

General Instructions

- The link to our web-based payroll time tracking system is: <https://renvillepay.cptmn.us/app1/#/>
 - You can enter time, view your paid time off accruals, and access paystubs and W-2's here
 - You must be on a device connected to the county network to access this site (use Google Chrome or Microsoft Edge)
 - Upon being hired you will be given your PIN and Password from Payroll. If you have questions, contact payroll at x3841.
 - Pay period is Saturday – Friday.
- Entering Hours
 - Enter your hours each day if possible.
 - All types of time will be kept in quarter hour (0.25=15 minutes; 0.5=30 minutes; 0.75=45 minutes) increments for purposes of payroll.
 - Use the notes column to explain additional/non standard hours. If teleworking, record “WFH” in the notes column (working from home).

Types of Time for Payroll

- **Normal Hours:** Actual hours worked (not vacation, holiday, sick, comp, LWOP)
 - To be used the first 40 hours worked during any work week
- **Over Time:** Hours worked in excess of 40 in a workweek
 - Employee elects OT or Comp
 - Document at actual hours worked but paid at 1.5x rate if you are a non-exempt employee.
 - There is no overtime for an exempt employee
- **Comp Earned:** Hours worked in excess of 40 in a workweek
 - Employee elects OT or Comp
 - Instead of getting paid for over time, you can bank this time to use as a substitute for working, much like vacation time
 - Document at actual hours worked but earned at 1.5x rate if you are a non-exempt employee.
 - Earned at 1x rate if you are an exempt employee
- **Holiday:** Paid time off during a recognized holiday (see Collective Bargaining Agreement (CBA) or Personnel Policy for holidays)
 - If the holiday falls on a Saturday, put holiday hours on Friday. If it falls on a Sunday, put holiday hours on Monday.
- **Vacation:** Paid time off taken, scheduled and approved in advance with your supervisor
 - Available to be used the pay period AFTER it is earned
 - Use in .25 increments.
- **Sick:** Paid time off used when you or an immediate family member is ill
 - Available to be used the pay period AFTER it is earned
 - Consult your CBA or Personnel Policy to see when it is available to be used.
- **Comp Used:** Functions the same as vacation time
 - Available to be use the week AFTER it is earned
 - You cannot use and earn comp time in the same week
 - USE COMP BEFORE USING VACATION
 - Use in .25 increments.
- Less frequently used hours types: Please consult with HR, your review your CBA and/or the personnel policy before attempting to use:
 - **Bereavement**
 - **Leave Without Pay (LWOP)**
 - **FMLA**

DO NOT count towards earning overtime at 1.5x

Tip 1: Enter OT or comp earned only after you already have 40 normal hours for the week. Meaning that if you were to work 10 hours on a Tuesday, enter all of those hours as normal hours, then on Friday if you are over 40 hours worked enter those excess hours in as OT/Comp earned even if you only worked a normal 8 hour day. ***think of OT and Comp being earned by the week, NOT by the day***

Tip 2: Enter your hours each day if possible. On the last day of the pay period (Friday), be sure you review and approve your timecard before leaving for the day. If you are off on Friday, approve on your last day of work for the pay period.

Tip 3: If further questions, talk to your supervisor or consult your CBA or the Personnel Policy.

NON-EXEMPT EMPLOYEE EXAMPLES

Normal week, worked 2 extra hours on Monday										
Example 1	Date	Normal Hrs	Holiday Hrs	Vac Used	Sick Used	Comp Used	Comp X 1	Comp X 1.5 OR OT x 1.5	Total Hours	
	Sat.									0
	Sun.									0
	Mon.		10							10
	Tue.		8							8
	Wed.		8							8
	Thurs.		8							8
	Fri.		6						2	8
	Week Totals		40	0	0	0	0	0	2	42

* Must work 40 normal hours before adding the last 2 hours worked to your comp or OT X 1.5 column

Normal week with sick time, worked 2 extra hours on Monday										
Example 2	Date	Normal Hrs	Holiday Hrs	Vac Used	Sick Used	Comp Used	Comp X 1	Comp X 1.5 OR OT x 1.5	Total Hours	
	Sat.									0
	Sun.									0
	Mon.		10							10
	Tue.					6				6
	Wed.		8							8
	Thurs.		8							8
	Fri.		8							8
	Week Totals		34	0	0	6	0	0	0	40

* Used sick time but worked additional hours on Monday. You only need sick time to get up to 40 hours (flex your schedule).

Holiday on Monday, worked 12 hour days the rest of the week									
Example 3	Date	Normal Hrs	Holiday Hrs	Vac Used	Sick Used	Comp Used	Comp X 1	Comp X 1.5 OR OT x 1.5	Total Hours
	Sat.								0
	Sun.								0
	Mon.			8					8
	Tue.	12							12
	Wed.	12							12
	Thurs.	8					4		12
	Fri.						4	8	12
	Week Totals	32	8	0	0	0	8	8	56

- * 40 normal/holiday hours were entered before entering to the comp/OT columns
- * Normal + Holiday Hours add up to exactly 40. You will never be paid for more than 40 of any combination of Normal, holiday, vacation, sick, or comp hours during a week
- * Paid for 40 WORKED hours at your normal rate (normal plus comp/OT X1) before getting Comp/OT X 1.5 rate
- * During a holiday week, put the hours you worked at comp x1 or comp x1.5 on the DAY you actually worked them.