



Compensatory Time Expiration Notification

All compensatory time earned on or before May 1, 2020, is set to expire. All expired compensatory time must be paid to employees at their current rate of pay no later than May 31, 2021. This also applies to exempt employees who may have accrued mandatory on-site compensatory time due to COVID19.

1. What does this mean?

CT must be taken within 12 months of the date in which it was accrued. If management is not able to schedule the compensatory time off within this period, the time must be paid to the employee no later than the next pay cycle following the end of the 12 months.

2. How should I enter the mandatory on-site compensatory payout for exempt employees?

Code 254 - for mandatory on-site comp time payout. This code is used for both EHRA/SHRA exempt and SHRA non-exempt employees.

3. What code should I use to pay out compensatory time for an exempt employee through PHATIME entry?

Code 076 - for regular comp time payout. This code is for SHRA non-exempt employee use.

Code 254 - for mandatory on-site comp time payout. This code is used for both EHRA/SHRA exempt and SHRA non-exempt employees.

4. Who's responsible for paying this leave?

Compensatory time is a departmental expense. Timekeepers should be working with their Business Officer(s) to identify the proper funding source for this expense.

5. Is this payout optional?

No. Per policy, all compensatory time must be used within 12 months of the date it is earned. Timekeepers are responsible for managing the usage of such time by way of ePrint reports to avoid enormous compensatory payout expenses.

6. What policy supports this request?

https://hrs.uncg.edu/wp-content/themes/uncgwp/Files/Policies/Class/Overtime_Policy.pdf?nocache=1

7. As a Timekeeper, what monthly ePrint report should I be using?

PWRWLBAL- Departmental Leave Balance Report.

8. What if funding can't be identified?

Questions or concerns regarding funding should be discussed with the HR Business Partner assigned to your area.

Academic units should contact Rowena Cassim-Sims 336-334-9724 rjcassim@uncg.edu

All other units should contact Marlon Summers 336-334-9855 mdsumme2@uncg.edu

9. How can I get a copy of my department expired/leave aged report?

Expired/Aged Leave reports can be requested and made available to timekeepers by contacting hrops@uncg.edu.

10. Who should I contact with questions related to PHATIME entry?

Contact Payroll at payroll1@uncg.edu prior to our May 12, 2021 PHATIME entry cutoff.

This message was sent to Timekeepers and HR Liaisons.



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