

TimeClock PlusŽ
 by Data Management, Inc.
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Invoice	Customer	Invoice Date
455418	69054	04/02/2018

BILL TO
Madison County Loretta Phillips (601) 855-5509 PO BOX 608 Canton, MS 39046-0608

SHIP TO
Madison County Loretta Phillips (601) 855-5509 PO BOX 608 Canton, MS 39046-0608

Rep	Entry	Method of Shipment	Method of Payment
BUNDERWOOD	BUNDERWOOD	N/A	Net 30

Stock No.	Ordered	Shipped	Description	Unit Cost	Total
1030-1003	1		Advanced Comp Time Tracking L Summit Attendee Discount	999.00 (300.00)	999.00 (300.00)

Customer Invoice

This is the ONLY invoice you will receive.



Product Total:	999.00
Discount:	(300.00)
Subtotal:	699.00
S & H:	0.00
Total:	699.00

Comp Time

The **Comp Time** module allows you to track additional time, or compensatory time, that may go past an employee's standard or contracted time. This extra time can then be used for leave purposes as needed.

Comp time is typically assigned on a 1:1 ratio once an employee has worked over a certain amount in their pay period. These hours are not considered worked, and will not appear when running payroll. Instead, these hours will be counted as comp, and accrual rules can be configured to give the employee time off based on the amount of hours in comp time worked.

For example, Cecile is contracted for 35 hours of work, but one week she works 37 hours. Because of her company's rules on compensatory time, Cecile will receive 35 hours of standard time, as well as an additional 2 hours of comp time. If she received overtime at 40 hours and worked 42 hours in the course of the week, she would receive 8 hours of comp time as well (5 at the regular amount and 3 for two hours of overtime worked at time and a half).

Configuring Job Codes for Comp Time

1. Browse to **Configuration > Job Codes** and select a job code.
2. Expand the **Defaults** section. Under **Comp Time**, choose one of the following options:
 - **No comp time:** Any time worked in this job code will not earn or count towards comp time.
 - **Counts toward comp time:** Hours worked in this job code do not earn comp time, but will count towards comp time if the employee has worked past their comp time threshold in job codes that earn overtime.
 - **Earns comp time:** Hours in this job code will count toward and earn comp time. There are two options available here:
 - **Default to normal pay** will cause all eligible hours to count toward worked hours (including overtime).
 - **Default to comp time** will cause all eligible hours to count toward comp time and not appear as worked hours in payroll. If the employee will always receive comp time when they go over their threshold, select this option.
3. **Save** the job code, and repeat for other job codes as needed.