

Balance Transfer Employee Comp Time

Table of Contents

Purpose.....	2
Comp Time Balance Transfer.....	2

Purpose

This document is intended to assist the department timekeeper with the Comp Time balance transfer. HIP T&L System currently maintains the Comp Time balance by Bargaining Unit. Bargaining Units have different limits hence, system maintain different plans by bargaining units. Bargaining Units that have same comp time earn limits share Comp Time plans.

When employee moves from one bargaining unit to another; System will auto enroll employees in the required Comp Time plan. However, system does not transfer the comp balance. Hence, employee comp time balance must be transferred manually in the system. If employee tries to take Comp time in new assignment without balance transfer; system will not process the take request.

E.g., BU 01 employee is enrolled into UPW (01CTZ) comp time plan. If they are promoted to a supervisor position; they are now enrolled into BU 02 (CTZ) Comp Time plan. The Comp Time they earned in prior BU 01 assignment; can be transferred to use in new BU 02 assignment.

Comp Time Balance Transfer

Execute below steps to transfer the Comp Time balance

1. Identify employees to act on

Run the query HIP_TL_CMP_TM_CHG_PLAN (EE Comp Plan Changed) to view employees that are active in the system and have their comp time plan changed.

View All | Rerun Query | Download to Excel | Download to XML First 1-9 of 9 Last

Row	Employee ID	Empl Record	Name	Prior Plan Eff Date	Prior Comp Plan	End Bal	Eff Date	New Comp Plan
1		0 /	\	08/16/2021	01CTF	3.780	09/01/2021	CTF
2		0 f		08/01/2021	01CTZ	0.250	08/02/2021	CTZ
3		0 i	3	03/15/2021	01CTZ	4.375	06/01/2021	CTZ
4		0 i		02/28/2021	01CTZ	4.250	06/01/2021	CTZ
5		0 s		02/28/2021	01CTZ	103.345	08/16/2021	CTZ
6		0 \		02/28/2021	01CTZ	1.750	03/02/2021	CTZ
7		0 i		08/01/2021	01CTZ	3.250	08/02/2021	CTZ
8		0 f	/	02/28/2021	01CTZ	183.895	08/16/2021	CTZ
9		0 i		02/28/2021	01CTZ	57.750	08/05/2021	CTZ

Query will show, prior Comp Time plan, Comp Time balance to transfer and the new Comp time plan as of effective date.

2. Adjust the Comp Time Earn Balance on Timesheet

Open the employee Timesheet in classic mode as of the new Effective Date. E.g., in above table, first row suggests that employee was transferred to CTF comp time plan as of 09/01.

Hence, open time sheet as of 09/01 and create a Adjust Comp Time Earn transaction for 3.78 hours.

Navigation: Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

Timesheet

Gen Constr & Mtnce Supvr I

Employee ID

Empl Record 0

Earliest Change Date 09/06/2021

Actions ▾

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 09/01/2021 Reported Hours 35.78 Punch Timesheet

From Wednesday 09/01/2021 to Tuesday 09/07/2021

Wed 9/1	Thu 9/2	Fri 9/3	Sat 9/4	Sun 9/5	Mon 9/6	Tue 9/7	Total	Time Reporting Code
3.78							3.78	CTFEA - Adjust Earned Comp Time (Fr)
8.00	8.00	6.00				8.00	30.00	WKDIF - Working Condition Differential
		2.00					2.00	SIC - Sick

Save for Later Submit

3. Zero out the balance from prior Comp Time Plan

Open the timesheet from "previous week" and on the last day; transaction "Adjust Take Time" to reduce Comp Time balance from the prior Comp Time plan.



Timesheet

General Mince, Supervisor, I

Employee ID [Redacted]

Empl Record 0

Earliest Change Date 09/01/2021

Actions

Select Another Timesheet

*View By: [Previous Week](#) [Next Week](#)
 *Date:
 Reported Hours: 43.78 [Punch Timesheet](#)

From Wednesday 08/25/2021 to Tuesday 08/31/2021

Wed 8/25	Thu 8/26	Fri 8/27	Sat 8/28	Sun 8/29	Mon 8/30	Tue 8/31	Total	Time Reporting Code	Business Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	3.78	3.78	CF01N - Adjust Take Comp Time (Fed)	STATE
8.00	8.00	8.00	<input type="text"/>	<input type="text"/>	8.00	8.00	40.00	WDCOR - Correction - Working Condi	STATE

4. Re-run the query to ensure employee line disappears from the result.

Rerun the query HIP_TL_CMP_TM_CHG_PLAN (EE Comp Plan Changed) to ensure that employee comp time plan change line disappears from the result.

5. Time Administration Run:

After the nightly Time Admin run; new Comp Time balance will be available for employee to use.