**[Comp Time Payout – End of Fiscal Year](http://ctclinkreferencecenter.ctclink.us/m/79733/l/1011799-9-2-compensatory-time-payoff-end-of-fiscal-year)**

Run **QHC\_PY\_Comp\_Payout\_Report**

Nav>to Timesheet for employee

View by Calendar

Check to see if the employee already has put in comp time for the month of June.



If there is a comp time taken and still has a balance, click on next pay period **“Next Period”** and it will show the balance needing paid out.

If more needs to be paid out, Add+ a row

Put in the balance on 6/30, choose 00 CTC Comp Time Payout (CTP will payout up to the balance - it’s not like the 15-hour max like other things). Submit.

Go back and check View Details

Run Time Admin process

Go back to timesheet

If an employee has comp time earned from 6/16-6/30, it’s ok to let that go into the next year.

If the employee is inactive, **and if we want to pay them**, the payout will have to be made by PSHUP. Normally, the balances will be removed when an employee leaves.

That’s it! 😊