ECU Kronos Job Aid
Transferring Comp Time OT to Overtime

- If an employee works more than 40 hours in a work week, FLSA regulations requires compensation of those hours over 40 at a rate of X1.5.
- Compensation may be in the form of compensatory time (Comp Time OT) or paid overtime (Overtime).
- When a department has the default award for hours worked over 40 as compensatory time, the following procedure may be used in exception situations to transfer those hours from Comp Time OT to Overtime to be paid out for a given shift(s). One shift is represented by one line on the Employee’s timecard.

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2. Log on using your Pirate ID and Passphrase

3. View the employee’s timecard for the one week period (Sunday-Saturday) where the employee worked more than 40 hours.
   - The employee’s timecard will show “Comp Time OT” on the “Totals and Schedule” tab for all hours worked over 40 in that work week.

4. In order to transfer “Comp Time OT” to “Overtime” for payment a Kronos Work Rule must be called.
   - Work rules are accessed from the employee’s timecard in the “Transfer” column on the shift for which a change should be made to how hours over 40 are handled.

5. The first time a particular Work Rule is used, select the down arrow in the “Transfer” column to access the “Search” option. Select “Search” to bring-up the “Transfer” window.

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

Revised: July 31, 2017
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6 Select “Work Rule” on the Transfer Window.
Work Rules are named for the employee class for which they apply.

7 Work Rules that transfer “Comp Time” to “Overtime” for payment include the words “OTPay” in the name as seen in the screenshot above (yellow highlight).

8 Once the correct Work Rule Transfer has been identified, the Work Rule needs to be called on all the shifts for which time needs to be transferred.

9 Beginning with the last day worked in the week, apply the appropriate Work Rule Transfer in the first “Transfer” column for each impacted shift

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10 Select “Save” after each application of each Work Rule Transfer.

11 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 “Select Transfer” window.

The “Totals” tab will show the transfer of hours from “Comp Time OT” to ‘Overtime’. All hours have been transferred from “Comp Time OT” to “Overtime” when the “Comp Time OT” pay code disappears from the “Totals” tab and “Overtime” reflects the same total number of hours originally displayed in “Comp Time OT”.

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

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