Auditing Compensatory and Holiday Time
Last Updated: March 2024

Use this job aid as a guide for auditing Comp and Holiday Comp time.

Note: For purposes of this job aid, only Comp time will be referenced. It is assumed that the same information applies to Holiday time. Any differences will be noted within the appropriate section.

Compensatory and Holiday Time does not expire in Core the same way in which the State of Connecticut requires. Time may be retained in an employee's record longer in Core-CT than is allowed. Agencies should be reviewing comp time records and manually deducting it at the appropriate time if it has not been used. Part D explains how to manually adjust (expire) the comp time balance.

**Important:** This job aid is to be used in conjunction with the Comp Time Audit Worksheet.

For Kronos Agencies Only:

- Core-CT is the system of record for all compensatory and holiday compensatory balances.
- Compensatory time and holiday compensatory time are transmitted to Kronos biweekly after each pay confirm.
- Adjustments required before transmission must be made it both Core-CT and Kronos.

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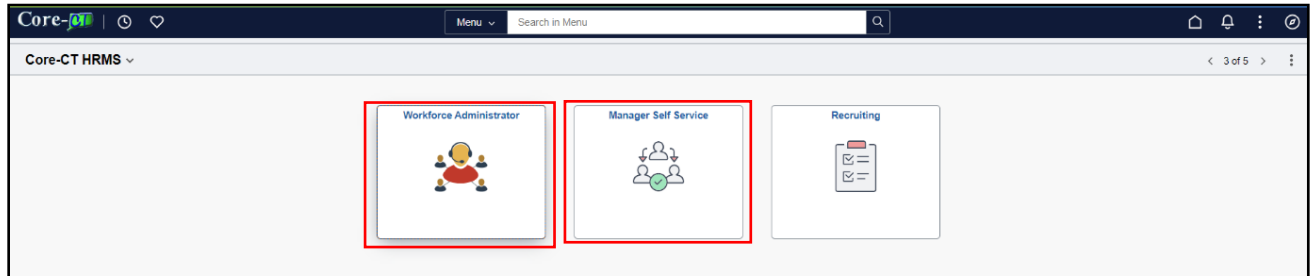
Obtaining the Information Needed to Complete the Audit

Part A – Verify Employee Set Up Information

	Step	Step Details	Core-CT Module
Part A focuses on steps that need to be completed to verify employee set up information.			
	Verify Employee Information	1. Navigate to: *Nav Bar > Menu > Core-CT HRMS > Time and Labor > Enroll Time Reporters > Comp Plan Enrollment* 2. Note the Comp and Holiday plans the employee is enrolled in, when time expires (based on the employee's plan and/or Bargaining Unit contract), and the effective date of enrollment.	**TL**

| | | **Important:** If the employee has had the comp or holiday plan changed make note of the information for both plans.

Important: If the employee has had comp or holiday plans activated and inactivated on the same day, log a ticket with the Core-CT Help Desk to have it corrected. | |

Part B – Run TRC Usage Report and the Expired Comp Report

	Part B outlines the steps required to run the TRC Usage Report and the Expired Comp Report.		
	Step	**Step Details**	**Core-CT Module**
	Run TRC Usage Report	1. Navigate to: *Nav Bar > Menu > Core-CT HRMS > Time and Labor > Reports > TRC Usage Report* 2. Enter the employee number, employee record number, and date range to report on. 3. Enter all the TRCs applicable to the type of comp time you are auditing – Compensatory and/or Holiday. **Important:** The From Date of the report should be **10/16/03**. This date must be used in order to obtain the converted comp and holiday balance. The Thru Date should be the date through which you want to audit. For instance, if you want to verify today's Comp time balance you would need to run the report from 10/16/03 to today. For employees hired on or after 10/17/03 the From Date should be the date of hire as those employees would not have a converted balance. **Important:** It is important that all of the appropriate TRCs are requested. Missing TRCs will produce an inaccurate audit result. TRCs can be obtained from the Time Reporting Codes job aid. Comp TRCs begin with 'C' while Holiday TRCs begin with 'H'. **Important:** This job aid assumes that any adjustments made through Payroll have been entered in Adjust Paid Time. The TRC Usage report will return entries made on that page.	**TL**
	Run Expired Comp Report	1. Navigate to: *Nav Bar > Menu > Core-CT HRMS > Time and Labor > Reports > Expired Comp Time - CTTLR356* 2. Enter the From and Thru Dates. 3. Enter the Employee ID. 4. Choose to run Comp Time, Holiday Time or both. **Important:** The date of the report should include the information required to audit the time period in question. For example, the Expired Comp Report should be run using a From date equal to the Core-CT implementation date 10/17/03 or the employee's hire date. The Thru date should be the current pay period end date.	**TL**

Part C – Complete Compensatory Audit Worksheet

Part C outlines the steps required to complete the Compensatory Audit worksheet.

