

TCP Timesheet Entry Tips – Table of Contents

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TCP TIMESHEET ENTRY TIPS:

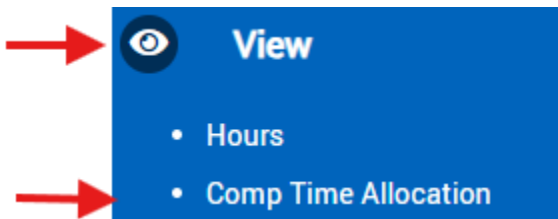
1. Allocating Overtime.

a. Enter all hours worked each day specific to the Job Code. Once you reach 40 hours for the week, hours worked beyond 40 will automatically default to the CompOT1 (Comp Time earned) column. You can leave the hours there if you want to earn Comp Time or you can change the hours to Overtime only or split the hours between Comp Time earned and Overtime.

Example before Allocation to Overtime:

				Regular	OT1	OT2	Comp Reg	CompOT1	CompOT2	Total	Leave		
				40.00	0.00	0.00	0.00	3.00	0.00	43.00	0.00		
Sun 11/16	0.00	Mon 11/17	8.00	Tue 11/18	9.00	Wed 11/19	8.50	Thu 11/20	8.00	Fri 11/21	9.5	Sat 11/22	0.00

b. To allocate the Comp hours to Overtime only or split between, select the Menu  , then click on View and then Comp time Allocation.



On the Comp Time Allocation screen zero out the 3.00 hours in the Comp Time box to change the hours to Overtime. (Or change the hours to what you want to keep as Comp Time.) Next click on Calculate and then click on the Allocate button to save your changes.

Comp Time Allocation

Navigate Period
< | >
Prev Next
11/09 - 11/15

Eligible regular hours: 0.00

Comp Time 0:00

Paid Time 00:00

Eligible OT1 hours: 3.00

Comp Time 3:00

Paid Time 00:00

Eligible OT2 hours: 0.00

Comp Time 0:00

Paid Time 00:00

Eligible regular hours: 0.00

Eligible OT1 hours: 3.00

Eligible OT2 hours: 0.00

Comp Time
Paid Time 00:00

Comp Time
Paid Time 03:00

Comp Time
Paid Time 00:00

Cancel

Cancel

Going back to the Manage Time Sheet screen you can now see your total hours for the week and that the hours that were in the CompOT1 column have been moved to the OT1 (Overtime) column.

Regular	OT1	OT2	Comp Reg	CompOT1	CompOT2	Total	Leave
40.00	3.00	0.00	0.00	0.00	0.00	43.00	0.00

2. When the 1st of the month falls in the middle of the week.

a. If a new pay period starts in the middle of the week, the system will still automatically default all hours worked over 40 to the CompOT1 column. To change the time to Overtime **you must wait until the week has ended** before you can use the Comp Time Allocation section. Unless the hours worked over 40 falls in the previous pay period, the Comp Time or Overtime if allocated will not be earned or paid until the next pay period.

Example: 3 hours over 40 are in the October pay period

3. Holidays

a. Holidays do not count toward 'hours worked' and therefore do not count towards overtime. In other words, if Monday is an 8-hour holiday, you must work 40 hours Tuesday-Friday before you qualify for Overtime or Comp Time earned.

Example:

				Regular 43.00	OT1 0.00	OT2 0.00	Comp Reg 0.00	CompOT1 0.00	CompOT2 0.00	Total 43.00	Leave 0.00		
Sun 9/4	0.00	Mon 9/5	8.00	Tue 9/6	10.00	Wed 9/7	8.00	Thu 9/8	9.00	Fri 9/9	8.00	Sat 9/10	0.00
		Holiday-8.00		Reg-10.00		Reg-8.00		Reg-9.00		Reg-8.00			

4. Sick, vacation, personal, and comp time used

a. Sick, vacation, personal, and comp time used do not count toward 'hours worked' and therefore do not count toward overtime. In other words, if you used 8 hours of sick time on Monday, you must work 40 hours Tuesday-Friday before you qualify for Comp Time earned or Overtime.

b. Also, if you took sick, vacation, personal, or comp time used in a week and ended up working over 8 hours on a different day, you need to reduce your sick, vacation, personal, or comp time used down so your hours do not exceed 40 regular hours for the week.

Example:

Original Entry:

You were out on Monday, 8 hours, but worked 10 hours on Tuesday and 8 hours each Wednesday-Friday. Your total hours for the week are 42 but 8 of those hours are Sick Leave. You would reduce the Sick Leave on Monday to 6 hours, so you don't have over 40 regular hours for the week. This has to do with the reporting of sick time used versus sick time paid out and has Teacher's Retirement reporting ramifications.

Updated Entry:

5. Subbing for a different position (Premium-Internal Substitute)

a. In many cases if you sub for someone else you receive a different rate of pay. Some examples of this are when a para-professional subs for a teacher or when a custodian subs for a building head. To get paid correctly for sub internal time, you need to add these hours to your timesheet using the Premium-Internal Substitute job code and add a note for that entry. The note should tell Payroll who you are subbing for and what position they hold. (Example: Sue Johnson, Teacher or Bill Jones, Hedges Building Head.)

Example:

Mon 12/01 8.00

[Edit](#) [Clear](#) [Copy](#) [Notes](#)

08:00 AM 8.00

[9002 - PREMIUM - INTERNAL SUBS...](#)

Add

View Notes

+ Add

Date Entered	Note
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Add Work Segment Note

? Feedback

Date entered Entered today

Note Sue Johnson, Teacher

Cancel Save