

# 9.2 Compensatory Time Payoff - End of Fiscal Year

**Purpose:** Use this document as a reference for how to enter the Comp Time hours to be paid out at the end of the fiscal year in ctcLink. This process is typically done on the 06B payroll processing period.

**Audience:** Time and Labor Administrators.

**!** You must have at least one of these local college managed security roles:

- ZD\_DS\_QUERY\_VIEWER

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

The process to payoff Comp Time balances consists of two (2) parts:

- **Part 1** - Run a public query to identify employees with a Comp Time hours balance and validate data. If determined that balance from previous fiscal year is due with the current fiscal year, process balance adjustments in the prior period via CTA (Comp Time Adjust).
- **Part 2** - For employees with Comp Time balance in the current fiscal year - enter the hours in employee's timesheet and submit for processing.

## Comp Time Payoff

**!** **IMPORTANT:**

In order to payout via CTP (Compensatory Time Payoff) on June 30th, any necessary balance adjustment need to be processed in prior periods via CTA (Comp Time Adjust).

Comp Time Payout hours can only be entered into the employee's timesheet by the Payroll/Time & Labor Administrator.

# Part 1: Run the PS Query to identify employees eligible for Comp Time Payoff

**Navigation: NavBar > Navigator > Reporting Tools > Query > Query Viewer**

1. The **Query Viewer** search page displays.
2. Enter the query name in the **Begins with** field (**QHC\_PY\_COMP\_PAYOUT\_REPORT**).
3. Select the **Search** button.
4. **Search Results** display.
5. Select **HTML** to start the run process.

Manager Self Service Query Viewer

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

Search Results

\*Folder View

Query	Personalize	Find	View All	First	1 of 1	Last
QHC_PY_COMP_PAYOUT_REPORT	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
Annual Comp Payout	Public	PAYROLL	HTML	Excel	XML	Schedule
				Lookup References		Favorite

6. The query opens in a new window.
7. Enter your **company code** or select from the lookup icon.
8. Select **View Results**.

QHC\_PY\_COMP\_PAYOUT\_REPORT - Annual Comp Payout

Company

Company	Empl ID	Empl Record	First Name	Last	HR Status	Eff Date	Sequence	Balance as of Date	Ending Balance	Hourly Rate	Payout	Supv ID	First Name	Last
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9. The results displays.
10. To download query results in Excel spreadsheet format, select **Excel Spreadsheet** option in **Download Results**.
11. Review the results of the query and validate data.

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(3 kb\)](#)

View All First 1-5 of 8 Last

Company	Empl ID	Empl Record	First Name	Last	HR Status	Eff Date	Sequence	Balance as of Date	Ending Balance	Hourly Rate	Payout	Supr ID	First Name	Last
140	101009715	0	River	Barnes	A	09/17/2018	0	11/05/2018	0.001	5.790000	0.00	101012501	Sunny	Thompson
140	101009832	0	Celyn	Wilson	A	09/17/2018	0	09/17/2018	0.004	5.790000	0.02	101010735	Peyton	Ward
140	101011116	0	Mackenzie	Cooper	A	09/17/2018	0	09/17/2018	0.001	5.790000	0.00	101011047	Drew	Allen
140	101011338	0	Scout	Murray	A	09/17/2018	0	09/17/2018	0.001	5.790000	0.00	101012486	Skye	Woods
140	101011518	0	Billie	Dixon	A	09/17/2018	0	09/17/2018	0.003	5.790000	0.01			
140	101011792	0	Ode	Bryant	A	09/17/2018	0	09/17/2018	0.002	5.790000	0.01	101010124	Unique	Ramos
140	101012367	0	Noel	Watson	A	09/17/2018	0	09/17/2018	0.001	5.790000	0.00	101012486	Skye	Woods
140	101012610	0	Kadin	Wells	A	09/17/2018	0	09/17/2018	0.001	5.790000	0.00	101012578	Austen	Brooks

12. In addition to Comp Time balances per employee, the query output provides information about:

- HR Status (A=Active, I=Inactive)
- Job Effective Date/Sequence
- Supervisor's Name

13. Sort by **Balance as of Date** in the Excel spreadsheet. This matches the Accrual Date shown in employee's Comp Time Detail screen for Leave/Compensatory Time.

