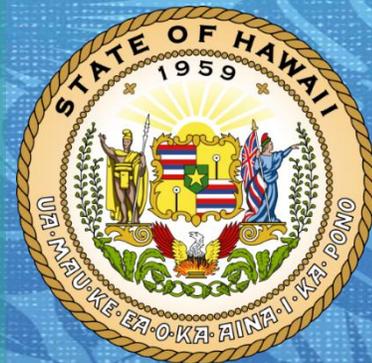




HIP Time and Leave Refresher Training

February 28, 2023



Department of Accounting and General Services
in coordination with the
Office of Enterprise Technology Services

TOPICS

1. Comp Time

- Overview
- Comp Time vs. Other Leaves
- Types of Comp Time
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- Requesting Earned Comp Time
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- Adjusting Comp Time Balances
- Paying Out Comp Time (Pay Comp Time TRC)/Paying Out Comp Time Upon Termination
- Travel Comp Time
- Common Comp Time Exceptions
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2. Resources



DISCLAIMER

- The specific scenarios outlined in this training have been simplified for training purposes.
- Figures used to illustrate payment information is fictitious for training purposes.
- As individual employees' circumstances and situations are different, please consult with your HR Authority for specific guidance on entering employee data.

Comp Time Overview

- Compensatory Time (Comp Time) is time that is earned/taken in lieu of cash payment for Overtime
- Comp Time function in HIP is treated as a **type of time** as opposed to a type of leave
- Depending on the Employee's bargaining unit, an Employee may have a limit on the accumulation of Comp Time hours
 - HGEA Comp Time plans are limited to 240 hours
 - UPW have a limit of 480 hours of accrued Comp Time (Federal), no limit on State
- HIP calculates earned comp time at 1.5x reported hours

Comp Time vs. Other Leaves

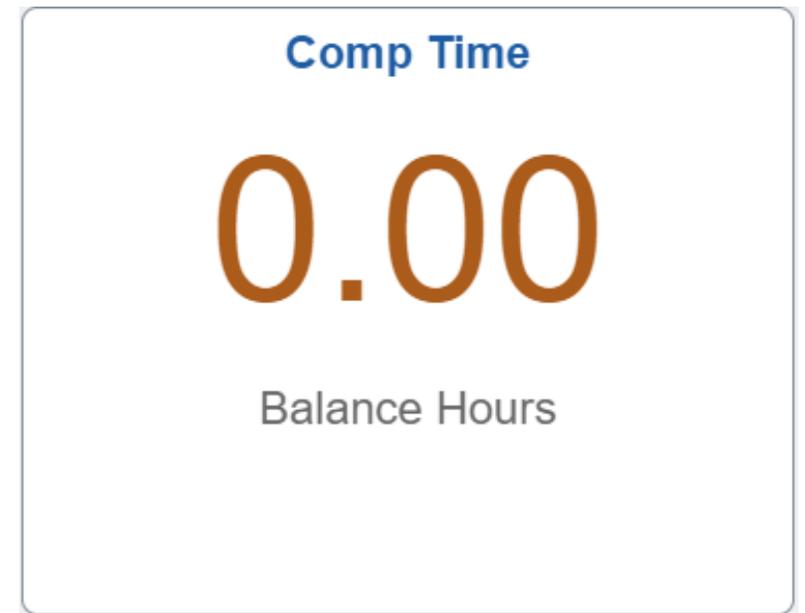
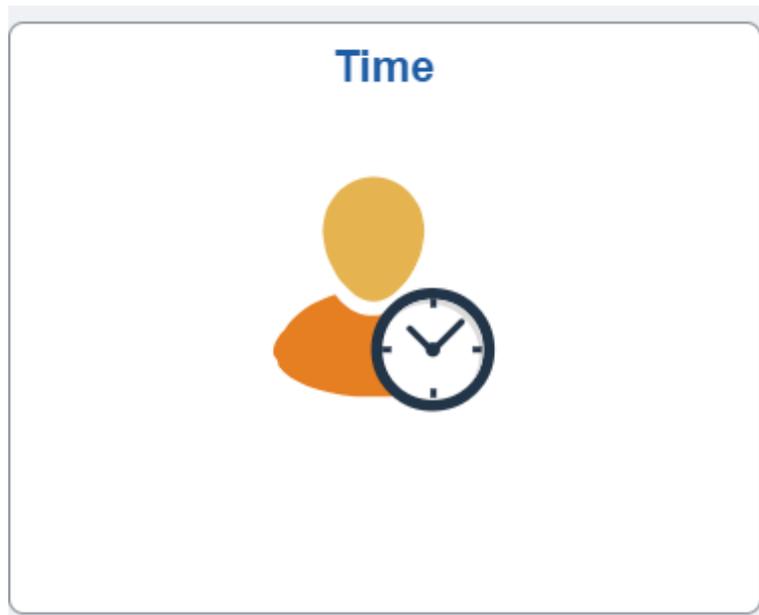
- Comp Time is treated as a **type of time** as opposed to a type of leave
 - Timekeepers have access to view their employees' Comp Time balance and usage
- Comp Time **taken** is viewed as paid leave for leave and accrual purposes
 - If Comp Time is taken at the end of the Employee's last scheduled day of the period, accruals are halted until the Employee returns to work, like if the Employee took Sick/Vacation leave

