

Spotlight for Timecard Management

Pay Calendars and Forms

The [Payroll website](#) maintains Pay Calendars with distinct Pay Period Start and End dates, Due Dates for Timecard approval, and the Pay Dates for the employee. The Payroll site also is home to forms specific to leave and payroll adjustments.

Pay Period vs. Schedule Period

Supervisors will need to review Timecards by time periods to complete specific tasks. MyTime categorizes time periods into Pay Periods and Schedule Periods.

| Task | Pay Period | 80- Hour Schedule Period for Exempt Employees (2 Week Work Period Mon.-Sun.) |
|--|------------|--|
| Approve Timecard | X | |
| Convert Overtime to Comp Time | X | X |
| Enter &/Or Approve Requests for Time Off (RTO) | X | |
| Add Leave to Supplement Hours Worked | X | |
| Correct Timecard Errors | X | |

Exempt and Non-Exempt Overview

| | Exempt | | Non-Exempt |
|---------------------------------------|--|---|--|
| | Admin Faculty | Classified | Classified |
| Overtime (OT) Pay/Leave | Employees are not eligible for Overtime. | Employees are not eligible for Overtime. | Employees that physically work over 40 hours in a work week receive OT Pay or Leave. Annual Election period. |
| Comp Time | Employees are not eligible for Comp Time. | Employees that physically work over 80 hours in a two-week schedule period may be eligible for Comp Time. Unapproved Overtime hours may be converted to Comp Time | Comp Time is earned when the work week includes a holiday or Leave is taken and the employee physically works up to 40 hours. |
| Work Week | Employees may work less than 40 hours in a work week without Leave supplement, if 80 hours is worked in the scheduled 2-week period. | | Employees must work 40 hours in a work week or supplement hours worked with Leave. |
| Supervisor Approval req'd for: | <ol style="list-style-type: none"> 1. Timecard 2. *RTO | <ol style="list-style-type: none"> 1. Overtime to Comp Time 2. Timecard 3. *RTO | <ol style="list-style-type: none"> 1. Timecard (Overtime Pay/Leave and Comp Time are automatically approved when the supervisor approves the Timecard) 2. *RTO |

* RTO – Request for Time Off

** Excludes Law Enforcement who follows an 86 hour schedule.