

# Overtime comp (compensatory) payout for my employees

**For people leaders of classified nonexempt employees**

# Important note

To ensure you have the most current information, please get this job aid from the website rather than referring to a locally-saved version.

# Overtime comp (compensatory) payout

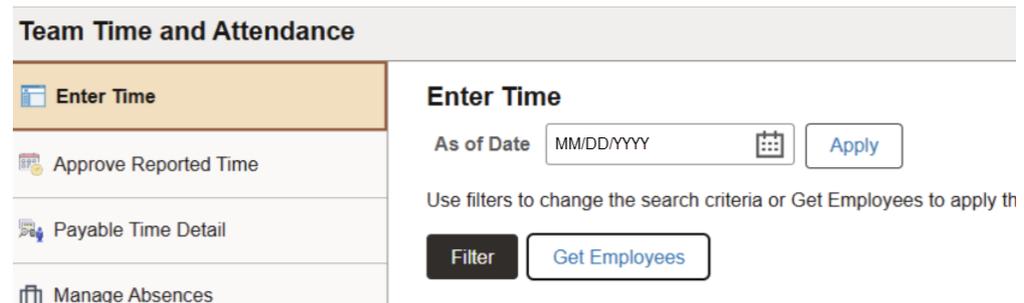
Classified nonexempt employees need to have first accrued overtime comp time before they can receive overtime comp payout.

As their people leader, if you have received authorization to pay out overtime, you will submit the overtime comp payout in PeopleSoft.

# Access timesheet and view balance in PeopleSoft (1)

Log into Peoplesoft: Go to my.utsa.edu, select UTShare/PeopleSoft, select UTSA if prompted, log in with your myUTSA ID.

Select Manager Self Service > Team Time and Attendance tile > Enter Time > Filter.



# Access timesheet and view balance in PeopleSoft (2)

On the Filters pop-up window, your position ID will be auto populated in the Reports to Position Number field. Select Done.

The screenshot shows the 'Enter Time' window in PeopleSoft. The 'Filters' pop-up window is open, displaying the following fields:

- Time Reporter Group
- Employee ID
- Empl Record
- Last Name
- First Name
- Business Unit
- Department
- Reports To Position Number (auto-populated)

The 'Enter Time' window background shows the 'As of Date' field (MM/DD/YYYY), an 'Apply' button, and a 'Filter' button. The 'Filters' window has 'Cancel' and 'Done' buttons.

# Access timesheet and view balance in PeopleSoft (3)

This displays a list of employee(s). Select the employee receiving the overtime comp time payout.

This displays the employee's timesheet.

Select View Comp Time Balances. Ensure the employee has a sufficient overtime comp time balance for the amount you intend to pay out.

Select Close to return to the employee's timesheet.

# Submit overtime comp payout (1)

1. On the employee's timesheet, on the WRKS – Salaried Worked row, select the plus icon to add a new row.

Previous Next

\*View By Weekly

Submit

			4 Tue	5 Wed	6 Thu	7 Fri	8 Sat	9 Sun
Row Totals			8 of 8	8 of 8	8 of 8	58 of 8	0 of 0	0 of 0
OCP - Overtime Comp Payout	50.00	+				50.00		
WRKS - Salaried Worked	40.00	+	8.00	8.00	8.00	8.00	8.00	

# Submit overtime comp payout (2)

HOL - HOLIDAY

OCP - Overtime Comp Payout

OTADJ - Overtime Comp Adjust (Admin)

OTCTS - Overtime Comp Salaried Taken February 9, 20XX

OTDEC - OT Compensation Decrement-Process only Unapproved Time 0.00

STADJ - State Compensation Adjusted (Admin)

STCTS - State Compensation Salaried

STDEC - ST Compensation Decrement-Process only

TRAIN - Training

TRAVL - Travel

UPDS - Unpaid Salary

WRKS - Salaried Work

OCP - Overtime Comp

WRKS - Salaried Work

Previous Next

\*View By Weekly

Submit

Row Totals	3 Mon	4 Tue	5 Wed	6 Thu	7 Fri	8 Sat	9 Sun
	8 of 8	8 of 8	8 of 8	8 of 8	58 of 8	0 of 0	0 of 0
	50.00				50.00		
	40.00	8.00	8.00	8.00	8.00		

2. From the drop-down menu, select OCP – Overtime Comp Payout.

# Submit overtime comp payout (3)

HOL - HOLIDAY

OCP - Overtime Comp Payout

OTADJ - Overtime Comp Adjust (Admin)

OTCTS - Overtime Comp Salaried Taken

OTDEC - OT Comp Decrement-Process only

STADJ - State Comp Adjusted (Admin)

