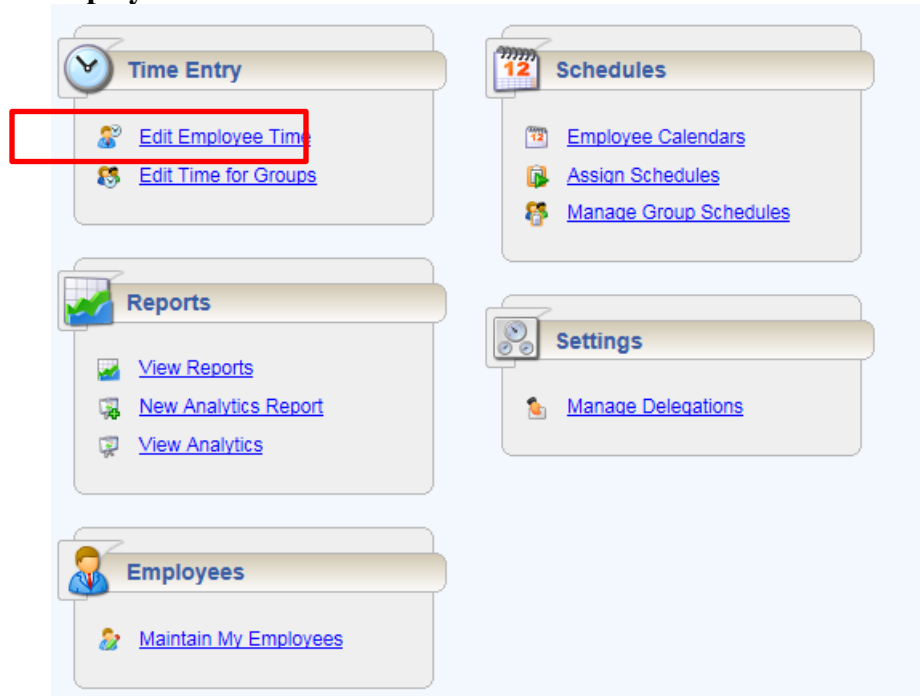
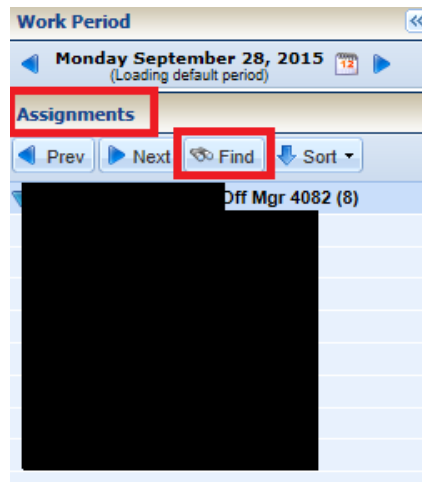


