



**OVERTIME/COMPENSATORY PAY
PROCEDURE (PAY-P007)**

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of determining the payment of overtime/compensatory pay.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Payroll Office Staff

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Finance Officer

4.0 DEFINITIONS:

- 4.1 Overtime Rate: Hours worked over 40 hours in a one-week time period will be paid at or recorded as compensatory time of time and one-half.
- 4.2 Benefits: Social security tax, Medicare tax and matching retirement (if applicable).

5.0 PROCEDURE:

- 5.1 Kronos timecard with Authorization for Overtime or Comp Time is retrieved in Payroll. Prior approval of immediate supervisor is required for overtime pay or compensatory time.
- 5.2 For overtime hours, payroll officer verifies time to be imported.
 - 5.2.1 Payroll officer makes determination if hours are to be paid at regular rate of pay or overtime rate.
 - 5.2.2 Overtime hours are imported under payroll overtime account code on individual employee screen.
- 5.3 For compensatory hours, payroll officer determines if hours earned are regular or time and one half and keys hours in the appropriate column.
- 5.4 If extra pay is to be paid by an outside source the pay with benefits is calculated on the Facilities Use Invoice Request form (ACC-F006).
- 5.5 The Facilities Use Invoice Request form (ACC-F006) is forwarded to the accounting office for billing.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Kronos timecard
- 6.2 Facilities Use Invoice Request (ACC-F006)



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7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-----------------------------------|-----------------------------|---------------------------|--------------------|-------------------|
| Facilities Use Invoice Request | Payroll Office/file room | Current year plus five | Recycled | Secured Building |

8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|--|
| 4/12/04 | | Initial Release |
| 5/07/04 | A | Clarify 5.1, 5.2, 5.3, 5.5, renumber, assign PAY-F011 to overtime worksheet and update flowchart |
| 10/30/06 | B | Clarify 5.3 re MUNIS implementation |
| 10/27/09 | C | Remove hard-copy documents, and reference Kronos timecard, change payroll technician to payroll officer/office staff. (See changes in PRM office.) |
| 2/18/14 | D | Correct document control number in 5.4 and 5.5; update logo |

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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Payroll retrieves
Kronos timecard
with overtime with
authorization for
overtime or comp
time.

Payroll officer
verifies time to be
imported

Compensatory
hours keyed in
appropriate leave
column

If needed, pay with
benefits is
calculated

Facilities Use Invoice
Request form is
forwarded to
accounting

End

***** End of procedure *****