STCTS - State Comp Taken Salaried

STDEC - ST Comp Decrement-Process only

TRAIN - Training Salaried

TRAVL - Travel

UPDS - Unpaid Salary

WRKS - Salaried Worked

February 9, 20XX

Unapproved Time 0.00

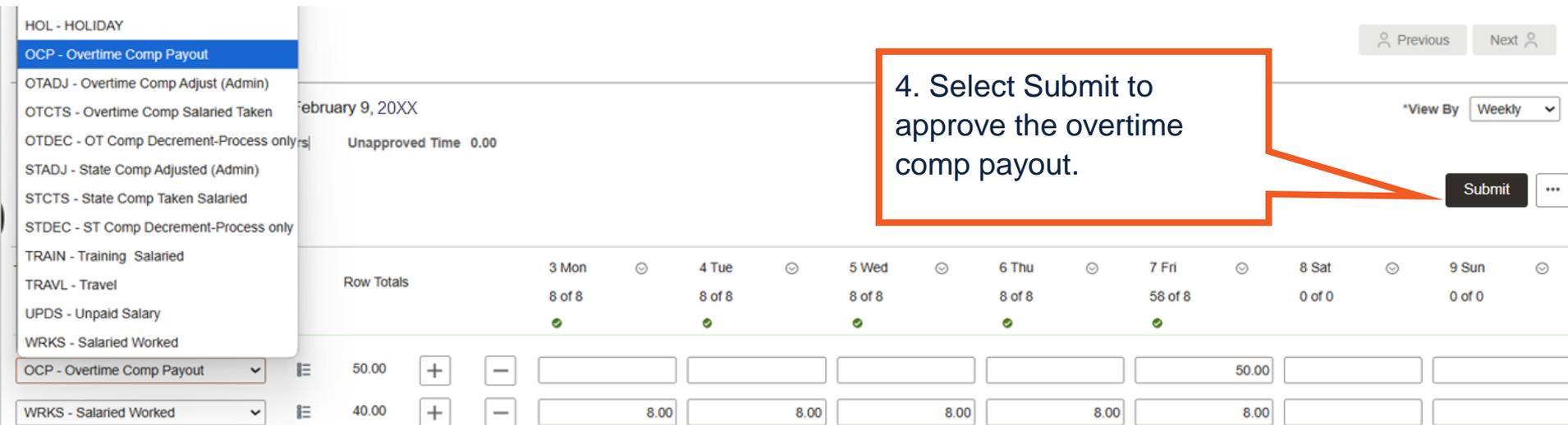
\*View By Weekly

Submit

Row Totals	3 Mon	4 Tue	5 Wed	6 Thu	7 Fri	8 Sat	9 Sun
	8 of 8	8 of 8	8 of 8	8 of 8	58 of 8	0 of 0	0 of 0
	✓	✓	✓	✓	✓		
OCP - Overtime Comp Payout	50.00				50.00		
WRKS - Salaried Worked	40.00	8.00	8.00	8.00	8.00	8.00	

3. On the OCP – Overtime Comp Payout row, on one of the workdays, enter the amount of overtime comp you intend to pay out.

# Submit overtime comp payout (4)



HOL - HOLIDAY

OCP - Overtime Comp Payout

OTADJ - Overtime Comp Adjust (Admin)

OTCTS - Overtime Comp Salaried Taken

OTDEC - OT Comp Decrement-Process only

STADJ - State Comp Adjusted (Admin)

STCTS - State Comp Taken Salaried

STDEC - ST Comp Decrement-Process only

TRAIN - Training Salaried

TRAVL - Travel

UPDS - Unpaid Salary

WRKS - Salaried Worked

OCP - Overtime Comp Payout

WRKS - Salaried Worked

February 9, 20XX

Unapproved Time 0.00

Previous Next

\*View By Weekly

Submit

4. Select Submit to approve the overtime comp payout.

Row Totals	3 Mon	4 Tue	5 Wed	6 Thu	7 Fri	8 Sat	9 Sun
	8 of 8	8 of 8	8 of 8	8 of 8	58 of 8	0 of 0	0 of 0
	✓	✓	✓	✓	✓		
OCP - Overtime Comp Payout	50.00				50.00		
WRKS - Salaried Worked	40.00	8.00	8.00	8.00	8.00	8.00	

Payroll Management Services will then process the overtime comp payout to your employee.

# Contact Us

If you have questions about this job aid, you can contact us at

## **Payroll Management Services**

[Payroll Management Services website](#)

Email: [payroll@utsa.edu](mailto:payroll@utsa.edu)

Phone: (210) 458-4280

# Thank you

The University of Texas at San Antonio

**UTSA** Financial Affairs

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