Inspectors Comp Time **10/2025**

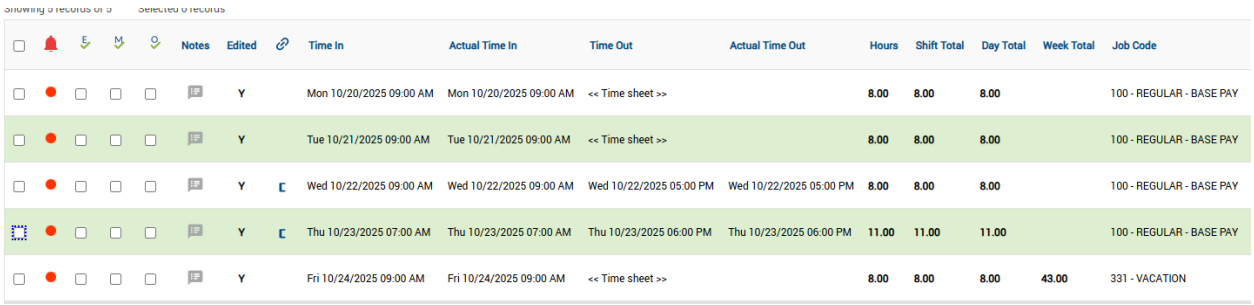
Platform: TCP

This process shows how to move hours to comp time based on the union contracts. This process should be done preferably daily by the manager but no less than weekly.

Employees are required to clock in and out for all hours worked- regardless of comp time being earned. If there is an emergency inspection, the department should be adding the hours worked.

Deadline to process comp time is by noon on Monday!

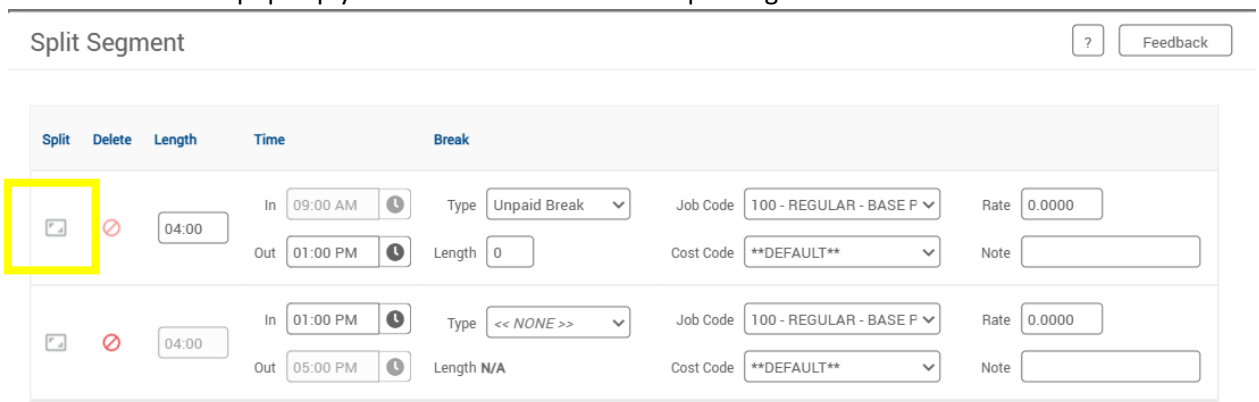
1. Log into the manager platform for TCP
2. Go to Hours/Individual Hours. Below is an example of a timecard before we change to comp time.



Notes	Edited	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Job Code
	Y	Mon 10/20/2025 09:00 AM	Mon 10/20/2025 09:00 AM	<< Time sheet >>		8.00	8.00	8.00		100 - REGULAR - BASE PAY
	Y	Tue 10/21/2025 09:00 AM	Tue 10/21/2025 09:00 AM	<< Time sheet >>		8.00	8.00	8.00		100 - REGULAR - BASE PAY
	Y	Wed 10/22/2025 09:00 AM	Wed 10/22/2025 09:00 AM	Wed 10/22/2025 05:00 PM	Wed 10/22/2025 05:00 PM	8.00	8.00	8.00		100 - REGULAR - BASE PAY
	Y	Thu 10/23/2025 07:00 AM	Thu 10/23/2025 07:00 AM	Thu 10/23/2025 06:00 PM	Thu 10/23/2025 06:00 PM	11.00	11.00	11.00		100 - REGULAR - BASE PAY
	Y	Fri 10/24/2025 09:00 AM	Fri 10/24/2025 09:00 AM	<< Time sheet >>		8.00	8.00	8.00	43.00	331 - VACATION

