# Overtime Compensatory Time Payout Job Aid

When a manager approves for overtime compensatory time to be paid to an employee in lieu of the hours being banked to take later, the Overtime Comp Payout will need to be entered into TCP. Typically, Timekeepers will be responsible for entering the Payout into TCP.

Note: *Please ensure the hours show as accrued for the employee before entering the Overtime Comp Payout. Employee accrual balances can be seen by clicking the "Accruals" tab.*

1. Navigate to the Individual Hours screen (Hours > Individual Hours) and select the employee.

2. Adjust the Start and Stop dates if necessary.

3. Click on the Add button.
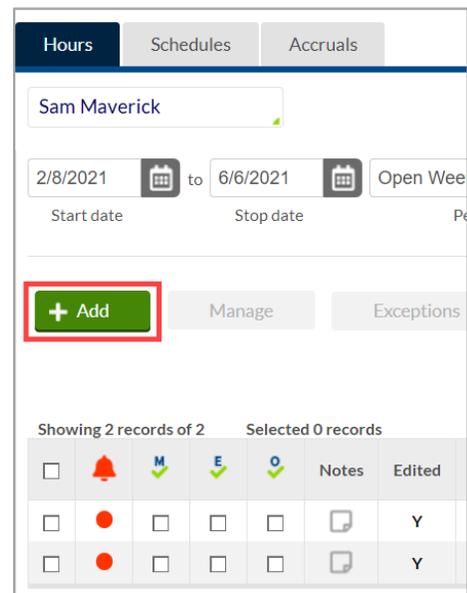
4. Click the checkbox for Timesheet entry. This will allow you to enter a quantity of hours rather than an in and out time.

5. Enter the date and time in the fields for Time in. Ensure the entry is made on a date after the end of the FLSA week when the overtime being paid was earned.

6. Enter the quantity of Hours to be paid out.

7. Specify the position worked for this shift by clicking the Position drop-down and selecting Position 15-Overtime Comp Payout.

8. Enter a note for the added segment in the Note field. The note for Overtime Comp Payout entries should be include in the order below:

    a. The cost center or project on which the Overtime Comp Payout should be charged, if different from the default cost center. If OT Comp Payout is from the employee's default cost center, input "same" in place of the cost center.

        i. Example: 123456

        ii. Example: Same

Note: *Only use the cost center, project number or "same" in the notes. Do not add special characters or additional abbreviations.*

9. Click Save.

Last Revision: 5/4/2023

10. The hours will now show on the Hours screen.

11. These hours will need to then be approved by the employee and the manager.