

1.9.b. Supervisor Job Aid: How to Pay Out Comp Time Earned

Per UNM policy, compensatory (comp) time earned must be used within 90 days. Any unused comp time older than 90 days must be paid out. Please note: comp time earned that is not used cannot be paid out prior to the 90 day limit. See UAP 3310: Compensatory Time for additional guidance.

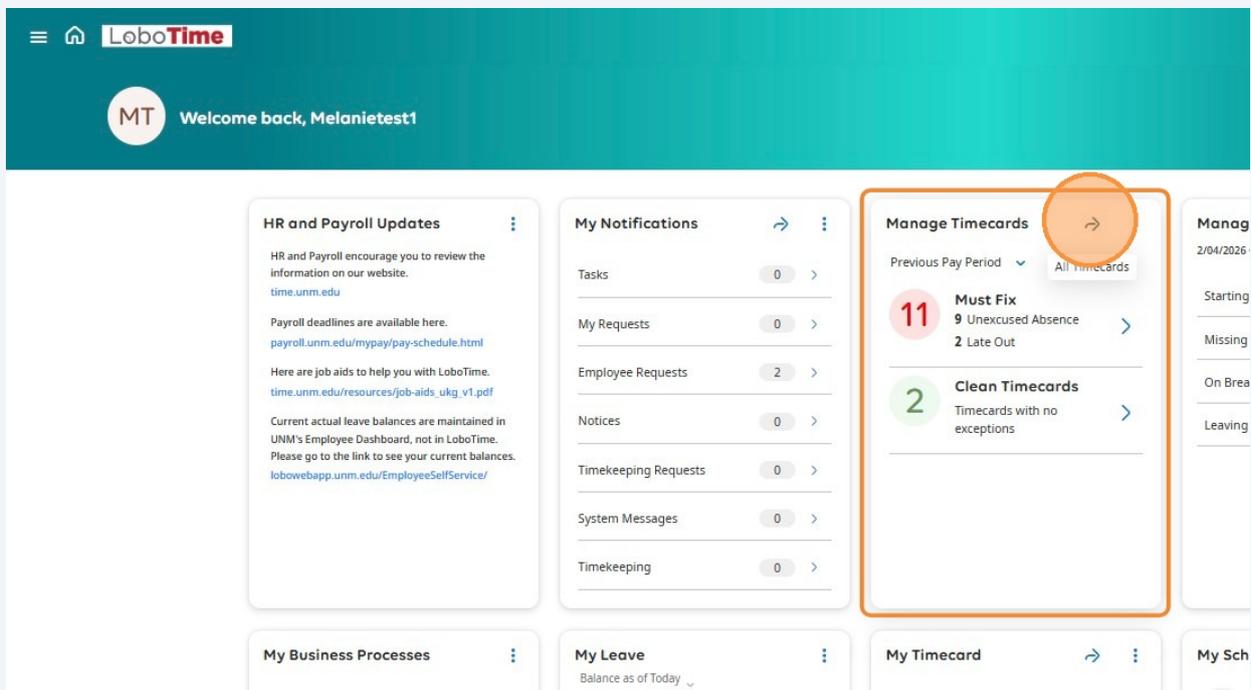


LoboTime tracks comp time earned and automatically moves any eligible comp hours from "Comp Earned" to "Comp Payout" after the 90 day limit is reached. However, the supervisor must enter 'Comp payout' hours so that the hours are actually paid out to the employee.

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Login to LoboTime. To review how many comp hours are eligible to be paid out, login to LoboTime. Navigate to all employee timecards by clicking on the arrow in the 'Manage Timecards' tile.

For instructions on logging into LoboTime, refer to *Supervisor Job Aid: General Access & Dashboard*.



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At the very bottom of the screen, click on 'Accruals' to see both "Comp Earned" hours (comp time earned within the previous 90 days) and "Comp Payout" hours (comp time earned more than 90 days prior that needs to be paid out).

The screenshot displays the LoboTime Employee timecards interface. At the top, the header includes the LoboTime logo and the text 'Employee timecards'. Below the header, there are navigation options: 'List view', 'Zoom', 'Approve', 'Sign-off', 'Analyze', and 'Go to'. A table with columns for Date, Schedule, Absence, In, Out, Transfer, Pay code, Amount, Shift, Daily, and Period is visible. At the bottom, there is a navigation bar with 'Totals', 'Accruals', and 'Audits' tabs. An orange circle highlights the 'Accruals' tab.

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In the example below, there are 9.00 "Comp Payout" hours available and no "Comp Earned" hours. So there are 9.00 hours that need to be paid out to the employee.

Employee: Testronexempt... COMP SANDRATST < 2 of 4 > 6/01/2026 4 Employee(s) selected Loaded: 2:34 PM

List view Zoom Approve Signoff Analyze Go to Share

	Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay code	Amount	Shift	Daily	Period
+	Mon 6/01	8:00 AM - 5:00 PM												

Accrual code name	Accrual code type	Available balance	Taken to Date	Current Vested Balance	Planned Takings
Sick	Hour	2.75	0.00	2.75	0.00
Paid Parental Leave	Hour	0.00	0.00	0.00	0.00
Comp Payout	Hour	9.00	0.00	9.00	0.00
Comp Earned	Hour	0.00	0.00	0.00	0.00
Annual	Hour	-20.19	16.00	-20.19	0.00

Totals Accruals Audits



Remember, LoboTime is programmed to automatically convert any "Comp Earned" hours to "Comp Payout" hours once the comp earned hours age past 90 days. All hours listed under "Comp Payout" need to be paid out to the employee, per UNM policy.

