

Remaining FY08 Compensatory (COMP) Bank Balances in ITAMS

This is to remind you that compensatory (COMP) hours may not be carried over from one fiscal year to the next. The June 8-14th timesheet, *which is due early*, is the last week that COMP hours can be used for Fiscal Year 2007-2008.

To accommodate the Payroll schedule, **please be advised that the June 8 – 14th timesheet for non-exempt employees must be approved by 12:00 noon on Thursday, June 12th.**

If COMP hours are not taken by the June 14th week ending period, and not approved by 12:00 noon on June 12th, the Payroll Department will have to calculate overtime pay for hours not taken. The overtime will be charged to your departmental funds on the June 30, 2008 payroll.

As remaining COMP time is used, please keep in mind that per University policy, hours may not be recorded in units of less than one-quarter hour. ITAMS only allows work and leave hours to be recorded in quarter hour increments (i.e. .25; .50; .75; etc.). If the remaining COMP balance does not equal a quarter hour increment, **do** record the COMP hours taken to the extent possible on the timesheet (COMP-TAKEN timecode). The remainder of the absence should be recorded as Annual Leave (A/L). The department should then provide Payroll with a list of all employees that have a non-quarter hour COMP balance remaining on ITAMS, the week the balance will be used, and the amount to use (i.e. .125, .375 .625, .875, etc.) so that amounts can be properly adjusted for the employee. (*Non-Columbia departments, please furnish the information to your campus Human Resources Contact so they can coordinate with Payroll.*)

Example of how to handle a non-quarter hour Comp Balance on ITAMS:

A 37.5 hour per week employee has a remaining COMP balance of 7.125 and will use the time on Friday, May 12th.

Leave Summary (Click on Leave type to view detail)				
Leave Name	Carried Fwd	YTD Accrued (Hrs)	YTD Taken (Hrs)	YTD Balance (Hrs)
A/L Annual Leave (Hours)	337.500	37.500	28.750	346.250
COMP Compensatory Time (Hours)	-0.750	13.875	6.000	7.125
S/L Sick Leave (Hours)	1,078.640	18.760	25.500	1,071.900

However, time can only be entered using quarter hour increments at USC. If non-quarter hours are entered on the timesheet, an "Invalid Format" message will appear, and those hours will be removed from the timesheet.

Job Code: 00AD200000SP | Report Period Ending: May 13, 2006 | Time Code: -WORKED Hours Worked

Status: New Time Sheet

Comments:

Comp. Banked:

Holiday Comp. Banked:

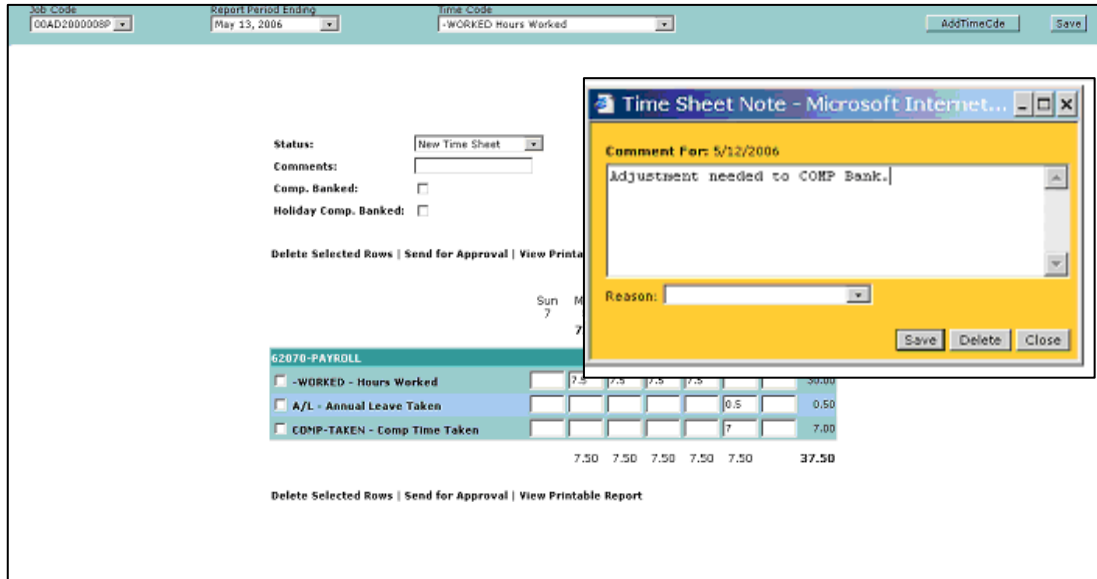
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	Sun 7	Mon 8	Tue 9	Wed 10	Thu 11	Fri 12	Sat 13	
62070-PAYROLL		7.5	7.5	7.5	7.5			30.00
-WORKED - Hours Worked		7.5	7.5	7.5	7.5			30.00
A/L - Annual Leave Taken								0.00
COMP-TAKEN - Comp Time Taken						7.125		0.00
		7.50	7.50	7.50	7.50			30.00

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What to do:

This means the employee can only enter 7 hours of the absence as “COMP-TAKEN” on the timesheet, which leaves a balance of .125 showing in the COMP bank. The remaining .5 hours of absence for the day should be recorded as .5 hours of Annual Leave (A/L) on the timesheet. Total hours for the day (Comp+A/L) should equal 7.5, as shown below. Create a timesheet note on the ITAMS timesheet with the message *“Adjustment Needed to COMP Bank”*. (Note: If no A/L balance is available, use the LWOP-PERSNL time code to record the remainder of the absence)



Follow the normal ITAMS time sheet approval process.

After approval, the department’s ITAMS HR contact (or Campus HR Contact) should notify Payroll about the situation(s) providing the employee(s) name, remaining COMP balance (.125) and when it will be used (5/12). Payroll will then make leave adjustments as shown below:

What payroll will do when notified:

The .125 amount remaining in the COMP bank will be applied toward the absence and zeroed out on ITAMS. Payroll will then restore a credit .125 to the employee’s Annual Leave balance. These actions will appear on the employee’s ITAMS Leave Detail screen (Accessed via the ITAMS Leave Summary function).

If you have questions about this matter, please contact the Payroll Department at 7-4227.