Types of Comp Time

- **CTZ (State)** – Comp Time used when the Employee works more than eight (8) hours during the workday
- **CTF (Federal)** – Comp Time used when the Employee works more than 40 hours in the workweek
 - *Actual TRCs related to State and Federal Comp Time may vary based on the Employee's bargaining unit*
 - State and Federal Comp Time balances are held separately
- **Travel Comp Time** – Comp time accrued for same-day travel as a result of the September 1, 2000, HGEA Settlement Agreement relating to work-related travel outside of working hours

Viewing Comp Time Balances (Employee Self Service)

- Employee Self Service > Time > Comp Time
- Employee can see their summarized comp time balance on the tile



Viewing Comp Time Balances (Employee Self Service)

- View for Employees who have not earned/taken Comp Time before
- Once the Employee starts to Earn/Take Comp Time, the screen will change to the view in the next slide



There is no Comp Time Balance data to be displayed.

Viewing Comp Time Balances (Employee Self Service)

- View for Employees who have previously earned/taken Comp Time
- 1. **Comp Time plan code** (*CTZ for State/CTF for Federal, or variant if enrolled in UPW comp time plan*)
- 2. **Recorded Balance** – Latest comp time balance; if zero, no balance will show
- 3. **As of Date** – Latest date that comp time earn/take was recorded
- 4. **Expiration Period** – Lists timeframe that comp time will expire (related to Travel Comp Time)
- Clicking on the tile allows the Employee to view a detailed history of their Comp Time plan

The screenshot shows the Hawaii Information Portal interface. At the top, there is a dark header with the Hawaii Information Portal logo and a "Comp Time" title. Below the header, there are two white tiles representing different Comp Time plans. The left tile is for CTZ and the right tile is for CTF. Red arrows point from the list items to the corresponding fields in the CTF tile.

Plan Code	Plan Type	Recorded Balance	As of Date	Expiration Period
CTZ	Comp Time		06/30/2022	Never
CTF	Comp Time		07/01/2022	Never

Viewing Comp Time Balances (Employee Self Service)



< Comp Time

Comp Time Balances History

[Return to Leave Balances](#)

Leave Balance

CTZ Balance	Minimum Balance	Maximum Balance
0.00	0	240

Top section is a summary view. Balance shows the summarized ending balance. Maximum Balance indicates the maximum number of hours the Employee can accrue in this Comp Time plan.

Leave Balance Details

Accrual Date	Earned	Taken	Balance
06/30/2022	0.00	0.00	0.00
10/20/2021	0.00	4.62	0.00
10/19/2021	0.00	8.00	4.62
10/18/2021	0.00	8.00	12.62
10/15/2021	0.00	8.00	20.62

Leave Balance Details shows the detailed history of earnings and takes of Comp Time.

Detail page will only display data up to one year from the last Accrual Date. To get details on activities from farther back, please consult a Timekeeper.

Balances are as of the specified Accrual Date.

Viewing Comp Time Balances (Timekeeper)

- Manager Self Service > Team Time > Comp Time
- View details similar as an Employee would see it via ESS

The screenshot displays the Manager Self Service interface. On the left, a 'Team Time' card features a clock icon with three people silhouettes and indicates '9 Exceptions'. The main navigation menu on the right includes options like Timesheet, Report Time, Weekly Time Entry, Weekly Time Summary, Payable Time, **Comp Time** (highlighted), Request Absence, Cancel Absences, View Requests, and Absence Balances. The 'Comp Time' section is active, showing a header 'Team Time' and a sub-header 'Comp Time'. Below the sub-header, there is a prompt: 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Two buttons, 'Get Employees' and 'Filter', are visible.

