

## Time Reporter Job Aid

### Viewing Compensatory Time Balance | Viewing Payable Time

Non-exempt employees will be the only ones reporting time through a department MDConnect Time Keeper. The MDConnect online “Request for Overtime/Compensatory Time” workflow will only be available to eligible Full-Time Non-exempt employees (C2 workgroup), where the 40 hour max is related exclusively to the accrual of compensatory time. In order to receive compensatory time, the full-time employee must physically work 40 hours in the week, of which 37.5 is recorded as regular, 2.5 as “oven”, and any (and all) hours exceeding the 40 hour is to be recorded as overtime.

The MDConnect online request for Overtime Compensatory Time provides a comment area where the employee will identify the requested time as Overtime or Compensatory Time based on standard department practices.

Pursuant to College Procedure 2651 – Pay for Non-Exempt Employees, Section II.B.iii: Compensatory time off should be granted within a reasonable period of time following the next pay period that is not disruptive to the operation of the College, but not to exceed the fiscal year in which it was earned. Employees may accrue a maximum of 40 compensatory hours. Hours worked over 40 during any given workweek, where the employee’s Comp Time accrual has reach the 40 hour max limit, will be paid at the overtime rate of 1.5x their hourly rate.

#### Viewing Compensatory Time Balance

Main Menu-> HCM-> Self Service-> Time Reporting-> View Time-> Compensatory Time



#### Viewing Reported Time

Main Menu-> HCM-> Self Service-> Time Reporting-> View Time-> Payable Time Summary