Compa	Empl ID	Empl Record	First Name	Last	HR Status	Eff Date	Sequence	Balance as of Date	Ending Balance	Hourly Rate	Payout	Supv ID	First Name	Last
140	101009832	0	Celyn	Wilson	A	9/17/2018	0	9/17/2018	0.004	5.790000	0.02	101010735	Peyton	Ward
140	101011116	0	Mackenzie	Cooper	A	9/17/2018	0	9/17/2018	0.001	5.790000	0.00	101011047	Drew	Allen
140	101011338	0	Scout	Murray	A	9/17/2018	0	9/17/2018	0.001	5.790000	0.00	101012486	Skye	Woods
140	101011518	0	Billie	Dixon	A	9/17/2018	0	9/17/2018	0.003	5.790000	0.01			
140	101011792	0	Ode	Bryant	A	9/17/2018	0	9/17/2018	0.002	5.790000	0.01	101010124	Unique	Ramos
140	101012367	0	Noel	Watson	A	9/17/2018	0	9/17/2018	0.001	5.790000	0.00	101012486	Skye	Woods
140	101012610	0	Kadin	Wells	A	9/17/2018	0	9/17/2018	0.001	5.790000	0.00	101012578	Austen	Brooks
140	101009715	0	River	Barnes	A	9/17/2018	0	11/5/2018	0.001	5.790000	0.00	101012501	Sunny	Thompson

14. To quickly identify people who most likely did not receive Comp Time balance payout last year, begin data review for employees that Balance as of Date (Accrual Date) is earlier or equal to 7/1 of the Current Year.

15. If determined that a balance from previous fiscal year is due with the current fiscal year, process balance adjustments in the **prior period** via CTA (Comp Time Adjust).

16. The next section demonstrates how to do the data review.

## Timesheet

**Navigation: NavBar > Navigator > Manager Self Service > Time Management > Report Time > Timesheet**

1. The **Timesheet** search page displays.
2. Enter the **Employee ID** in the **Employee Selection Criteria** section and select **Get Employees**.
3. Select the employee's **Last Name** to open the Timesheet.
4. Select **Previous Period** to navigate to the prior period Calendar Period
5. Enter the appropriate (positive or negative) **Comp Time hours balance** in the time slot for a day that the employee did not report absence
6. Select the **CTA-Comp Time Adjust** time reporting code from the drop down
7. Select the **Submit** button.



8. Balance adjustment via CTA (Comp Time Adjust) will be available for use or payout on the following reporting period, after the Time Administration engine processes the Timesheet. *As a reminder, Time Administration is scheduled to run nightly at 3AM and could be manually run at any time by Time and Labor Administrator.*

The screenshot shows the 'Timesheet' application interface. At the top, it displays 'Employee ID 101005440', 'Empl Record 0', and 'Earliest Change Date 07/01/2017'. Below this is a 'Select Another Timesheet' section with a '\*View By' dropdown set to 'Calendar Period' and a '\*Date' field set to '06/16/2017'. The 'Reported Hours' are shown as 9.75. A calendar view shows the period from Friday 06/16/2017 to Friday 06/30/2017. Below the calendar are 'Save for Later' and 'Submit' buttons. At the bottom, there is a 'Leave and Compensatory Time Balances' table with the following data:

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	WFSECOMP	9.75	0	160	

Part 2: For employees with Comp Time balance in the current fiscal year - enter the employee's Timesheet and submit for processing.

! You must have at least one of these local college managed security roles:

- ZZ HCM Manager
- ZZ TL Process Time

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

**Navigation: NavBar > Navigator > Manager Self Service > Time Management > Report Time > Timesheet**

1. The **Timesheet** search page displays.
2. Enter the **Employee ID** in the **Employee Selection Criteria** section.
3. Select the **Get Employees** button. The Search Results displays.
4. Select the employee's **Last Name** to open the Timesheet.

Report Time  
Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Emp Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>

Get Employees  
Clear Criteria  
Save Criteria

Change View

\*View By: Week  
Date: 05/07/2019  
Show Schedule Information  
Previous Week  
Next Week

Employees For Finley Wright, Totals From 05/05/2019 - 05/11/2019

Time Summary

Last Name	First Name	Employee ID	Emp Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
and Name			0		0.000000	0.000000	0.000000			0.000000	0.000000

Approve Reported Time  
Approve Absence  
Manager Self Service  
Time Management

5. The **Timesheet** page displays.
6. Enter the **Comp Time** hours balance in the last day of the pay period or any day of the last pay period of the fiscal year.
7. Select the **CTP-Compensatory Time Payout time reporting code** from the drop down.
8. Select the **Submit** button.

