

Guide for Compensatory “Comp” Time

Compensatory/overtime hours occur after physically working more than 40 hours in a work week. Work weeks start on Sunday and end on Saturday.

1. Enter the first 40 hours worked as Regular Pay Hours Worked (REG)

2. Enter all hours over 40 as Compensatory Time Accrue 1.5 (CTA)*

*If approved by the department employees may enter Overtime Paid 1.5 (OTP) instead of CTA

Employee physically worked over 40 hours in the week – CTA eligible

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total	
	8	10	10	10	2		40	(REG)
					6		6	(CTA)

Employee takes sick or vacation – eligible for CTA **INCORRECT**. Employees must physically work over 40 hours in a work week to be eligible for CTA.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals	
	6	10	10	8	6		40	(REG)
	2						2	Sick or Vacation Leave
					4		4	(CTA)

Employee takes sick or vacation – eligible for CTA **CORRECT**

*Leave cannot be utilized if it will result in pay or time accrued in excess of the employee's normally scheduled workweek ([ISUPP 3070.IV.e.ii](#)). Sick/vacation leave is reduced.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals	
	6	10	10	8	6		40	(REG)
	0						0	Sick or Vacation Leave
					4		4	(CTA)

Holiday is on a work day and employee did not work – Not eligible for CTA because employee did **not** physically work over 40 hours in a week

	Holiday						Totals	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
		10	10	10	8		38	(REG)
	8						8	Holiday Leave

Holiday is on a work day; employee did not work but did work over 40 hours in the work week – CTA eligible

	Holiday						Totals	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
		12	10	8	10		40	(REG)
	8						8	Holiday Leave
					1		1	(CTA)

For guidance on how to enter time on a holiday please see the [Classified Employee Holiday Time Entry Guide](#)