

May 10, 1993

Payroll Letter 634

To: Payroll Officers, Personnel Officers, Labor Relations Officers and Fiscal Officers of all Departments, Institutions, Boards and Commissions

From: Robert L. Cruse, State Payroll Administrator

Subject: Compensatory Time System for Overtime Exempt Employees

Effective the payroll period ending May 15, 1993, agencies with an approved compensatory time policy for overtime exempt employees can report those employee's compensatory time balances to the Payroll System. Compensatory time leave limits and time limits have been established for each agency. Each employee's compensatory time usage and accrual will be reported and maintained on the payroll file.

Entry and removal of the overtime exempt flags can only be done through the Division of State Personnel, Employment Services Section. During the biweekly payroll/position control maintenance (run the weekend after each pay day), each employee's payroll record will be updated with the information stored on the employee's position control record. When the position control record has been flagged to indicate a new overtime exemption and the payroll file still shows overtime eligible, the payroll system will automatically pay off all compensatory time hours earned as an overtime eligible employee on the employee's next pay check.

Starting with the pay period ending May 15, 1993, overtime exempt employee's compensatory time usage and accrual may be posted to the Payroll Disbursements Journal. The posting codes are:

"CU ####.##" - Comp Time Usage

"CA ####.##" - Comp Time Accrual

(####.## is the number of hours used/worked in hundredths).

Overtime exempt employees will accrue compensatory time at a rate of one (1) hour of compensatory time for each hour worked. Agency compensatory time balances can be transferred to the payroll file by posting a compensatory time accrual (CA ####.##) to the Payroll Disbursements Journal.

Compensatory Time System for Overtime Exempt Employees

Overtime exempt employees must use their compensatory time within 180 days after accrual. The 180 days start with the pay period in which the compensatory time accrual was reported. Compensatory time usage will be taken away from the oldest accrual first (FIFO - first in, first out). Employees who do not use their compensatory time within the 180 day period will automatically lose that compensatory time. The comment pay exception "CT TIME LIMIT xx.xx HRS" will be placed upon the employees payroll record where xx.xx is the number of hours lost. This will occur thirteen pay periods after the original accrual of leave. There will be no prior notice to the employee that compensatory time hours will be deleted.

The Overtime/Compensatory Time System for all other employees will remain the same.

RLC/JAM/jam