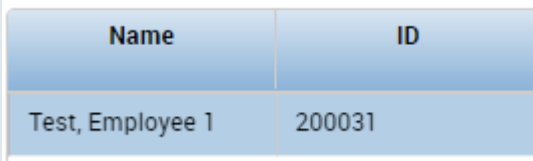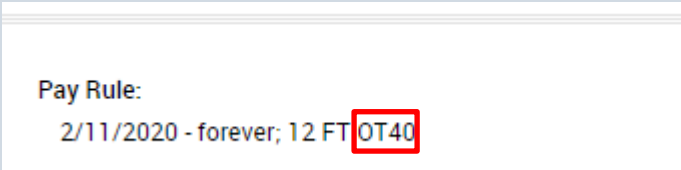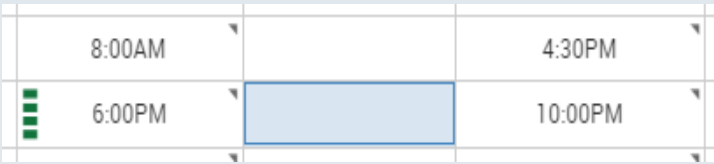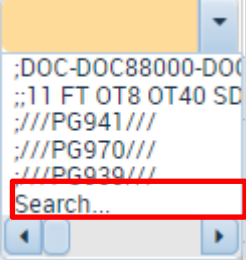# Transfer OT to CT

Purpose:
This job aid will help you switch the earnings received from OT to CT. Note: This will only need to be done for employees who are eligible for both OT and CT. Those employees will earn OT by default and require a transfer for comp time.

Steps	Screenshots
Use the QuickFind to select the employee that you want to edit.	
Double click on the employee's name to open their timecard.	
Right click on the employee's name to see the pay rule assigned to them. If the pay rule includes "OT" then they will automatically receive OT by default and will require a work rule transfer to earn comp time.	
Find the day where the employee wants to switch to CT and click on the transfer cell between their punches.	
On the transfer drop down click on the **Search** button.	

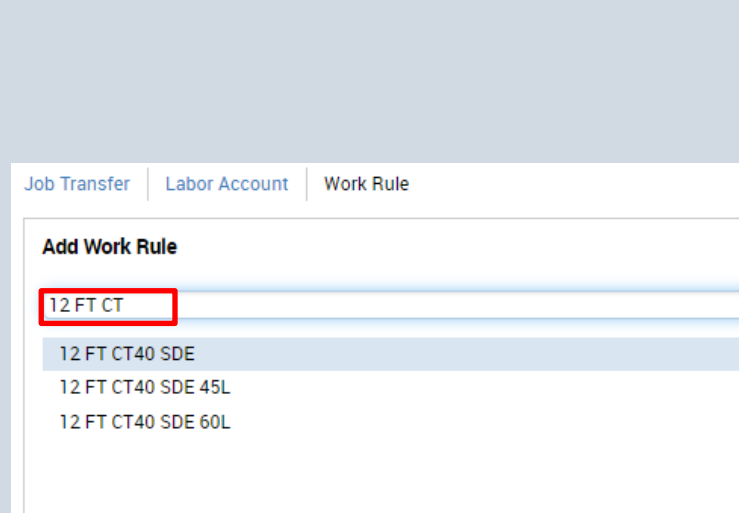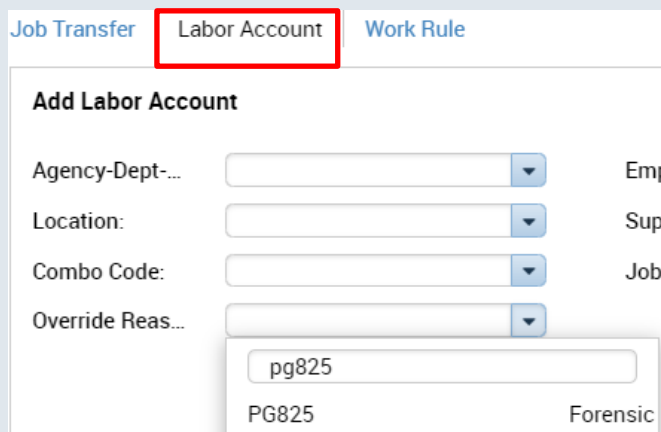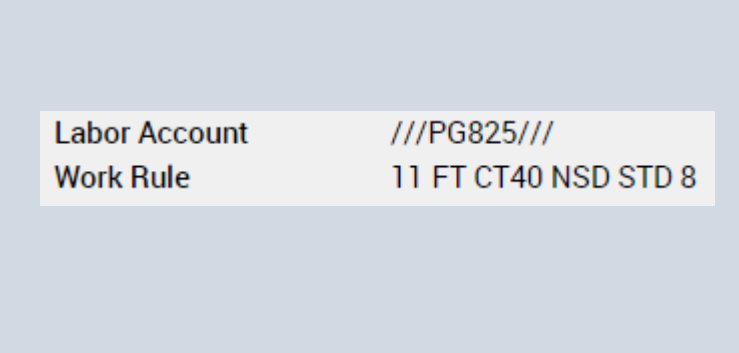| Steps	Screenshots
In the Work Rule tab, type in the employee's BU and whether they are FT or PT, in this case I entered "12 FT" and found the appropriate rule that switches to CT whether its OT8 to CT8 or OT40 to CT40. Match this according to the lunch they should be receiving and their shift diff eligibility. Note: This should match their pay rule almost **exactly** for it to work correctly. Ex: Pay Rule: 11 FT OT40 NSD STD8 Work Rule: 11 FT CT40 NSD STD8	Job Transfer Labor Account **Work Rule** **Add Work Rule** 12 FT CT 12 FT CT40 SDE 12 FT CT40 SDE 45L 12 FT CT40 SDE 60L

