***Please distribute this alert to any users within your agency who are responsible for Time Administration.***

**Compensatory (Comp) Leave Payments Retirement Covered Beginning with Pay Date 7/1/2022**

* Information regarding comp quota payments being retirement covered effective with pay date 7/1/2022.
* Revised Alert (06.23.2022): This revision corrects the time type for “*Comp Accrual – Voluntary*”. The correct time type is 4004.

Effective with the pay date 7/1/2022, all Comp Leave payments will be retirement covered.   
In addition, employees who are exempt from Act 5 of 2017 (Pension Reform) and subject to the 10% limitation on voluntary overtime (OT), must have that same limitation applied to Comp Leave paid. This means that beginning 7/1/2022, Comp Leave earned in lieu of paid OT (CLE1, CLE2, etc.) must be designated as either voluntary or mandatory using the OC Indicator field in CATS (field is left blank for voluntary OT and an “x” is entered for applicable hours for mandatory OT). This is the same process currently used to designate paid OT as either voluntary or mandatory. Based upon this coding, Comp Leave earned in lieu of paid OT will be added to either Quota Type 14 (Compensatory Lv – Voluntary) or Quota Type 15 (Compensatory Lv – Mandatory).

As mentioned during the recent Time Advisor briefing on May 5, 2022, several systems changes were implemented because of this. Following is an explanation of the systems changes:

* **PT\_BAL00 (Cumulated Time Evaluation Results)**
  + Time Type 4015 text was updated and now displays as “*Comp Accrual - Mandatory*”.
    - This time type will generate for comp hours designated as Mandatory.
  + Time Type 4004 was created and the text displays as “*Comp Accrual – Voluntary*”.
    - This time type will generate for comp hours designated as Voluntary.
* **IT2006 (Absence Quotas)**
  + Quota Type 15 (QT15) text was updated and now displays as “*Compensatory Lv - Mandatory*”.
  + Quota Type 14 (QT14) was created and the text displays as “*Compensatory Lv – Voluntary*”.
* **PC00\_M10\_CEDT (Remuneration Statements)**
  + Wage Type 2753 text now displays as “*Unused Mandatory Comp Lv.”*
  + Wage Type 2760 was created and the text displays as “*Unused Voluntary Comp Lv.*”
* **IT0416 (Time Quota Compensation)**
  + Compensation method 1015 text was updated and now displays as “*Comp Payout - Mandatory*”.
    - To be used when paying out hours from Quota Type 15 “Compensatory Lv – Mandatory”.
  + Compensation method 1014 was created and the text displays as “*Comp Payout – Voluntary”.*
    - To be used when paying out hours from Quota Type 14 “Compensatory Lv – Voluntary”.

Comp Leave used will continue to be 100% retirement covered regardless of whether it was earned by working voluntary or mandatory OT. SAP will deduct from QT14 first and from QT15 after QT 14 has been exhausted.

**IMPORTANT:** All Comp Leave payments processed via IT0416 should be paid using compensation method 1015 (*Comp Payout – Mandatory*) until QT15 is depleted, after which compensation method 1014 (*Comp Payout – Voluntary*) should be used.

NOTE: BU L4 employees (Capitol Police) and BU M1, M2 and M8 employees at PLCB who have quota remaining in Quota Type 15 at the end of the leave calendar year have a comp quota extension (Quota Type 16) generate. The extension quota end date is seven pay periods into the next leave calendar year. In addition to Quota Type 16 (Comp Lv Ext. – Mandatory), Quota Type 17 (Comp Lv Ext. – Voluntary) will now generate at the beginning of LCY 2023 if there are hours remaining in Quota Type 14 (Compensatory Lv – Voluntary).

**Questions**  
Please submit 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.