Part-Time Employees & Compensatory Leave

Appropriate compensatory leave for eligible full-time USPS and TEAMS employees accrues automatically in PeopleSoft based on time entered. Special consideration and additional steps, however, are needed for part-time employees.

- Log into the system via the myUFL portal, using your GatorLink user id and password (http://my.ufl.edu)
- Navigate to My Self Service > Time Reporting > Time Reporting Home > Report Weekly Elapsed Time
- Ensure the screen displays the correct week
  - If not, type in “Week Beginning Date” and click the “Refresh Date” button

Part-Time USPS Exempt Employees:

- Part-time USPS exempt employees must report earned compensatory leave. The system will not accrue it for them
- Hours worked should not be changed in weekly elapsed
  - Instead, add a line and report the number of hours of either regular compensatory or special compensatory leave to be earned
  - Use the “RCE – Regular Compensation Earned” time reporting code to accrue regular compensatory leave and “SCE – Special Compensatory Leave Earned” time reporting code to accrue special compensatory leave

Example 1: This following weekly elapsed record is for a 0.5 FTE USPS exempt employee who physically worked 25 hours (instead of his or her normal 20 hours per week):

Example 2: The following example is for a 0.5 FTE USPS exempt employee who physically worked 20 hours during a workweek in which a holiday occurred. As a result, he or she should be paid for the 20 hours of work and also earn 4 hours of special compensatory leave. Rather than enter the holiday, the part-time employee should enter special comp earned.

ufbridges
Created in conjunction with Training & Development

Revised December 20, 2004
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Part-Time USPS & TEAMS Non-Exempt (Hourly) Employees:

Non-exempt employees must report time worked either by web clock or weekly punch time. Like the part-time USPS exempt employee, a **part-time non-exempt** employee will use weekly elapsed to accrue special compensatory leave.

**Example 1:** The following example is for a 0.75 FTE **non-exempt** employee who physically worked 38 hours (rather than his or her normal 30 hours) who also is entitled to a 6-hour holiday benefit. The employee will be paid for the full 38 hours worked (as entered into weekly punch or web clock). To receive the special compensatory leave, the holiday benefit is not entered but is instead reflected as “special comp earned” as follows:

<table>
<thead>
<tr>
<th>From Friday 12/24/2004 to Thursday 12/30/2004</th>
<th>Time Reporting Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri 12/24</td>
<td>0.000</td>
</tr>
<tr>
<td>Sat 12/25</td>
<td>0.000</td>
</tr>
<tr>
<td>Sun 12/26</td>
<td>0.000</td>
</tr>
<tr>
<td>Mon 12/27</td>
<td>0.000</td>
</tr>
<tr>
<td>Tue 12/28</td>
<td>0.000</td>
</tr>
<tr>
<td>Wed 12/29</td>
<td>0.000</td>
</tr>
<tr>
<td>Thu 12/30</td>
<td>0.000</td>
</tr>
</tbody>
</table>

In each of these examples, if the employee is a TEAMS employee, he or she will continue to have access to the TEAMS personal leave days for use before the end of the fiscal year.

**Notes:**
- Please note that overtime pay or overtime compensatory leave will automatically generate based on hours over 40 that are worked and reported.