

General Instructions

- The link to our web-based payroll time tracking system is:
<http://renville.cptmn.us:12075/costrite/costtime.html>
 - You can enter time.
 - Preference that time is entered daily.
 - Use military time.
 - 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 hours each day.
 - 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 Explanation Box to explain duties, township info, etc.
- View your paid time off accruals, access paystubs and W-2's go here (use Google Chrome or Microsoft Edge): <https://renvillepay.cptmn.us/app1/#/>

Types of Accounts for Payroll

- **Straight Time, Regular Hours:** Actual hours worked (not vacation, holiday, sick, comp, LWOP)
 - To be used the first 40 hours worked during any work week. Use Code 1.
- **Overtime:** 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. Use Code 2.
- **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. Use Code 50.
- **Double Time:** Sunday
 - 2x pay. Use Code 17.
 - These hours are not used in calculating OT for the week.
- **Inclement Weather:** Hours before 8am
 - 1.5x pay. Use Code 4.
 - 1.5x comp. Use Code 54.
 - These hours are not used in calculating OT for the week.
 - These hours are used in calculating 40 hours worked/week and as it pertains to using Comp or Vacation.
- **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. Use Code 9.
 - Holiday hours count towards hours worked for the week (count when figuring OT).
 - If actually working on the holiday, use codes 2, 4, 50 or 54 as appropriate. Holiday hours worked do not count towards OT for the week.

- **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.
 - Sick hours count towards hours worked for the week (count when figuring OT).
 - Use in .25 increments.

- **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 (unless at 228hrs vacation or more).
 - Use in .25 increments.

- Less frequently used hours types: Please consult with HR and review your CBA and/or the personnel policy before attempting to use. Must have Supervisor approval.
 - **Bereavement**
 - **Leave Without Pay (LWOP)**
 - **FMLA**

Tip 1: Enter OT or comp earned only after you already have 40 hours combined regular/sick/holiday 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.

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 OR O.T. 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

* 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 OR O.T. 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	32	0	0	8	0	0	2	42

* Sick time counts towards your OT for the week.

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 OR O.T. 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.							12	12
	Week Totals		32	8	0	0	0	0	16
<p>** 40 hours (combination regular & holiday) were entered before entering to the comp/OT columns ** Must be paid for 40 hours at your normal rate (normal hours + holiday + sick + comp used) before getting comp/OT.</p>									