Revised UWS Compensatory Time Policy

UW System Administration has finalized a new Compensatory Time Policy that will go into effect on January 1, 2015. A copy of the policy is attached for your review. We encourage you to read the policy as it contains changes in the limits we have on the accrual of compensatory time as well as the ability for some employees to earn compensatory time. Highlights include:

- FLSA exempt staff shall not be granted compensatory time for hours worked over forty in a work week except under the following circumstances:
  - Employee is in sworn law enforcement position,
  - Exceptional situation is pre-approved by division, or
  - Required by the State of Wisconsin Compensation Plan (Section A, 4.03(2) (b) (2)).
- FLSA exempt and non-exempt employees can accumulate up to 80 hours of compensatory time. Any hours exceeding the 80 hour limit will be paid in cash.
- Comp time balances from the prior year can be carried over into the next calendar year; however, those balances will be counted towards the 80 hour maximum limit.
- Comp time carryover balances must be used within the first 4 months of the new calendar year. If they are not used during the first 4 months, these carryover balances will be paid out in the pay period that includes May 1st, 20xx.

As of January 1, 2015, an edit will be added to HRS enforcing the maximum comp time accrual of 80 hours. Additional information will be coming explaining the hard edit and how to correct any errors.

End-Of-Year Processing

On November 19, 2014, the Service Center sent out a communication titled “Action Needed: HRS Absence Management – Classified End of Year Balances Review for 2014.” At the end of that communication are instructions (also attached) on how to process comp time carryover balances and payments for current comp time balances as a result of the new policy. As a result of the new policy, the End of Year Comp Time payouts will be completed in a two-step, two-pay-period process.

**STEP 1: 12B Payroll: Process Comp Time Carryover Balances (CTC)**

Process Requirements:

1. Run the Comp Time Leave Balance Report for your Division:
   - Instructions are in KB 45078 ([https://kb.wisc.edu/hrs/page.php?id=45078](https://kb.wisc.edu/hrs/page.php?id=45078)).
2. **Must pay out all carryover comp time balances, CTC BAL, no later than 12B.**
   - If the CTC BAL is less than .25 hours, that needs to be paid as well. To payout the hours enter on the Timesheet.
   - From the Time Reporting Code drop-down list, choose CTPAY.
   - Enter the Comp Time carryover balance in the Quantity field.
   - Additional comp time entry instructions are in KB 17105 ([https://kb.wisc.edu/hrs/page.php?id=17105](https://kb.wisc.edu/hrs/page.php?id=17105)).
3. **Non-Quarter Hour increments needs a clean-up effort in current CT balances.**
   - An employee can't use comp time in less than .25 hour increments per Time and Labor rules, so they have remained on the balance.
1. Please use the CYPAY to clean up any residual incremental amounts in other than .25 increments. Examples: .05 needs CTPAY.05; 13.65 needs CTPAY of .15; this will bring the current balance down to a .25 hour increment.

4. Large comp time payouts:
   - Notify the employee prior to the payout in case the employee wants to increase TSA/WDC deductions to lessen the tax affect.

**STEP 2: 1A Payroll: Payout 2014 Comp Time Balances (CT) Over 80 Hours**

The changes to the UWS Compensatory Time Policy take effect on January 1, 2015. In order to comply with the 80 hour limit on current compensatory time balances (CT), any employee with a balance over 80 must be paid out for all hours over 80. For example:

An employee has accrued 120 hours of compensatory time in CY 2014. The employee can only have a balance of 80 hours so the employee must be paid out for 40 hours of compensatory time.

1. Run the Comp Time Leave Balance Report for your Division:
   - Instructions are in KB 45078 ([https://kb.wisc.edu/hrs/page.php?id=45078](https://kb.wisc.edu/hrs/page.php?id=45078)).

2. Payout any balances that will exceed the new 80 hour limit no later than the January A (1A) payroll of 2015.

3. Large comp time payouts:
   - Notify the employee prior to the payout in case the employee wants to increase TSA/WDC deductions to lessen the tax affect.

If you have any questions on the policy, please contact Meghan Owens at mowens@ohr.wisc.edu or Zubin Mufti at zmufti@ohr.wisc.edu. If you have any questions on the processing of the comp time payouts, please contact: payroll@ohr.wisc.edu or Carla Raatz at craatz@ohr.wisc.edu.