



## **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-P006).
- 5.5 The Facilities Use Invoice Request form (ACC-P006) 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.)

### **9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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