

1 Compensatory Time (Comp Time) Usage Starting January 10, 2024

This tip sheet provides instructions for using Compensatory Time (Comp Time) starting 1/10/2024. Comp Time that is earned prior to 1/10/24, will move to a compensation bucket referred to as **Reserved Comp Leave (RCL)**. Comp Time that is earned beginning with pay period 1/10/2024 will be referred to as **Regular Exempt Comp Leave*** and will need to be used within one year from the date it was earned. After one year, the leave will be forfeited.

***Reserved Comp Leave applies to Exempt Employees only!**

1. To use Reserved Comp Leave (Comp Leave earned prior to 1/10/24)

- This leave will remain in the Reserved Comp Leave bucket until used or paid out upon separation. (Note – pay-out is based on the salary as of 1/9/2024).
- To use Reserved Comp Leave on your time sheet, choose the Time Reporter Code (TRC) **RCLTK-Reserved Comp Leave-Take**.
- Place the hours that you would like to use under **Quantity**.
- RCLTK will automatically reduce the Comp Time that was earned prior to 1/10/24.

From 01/10/2024 to 01/16/2024

Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity
	Wed	1/10	New						00 RCLTK - Reserved Comp Leave - Ta	4.0

2. To use Regular Exempt Comp Leave (Comp Leave earned 1/10/24 or later)

- This leave must be used within **one year**.
- To use Regular Exempt Comp Leave, choose the TRC **CMPTK – Comp Time Taken**
- Place the hours that you would like to use under **Quantity**.
- CMPTK – Will reduce Comp Time that was earned after 1/10/24.

									00 RCLTK - Reserved Comp Leave - Ta	8.00
									15 CMPTK - Comp Time Taken	8.00

3. To check Comp Time Balances

- Scroll to the bottom of your timesheet and click on the Absence tab to review leave balances under **Absence Entitlement Balances**.
- Search for Comp Time Entitlement – Reserved Comp Leave (earned prior to 1/10/24), will be listed here.
- Or, directly below the time sheet portion, there's a tab titled **Leave / Compensatory Time**, click on the tab to see Comp Time Balances.

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Save for Later Submit Clear

Absence Summary **Leave / Compensatory Time** Exceptions

Leave and Compensatory Time Balances ?

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed
Comp Time	Reserved Comp Leave Plan	67.94	0	

If you have additional questions, please contact AOC Payroll at 410-260-1735 or the Connect Service Desk at 410-260-6550