

CAPS Comp Time Payout Processing

The scenarios in which a comp time balance must be paid out to an employee are:

- Department discretion
- Transfer into an exempt position
- Transfer from one department/division to another
- Termination of employment
- Retirement

In order to streamline payout processing, CAPS representatives will now be responsible for all comp time payout processing in Time & Labor and **for reviewing the reports for the automated process.**

CAPS Expectations:

CAPS will be familiar with the comp time payout policies and apply them to the employee based on department processing of the ePAF. Following are the CAPS responsibilities for the comp time payout process.

1. Recognize the need for a comp time payout
2. Communicate with department
 - a. Advise department not to key or approve these entries
 - b. Validate hours balance to be paid out
 - c. **Review the comp time payout report to verify the amounts being paid out on the automated process are correct.**
3. Make timely entries into T&L for scenarios requiring manual payout
 - a. Process CMP on the last day of work within the timesheet
 - b. Approve prior to Time Approver lockout
 - c. Review report of CMP entries into T&L by Operid to follow-up with time keepers NOT to do the processing
4. **Review biweekly report of terminations/retirements of BE employees to catch any payouts missed during PAF processing**

Department Expectations:

Since this service is designed to alleviate the need for data entry into Time & Labor departments are expected to refrain from entering or approving comp time payouts in Time & Labor.

1. Must communicate with TL Approvers not to enter or approve
2. Should direct all comp time payout questions directly to their CAPS representative
3. Must communicate any changes in leave taken with CAPS representative