



Ohio Department of Administrative Services

HUMAN RESOURCES DIVISION
30 EAST BROAD STREET, 28TH FLOOR
COLUMBUS, OHIO 43266-0405

BOB TAFT, GOVERNOR

SANDRA A. DRABIK, INTERIM DIRECTOR

March 9, 1999

Payroll Letter 749

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 Payoff for Overtime Exempt

When an agency determines that an employee is to be exempt from receiving overtime pay, the agency sends a memo to State Services requesting the change. State Services posts and overtime code of "X" to the employee's position control record. During the next payroll/position control maintenance, a pay exception is created to payoff any compensatory time the employee has accumulated and the overtime code is updated on payroll. The pay exception is created with the employee's current rate of pay. If the employee has received a rate increase that same pay period, the compensatory balance is to be paid at the rate prior to the increase. Therefore, you need to change the rate in the pay exception and update the payroll record before processing begins on Friday.

If you have any questions regarding this process, please contact your agency's payroll specialist.

RLC/atd