DHSS Job Aid: How to Enter Comp Time as the Auditor

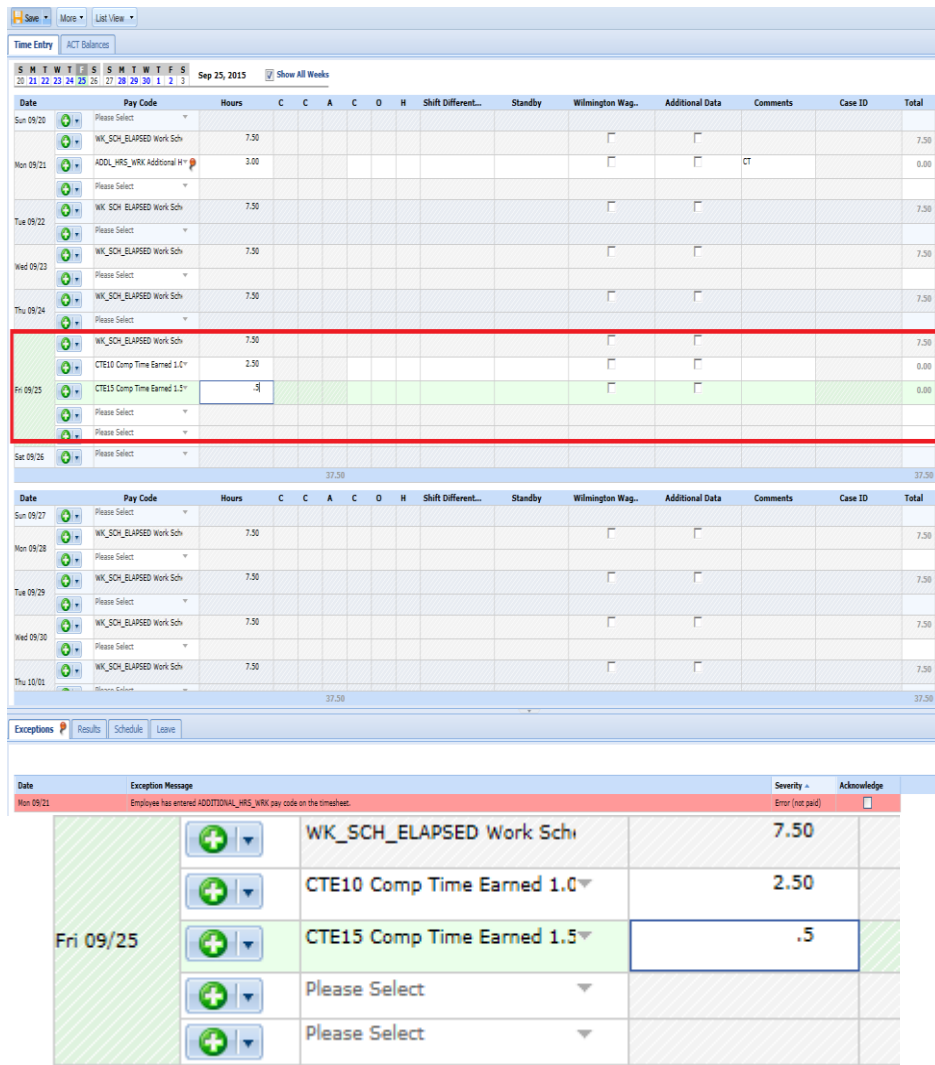
1. Once comp time has been approved and the auditor is notified, the auditor must add CTE10 or CTE15 on the timesheet within that pay period. Log into eSTAR on your dashboard select **Time Entry** → **Edit Employee Time**.



2. Select an assignment group if you have been delegated more than one group of employees or use the find to locate the employee.



3. Once on the timesheet the auditor will have to add a row with the proper Comp Time Pay Code.
- For FLSA and Non-FLSA_OT_PPM employees, select the **Plus** button on the last day the employee was at work in the week in which the employee earned the comp time.
 - For any hours under 40 in the week the comp time is entered at straight time which is **CTE10 Comp Time Earned 1.0**.
 - For any hours over 40 in the week the comp time is entered at time and a half **CTE15 Comp Time Earned 1.5**.
 - Employee's can only earn Comp Time for the amount of hours they were in the office each day. (SLT, ALT, FH, etc hours do not count as hours in the office).



The screenshot displays the 'Time Entry' interface for the week of September 21, 2015. The main table shows time entries for each day from Sunday, 9/20 to Thursday, 9/24, with 7.50 hours each. On Friday, 9/25, there are three entries: 'WK_SCH_ELAPSED Work Sch' (7.50 hours), 'CTE10 Comp Time Earned 1.0*' (2.50 hours), and 'CTE15 Comp Time Earned 1.5*' (.5 hours). The total for the week is 37.50 hours. Below the main table, the 'Exceptions' section shows a message: 'Employee has entered ADDITIONAL_HRS_WRK pay code on the timesheet.' The exception table lists the entries for Friday, 9/25, including the CTE15 entry with a value of .5.

