RIAS, Enter Employee CT Earned and Used – Instructions for Time Keepers

In addition to providing department Time Keepers with the ability to record Overtime (OT) in timesheets for eligible Non-Exempt (NE) employees, the RIAS system also provides functionality to record and track the accumulation and usage of Compensatory Time (CT). Time Keepers enter CT information in the same manner they enter OT data. The system also provides departments and the University with a way to track and monitor CT to ensure compliance with federal, state and university regulations.

**Background:**
If your department supports granting CT in lieu of OT to eligible NE employees, you will be required to enter Comp Time Earned (COMPE) and Comp Time Used (COMPU) Time Reporting Codes (TRCs) on timesheets for those employees.

Whether or not an NE employee is eligible for CT in lieu of OT is dependent on many factors. Please consult the UHR web page dedicated to OT and CT for additional information, including a link to policy 60.3.14 – Overtime for Regularly Appointed Staff:  [http://uhr.rutgers.edu/otct](http://uhr.rutgers.edu/otct)

*Important Note:* This document supplements the RIAS Phase III Time Entry User Guide; it does not replace it. Detailed instructions and explanations for all Time Entry tasks, including the difference between Punch and Elapsed timesheets, positive input vs. exception input, etc. can be found at:

[http://rias.rutgers.edu/TrainingLinks/HRPayroll/TimeEntry.pdf](http://rias.rutgers.edu/TrainingLinks/HRPayroll/TimeEntry.pdf)

**System Guidelines:**

**System Icons** – The following icons are available to assist you with entering information:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="icon" alt="Look up or search for a value." /></td>
<td>Look up or search for a value.</td>
</tr>
<tr>
<td><img src="icon" alt="Select a value from a drop-down list." /></td>
<td>Select a value from a drop-down list.</td>
</tr>
</tbody>
</table>

**System Messages** – You should read all system messages presented while entering data because the content of the messages helps ensure successful completion of entries and submissions.
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Step-by-Step Instructions to Submit an Overtime Request:

Navigation:
Manager Self Service > Time Management > Report Time

Step 1: Click on the “Timesheet” link.

Step 2: Enter search criteria into the fields on the “Timesheet Summary” screen (e.g., Empl ID, etc.), click on the “Get Employees” button, then select the employee from the list.
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Step 3: On the employee’s timesheet, enter the CT hours worked or used on a particular date, then click on the “▼” in the “Time Reporting Code” column and select the appropriate code from the list. You must enter a row for each code used. Use the “➕” and “➖” buttons to the right of the “ChartField” column to add or subtract rows.

Note: Enter the actual hours worked or used by the employee. Do not multiple the hours by 1.5. The system does the calculations for you. If your department requires employees to use Web Clock to record punch times for OT, then you will need to view the employee’s Punch Timesheet.

Step 4: When done, click on the “Submit” button.
Step 5: To enter a comment for any of the time entries, click on the arrow next to the “Reported Time Status” bar to expand the window, then click on the “☐” symbol in the “Comments” column.

Step 6: Type notes into the “Comment” box, click on the “Apply” button, then click on the “OK” button to return to the main Timesheet screen.
Step 7: To view CT balances, click on the arrow next to the “Leave and Compensatory Time Balances” bar to expand the window. The employee’s accrued balance for the current fiscal year displays in the “Recorded Balance” column.

Step 8: When finished, click on one of the links in the “Go To” area near the bottom of the Timesheet screen or sign out to exit the system.

Workflow & Next Steps:

Once submitted, the system:

- Routes the data entered to the department Approver for review

The department Approver:

- Reviews the timesheet entries
- Notifies the Time Keeper of any required changes
- Approves the timesheet which then routes the data to Payroll for processing