

Supervisor/Timekeeper Reviewing and Initiating Comp Time Payout



Reviewing Comp Time Balances

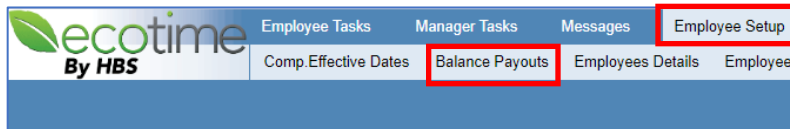
- Employee has requested to have a percentage or all **Comp Time** to be paid out
- Open Web Browser, enter Ecotime URL
- If **Single Sign On** displays, enter Active Directory **User Name** and **Password**, click **Login**
- Review the employee's available **Comp Time Balances**
- To review employee **Comp Time Balances**, either go to **Managers Tasks/Employee Balances** and search for employee or go to **Manager Tasks/Employee Timesheets**, select **Timesheet Group/Pay Period** and select employee, then **Leave Balances**
- In **Leave Balances**, select **Comp Time**, the expanded selection displays history:
 - Date comp time was earned, **Overtime Straight** or **Premium Comp Time**
 - Comp Payout**

Comp Time	0.00	40.38	30.00	10.38	0.00
Date	Description	Hours	Totals	Source	
06/27/2020	Comp Payout	-10.00	10.38	Comp Payout	
06/27/2020	Comp Payout	-20.00	10.38	Comp Payout	
06/13/2020	History Earned	9.38	40.38	Over Time Premium Comp	
05/28/2020	History Earned	8.00	31.00	Over Time Straight Comp	
05/27/2020	History Earned	2.00	23.00	Over Time Straight Comp	
05/23/2020	History Earned	7.50	21.00	Over Time Premium Comp	
05/22/2020	History Earned	1.50	13.50	Over Time Premium Comp	
05/02/2020	History Earned	7.50	12.00	Over Time Premium Comp	
05/01/2020	History Earned	1.50	4.50	Over Time Premium Comp	
04/17/2020	History Earned	1.50	3.00	Over Time Premium Comp	
04/10/2020	History Earned	1.50	1.50	Over Time Premium Comp	

- From this you can verify if there is available **Comp Time** for **Comp Time Payout**

Initiating Comp Time Payout

- Select **Employee Setup, Balance Payouts**



- In Search, enter **Employee ID** or **Employee Last Name**, click **Retrieve Data**

To search for Balance Payouts information please set criteria and click [Retrieve Data](#)

Employee Name
 Employee ID
 Date From
 Date To
 Source All
 Status All

- If there is a history of **Balance Payouts**, they will display, click **Add New**

Balance Payouts												Add New
Pay Period	Balance Group	Payout Code	Payout Percent	Units	Paid Units	Status	Source	Reference ID	Note	Modified By	Modified On	Action
06/14/2020 - 06/27/2020 (BW)	3 - Comp Time	CP - Comp Payout	0.00%	10.00	10.00	In Process	Direct Entry		Comp pay out	GOMEZ, GEORGE	6/29/2020 12:58:46 PM	Edit Delete
06/14/2020 - 06/27/2020 (BW)	3 - Comp Time	CP - Comp Payout	0.00%	20.00	20.00	In Process	Direct Entry		pay out comp balance	GOMEZ, GEORGE	6/29/2020 1:09:09 PM	Edit Delete

Supervisor/Timekeeper Reviewing and Initiating Comp Time Payout



4. In **Add New Balance Payouts**, new row displays

Add New Balance Payouts						
Pay Period	Balance Group	Payout Code	Payout Percent	Units	Status	Note
06/28/2020 - 07/11/2020 (BW)	3 - Comp Time	CP - Comp Payout	100.00 %		Pending	employee requested comp balance payout

5. Select or enter the following data:

- Pay Period:** select any available and desired **Pay Period** to process the **Pay Out**
- Balance Group:** 3-Comp Time
- Payout Code:** CP-Comp Payout
- Payout Percent:** enter desired percentage
- Units:** enter units (hours) if using in lieu of **Payout Percent**
- Notes:** enter relevant notes, either employee requested or policy dictates payout

6. Click **Save**

7. Last row of **Balance Payouts** displays saved entry

Balance Payouts											Add New	
Pay Period	Balance Group	Payout Code	Payout Percent	Units	Paid Units	Status	Source	Reference ID	Note	Modified By	Modified On	Action
06/14/2020 - 06/27/2020 (BW)	3 - Comp Time	CP - Comp Payout	0.00%	10.00	10.00	In Process	Direct Entry		Comp pay out	GOMEZ, GEORGE	6/29/2020 12:58:46 PM	Edit Delete
06/14/2020 - 06/27/2020 (BW)	3 - Comp Time	CP - Comp Payout	0.00%	20.00	20.00	In Process	Direct Entry		pay out comp balance	GOMEZ, GEORGE	6/29/2020 1:09:09 PM	Edit Delete
06/28/2020 - 07/11/2020 (BW)	3 - Comp Time	CP - Comp Payout	100.00%			Pending	Direct Entry		employee requested comp balance payout	ALBERTER, LOIDA JOSON	7/6/2020 3:42:00 PM	Edit Delete

8. The **Comp Time Payout** will be processed based on the selected **Pay Period**

Reminders

- In the **Balance Group**, select **3-Comp Time**
- You are able to select a percentage or # of hours to be paid out, not a combination in the same request
- Comp Time Payout** policy may vary from department to department, please consult department policy