Timesheet

Employee ID: 101000005  
Emp Record: 1  
Current Change Date: 05/01/2019

Select Another Timesheet

\*View By: Calendar Period  
Date: 05/01/2019  
Reported Hours: 0.00  
Previous Period  
Next Period  
Print Timesheet

From 05/01/2019 to 05/15/2019

ADD	Container	Day	Date	Reported Status	In	Lunch	In	Out	Parent Total	Time Reporting Code	Quantity	Overtime Reason	Business Unit	Combination Code	ChartFields	Date		
		Wed	5/1	New											ChartFields	5/1	+	---
		Thu	5/2	New											ChartFields	5/2	+	---
		Fri	5/3	New											ChartFields	5/3	+	---
		Sat	5/4	New											ChartFields	5/4	+	---
		Sun	5/5	New											ChartFields	5/5	+	---
		Mon	5/6	New											ChartFields	5/6	+	---
		Tue	5/7	New											ChartFields	5/7	+	---
		Wed	5/8	New											ChartFields	5/8	+	---
		Thu	5/9	New											ChartFields	5/9	+	---
		Fri	5/10	New											ChartFields	5/10	+	---
		Sat	5/11	New											ChartFields	5/11	+	---
		Sun	5/12	New											ChartFields	5/12	+	---
		Mon	5/13	New											ChartFields	5/13	+	---
		Tue	5/14	New											ChartFields	5/14	+	---
		Wed	5/15	New											ChartFields	5/15	+	---

Submit Clear Apply Schedule

# Manually Run Time Administration

! You must have at least one of these local college managed security roles:

- ZZ TL Process Time

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

## Navigation: NavBar > Navigator > Time and Labor > Process Time > Request Time Administration

1. The **Request Time Administration** search page displays.
2. On the **Find an Existing Value** tab, enter a **Run Control ID** to view information.
3. Select the **Search** button.
4. The **Search Results** display.
5. Choose **Run Control ID** name/link.

**Request Time Administration**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** Add a New Value

▼ **Search Criteria**

Run Control ID begins with

Case Sensitive

**Search** Clear Basic Search Save Search Criteria

Search Results

View All 1-6 of 6

Run Control ID	Language Code
<a href="#">MAT_TEST</a>	English
<a href="#">PAY</a>	English
<a href="#">PAY_TEST</a>	English
<a href="#">TEST_CA</a>	English

6. Check the box **Use Reported Time for POI**.
7. Enter 6/30/**Current year** in **Process through Date**.
8. Enter **Employee ID** in the section **Employees To Process**.
9. Select **Include** from the **\*Include or Exclude Selection** drop-down menu.
10. Select the **Run** button.

**Request Time Administration**

Run Control ID PAY\_TEST      Report Manager      Process Monitor      **Run**

**Run Control Parameters**

Forecast Payable Time

Use Reported Time for POI

Use Current Date

Process through Date 06/30/2019

**Time Administration Settings**

Continue with Exceptions

Include All Jobs

**Employees To Process**

Empl ID	Name	*Include or Exclude Selection
101000039	Piper Johnson	Include

Save    Return to Search    Previous in List    Next in List    Notify    Add    Update/Display

11. The **Process Scheduler Request** page displays.
12. Select **OK**.

**Process Scheduler Request**

User ID CTC\_CTAYLOR      Run Control ID PAY\_TEST

Server Name PSUNX      Run Date 05/07/2019

Recurrence      Run Time 10:43:04AM      Reset to Current Date/Time

Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Core Time Administration App	TL_TIMEADMIN	Application Engine	Web	TXT	Distribution

**OK**    Cancel

13. The **Request Time Administration** page displays.
14. Make note of the **Process Instance** number.
15. Select the **Process Monitor** link.
16. The **Process Monitor** page displays.
17. Select the **Refresh** button until the **Run Status** = Success and the **Distribution Status** = Posted.

**Request Time Administration**

Run Control ID: PAY\_TEST      Report Manager      **Process Monitor**      Run

Process Instance: 160147

**Run Control Parameters**

Forecast Payable Time  
 Use Reported Time for POI  
 Use Current Date

Process through Date: 06/30/2019

**Time Administration Settings**

Continue with Exceptions  
 Include All Jobs

**Employees To Process**

1-1 of 1

Empl ID	Name	*Include or Exclude Selection		
101000039	Piper Johnson	Include	+	-

Save    Return to Search    Previous in List    Next in List    Notify    Add    Update/Display

18. Navigate to employee's Timesheet to verify Leave/Compensatory Time Recorded Balance has been adjusted accordingly and is down to 0-.

**NOTE:** The Comp Time hours reported using the Time Reporting Code of CTP in the Timesheet will pay on the current paycheck. The Comp Time hours balance will be reduced by the hours reported on the Timesheet.

19. The process to view and adjust compensatory time payoff for end of the fiscal year is now complete.
20. End of procedure.