

March 2020

**Frequently Asked Questions
Compensatory Time Workday Implementation January 2021**

If you are authorized to earn compensatory (comp) time or have a comp time balance, changes in January 2021 may affect you. Here's what you need to know.

What is happening?

In January 2021, WSU will migrate to a new system for finance, human resources, payroll, and grants management called Workday. Before this happens, everyone who has accrued comp time balances will need to use it or have it paid out.

Why do I need to use/pay out my comp time before January 2021?

The Modernization Team is converting data from our current systems into Workday. Comp time balances will not be converted into Workday.

What do I need to do?

If you have comp time, it must be used by December 31, 2020. You can also have it paid out by following the process outlined in the [Business Policies and Procedures Manual \(BPPM\) 60.60](#). To receive payment, your time report must be submitted to Payroll Services by December 11, 2020.

Employees should work with their department to request comp time off or to receive pay out of any comp time balances.

What if I earn comp time after December 11, 2020?

If a department authorizes an employee to earn comp time, the comp time must be used by December 31, 2020 or can be paid out. Time reports must be submitted to Payroll Services by December 29, 2020. If the time report is not submitted by the deadline, it will be processed manually after January 2021.

If a department authorizes an employee to earn comp time earned after December 29, 2020, those will be handled on a case-by-case basis and will be processed manually after January 2021.

What else should I know?

Upon implementation of Workday, the system will automatically track and calculate comp time earned, balances, and payments. You will be able to earn, use, and get paid out for comp time just like before.

Questions?

Regarding comp time process, contact Human Resource Services at hrs@wsu.edu

Regarding payment process, contact Payroll Services at payroll@wsu.edu

Regarding Workday implementation, contact Modernization Initiative at modern.initiative@wsu.edu