After adding the correct work rule transfer, switch over to the Labor Account tab. Here you can add an override reason code to the overtime or comp time if applicable. Here the code used is an example, but make sure you use any code you would normally use in Core CT.

Job Transfer   **Labor Account**   Work Rule

Add Labor Account

Agency-Dept-…	▼	Emp
Location:	▼	Sup
Combo Code:	▼	Job
Override Reas…	▼	

pg825

PG825   Forensic

After you added both the Work Rule and Labor Account transfers, the top of the transfer window will look as such. Click Apply.	**Labor Account** ///PG825/// **Work Rule** 11 FT CT40 NSD STD 8

Steps	Screenshots
After adding the correct work rule transfer, the timecard will look as shown below. If you add the comp time pay code instead of the transfer they will be double paid for their time.	

Wed 10/28	8:00AM-4:30PM			8:00AM		4:30PM
				6:00PM	;;12 FT CT40 SDE	10:00PM

Steps	Screenshots
Click on the icon **here**.	

Steps	Screenshots
Switch the totals section to a **Daily** view.	Totals Accruals Audits Historical Corrections Daily ▼ Pay Code ▼

Steps	Screenshots
Click on the date of the OT, after approving the OT you will see the Compensatory Time reflected to the right.	Totals Accruals Audits Historical Corrections Daily ▼ Pay Code ▼ **Pay Code** — **Amount** ▲ CCE - Comp Time Earned — 4.0 Regular — 8.0

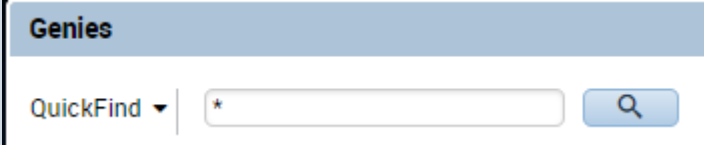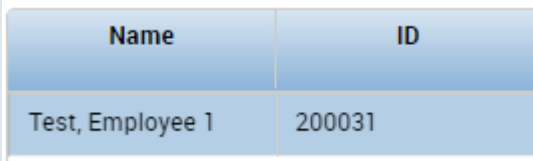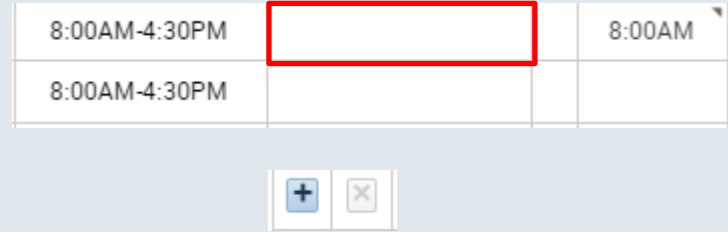| Steps	Screenshots
If the employee should be earning both OT and CT the same morning, you will need two transfers. 	6:45AM 7:10AM 7:11AM 7:59A... 8:00AM 5:00PM
If the employee is eligible for OT, then you will need to first add the CT work rule that matches their pay rule. 	6:45AM ;;12 FT CT40 SDE 7:10AM 7:11AM 7:59A... 8:00AM 5:00PM
To make sure they get paid regular OT for the remainder of their time, you will need to add a transfer that matches their current pay rule. 	6:45AM ;;12 FT CT40 SDE 7:10AM 7:11AM ...)T40 NSD 60L DCF 7:59A... 8:00AM 5:00PM
Click on the dropdown arrow to open the Totals section.	
Switch the totals section to a **Daily** view to make sure they are being paid the correct amount of Comp Time and OT.	Totals Accruals Audits Historical Corrections Daily ▼ Pay Code ▼

CT Earned Pay Code BU51

Purpose:
This job aid will help you enter comp time earned for employees in BU51 who are awarded CCE

Note: This is only for BU51, other employees either default to Comp Time earned or they will enter the transfer from the previous section.

Steps	Screenshots
Use the QuickFind to select the employee that you want to edit.	
Double click on the employee's name to open their timecard.	
Find the day where the employee earned the comp time and click the pay code cell, if the employee worked that day, click the ' + ' button to add a new row and then click the pay code cell.	
Select the comp the employee will be earning. It will be listed under: **CCE – Comp Time Earned Manual** Then enter how many hours they'll be earning and click **Save**.	