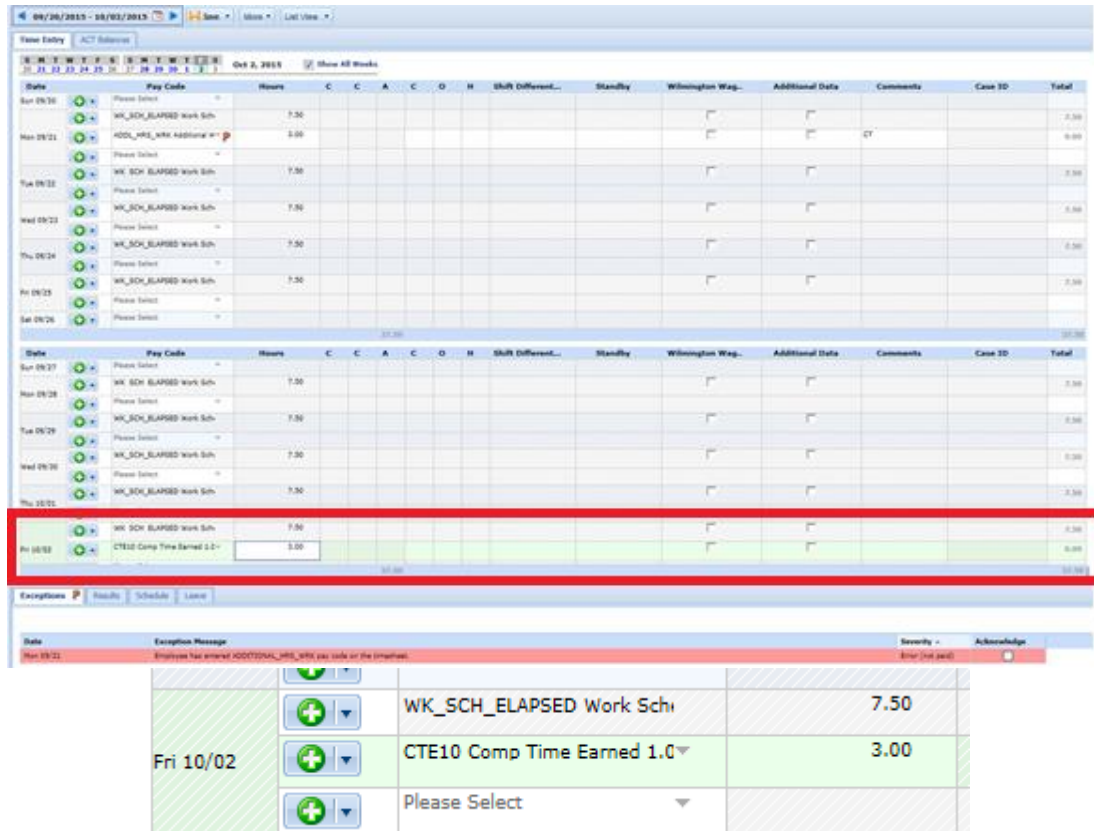
Date	Pay Code	Hours	Total
Sun 09/20	WK_SCH_ELAPSED Work Sch	7.50	7.50
Mon 09/21	ADDL_HRS_WRK Additional H*	3.00	0.00
Tue 09/22	WK_SCH_ELAPSED Work Sch	7.50	7.50
Wed 09/23	WK_SCH_ELAPSED Work Sch	7.50	7.50
Thu 09/24	WK_SCH_ELAPSED Work Sch	7.50	7.50
Fri 09/25	WK_SCH_ELAPSED Work Sch	7.50	7.50
Fri 09/25	CTE10 Comp Time Earned 1.0*	2.50	0.00
Fri 09/25	CTE15 Comp Time Earned 1.5*	.5	0.00
Sat 09/26			37.50

Date	Exception Message	Severity	Acknowledge
Mon 09/21	Employee has entered ADDITIONAL_HRS_WRK pay code on the timesheet.	Error (not paid)	<input type="checkbox"/>