Viewing Comp Time Balances (Timekeeper)

- Timekeepers can also view Employee Comp Time balances through three other different ways:
- **Manager Self Service > Time and Labor WorkCenter > Balances**
- Expand the ***Employee Selection*** if you want to search for a specific Employee
- Pulls a detailed history of the Employee's Comp Time earnings and takes

The screenshot shows the 'Time and Labor WorkCenter' interface with the 'Balances' tab highlighted in red. The breadcrumb trail at the top reads: 'Manager Self Service > Time and Labor WorkCenter > Manage Group Exceptions'. The left sidebar contains sections for 'Links', 'Other Tasks' (with 'Rapid Time' and 'Assign Work Schedule'), 'Queries' (with 'CL - Timesheet Deadline', 'CL - On Approval Deadline', 'CL - During Payroll Calc', 'CL - Payroll Confirmation', and 'Monthlv'), and 'Reports/Processes' (with 'Report Manager'). The main content area has tabs for 'Exceptions', 'Time', 'Balances', and 'OT Requests'. Below these tabs, there are sections for 'Exceptions' with 'Employee Selection' and 'Filtering Options', and another 'Exceptions' section with a search icon and a table. The table has tabs for 'Overview', 'Details', and 'Demographics'. The table header includes columns for 'Allow', 'Last Name', 'First Name', 'Empl ID', 'Empl Record', and 'Job Title'.

Viewing Comp Time Balances (Timekeeper)

- NavBar > Manager Self Service > Time Management > View Time > Compensatory Time
- Page shows **detailed** Comp Time transactions for any Employee the Timekeeper has row-level security access to
- Useful in reviewing and auditing an Employee's Comp Time balance earnings and takes
- Click on the **Last Name** of an Employee to view their Comp Time history
- Page can be updated by entering a different end-date to display data using a different timeframe



HGEA Federal Comp Time Off Det

Employee ID [Redacted]

Employment Record 0

Actions ▾

Displays the balance of Compensatory time for an employee as of the specified date. This balance may be positive or negative, depending on how the plan is set up and what has been reported.

Start Date 07/01/2021

End Date 07/01/2022  

Change the End Date to modify page results.
The Start Date will auto-default to a year prior to the End Date.

Viewing Comp Time Balances (Timekeeper)

- NavBar > Time and Labor > View Time > Compensatory Time
 - Page will show summarized balance information for any Employee the Timekeeper has row-level security access to
 - Click on the **Last Name** of the Employee to show their balance to-date for each Comp Time plan



Compensatory Time

Select Employee

Employee Selection

Description	Time Reporter Group
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Workgroup	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

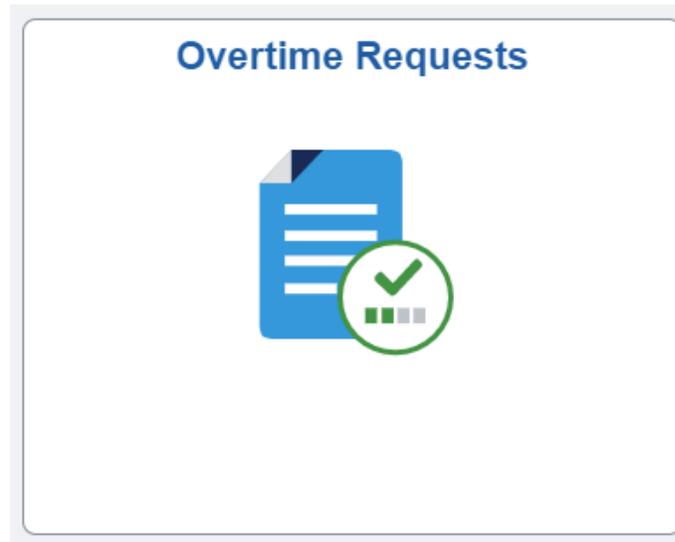
Enter search criteria to retrieve certain Employees or click on "Get Employees" to retrieve all employees.

