If an employee works more than 40 hours in a work week, FLSA regulations require compensation of those hours over 40 at a rate of X1.5.

Compensation may be in the form of paid overtime (Overtime) or compensatory time (Comp Time OT).

When a department has the default award for hours worked over 40 as overtime, the following procedure may be used in exception situations to transfer those hours from Overtime to Comp Time OT for a given shift(s). One shift is represented by one line on the Employee’s timecard.


2. Navigate to the employee’s timecard: access the Workspaces carousel in the upper right hand corner of the screen and choose Manage My Department.

3. In the QuickFind genie, click the magnifying glass to bring up a list of all employees you have access to view and edit. Select the row for the employee and click the Go To icon at the upper right. From the Go To drop down list choose Timecards.

4. The employee’s timecard will open in a new tab.

For further assistance or additional information please visit http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm

Revised: July 31, 2017
View the employee’s timecard for the one week period (Sunday – Saturday) where the employee worked more than 40 hours. Use the icon to the right of the pay period selection to choose the date range.

The employee’s timecard will show **Overtime** on the **Totals** tab for all hours worked over 40 in that work week.

In order to change the **Overtime** to **Comp Time OT** a Work Rule Transfer must be entered. The first time this is done you will need to use the Search option in the **Transfer** column to locate the correct code. Start by clicking in the first **Transfer** column in the row of the last day with time worked.

In the new Transfer window that opens, click on **Work Rule**. Under Add Work Rule, select **SPA Non-Exempt FT** and then click Apply.

For further assistance or additional information please visit [http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm](http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm)

Revised: July 31, 2017
Once the correct Work Rule Transfer has been identified, the Work Rule needs to be applied on all the shifts for which time needs to be transferred. One shift is represented by one line on the employee’s timecard.

Note: Work Rules are named for the employee class for which they apply. The correct Work Rule for the employee’s class (SHRA vs CSS) must be chosen when adding a work rule transfer. Work Rules that transfer Overtime to Comp Time OT are named by the type of employee they impact.

After a Work Rule has been used once, it will appear in the drop down box in the Transfer column. The appropriate Work Rule may then be selected from here, rather than the Transfer: Add Work Rule window.

Select the Work Rule and confirm that the Work Rule has been populated in the Transfer column. Click Save.

The Totals tab will show the transfer of hours from Overtime to Comp Time OT.

For further assistance or additional information please visit http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm

Revised: July 31, 2017
Some weeks may have more than one shift in which overtime/comp time was earned, based on when the employee actually exceeded 40 hours worked. Beginning with the last day worked in the week, apply the appropriate Work Rule Transfer in the first **Transfer** column for each impacted shift. Select **Save** after the application of each Work Rule Transfer.

All hours have been transferred from **Overtime** to **Comp Time OT** when the Overtime pay code disappears from the **Totals** tab and Comp Time OT reflects the same total number of hours originally displayed in Overtime.

Complete these actions for **all** the shifts with hours over 40 for **each** week where an exception to the default handling of overtime hours needs to be made.

For further assistance or additional information please visit [http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm](http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm)

Revised: July 31, 2017