	Step	Step Details	Core-CT Module
	Complete Compensatory Audit Worksheet	1. From the Core-CT web page, navigate to: ***HRMS User > Time and Labor > Time & Labor Job Aids > Comp Time Audit Worksheet*** 2. Save the file on your computer's hard drive or on your agency's local or shared drive. 3. Enter the Employee Name, Empl ID, and Empl Rcd 4. Complete the Date column 5. Complete Hours Earned column 6. Complete Hours Used column 7. Complete Hours Adjusted (+) column 8. Complete Hours Adjusted (-) Column 9. Complete Hours Expired Column **Important:** Only the columns highlighted in Blue need to be completed on the worksheet. If you are auditing both Compensatory and Holiday, you will need to complete both the Comp and Holiday worksheets by clicking on the appropriate tab. Date - Enter the date time was earned, used, adjusted or expired. Hours Earned – If the date corresponds to hours earned enter the number of hours in this column. Hours Used – If the date corresponds to hours used enter the number of hours in this column. Note: Hours paid should be accounted for in this column. Hours Adjusted (+) – If the date corresponds to a positive adjustment enter the number of hours in this column. Hours Adjusted (-) – If the date corresponds to a negative adjustment enter the number of hours in this column. Enter as a negative number. Hours Expired – If the date corresponds to time that has expired enter the number of hours in this column. Enter as a negative number. **Important:** Compare the ending balance from the Comp Time Audit Worksheet to today's balance obtained in Part B above. The two figures should be equal. **Important:** You will need to complete separate worksheets for Comp and Holiday time.	**N/A**

Part D – Obtaining Employee's Comp Time Balance

Part D illustrates how to obtain the employee's comp time balance.

	Step	Step Details	Core-CT Module
	Obtain Comp Time Balance	1. Navigate to: ***Nav Bar > Menu > Core-CT HRMS > Time and Labor > View Time > Compensatory Time***	**TL**

		2. Enter Empl ID and Empl Rcd. 3. Click Get Employees. 4. Click the link for the Comp or Holiday Plan being audited. 5. Note the Balance at Beginning of Today.	
	Obtain Timesheet Balance	1. Using the Fluid dashboard, navigate to: ***Core-CT HRMS > Manager Self Service Tile > Team Time > Report Time*** 2. Enter Empl ID and Empl Rcd. 3. Click Get Employees. 4. Click the link for the employee's name. 5. Note the Compensatory or Holiday balance. **Important:** Comp and Holiday balances are stored on two different tables in Core-CT. One displays on the Timesheet page and the other one displays on the Compensatory Time page. It is important to obtain the balances from both pages (tables). **Important:** The Timesheet and Comp Balance page amounts should match. Differences may indicate that there is an issue with the employee's record. Use the audit completed with this job aid to determine the correct balance and submit the balance information to the Core-CT Help Desk for assistance.	**TL**

Part E – Adjusting the Employee's Comp Time Balance

	Part E outlines the steps required to adjust the employee's comp time balance.		
	Step	Step Details	Core-CT Module
	Adjust Employee's Comp Time Balance	1. Using the Fluid Dashboard, navigate to: ***Core-CT HRMS > Manager Self Service Tile > Team Time > Report Time*** 2. Search on a date in the current pay period. 3. Enter the Total Difference amount from the Compensatory Audit Worksheet. 4. Enter the appropriate comp time adjustment code. 5. Save the page. **Important:** The comp time adjustment should be made in a lump sum rather than individual amounts. A comment should be made on the Timesheet for auditing purposes. The Comp Time Audit Worksheet should be retained for auditing purposes. **Important:** If the Total Difference amount is a positive number, the time reporting code is either CAA for comp time or HCAA for holiday time to add time to the balance. If the Total Difference amount is a negative number the time	**TL**

| | | reporting code is either CAD for comp time or HCAD for holiday time to deduct time from the balance. Separate entries must be made to adjust comp and holiday balances.

Important: Use the CAD and/or HCAD time reporting code(s) to manually deduct time that has not been used and should be expired.

Important: Do not attempt to adjust the balance when the Timesheet and Comp Time Balance page balance amounts do not match. Terminating the comp plan and enrolling the employee in a new plan is also not recommended. Log a Core-CT Help Desk ticket for assistance before attempting to fix the issue. | |