

## Compensatory Time Payouts

Human Resources & Payroll (HR/Pay) system address [hr.ku.edu](http://hr.ku.edu)

### Empowering a Community of Excellence

The HR/Pay system will programmatically process hours reported over the KU FLSA (Fair Labor Standards Act) 40-hour week threshold as [Compensatory Time](#) (Comp Time) for regular employees.

The KU FLSA threshold is 40 hours in a work week which is designated as Sunday through Saturday. The 40 hours is a combination of hours actually worked and designated holiday credit. Time that exceeds the FLSA limit is system generated and processed as Compensatory Time (Comp Time). The system takes the hours over 40 X 1.5 and adds to or creates a Comp Time balance. Designated [inclement weather essential/emergency personnel](#) may earn Comp Time at hour for hour which also adds to the Comp Time balance. In addition, an eligible employee may earn [Holiday Compensatory Time](#) (Holiday Comp Time) which is tracked separately.

The HR/Pay system will generate the following payouts automatically:

- Comp Time hours that exceed the maximum balance of 90.
- Comp Time balance is paid out when an employee changes from hourly (non-exempt) to salaried (exempt).
- Comp Time and Holiday Comp Time balances are paid out when an employee changes departments or upon termination from the University.

If an employee or department wishes to have either compensatory time balances paid out in full or in part, not covered in the above scenarios, the supervisor will need to secure budgetary (based on hierarchy) and Human Resource approval. Once approved, the employee or supervisor creates an Absence Request payout.

Payout requests work and display a bit different as noted below. Payouts do not count toward leave accruals. If using/taking a compensatory time leave, do not use the payout codes.

### How to Request a Compensatory Time Payout:

Employee Navigation: *Self Service > Time Reporting > Report Time > [Absence Request](#)*

Supervisor Navigation: *Manager Self Service > Time Management > Report Time > [Absence Request](#)*

### Absence Detail

**Start Date:** Today's Date or Future Date (Only one payout [per comp type] is to be requested in a payroll period.)

**Filter by Type:** Select "Payouts - Comp or Holiday Comp" (not required but will assist in picking the correct code)

**Absence Name:** Select "Payout Comp Time" or "Payout Holiday Comp Time"

**End Date:** Appears after Absence Name is selected, leave blank.

### Additional Information

#### **Payout Comp Time or Payout Holiday Comp Time:**

Enter the hours to be paid, not exceeding the current balance displayed on the page.

#### **Select Submit button**

Timesheet: The payout display on the timesheet are not reflective of the payout request but rather the hours scheduled per day. Please review the Absence Request History for confirmation of the actual hours submitted (*Self Service>Time Reporting>View Time>Absence Request History*).

Absence Detail <span style="float: right;">?</span>	
*Start Date :	<input type="text" value="05/11/2016"/>
End Date :	<input type="text"/>
Filter by Type :	<input type="text" value="Payouts - Comp or Holiday Comp"/>
*Absence Name :	<input type="text" value="Payout Holiday Comp Time"/>
Additional Information	
*Payout Holiday Comp Time:	<input type="text" value="20.00"/>