCTU for Friday and click Submit.</p> <p>The screenshot shows the same timesheet for the period from Sunday 06/14/2009 to Saturday 06/20/2009. The 'Timesheet' tab is selected. The table below shows the data entered:</p> <table border="1"> <thead> <tr> <th></th> <th>Sun 6/14</th> <th>Mon 6/15</th> <th>Tue 6/16</th> <th>Wed 6/17</th> <th>Thu 6/18</th> <th>Fri 6/19</th> <th>Sat 6/20</th> <th>Total</th> <th>Time Reporting Code</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1.000</td> <td></td> <td></td> <td></td> <td></td> <td>1.000</td> <td>FSK - Family Sick Time</td> <td>Hours</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>7.500</td> <td></td> <td></td> <td></td> <td>6.500</td> <td>HCTES - Hol Comp Time Ean</td> <td>Hours</td> </tr> <tr> <td></td> <td></td> <td></td> <td>6.500</td> <td></td> <td></td> <td></td> <td></td> <td>6.500</td> <td>REG - Regular Pay SERS Elig</td> <td>Hours</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>7.5</td> <td></td> <td></td> <td>HCTU - Holiday Comp Time U</td> <td>Hours</td> </tr> </tbody> </table> <p>A yellow 'Submit' button is visible at the bottom of the screenshot.</p>		Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Total	Time Reporting Code	Type				1.000					1.000	FSK - Family Sick Time	Hours					7.500				6.500	HCTES - Hol Comp Time Ean	Hours				6.500					6.500	REG - Regular Pay SERS Elig	Hours							7.5			HCTU - Holiday Comp Time U	Hours
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4.	<p>Warning message displayed. Click OK.</p> <p>Warning – 2009-06-17 is scheduled as a holiday (13504,3003)</p> <p>Reported Date is scheduled as a Holiday. Press OK to Save the Reported Time and return to Timesheet page. Press cancel to return to Timesheet page to save or change your Reported Time.</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>
5.	<p>Submissions Complete. Click OK.</p> <p>Timesheet</p> <hr/> <p>Submit Confirmation</p> <p> The Submit was successful.</p> <p>Time for the Week of 2009-06-14 to 2009-06-20 is submitted</p> <p><input type="button" value="OK"/></p>

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