Date	Pay Code	Hours	Total
Sun 09/27	WK_SCH_ELAPSED Work Sch	7.50	7.50
Mon 09/28	WK_SCH_ELAPSED Work Sch	7.50	7.50
Tue 09/29	WK_SCH_ELAPSED Work Sch	7.50	7.50
Wed 09/30	WK_SCH_ELAPSED Work Sch	7.50	7.50
Thu 10/01	WK_SCH_ELAPSED Work Sch	7.50	7.50
			37.50

Date	Pay Code	Hours	Total
Fri 09/25	WK_SCH_ELAPSED Work Sch	7.50	
Fri 09/25	CTE10 Comp Time Earned 1.0	2.50	
Fri 09/25	CTE15 Comp Time Earned 1.5	.5	
Fri 09/25	Please Select		
Fri 09/25	Please Select		

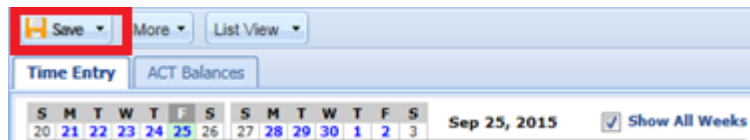
- For a Non FLSA employee, select the **Plus** button on the last day the employee was at work at the end of the pay period in which the employee earned the comp time. For the pay code use **CTE10 Comp Time Earned 1.0**.
 - Employee's can only earn Comp Time for the amount of hours they were in the office each day. (SLT, ALT, FH, etc hours do not count as hours in the office).



Date	Pay Code	Hours	C	C	A	C	O	H	Shift Different...	Standby	Wilmington Wag.	Additional Data	Comments	Case ID	Total
Sun 09/20	WK_SCH_ELAPSED Work Sch	7.50													7.50
Mon 09/21	ADD_HRS_ADDITIONAL W	3.00											CT		6.00
Tue 09/22	WK_SCH_ELAPSED Work Sch	7.50													7.50
Wed 09/23	WK_SCH_ELAPSED Work Sch	7.50													7.50
Thu 09/24	WK_SCH_ELAPSED Work Sch	7.50													7.50
Fri 09/25	WK_SCH_ELAPSED Work Sch	7.50													7.50
Sat 09/26	WK_SCH_ELAPSED Work Sch	7.50													7.50
Sun 09/27	WK_SCH_ELAPSED Work Sch	7.50													7.50
Mon 09/28	WK_SCH_ELAPSED Work Sch	7.50													7.50
Tue 09/29	WK_SCH_ELAPSED Work Sch	7.50													7.50
Wed 09/30	WK_SCH_ELAPSED Work Sch	7.50													7.50
Thu 10/01	WK_SCH_ELAPSED Work Sch	7.50													7.50
Fri 10/02	CTE10 Comp Time Earned 1.0	3.00													3.00

Date	Pay Code	Hours
Fri 10/02	WK_SCH_ELAPSED Work Sch	7.50
Fri 10/02	CTE10 Comp Time Earned 1.0	3.00
Fri 10/02	Please Select	

