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Subject: Workday Update – Comp Time Bank over maximum conversion to overtime pay
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Comp Time Bank over maximum conversion to overtime pay

There have been several questions lately about what to do when you get close to the comp time maximum of 80 hours. Since the system DOES NOT automatically pay out overtime if you go over the maximum comp time allowed in your bank, you'll need to be careful how you record your time if you're getting close to 80 hours in your bank. Here's an example that might help.

John is an hourly employee who has 46 worked hours entered on his time sheet for a week. He currently has 74 hours in his comp time bank. John should record no more than 4 hours of 'Comp Time Earned' on his time sheet to stay under the comp time ceiling of 80 hours. The Comp Time Earned hours will be banked at 1.5x the number of hours (4 hours x 1.5 = 6 hours of accrual). These 6 hours will be added to his comp time bank to bring him to the maximum of 80 hours. The remaining 2 hours will be stay as overtime pay.

NOTE: To help better distinguish compensatory time off and compensatory time earned, the time entry that is used to convert overtime earned in the week to hours in your comp bank has been changed from "Compensatory Hours" to "Comp Time Earned." Any previous hours entered under the old description automatically changed to the new name.

FYI - For supervisors and managers, there is a new report in your "team time/team absence" app to show you the [Comp Time Balances for Workers](#) so you can help all of your employees manage their comp time.

The Workday Team

