Library 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.
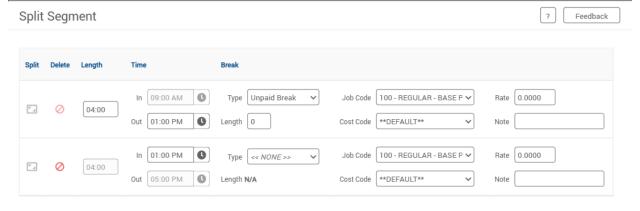
<mark>**Deadline to process comp time is by noon on Monday!**</mark>

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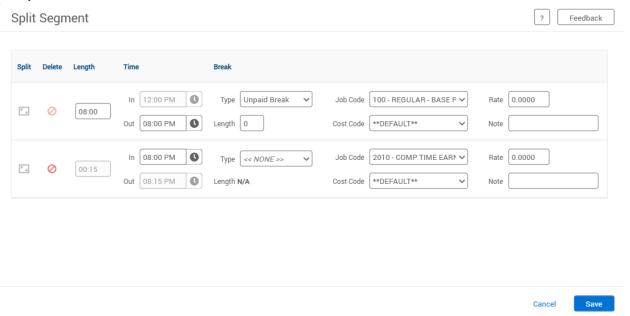2. Go to Hours/Individual Hours. Below is an example of a timecard before we change to comp time.

In this example you will see that the employee worked 38.25.

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.
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. There are two different job codes to be used when adding the comp time split.
   - **Job Code 2009 Comp OT Earned (X1.5)- used for hours that are over 8 hours in a day**
   - **Job Code 2010 Comp Time Earned (X1.0)- used for anything less than 8 hours in a 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 either **2009 Comp OT Earned or 2010**

Comp Time Earned. Then Click save.

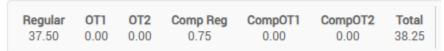8. You will then follow the above steps to create segements on all needed days. Below is what the splits look like. This has now split the needed time into hours being paid and comp time.

					Notes	Edited	🔗	Break Length	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Job Code
☐	●	☐	☐	☐	🏳	Y	⌐	30u	Mon 12/1/2025 09:00 AM	Mon 12/1/2025 09:01 AM	Mon 12/1/2025 05:00 PM	Mon 12/1/2025 04:53 PM	7.50				100 - REGULAR - BASE PAY
☐	●	☐	☐	☐	🏳	Y	L		Mon 12/1/2025 05:00 PM	Mon 12/1/2025 05:00 PM	Mon 12/1/2025 05:15 PM	Mon 12/1/2025 05:08 PM	0.25	7.75	7.75		2010 - COMP TIME EARNED
☐	●	☐	☐	☐	🏳	Y	⌐	30u	Tue 12/2/2025 09:00 AM	Tue 12/2/2025 08:55 AM	Tue 12/2/2025 05:00 PM	Tue 12/2/2025 05:00 PM	7.50	7.50	7.50		100 - REGULAR - BASE PAY
☐	●	☐	☐	☐	🏳	Y	⌐	30u	Wed 12/3/2025 09:00 AM	Wed 12/3/2025 08:59 AM	Wed 12/3/2025 05:00 PM	Wed 12/3/2025 05:00 PM	7.50	7.50	7.50		100 - REGULAR - BASE PAY
☐	●	☐	☐	☐	🏳	Y	⌐	30u	Thu 12/4/2025 12:00 PM	Thu 12/4/2025 11:58 AM	Thu 12/4/2025 08:00 PM	Thu 12/4/2025 07:53 PM	7.50				100 - REGULAR - BASE PAY
☐	●	☐	☐	☐	🏳	Y	L		Thu 12/4/2025 08:00 PM	Thu 12/4/2025 08:00 PM	Thu 12/4/2025 08:15 PM	Thu 12/4/2025 08:08 PM	0.25	7.75	7.75		2010 - COMP TIME EARNED
☑	●	☐	☐	☐	🏳	Y	⌐	30u	Fri 12/5/2025 09:00 AM	Fri 12/5/2025 08:57 AM	Fri 12/5/2025 05:00 PM	Fri 12/5/2025 04:55 PM	7.50				100 - REGULAR - BASE PAY
☐	●	☐	☐	☐	🏳	Y	L		Fri 12/5/2025 05:00 PM	Fri 12/5/2025 05:00 PM	Fri 12/5/2025 05:15 PM	Fri 12/5/2025 05:10 PM	0.25	7.75	7.75	38.25	2010 - COMP TIME EARNED

Showing 8 records of 8   Selected 1 records

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

Regular	OT1	OT2	Comp Reg	CompOT1	CompOT2	Total
37.50	0.00	0.00	0.75	0.00	0.00	38.25

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.