



The UNIVERSITY *of* OKLAHOMA

Employee Functions

Time & Attendance

Experience the Workforce system from the employee perspective. Learn Workforce navigation fundamentals and functions related to reporting time, activities, and absences in the system.

Notice: Falsification of timesheets, whether submitting or approving, can be grounds for immediate termination.

University time system:
<http://time.ou.edu>

Comp Time vs Overtime

Depending on your departmental policies, most overtime worked is accrued as Comp Time at a 1 ½ rate. You can store earned overtime by using the pay code “Comp Time Banked”. To do so enter Comp Time Banked on your timesheet on the Friday of the week in which overtime was earned (make sure to use the value the system provides to fully bank all overtime), as this is the last day of the weekly schedule.

1. If you work more than 40-hours during the work week you will receive an exception message explaining that overtime has been earned for the pay period and can be banked as Comp Time.

Fri 03/02	Overtime has been earned and can be banked as Comp Time. Up to 4.5 hours can be banked by entering or adjusting the Comp Time Banked pay code from 2018-02-24 to 2018-03-02.	Warning
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2. Add a new row to Friday of that week and select pay code Comp Time Banked and enter the number of hours in the exception message.

Fri 09/21	+ ▾	Please Select ▾	
	+ ▾	Worked In/Out ▾	08:00 am 12:00 pm
	+ ▾	Comp Time Banked ▾	4.50
	+ ▾	Please Select ▾	

3. In this example, the overtime worked was 3hrs but accrued as Comp Time at the 1 ½ rate which is 4.50hrs.
4. Comp time to be banked must be approved/acknowledged (check box checked) by the manager for the time to accrue into their bank. If the manager does not approve, the hours are paid as overtime.

Using Banked Comp Time

1. To Enter banked comp time, select the pay code Comp Time and enter the number of hours taken.

Mon 03/05	+ ▾	Comp Time ▾	4.00
	+ ▾	Worked In/Out ▾	01:00 pm 05:00 pm

2. If you have multiple assignments, you can only take comp time used with the department where the hours were accrued.