Requesting Earned Comp Time

- Employees can earn Comp Time by utilizing the same method as they normally would to request Overtime in HIP
 - For more information, please refer to the article on [how to request overtime](#)
- Following the similar procedure, Employee requests for Overtime in HIP if the dates incurred are for a present or future date(s)
- Employee enters “Comp Time Earned” TRC on timesheet for submission
- Supervisor approves the time, or allows the exception if an exception is generated (then approves the time)

Overtime Request

- Overtime Request via ESS Time tile is used to request for Overtime if the dates incurred are for present or future dates
- Requests are entered per-day
- Overtime requests allows HIP to avoid an exception when entering the earned Comp Time TRC on their timesheet



Reporting Comp Time Earned

- Once the Employee requests for Overtime (or if the date is in the past, or otherwise cannot request for Overtime), Employee will enter Comp Time earned on their timesheet
 - **Earn Comp Time (State)** – Record Comp Time earned for hours worked over eight (8) hours in the workday
 - **Earn Comp Time (Federal)** – Record Comp Time earned for hours worked over 40 hours in the workweek

The screenshot displays the 'Elapsed Time' interface in the Hawaii Information Portal. It shows a calendar for 'Week 2 of 3' (January 23-29, 2023) with a dropdown menu for time categories. The dropdown menu is open, showing options like 'CTFRQ - Earn Comp Time (Federal)', 'CTFTK - Take Comp Time (Federal)', 'CTZRQ - Earn Comp Time (State)', and 'CTZTK - Take Comp Time (State)'. The 'CTZRQ - Earn Comp Time (State)' option is highlighted with a red box. The calendar shows scheduled hours for each day, with a 'Reported' column for each day. The total scheduled hours for the week are 40.00 and reported hours are 0.00. There are 'Save for Later' and 'Submit' buttons at the top right of the interface.

Reporting Comp Time Earned

- Employee records two (2) hours of Comp Time (State) earned for 1/23 for working Overtime, Employee was not able to request OT in HIP

Time Reporting Code / Time Details

Elapsed Time

16 January - 31 January 2023

HI Semi Monthly

Scheduled 96.00 | Reported 2.00

View Legend

Save for Later Submit

Week 2 of 3

Scheduled 40.00 | Reported 2.00

Time Reporting Code / Time Details	Monday 23	Tuesday 24	Wednesday 25	Thursday 26	Friday 27	Saturday 28	Sunday 29
CTZRQ - Earn Comp Time (State) TRC.	Scheduled 8 Reported 2	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0
	2.00						
Comments							

Reporting Comp Time Earned

- Employee submits their timesheet, and because there is no associated OT Request for 1/23, an exception is generated upon submission
- Exception requires Supervisor or Timekeeper to review and allow
- Once exception is resolved, Comp Time balance will be updated upon nightly Time Administration run
- Comp Time Earned = 3.00 hours (2 hours x 1.50)

The screenshot shows a mobile application interface for reporting time. At the top, there is a navigation bar with a back arrow, the text "Time", and the title "Elapsed Time". To the right of the title are icons for home, a menu, and a search function. Below the navigation bar is a green banner with the text "Timesheet is Submitted for the period 2023-01-16 - 2023-01-31" and a close button (X). Below the banner, the date range "16 January - 31 January 2023" is displayed in orange, with left and right navigation arrows. Underneath, it says "HI Semi Monthly" and "Scheduled 96.00 | Reported 2.00". A white modal dialog box is overlaid on the screen, containing the text: "1 unresolved High Severity exception(s) in the time period. Please review. High Severity Exceptions exist in the time period. Please work with your department timekeeper or Supervisor to resolve the exception(s) and process the timesheet entries." At the bottom of the modal is an "OK" button.

Reporting Comp Time Earned

- Comp Time balance was updated after nightly Time Administration process was completed

Leave Balance Details

Accrual Date	Earned	Taken	Balance
01/23/2023	3.00	0.00	130.50
01/13/2023	0.00	8.00	127.50
01/12/2023	0.00	8.00	135.50
01/11/2023	0.00	8.00	143.50
01/10/2023	0.00	8.00	151.50

Reporting Comp Time Taken

- Once the Employee has earned Comp Time, they can report taking Comp Time in HIP using their timesheet
 - Taking Comp Time in HIP equates to the Employee “requesting for leave”, so they must follow their departmental procedures on requesting leave

16 January - 31 January 2023
HI Semi Monthly
Scheduled 96.00 | Reported 8.00

View Legend Save for Later Submit

Week 2 of 3
Scheduled 40.00 | Reported 8.00

Time Reporting Code / Time Details	Monday 23	Tuesday 24	Wednesday 25	Thursday 26	Friday 27	Saturday 28	Sunday 29
	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0
CTZTK - Take Comp Time (S)					8.00		
Comments							

- CTFRQ - Earn Comp Time (Federal)
- CTFTK - Take Comp Time (Federal)
- CTZRQ - Earn Comp Time (State)
- CTZTK - Take Comp Time (State)

