

New Earn Code 351 – Compensatory Time Payout

A mistake was made regarding one of the compensatory time earn codes, the following details the corrective action taken.

USNH allows non-exempt employees to accrue Compensatory Time. Compensatory Time usage is defined as time off in exchange for regular time worked. **A new earn code was recently added for the purpose of Compensatory Time Payout for employees whose Compensatory Time balances are not tracked in Banner.** The new earn code is 351-Comp Time Payout. Previously the earn code 350 was used for this purpose however, it has been modified to function with tracking Compensatory Time balances in the Banner HR System creating a problem because there was no code available to use for payout for employees who do not track compensatory time in Banner.

The new earn code 351-Comp Time Payout must be used if the employee does not track Compensatory Time in the Banner HR system.

- a. 350-Comp Time Payout with BAL
 - i. For use via PHATIME, Web Time Entry, Kronos and FAMIS.
 - ii. Used for the payment of Compensatory Time balances that have been tracked in Banner and functions similarly to the earn codes for ERTM – Earned Time Usage Pay (420 and 520) .
 - iii. Earn code use reduces the COMP balance and results in cash payment.
 - iv. If the hours entered for Comp Time Payout are greater than the available COMP balance then the overage will reduce the Earn Time balance by the subsequent overage. If the Earn Time balance does not have the necessary hours then a Dock Pay is be generated.
- b. 351-Comp Time Payout ***NEW ***
 - i. For use via PHATIME.
 - ii. Used for the payment of Compensatory Time tracked outside of the Banner HR application.

Per policy, accumulated compensatory time not taken will be paid on or before June 30 of each year and cannot carry forward to the next fiscal year.

Please feel free to contact me if you have any questions.

Heather Madore
USNH Payroll
1 Leavitt Lane, Durham, NH 03824
603.862-0883
heather.madore@usnh.edu