4. After the information is added click **Save**.



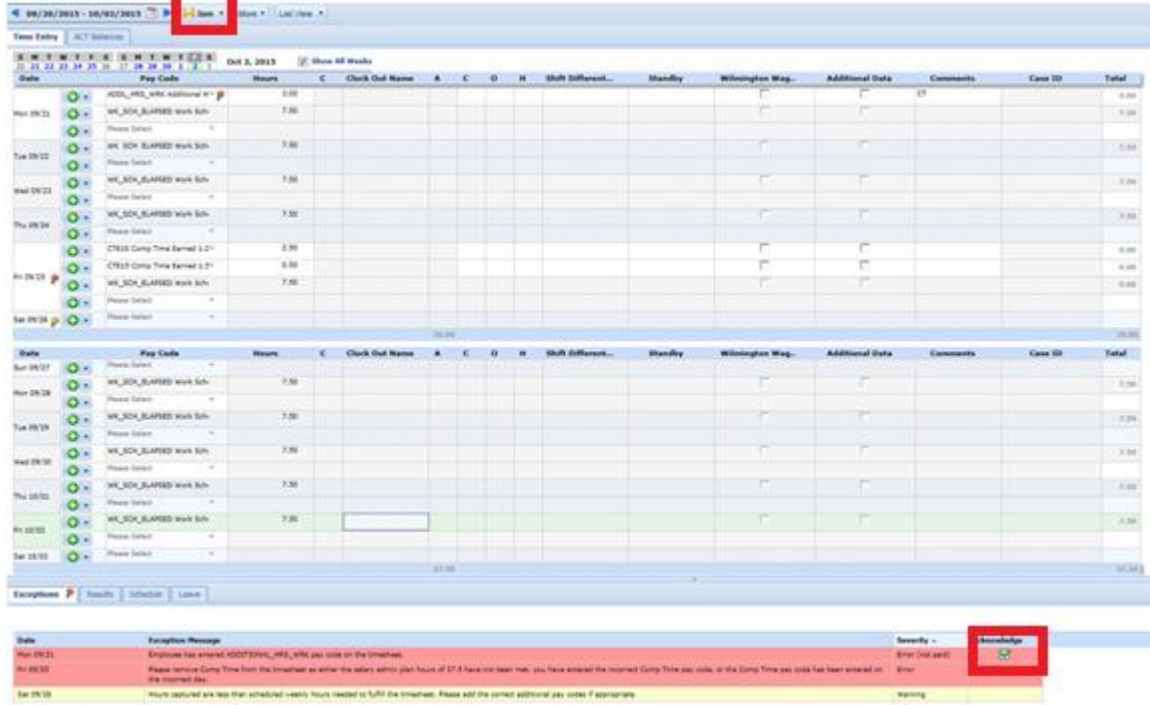
Save More List View

Time Entry ACT Balances

S M T W T F S S M T W T F S Sep 25, 2015 Show All Weeks

5. Once saved, the information will show as a red level exception. The **Acknowledge Check Box** needs to be checked and saved by the manager.