6 To enter the "Comp Payout" hours, click in the 'Pay code' cell of a date.

Note: it is recommended to add "Comp Payout" hours on a day when the employee is not working, to reduce risk of confusion if the timecard is reviewed in the future.

The screenshot shows a timecard interface for an employee named 'Tectronexempt...'. The interface includes a top navigation bar with various icons and a main table for recording time. The table has columns for Date, Schedule, Absence, In, Out, Transfer, Pay code, Amount, Shift, Daily, and Period. The 'Pay code' cell for the date 'Mon 6/01' is highlighted with an orange circle.

Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay code	Amount	Shift	Daily	Period
Mon 6/01	8:00 AM - 5:00 PM												

Accrual code name	Accrual code type	Available balance	Taken to Date	Current Vested Balance	Planned Takings
Sick	Hour	2.75	0.00	2.75	0.00
Paid Parental Leave	Hour	0.00	0.00	0.00	0.00
Comp Payout	Hour	9.00	0.00	9.00	0.00
Comp Earned	Hour	0.00	0.00	0.00	0.00
Annual	Hour	-20.19	16.00	-20.19	0.00

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In the cell for the selected date, select the 'Comp Time Pay Out' option. Under 'Amount', enter the number of hours that need to be paid out. The amount should match the available balance listed in the 'Accruals' section.

Note: If the employee has a large amount of comp time that needs to be paid out, enter all the hours at the same time. For example, if an employee has 35 hours of comp time to pay out, all 35 hours can be entered on the same day.

The screenshot displays a software interface for managing employee absences and accruals. At the top, there is an absence entry form with columns for Date, Schedule, Absence, In, Out, Transfer, Pay code, Amount, and Shift. The 'Date' is set to 'Mon 6/01' and the 'Schedule' is '8:00 AM - 5:00 PM'. The 'Pay code' is 'Comp Time Pa...' and the 'Amount' is '9.00'. Below this is an 'Accruals' table with columns for Accrual code name, Accrual code type, Available balance, Taken to Date, and Current Vested Balance. The 'Comp Payout' row is highlighted with an orange box, and an orange arrow points from this row to the 'Amount' field in the absence entry form.

Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay code	Amount	Shift
Mon 6/01	8:00 AM - 5:00 PM								Comp Time Pa...	9.00	

Accrual code name	Accrual code type	Available balance	Taken to Date	Current Vested Balance
Sick	Hour	2.75	0.00	2.75
Paid Parental Leave	Hour	0.00	0.00	0.00
Comp Payout	Hour	9.00	0.00	9.00
Comp Earned	Hour	0.00	0.00	0.00
Annual	Hour	-70.19	16.00	-70.19

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Once all "Comp Payout" hours are entered, be sure to click 'Save'. Multiple changes can be made before clicking 'Save'. However, if 'Save' is not clicked, none of the changes will be retained.

The screenshot shows the 'Employee timecards' interface. At the top, there is a teal header with the title 'Employee timecards' and search, refresh, and notification icons. Below the header, there is a navigation bar with 'COMPSANDRATST < 2 of 4 >', a date '6/01/2026', and '4 Employee(s) selected'. There are also 'Analyze' and 'Go to' buttons. On the right side, there are 'Calculate totals' and 'Save' buttons, with the 'Save' button highlighted by an orange circle. Below the navigation bar is a table with the following columns: Schedule, Absence, In, Out, Transfer, In, Out, Transfer, Pay code, Amount, Shift, Daily, and Period. The first row of the table has the following values: ':00 AM - 5:00 PM', an empty cell, 'Comp Time Pa...', '9:00', an empty cell, an empty cell, and an empty cell. At the bottom of the interface, there is a footer with several dropdown menus: 'Accrual code type', 'Available balance', 'Taken to Date', 'Current Vested Balance', and 'Planned Takings'. There are also icons for a list, a refresh, and a close button.

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To ensure the hours were entered correctly, after clicking 'Save', check the available balance for "Comp Payout" hours. If the available balance now shows 0.00, that means all comp payout hours are going to be paid out to the employee.

--End--

Related Job Aid: *Supervisor Job Aid: How to Convert Overtime Worked to Comp Time Earned Hours*



The screenshot shows a table with the following columns: 'Accrual code name', 'Accrual code type', and 'Available balance'. The rows are: 'Sick' (2.75), 'Paid Parental Leave' (0.00), 'Comp Payout' (0.00), 'Comp Earned' (0.00), and 'Annual' (-20.19). The 'Comp Payout' row is highlighted with an orange border. Below the table, there are labels 'Totals' and 'Accruals'.

Accrual code name	Accrual code type	Available balance
Sick	Hour	2.75
Paid Parental Leave	Hour	0.00
Comp Payout	Hour	0.00
Comp Earned	Hour	0.00
Annual	Hour	-20.19