RIAS, View CT Reports – Instructions for Approvers, Time Keepers and Other Department Time and Labor Administrators

In addition to providing departments with the ability to view and approve Compensatory Time (CT) for eligible Non-Exempt (NE) employees via timesheets, the RIAS system also includes functionality to generate and view reports for CT. Reports can be generated at the department level or at the employee level and will display payout amounts should employees not use CT hours earned before the end of the fiscal year. These capabilities also provide departments and the University with a mechanism to track and monitor CT to ensure compliance with federal, state and university regulations.

**Background:**

Departments should view and monitor CT reports on a routine basis to help manage resources and budgets. Per Policy 60.3.14, Overtime for Regularly Appointed Staff, all unused CT is paid out to eligible NE employees as OT at the end of the fiscal year. For additional information please visit: [http://uhr.rutgers.edu/otct](http://uhr.rutgers.edu/otct)

**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.png" alt="Look up or search for a value." /></td>
<td>Look up or search for a value.</td>
</tr>
<tr>
<td><img src="icon.png" 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.

**Step-by-Step Instructions to Generate and View CT Reports:**

**Navigation:**

Manager Self Service > Rutgers Reports > Time and Labor

**Step 1:** Click on the “Department CompTime Report” link.
Step 2: Enter your department number into the “Department” field or an individual employee’s ID number into the “Empl ID” field, then click on the “Search” button.

Step 3: Reports will include “Comp Balance Remaining” and “Payable amount” information by employee. The amount indicates how much money the employee will be paid out if he/she does not use the CT balance before the end of the fiscal year.

If you entered your department number, the report will include data for employees in your department.

If you entered an employee ID number, the report will include data for that particular employee only.

Note: Departments should generate and review reports frequently – quarterly at a minimum – since CT balances and payout amounts fluctuate based on the amount of time earned and/or used by employees.