

To record Vaccination Comp Time on the Core-CT Timesheet, an employee must first be enrolled in a Vaccination Comp Plan on the Comp Plan Enrollment page. The menu path is:

Core-CT HRMS > Time and Labor > Enroll Time Reporter > Comp Plan Enrollment

Similar to Comp and Holiday Comp Plan enrollment, an employee **MUST** be enrolled in the Vaccination Comp Plan, **Z012M002N**, effective the first day of the pay period in which the Vaccination Comp Time is being recorded on the Core-CT Timesheet.

Please note that enrolling an employee in Vaccination Comp Plan has no impact on the employee's enrollment in a Comp Plan or a Holiday Comp Plan. An employee's Comp Plan and Holiday Comp Plan enrollment should remain the same.

The Vaccination Comp Plan, **Z012M002N**, is effective 2/26/21. The Vaccination Comp Plan has an expiration period of 365 days. There is a maximum balance of 2 hours. Vaccination Comp Time should not be paid out upon termination. The TRCs associated with this plan are as follows:

CVCAA	Manually add hours
CVCAD	Manually deduct hours
CVCU	Hours taken/used by employee
CVCCE	Hours earned by employee

If an employee can provide proof of vaccination prior to 2/26/21, use CVCAA in the current pay period with a comment to manually add the appropriate hour/hours to the employee's Vaccination Comp Time balance.

Employees with Vaccination Comp Time remaining at termination should be zeroed using CVCAD. This **MUST** be done on the timesheet prior to the termination date. After termination, the Vaccination Comp Plan should be inactivated on the Comp Plan Enrollment page.