***Please distribute this alert to any users within your agency who are responsible for absence and attendance entry in SAP.***

**Problem with Compensatory Quota Affecting Some Employees**

* Information regarding a problem with compensatory quota affecting some employees

It was recently discovered that comp earned in lieu of paid overtime (OT) for voluntary OT was crediting to Quota Type 15 (Compensatory Lv – Mandatory) for some employees. This issue has since been corrected, and all employees who have been identified as having earned comp in lieu of paid OT since the implementation of Quota Type 14 (Compensatory Lv – Voluntary) have been retroed to apply the fix. Additionally, all comp absences that have occurred since 7/1/2022, for employees who reflected a negative comp entitlement, have been resaved to ensure the comp absence(s) deducted from the correct quota type.

Agencies have been notified of employees identified as having a negative comp entitlement where the negative entitlement was due to a reason other than as described above. As a reminder, any time one of the following retroactive changes occurs to an employee’s record, comp quota should be reviewed after time transfer and time evaluation have run to ensure the results of the adjustment(s) to the employee’s record do~~es~~ not produce a negative comp quota entitlement:

* Comp earned is changed from a higher earning rate to a lower earning rate (i.e., CLE2 to CLE1, CLE3 to CLE2, etc.)
* OT was changed from comp earned to payment for OT (i.e., CLE1 to T1, CLE2 to T2, etc.)
* Comp earned reason was changed from voluntary to mandated or vice versa.

If it is found that the change to the employee’s record resulted in a negative comp entitlement, the last record deducting from the comp quota will need to be adjusted accordingly. For separated employees or employees with a deduction prior to the earliest RA date, no changes to the employee’s record should be made.

**Questions?**

Timekeepers and field time advisors should direct any questions related to this email to their central agency time advisor. Central agency time advisors may submit questions via an [**HR/Pay Help Desk Request**](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=49dc343f1b0c0d10075ca932f54bcb65&sysparm_category=3d00682a1bbea410075ca932f54bcb3c) in the time category or call the HR Service Center, Time Services team at 877.242.6007, Option 2.