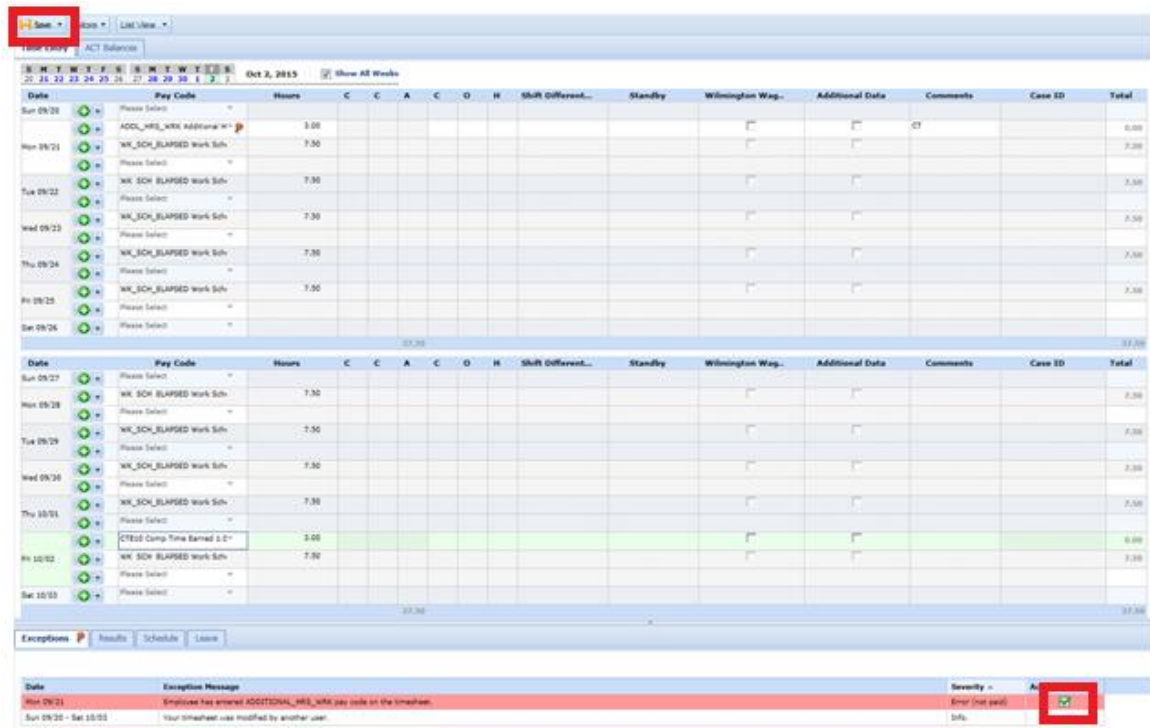
FLSA



The screenshot shows the eSTAR interface for October 2015. The main table lists time entries with columns for Date, Pay Code, Hours, and various codes (C, A, O, H). An exception message is displayed at the bottom, indicating that an employee has entered additional FLSA pay code on the timesheet. The 'Acknowledge' checkbox in the exception message is highlighted with a red box.

Date	Pay Code	Hours	C	A	O	H	Shift Different...	Standby	Wilmington Wag...	Additional Data	Comments	Case ID	Total
Sun 09/21	ADCL_HRS_WK Additional Hrs	3.00									OT		6.00
Mon 09/21	WK_SCH_BLAISED work Sch	7.00											7.00
Tue 09/22	WK_SCH_BLAISED work Sch	7.00											7.00
Wed 09/23	WK_SCH_BLAISED work Sch	7.00											7.00
Thu 09/24	WK_SCH_BLAISED work Sch	7.00											7.00
Fri 09/25	WK_SCH_BLAISED work Sch	7.00											7.00
Sat 09/26	WK_SCH_BLAISED work Sch	7.00											7.00
Sun 09/27	WK_SCH_BLAISED work Sch	7.00											7.00
Mon 09/28	WK_SCH_BLAISED work Sch	7.00											7.00
Tue 09/29	WK_SCH_BLAISED work Sch	7.00											7.00
Wed 09/30	WK_SCH_BLAISED work Sch	7.00											7.00
Thu 10/01	WK_SCH_BLAISED work Sch	7.00											7.00
Fri 10/02	WK_SCH_BLAISED work Sch	7.00											7.00
Sat 10/03	WK_SCH_BLAISED work Sch	7.00											7.00

Non FLSA



The screenshot shows the eSTAR interface for October 2015. The main table lists time entries with columns for Date, Pay Code, Hours, and various codes (C, A, O, H). An exception message is displayed at the bottom, indicating that an employee has entered additional pay code on the timesheet. The 'Acknowledge' checkbox in the exception message is highlighted with a red box.

Date	Pay Code	Hours	C	A	O	H	Shift Different...	Standby	Wilmington Wag...	Additional Data	Comments	Case ID	Total
Sun 09/20	ADCL_HRS_WK Additional Hrs	3.00									OT		6.00
Mon 09/21	WK_SCH_BLAISED work Sch	7.00											7.00
Tue 09/22	WK_SCH_BLAISED work Sch	7.00											7.00
Wed 09/23	WK_SCH_BLAISED work Sch	7.00											7.00
Thu 09/24	WK_SCH_BLAISED work Sch	7.00											7.00
Fri 09/25	WK_SCH_BLAISED work Sch	7.00											7.00
Sat 09/26	WK_SCH_BLAISED work Sch	7.00											7.00
Sun 09/27	WK_SCH_BLAISED work Sch	7.00											7.00
Mon 09/28	WK_SCH_BLAISED work Sch	7.00											7.00
Tue 09/29	WK_SCH_BLAISED work Sch	7.00											7.00
Wed 09/30	WK_SCH_BLAISED work Sch	7.00											7.00
Thu 10/01	WK_SCH_BLAISED work Sch	7.00											7.00
Fri 10/02	WK_SCH_BLAISED work Sch	7.00											7.00
Sat 10/03	WK_SCH_BLAISED work Sch	7.00											7.00