Adjusting Comp Time Balances

- Timekeepers can manually adjust Employees’ Comp Time balances, if necessary, by entering an adjustment TRC onto the timesheet
- Entering an adjustment TRC does not require the Supervisor’s approval
- If entering adjustments for Employees greater than 90 days ago, use Rapid Time

TRC	Description	Time Entry/Action	Result
CTFEA	Adjust Earned Comp Time (Federal)	Enter a positive number	Increase Federal Comp Time balance
CTFTA	Adjust Take Comp Time (Federal)	Enter a positive number	Reduce Federal Comp Time balance
CTZEA	Adjust Earned Comp Time (State)	Enter a positive number	Increase State Comp Time balance
CTZTA	Adjust Take Comp Time (State)	Enter a positive number	Reduce State Comp Time balance

Paying Out Comp Time (Pay Comp Time TRC)

- An Employee's Comp Time balance can be paid out as a lump sum in any situation where a Comp Time payout is necessary
 - E.g. Employee transfers between departments
- Timekeepers can enter a Comp Time Payout TRC on the Employee's timesheet (in a time period where the Employee is active) for payment
 - Enter the Employee's Comp Time Balance (State and Federal on separate lines)
- Paying out Comp Time will automatically reduce the balance

The screenshot displays a time reporting interface for the period of 16 January - 31 January 2023. At the top, it shows 'HI Semi Monthly' with a summary: 'Scheduled 96.00 | Reported 127.50 | Unapproved Time 0.00'. Below this is a 'View Legend' link and two buttons: 'Save for Later' and 'Submit'.

The main interface shows 'Week 3 of 3' with a summary: 'Scheduled 16.00 | Reported 127.50 | Unapproved Time 0.00'. It features a table for 'Time Reporting Code / Time Details' with columns for 'Monday 30' and 'Tuesday 31'. For Monday, the 'Scheduled' time is 8 and the 'Reported' time is 127.5. For Tuesday, the 'Scheduled' time is 8 and the 'Reported' time is 0.

Below the table, a red box highlights an entry for 'CTZPY - Pay Comp Tin' with a value of 127.50. To the right of this entry are plus and minus buttons. Below the entry is a 'Comments' section with two speech bubble icons.

Paying Out Comp Time Upon Termination

- For Employees who are terminating with an existing Comp Time balance, Department Payroll can utilize the ***HI Payroll Transactions Process*** page to upload a CSV file for Comp Time payouts (and Vacation payouts)
 - Due to how HIP pulls Employee data for payroll processing purposes, simply using the “Pay Comp Time” TRCs will not work for terminated Employees
 - For more information on the HI Payroll Transactions Process, click on the [link here](#)
- Manually adjust the Employee’s Comp Time balance to zero it out (refer to the **Adjusting Comp Time Balances** section for more information)
- Submit and validate the Comp Time payout on the ***HI Payroll Transactions Process*** page to enable processing of payment

Travel Comp Time

- Per the September 1, 2000, HGEA Settlement Agreement, Travel Comp Time can be accrued if the Employee travels in the same workday
 - Requires Employee to complete the requisite forms as noted in the Settlement Agreement
- Department Payroll will need to work with the Timekeeper to enter Travel Comp Time earned on the Employee's timesheet with the **TRVLE (Earn Travel Comp Time)**
 - Employees can request to take Travel Comp Time using the **TRVLT (Take Travel Comp Time)**
- Timekeepers can also adjust Travel Comp Time using the **TRVEA (Adjust Earned Travel Comp Time) TRC**
- Travel Comp Time expires after 31 days (which equates to two (2) pay periods) of accrual

Common Comp Time Exceptions

- **MTLX0001 – Overtime is not pre-approved** – When Employees report Comp Time Earned without having a prior approved OT Request
- **TLX0001 – Invalid Comp Time TRC/Balance**
 - 1: TRC not in the Time Reporters Comp Plan. Check Comp Plan Assignment.
 - 2: TRC not in the Time Reporters TRC Program.
 - 3: Comp Time balance is below Max Negative Hours Allowed on Comp Plan, or below zero if going negative is not allowed.
 - 4: Comp Time balance exceeds Max Positive Hours Allowed on Comp Plan.
- Exception can occur if Employee reports taking more Comp Time than their balance
- Also, if Employee reports earning Comp Time over their maximum accrual limit

