

Completing conversions within TIM is a task that TIM administrators will be responsible for. The TIM admin manual covers this process on pages 134-144. **Departments must approve conversions.**

Converting Overtime to Comp time

When an employee defaults to Overtime, you may be asked to convert their Overtime to Comp time. Use the following steps to complete this action.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Mon 9/16			8:00AM		11:30AM	12:30PM		5:00PM		8.0	8.0
Tue 9/17			8:05AM		11:35AM	12:35PM		5:05PM		8.0	8.0
Wed 9/18			8:00AM		11:00AM	12:00PM		7:00PM		10.0	10.0
Thu 9/19			8:05AM		11:35AM	12:35PM		5:05PM		8.0	8.0
Fri 9/20			8:00AM		11:00AM	12:00PM		5:00PM		8.0	8.0
Sat 9/21											42.0
Sun 9/22	Comp Time Earned	2.0									42.0
	Overtime	-2.0									
Mon 9/23			8:00AM		11:00AM	12:00PM		5:00PM		8.0	8.0
Tue 9/24			8:05AM		11:35AM	12:35PM		5:05PM		8.0	8.0
Wed 9/25			8:00AM		11:00AM	12:00PM		7:00PM		10.0	10.0
Thu 9/26			8:05AM		11:35AM	12:35PM		5:05PM		8.0	8.0
Fri 9/27			8:00AM		11:00AM	12:00PM		5:00PM		8.0	8.0
Sat 9/28											84.0
Sun 9/29	Comp Time Earned	2.0									84.0
	Overtime	-2.0									

Remember that conversions must be done for each week in a pay period. In the example above, the employee earned overtime in both weeks, so two conversions were completed.

The system will automatically calculate the time and a half rate in the Accruals tab.

1. Identify the amount earned over 40 hours for each week.
2. In the **Pay Code column** for Sunday of the week(s) in which overtime was earned, select pay code **Comp Time Earned** from the drop down and enter in the **Amount column** the amount equal to the overtime earned for that week.
3. Add a line by clicking the **addition symbol** next to Sunday of the week(s) in which overtime was earned. In the **Pay Code column** select pay code **Overtime** and enter in the **Amount column** the amount as a **negative number**.
4. If required, repeat the process for the second week.
5. Be sure to click **Save** and then click **Refresh** to ensure changes are kept.
6. To check for accuracy, view the **Totals** tab.

Location	Job	Account	Pay Code	Amount
		000000001/097777/000000000/000/0000000/0000000/0034678	Comp Time Earned	4.0
		000000001/097777/000000000/000/0000000/0000000/0034678	Overtime	0.0
		000000001/097777/000000000/000/0000000/0000000/0034678	Regular	80.0



Converting Comp time to Overtime

When an employee defaults to Comp time, you may be asked to convert their Comp time to Overtime. Use the following steps to complete this action.

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	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
	Mon 9/16			8:00AM		11:00AM	12:00PM		5:00PM	8.0	8.0	8.0
	Tue 9/17			8:00AM		11:00AM	12:00PM		5:00PM	8.0	8.0	16.0
	Wed 9/18			8:00AM		11:00AM	12:00PM		5:00PM	8.0	8.0	24.0
	Thu 9/19			8:00AM		11:00AM	12:00PM		7:00PM	10.0	10.0	34.0
	Fri 9/20			8:00AM		11:00AM	12:00PM		5:00PM	8.0	8.0	42.0
	Sat 9/21											42.0
2	Sun 9/21	CT Used as Pay Out	3.0									1
		CT to Paid OT	2.0									3

Remember that converting Comp time to Overtime does not require the use of negative numbers but does require entering the **CT Used as Pay Out** at a rate of 1.5 of the Overtime amount.

1. Identify amount earned over 40 hours for each week.
2. In the **Pay Code** column for Sunday of the week(s) in which comp time was earned, select pay code **CT Used as Pay Out** from the drop down and enter in the **Amount** column an amount at a time and a half rate of the amount of overtime being paid out for that week. Example: 2 hours of overtime would be entered as 3 hours of CT Used as Pay Out.
3. Add a line by clicking the **addition symbol** next to Sunday of the week(s) in which overtime was earned. In the **Pay Code** column select pay code **CT to Paid OT** and enter in the **Amount** column the amount of overtime for that week. If required, **Repeat** the process for the second week.
4. Be sure to click **Save** and then click **Refresh** to ensure changes are kept.
5. To check for accuracy, view the **Totals** tab.

Totals		Accruals	HC Accrual Adj	Audits
All		All		
Location	Job	Account	Pay Code	Amount
		00000001/097777/00000000/000/000000/000000/0010044	CT Used as Pay Out	3.0
		00000001/097777/00000000/000/000000/000000/0010044	CT to Paid OT	2.0
		00000001/097777/00000000/000/000000/000000/0010044	Comp Time Earned	2.0
		00000001/097777/00000000/000/000000/000000/0010044	Regular	40.0