

Using Regular Comp Pay & Extraordinary Pay

Employees, Managers & HR Professionals



What Are Regular Comp and Extraordinary Pay?

Regular Comp Pay (Hours Type 1016) and Extraordinary Pay (Hours Type 1017) are primarily used to record hours worked associated with Disaster Preparation or Recovery efforts. Employees must have agency approval prior to using either of these codes.

Guidelines For Recording 1016 & 1017 Hours Types

Remember the following guidelines when using 1016/1017 hours type:

- 1016/1017 hours types can only be submitted once minimum contract hours have been met using regular hours (Hours Type 1000) and/or call back hours (Hours Type 1004).
- 1016/1017 hours types cannot be used in a period where the employee uses Leave.
- During Holiday weeks, employees will need to work over contract hours in the amount of the hours received as holiday credit (Hours Type 1005) before 1016/1017 hours types can be submitted.

Timesheet Error Message

The following error messages will display on the Time Entry screen when the employee incorrectly submits time.

- When using leave hours along with 1016/1017 and contract hours have not been met with hours worked:

Combination of 1016 and 1017 and/or Leave entries for period requires an adjustment to meet your contracted hours.

- When recording 1016/1017 during a Holiday week and contract hours have not been met with hours worked:

In order to use hours type 1016 or 1017, you must first record hours worked up to your scheduled hours for the timesheet period. Please adjust your timesheet to meet this criteria.

NOTE: Edit checks will only occur upon submission, not when hours are saved.

Regular Comp Pay & Extraordinary Pay Reminders

Remember the following when recording 1016/1017:

- The Agency must have an approved Extraordinary Pay Plan approved by DMS to be eligible to use these hours types.
- Any 1016/1017 hours submitted on a timesheet **MUST** be approved by the Agency HR via the Extraordinary Pay Approval screen. Once approved, employees will receive the pay on the next Supplemental payroll.