



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Comp. Time Payment & Overtime Payment

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Quarterly Finance and Administration Update Meeting

August 11st, 2008

UNIVERSITY HEALTH



Comp Time Payment:

- The current practice of accumulating comp time for monthly non-exempt employees will end on August 31, 2008 and all balances will be frozen.
- Departments may require employees to take time off to use comp time balances by October 31, 2008.



Overtime Payment Starting September 1st, 2008

- When over 40 hours in a week are worked, the amount of time over 40 hours will be paid at 1½ times the regular hourly rate.
- When the combination of eligible leave and hours worked exceeds 40 hours in a work week, the amount of time worked over 40 hours will be paid at the regular hourly rate.



Lump Sum Compensatory Time Payments:

- Monthly non-exempt employee balances in Techris Time Capture System as of November 1, 2008
- Payroll Services run Query of Comp Time in Time Capture



- Send employees list of comp time hours to Department in November for Departmental review, verification, and approval
- Return to Payroll Services by mid November
- Payroll Process Comp time payment with Pay date December 1st, 2008



SAMPLE EXCEL SHEET

Texas Tech Payroll Services
Monthly Compensatory Time Payment Worksheet
For Payment of Comp Time Balances as of xxxxxx
Department Name

Employee Name	SSN	Tech ID	Annual Salary	Annual Longevity	Annual Haz Duty	Hrly Rate	Hours	Total Payment	Account Number
Sample Employee 1	111-11-1111	12345	26,500.00	1,200.00		13.32	20.00	266.35	
Sample Employee 2	222-22-2222	67890	35,000.00		1,200.00	17.40	15.75	274.11	

APPROVAL:

Account Manager Signature?	Date	Dept contact Name and Phone Number
Print Name		Human Resource Services Verification



INSTRUCTIONS:

Listed are the employees with Monthly Compensatory Time balances in TimeCapture as of xxxxxxx along with the total payment due to employee. These payments will process with a payment date of xxxxxx. Please verify these balances and make any necessary changes to the hours to be paid. Enter account number and forward for departmental approval. Forward to Human Resource Services for verification.



QUESTIONS

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