

Recording Leave

Day	Date	Hours Worked	Coded Hours	Code
Sun	1-Aug			
Mon	2-Aug	8		
Tue	3-Aug	10		
Wed	4-Aug	8		
Thu	5-Aug		4	SSIC
Fri	6-Aug			
Sat	7-Aug	10		
Total Hours for Week		Worked	Coded	Total
Base = 40 Hours		36	4	40

This employee worked a total of 36 hours in this work week. Even though they were sick on Thursday, only 4 hours of sick leave should be recorded in order to come up to 40 hours for the week. CPCC's work week is Sunday through Saturday. Comp time is **not** earned for the 10 hours worked on Saturday. Less sick leave would be recorded in this case.

Recording Comp Time In a Week With A Holiday

Day	Date	Hours Worked	Coded Hours	Code
Sun	1-Aug			
Mon	2-Aug		8	HLDY
Tue	3-Aug	10		
Wed	4-Aug	12		
Thu	5-Aug	10		
Fri	6-Aug	12		
Sat	7-Aug			
Total Hours for Week		Worked	Coded	Total
Base = 40 Hours		44	8	52

This employee worked a total of 44 hours in this work week in which there was a holiday. In addition to the pay for the holiday, 8 hours of straight comp time were earned up to 40 hours and 4 hours of comp time at time and a half were earned for the hours worked over 40.

Recording Comp Time In a Week With A Holiday

Work Week 1				
Day	Date	Hours Worked	Coded Hours	Code
Sun	1-Aug			
Mon	2-Aug		8	HLDY
Tue	3-Aug	10		
Wed	4-Aug	10		
Thu	5-Aug	10		
Fri	6-Aug	10		
Sat	7-Aug			
Total Hours for Week		Worked	Coded	Total
Base = 40 Hours		40	8	48

This employee worked 2 hours extra each day in a week in which there was a holiday. 8 hours of **straight comp time** is earned because only 40 hours were **worked** in that week.

Weekly Time Crosses Months

Work Week 5				
Day	Date	Hours Worked	Coded Hours	Code
Sun	29-Aug			
Mon	30-Aug	10	2	COMP
Tue	31-Aug	8		
Wed	1-Sep	8		
Thu	2-Sep	8		
Fri	3-Sep	8		
Sat	4-Sep			
Total Hours for Week		Worked	Coded	Total
Base = 40 Hours		42	2	42

This employee earned 2 hours of comp time in August. Because the work week ends in September, the entire work week should be recorded on their September timesheet even though the comp time was originally shown on the August timesheet. The comp time would not be earned or recorded in the system until September.