



## Guidance for Time Sheet Completion for Compensatory Time for Exempt (Non-Standard) State Employees

The purpose of this guidance document is to provide exempt (non-standard) employees with instructions on how to complete their timesheet when recording and discharging compensatory time as allowed under the [Exempt Position Compensatory Time Policy](#) and the [COVID-19 Exempt Position Compensatory Time Policy](#).

**Note: For exempt employees with compensatory time language in their Collective Bargaining Agreement or supplemental union agreements, the CBA or supplemental agreement will take precedence.**

**Note: Department of Administration (DOA) employees who utilize the DOA Uniform Time Sheet to report their time should continue to record their time as detailed in the DOA Uniform Time Sheet Guidance document, while ensuring they use the CT and TD codes and rules.**

The payroll code to document Compensatory Time accrued is “**CT**”. The payroll code to discharge Compensatory Time is “**TD**”.

Compensatory time may be discharged in lieu of other accrued leave, such as vacation or personal time. A Leave Request should be submitted and approved by your supervisor prior to discharging compensatory time.

All hours worked/discharged must be documented on your time sheet. For employees who work a 35-hour Non-Standard work week, all hours worked up to 45 need to be coded as “X”. For employees who work a 40-hour work week, all hours worked up to 50 need to be coded as “X”. Please note that sick time does not count toward hours worked. Vacation (V), Personal (P), Holiday (H) and Compensatory Time discharged (TD) do count as hours worked.

The Compensatory Time balance is maintained in the Payroll System, but it does not show on your paystub. You will need to keep track of your balance; however, you may contact your payroll representative to reconcile your balance.

Below are examples on how to document Compensatory Time on your time sheet.

**1. Example of a 35-hour Exempt (Non-Standard) employee who worked a total of 49.5 hours.**

Week Ending	SUN	MON	TUE	WED	THU	FRI	SAT	Total Hours
June 13, 2020		10 X	9 X	9 X	8.5 X	8.5 X 1.5 CT	3 CT	49.5

**2. Example of a 35-hour Exempt (Non-Standard) employee who discharges Compensatory Time and works 43.5 hours.**

Week Ending	SUN	MON	TUE	WED	THU	FRI	SAT	Total Hours
June 13, 2020		10 X	7 TD	10 X	8.5 X	9.5 X .5 CT	5 CT	50.5

**3. Example of a 35-hour Exempt (Non-Standard) employee who discharges sick time and works 39.5 hours.**

Week Ending	SUN	MON	TUE	WED	THU	FRI	SAT	Total Hours
June 13, 2020		10 X	7 S	10 X	8.5 X	8 X	3 X	46.5

**4. Example of a 35-hour Exempt (Non-Standard) employee who discharges sick time and works 50 hours.**

Week Ending	SUN	MON	TUE	WED	THU	FRI	SAT	Total Hours
June 13, 2020		10 X	7 S	10 X	10 X	10 X	5 X 5 CT	57

**NOTE: \*\* Sick Time Discharge does NOT count toward hours worked\*\***

**5. Example of a 35-hour Exempt (Non-Standard) employee who discharges vacation time and works 50 hours.**

Week Ending	SUN	MON	TUE	WED	THU	FRI	SAT	Total Hours
June 13, 2020		10 X	<b>7 V</b>	10 X	10 X	8 X 2 CT	10 CT	<b>57</b>

**Special Note Regarding COVID-19 Amended Time Sheets:**

Employees who worked **over the 10 hours** due to COVID-19 and **recorded** those hours as **Compensatory Time (CT)** on their time sheet(s) as indicated in the above examples DO NOT need to file amended time sheet(s).

Employees who worked **over the 10 hours** due to COVID-19 and DID **NOT** record those hours as **Compensatory Time (CT)** on their time sheet(s) as indicated in the above examples will need to submit an amended timesheet to Payroll.

- a. The amended timesheet must be signed by the employee and the supervisor.
- b. Email the amended timesheet(s) to [DOA.timesheets@hr.ri.gov](mailto:DOA.timesheets@hr.ri.gov). Non-Executive Branch employees should submit it to their payroll office.
- c. In the subject line include “**COVID-19 NS Amendment**” and “**Employee’s Name**”.