Adjusting Comp Time Balances for Employees Transferring Between Bargaining Units

- HIP currently maintains Employee Comp Time balances by BU which have varying limits
 - BUs that share Comp Time limits prescribed by Collective Bargaining Agreements (CBAs) also share Comp Time plans
- If an Employee moves from one BU to another, HIP will auto enroll them into the corresponding Comp Time plan
 - However, the Employee's existing Comp Time balance is not automatically transferred and requires Timekeeper assistance to manually move the balance
- E.g. Employee transfers from a BU01 position to a BU13 position

Adjusting Comp Time Balances for Employees Transferring Between Bargaining Units

- Run the **HIP_TL_CMP_TM_CHG_PLAN** query to identify Employees who have an existing balance in their old comp time plan, and the new comp time plan to transfer it to

HIP_TL_CMP_TM_CHG_PLAN- EE Comp Plan Changed

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (13 kb)

View All

First 1-56 of 56 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	6.930	06/01/2022	CTF
2		0		08/16/2021	01CTF	3.780	09/01/2021	CTF
3		0		08/01/2021	01CTZ	0.250	08/02/2021	CTZ
4		0		08/01/2021	CTZ	0.125	09/16/2021	01CTZ
5		0		03/15/2021	01CTZ	0.005	06/01/2021	CTZ
6		0		02/28/2021	01CTZ	73.500	06/01/2021	CTZ
7		0		02/28/2021	01CTZ	0.005	08/16/2021	CTZ
8		0		02/28/2021	01CTZ	1.750	03/02/2021	CTZ
9		0		08/01/2021	01CTZ	3.250	08/02/2021	CTZ
10		0		02/28/2021	01CTZ	0.005	08/16/2021	CTZ
11		0		08/01/2021	01CTZ	8.250	11/10/2021	CTZ

Adjusting Comp Time Balances for Employees Transferring Between Bargaining Units

- Employee transfers positions in the same department effective 06/01/2022 from a UPW to a HGEA position, requiring a transfer of their Comp Time Federal balance
- Enter the adjustment CTF to increase the Employee's Federal Comp Time Balance in the new bargaining unit

The TRC CTFEA will increase the employee's CTF balance by 6.93 hours.

Time Reporting Code	Time Details	Wednesday 1	Thursday 2	Friday 3	Saturday 4	Sunday 5	Monday 6	Tuesday 7
		Scheduled 8 Reported 6.93	Scheduled 8 Reported 0	Scheduled 8 Reported 3.25	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
VAC - Vacation				3.25				
CTFEA - Adjust Earned Comp Time (Fed)		6.93						

Adjusting Comp Time Balances for Employees Transferring Between Bargaining Units

- Go to the last timesheet prior to the Employee's transfer date to zero out the Employee's old Comp Time balance, completing the "transfer"
- Re-run the **HIP_TL_CMP_TM_CHG_PLAN** to ensure that the Employee has dropped off the query

The screenshot shows the 'HAWAII Information Portal' Manager Self Service interface. The main content area is titled 'Team Time' and displays the 'Enter Time' screen for an employee. The date range is set to '16 May - 31 May 2022'. The interface shows a table for 'Time Reporting Code / Time Details' with columns for 'Monday 30' and 'Tuesday 31'. A red box highlights the 'CF01N - Adjust Take Comp Time (Fed)' entry with a value of 6.93. A red arrow points to this entry with the text: 'The TRC CF01N will reduce the employee's 01CTF balance by 6.93 hours.'

Additional Information

- When earning Comp Time, the final earned amount is rounded up to the nearest 15-minute mark (.00, .25, .50, .75)
 - E.g. If 2.25 hours of Comp Time earned was reported, HIP will calculate $x 1.5 = 3.375$
 - HIP will then round up to the nearest .00, .25, .50, or .75, in this case 3.375 will round up to 3.5 hours earned
- Adjustments entered are not rounded
- Comp Time balances held are restricted to two (2) decimals

Additional Resources

- [Taking Compensatory Time Off \(Word Doc\)](#)
- [Vacation and Comp Time Payout Upon Termination](#)
- [Hawaii Information Portal | How to Submit Your Overtime \(for Employees\)](#)
- [Hawaii Information Portal | How to View Employee Comp Time Balances \(for Timekeepers\)](#)
- [Hawaii Information Portal | How to Adjust Employee Comp Time Balances \(for Timekeepers\)](#)
- [Hawaii Information Portal | How to Transfer Employee Comp Time Balances Between Bargaining Units \(for Timekeepers\)](#)
- [Hawaii Information Portal | Exception Management](#)
- [Hawaii Information Portal | HI Payroll Transaction Process \(for Payroll Personnel\)](#)



MAHALO FOR YOUR TIME!