6. Once acknowledged another exception will come up for a FLSA employee. This will need to be **acknowledged and saved.**

Date	Exception Message	Severity	Acknowledge
Fri 09/23	[Redacted] has worked over their salary admin plan weekly hours, causing them to generate 6.5 hours of T120 Overtime L&OT. Please approve in order to allow Overtime to be paid or Comp Time to be earned.	Error (not paid)	<input checked="" type="checkbox"/>
Fri 09/23	[Redacted] has worked over their salary admin plan weekly hours, causing them to generate 2.5 hours of T120 Overtime L&OT. Please approve in order to allow Overtime to be paid or Comp Time to be earned.	Error (not paid)	<input checked="" type="checkbox"/>
Fri 09/23	Please remove Comp Time from the timesheet as either the salary admin plan hours of 37.5 have not been met, you have entered the incorrect Comp Time pay code, or the Comp Time pay code has been entered on the incorrect day.	Error	<input type="checkbox"/>
Mon 09/23	10.5 hours reported exceed 7.5 scheduled hours for the day.	Warning	<input type="checkbox"/>
Sat 09/26	Hours captured are less than scheduled weekly hours needed to fulfill the timesheet. Please add the correct additional pay codes if appropriate.	Warning	<input type="checkbox"/>
Sun 09/20 - Sat 10/03	Your timesheet was modified by another user.	Info.	<input type="checkbox"/>
Mon 09/23	(ADVIS) Management has confirmed the validity of this entry.	Info.	<input checked="" type="checkbox"/>

7. Once everything has been accepted, the leave tab is where the comp time earned during that pay period is reflected.

- FLSA

Category	Hours
Annual Leave	Initial Balance Sun 09/20: 57.00 Earned: 9.50 Used: 0.00 Ending Balance Sat 10/03: 66.50
Annual Leave Carryover	Initial Balance Sun 09/20: 0.00 Earned: 0.00 Used: 0.00 Ending Balance Sat 10/03: 0.00
Comp Time	Initial Balance Sun 09/20: 3.25 Earned: 3.25 Used: 0.00 Ending Balance Sat 10/03: 6.50
Floating Holiday	Initial Balance Sun 09/20: 0.00 Earned: 0.00 Used: 0.00 Ending Balance Sat 10/03: 0.00
Military Taken	Initial Balance Sun 09/20: 0.00 Earned: 0.00 Used: 0.00 Ending Balance Sat 10/03: 0.00
Sick Leave	Initial Balance Sun 09/20: 57.00 Earned: 9.50 Used: 0.00 Ending Balance Sat 10/03: 66.50

- Non FLSA

Category	Hours
Annual Leave	Initial Balance Sun 09/20: 334.25 Earned: 13.25 Used: 0.00 Ending Balance Sat 10/03: 347.50
Annual Leave Carryover	Initial Balance Sun 09/20: 0.00 Earned: 0.00 Used: 0.00 Ending Balance Sat 10/03: 0.00
Comp Time	Initial Balance Sun 09/20: 3.00 Earned: 3.00 Used: 0.00 Ending Balance Sat 10/03: 6.00
Floating Holiday	Initial Balance Sun 09/20: 0.00 Earned: 0.00 Used: 0.00 Ending Balance Sat 10/03: 0.00
Military Taken	Initial Balance Sun 09/20: 0.00 Earned: 0.00 Used: 0.00 Ending Balance Sat 10/03: 0.00
Sick Leave	Initial Balance Sun 09/20: 1,487.75 Earned: 9.50 Used: 0.00 Ending Balance Sat 10/03: 1,497.25