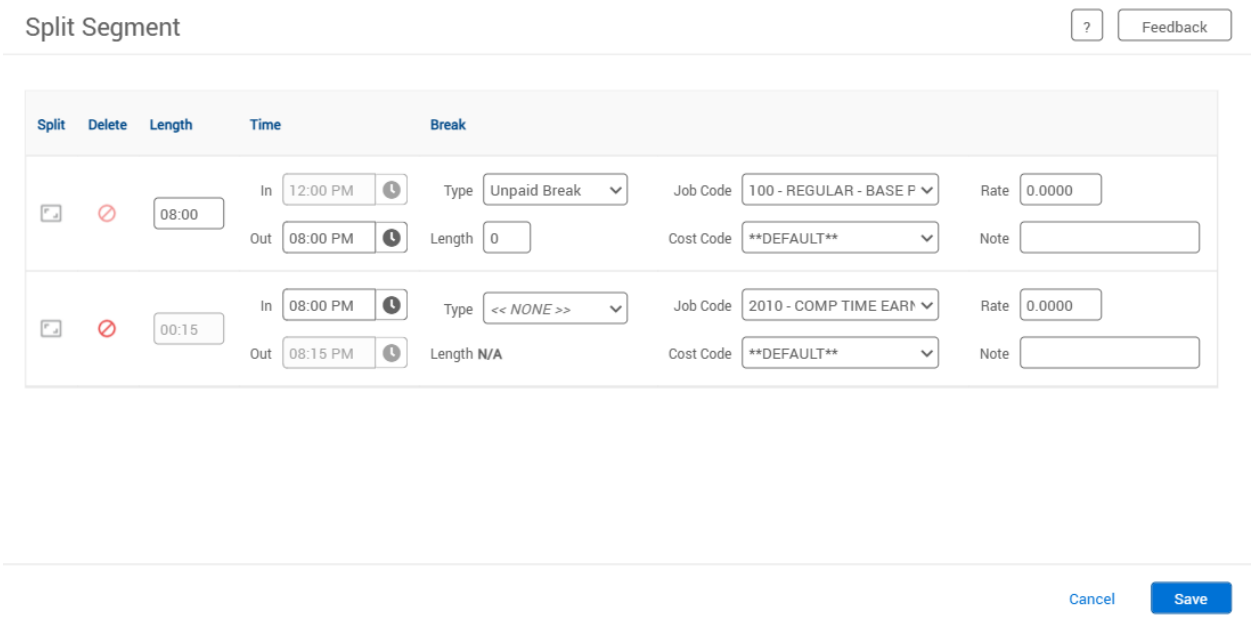
In this example you will see that the employee worked 11 hours on Thursday.

3. The next step is to split the segments between hours worked and comp time. To do this you need to go day by day based on where comp time is needed.
4. Select the day you are editing, click manage, split segment by length.
5. On the screen that pops up you will click the icon under split to generate a second line.

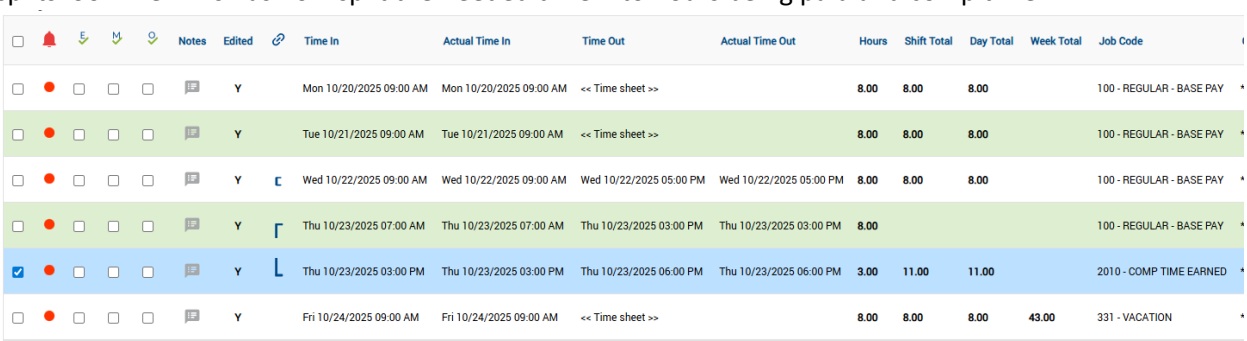


6. You will now update the lines for the split.
   - **For comp time you will use Job Code 2009 Comp OT Earned, only to be used on hours over the 8 hours per day.**
   - The first line you will adjust the lenght, as a standard this would be 8 hours worked. The 8 hours because you want to include the 30 minute break, this will then total 7.5 on the timecard. This will then updat the time out automatically.

7. The second line will then automatically adjust with the in and out time and total length based on the first line. You will need to update the job code to **2009 Comp OT Earned**. Then Click save.



8. You will then follow the above steps to create segements on all needed days. Below is what the splits look like. This has now split the needed time into hours being paid and comp time.



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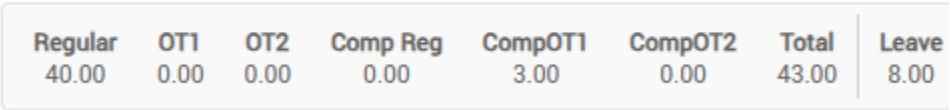
	Y	Wed 10/22/2025 09:00 AM	Wed 10/22/2025 09:00 AM	Wed 10/22/2025 05:00 PM	Wed 10/22/2025 05:00 PM	8.00	8.00	8.00		100 - REGULAR - BASE PAY
	Y	Thu 10/23/2025 07:00 AM	Thu 10/23/2025 07:00 AM	Thu 10/23/2025 03:00 PM	Thu 10/23/2025 03:00 PM	8.00				100 - REGULAR - BASE PAY
	Y	Thu 10/23/2025 03:00 PM	Thu 10/23/2025 03:00 PM	Thu 10/23/2025 06:00 PM	Thu 10/23/2025 06:00 PM	3.00	11.00	11.00		2010 - COMP TIME EARNED
	Y	Fri 10/24/2025 09:00 AM	Fri 10/24/2025 09:00 AM	<< Time sheet >>		8.00	8.00	8.00	43.00	331 - VACATION

9. In the top corner you can see the adjusted totals.



Regular	OT1	OT2	Comp Reg	CompOT1	CompOT2	Total	Leave
40.00	0.00	0.00	0.00	3.00	0.00	43.00	8.00

10. Under the accruals tab, you can then see the full calculation of time. Make sure to update the forecase date to the end of the week.