

Bailes, Emily A

Subject: RE: Compensatory Time Processing in Preparation for Workday Implementation
December 2020

From: Wilhelm, Jaide <jaide.wilhelm@wsu.edu>

Sent: Monday, October 5, 2020 5:33 PM

Subject: Compensatory Time Processing in Preparation for Workday Implementation December 2020

Area Personnel Administrators:

Please find the message below on behalf of Theresa Elliot-Cheslek:



Human Resource Services

Compensatory Time Processing in Preparation for Workday Implementation December 2020 | Frequently Asked Questions

If you are authorized to earn compensatory (comp) time or have a comp time balance, changes in December 2020 may affect you. Here's what you need to know.

What is happening?

On December 16, 2020, 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 December 11, 2020?

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 or cashed out by December 11, 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 by December 11, 2020.

If a department authorizes an employee to earn comp time between December 12-16, 2020, it will be manually processed after December 31, 2020. These situations must be approved on a case-by-case basis and the department must notify Human Resource Services.

What else should I know?

Upon implementation of Workday, employees can earn, use, track balances and receive payment for comp time.

Questions?

- Regarding comp time process contact HRS at hrs@wsu.edu
- Regarding payment process contact Payroll Services at payroll@wsu.edu
- Regarding workday implementation contact modern.initiative@wsu.edu

Please share this information.

Regards

Theresa Elliot-Cheslek, SPHR, SHRM-CP
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