How to Request Compensatory Time Payout

The University HR/Pay system will automatically process hours over the KU FLSA (Fair Labor Standards Act) 40 hours threshold as compensatory time.

KU FLSA threshold is 40 hours in the designated Sunday through Saturday work week. The 40 hours is a combination of hours worked and designated holiday credit. Time that exceeds the FLSA limit is system generated and processed as Compensatory Time (1.5) which creates a balance of 1.5 X the hours over the threshold.

If an employee or department wishes to have the compensatory time paid out and has HR approval, the following will need to be done. This request may be submitted by the Supervisor but the preference is for the employee to initiate the request. Payouts over 90 hours or when an employee changes departments or changes from non-exempt to exempt or upon termination; we request the Employee or Supervisor initiate the payout, we will also monitor centrally.

The employee will need to use Absence Management and submit a request. Details on How to Request an Absence are found at hrpay.ku.edu/documents/how_to_request_absence.pdf and are not repeated here.


Start Date: Date in the Payroll Period you want the payout or the current date.
End Date: Leave blank
Filter by Type: Compensation Time Payout (not required)
Absence Name: Compensatory Time Payout
Compensation Time Payout: Enter the hours to be paid, should not exceed Current Balance

Submit

At this time the request does show up on the Timesheet with the scheduled hours for the day and the code for payout. View the Absence request history for confirmation of the actual hours submitted i.e. ignore the timesheet in this case.