

Human Resources Management System Time and Labor Implementation Additional Time Reporting Codes

Board-approved, non-exempt employees who work additional hours that exceed their regular work schedule are required to obtain manager approval in advance. The current business process associated with employees working additional time requires managers to submit a paper Request for Personnel Services (RPS) form to the fiscal office to authorize payment. Employees would then submit a paper time card for payment of additional time worked. Additional time reporting codes are listed below:

- Call Back Pay
- Call Out Time
- Compensatory Time
- Holiday Overtime Paid Hourly
- On Call Pay
- Overtime
- Pager Responsibility

With the implementation of online time reporting, managers are still required to authorize additional time in advance. However, the paper RPS and paper time card will no longer be required. Employees are responsible for obtaining approval in advance and entering additional time worked online. Managers are responsible for approving additional time worked and monitoring the budget to verify funds are available as needed. For additional information, please contact your fiscal representative listed below:

Business Services Support

- | | | |
|---------------------|-----------------------|----------------|
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Compensatory time is time off awarded based on overtime worked, at the rate of one and one-half (1½) hours of compensatory time per one (1) hour of overtime worked. (Professional Staff Association (PSA) Policy Manual) Eligibility for compensatory time is based on the policy group. “Comp time” is a form of additional time worked that has been monitored or tracked manually between the manager and the employee. As each college/site implements the online time reporting feature, employees and managers will be able to enter the appropriate codes for compensatory time into HRMS. Based on the policy manual, *“comp time” must be used within 90 days to avoid an automatic pay out at the overtime rate.*

CMPCO – Compensatory Time Carry Over (Supervisor Only)

The Compensatory Time Carry Over code will be used to report the current compensatory time balances being maintained on paper for an employee. This code will be available for the first two weeks after GO-LIVE. The supervisor is required to enter the appropriate number of compensatory hours for each eligible employee using this code. The hours entered should already be calculated at 1½ times the hours originally worked. *Example: If an employee works four (4) hours of overtime or compensatory time, enter 6 hours with the CMPCO code.*

CMPPD – Compensatory Time Paid (Supervisor Only)

The Compensatory Time Paid code will be used to report overtime paid to an employee based on the compensatory time balance. The employee and supervisor will need to agree upon the pay out and the supervisor must enter and approve the hours less than or equal to the current compensatory time balance that is being paid out. Enter the total number of hours to be paid.

CMPER – Compensatory Time Earned

The Compensatory Time Earned code will be used to report compensatory time earned by an employee for overtime hours worked but not paid out. The employee will be responsible for entering the number of hours worked over 40 hours each week. The compensatory time will be stored in a bank and assigned an expiration date 90 days from the date entered. The employee must coordinate with their supervisor the use of compensatory time or be paid overtime for those hours earned on or before the expiration date.

CMPUD – Compensatory Time Used

The Compensatory Time Used code will be used to report time out of the office based on the compensatory time balance during the current pay period. The time reported will be reduced from the compensatory time bank.