



EXTENDING EXPIRED OT COMP TIME HOURS 2021 JOB AID TM-72



The purpose of this Job Aid is to demonstrate how to identify employees whose Overtime Comp Time has expired and then edit those records individually or by sending large sets to BEST Shared Services.

OSHR has approved extending expired OT Comp Time hours for exempt employees starting March 1, 2021 in Provision 7.1. Agencies must opt in to be eligible for this exception. The following steps are provided to determine the hours that have expired in the prior month.

Use PT_BAL00 and select variant **//OSHR PROV 7.1** to identify employees with OT Comp that has expired in the previous month.

- Select 'Other Period' and enter the first and last day of the previous month.
- Under 'Selection' enter Personnel Number(s) or use the Org. Structure button.
- View the PT_BAL00 results, the variant will display cumulative hours so that only one IT2013 is needed per employee per month.

Cumulated Time Evaluation Results: Time Balances/Wage Types

Choose Save Print preview

Cumulated balances
Data select. period 01/01/2009 - 01/31/2009

Pers.No.	Employee/app.name	Time type descript.	Number
		TS OT Comp Quota Expired	19.00
		TS OT Comp Quota Expired	18.00
		TS OT Comp Quota Expired	13.25
		TS OT Comp Quota Expired	52.50
		TS OT Comp Quota Expired	7.80
		TS OT Comp Quota Expired	18.00
		TS OT Comp Quota Expired	7.50
			= 136.05

- Remember that all time for the month must be entered, released, and approved before the results are "final". Any later changes to time in that month may affect the results.
- Use CATS_DA as needed to verify all time has been entered, released, and approved before creating the IT2013.

Use PA30 or PA61 to create a new 2013 record.

- Enter the first day of the following month in which the hours expired.
 - Example: For hours expiring in March 2021, use 4/1/2021 as the start date of the IT2013
- use default setting 'Do not change transfer time'.

Start 4/1/2021

Absence quota type 20 Overtime Comp Time

Change accrual entitlement

Quota number 18 Hours

Increase generated entitlement
 Reduce generated entitlement
 Replace generated entitlement

Change transfer time

Transfer Do not change transfer time

Add a note as to why the record was created using *Edit > Maintain text* and save the changes.

Infotype Text

4/15/2021 - extending OT comp hrs. per OSHR Provision 7.1

Once the records are created, Time Eval must run before the hours are visible on the Time Statement.

B0202 Comp Time Aging Report may be used to help project the potential list of employees with OT Comp expirations. This report should only be used estimate the potential list of impacted employees and not for the hours to be reinstated.

Other Considerations:

- OT Comp hours must expire first before running PT_BAL00 and before the IT2013 is created.
- OT comp expirations are impacted by Payroll Corrections as time evaluation will run expiration programs through the end of the month. Therefore, some OT Comp expirations will show early for those hours that expire on dates after payroll corrections begin.
- Be mindful of any retro time entry changes that occur after processing a IT2013. Any retro time entry changes that involve A/A 9000 could impact the OT Comp balance that was due to expire. After any retro-time changes, PTBAL should be run again for the same time period as before to get the updated list of OT Comp expirations. Then, adjust any IT2013s that may already have been created.

OSC can assist with a mass IT2013 load to extend the OT Comp for applicable employees:

- Agencies must have **at least 100** records or more that require an extension to process the mass load. Less than 100 records, Agencies can create the IT2013 manually.
- Agencies were provided with an Excel template for submitting the data to OSC.

	A	B	C	D
1	Agency	PerNr	Employee Name	Total # of Comp Hrs
2	State Board of Elections	1234567	John Doe	4
3				

- This will be an ongoing initiative each month, as OT comp continues to expire & until the exception ends.
- Templates must be submitted by the 10th of each month.
- Agencies must research and validate compensatory time for each employee, prior to submitting the template to BEST or taking action on Quota Correction IT2013.
- The first spreadsheet template is due 4/10/21 for OT Comp that expired in March 2021.