Leave Accruals in TIMEI, TADI, and TIMEG Transactions

Floated Holiday Accruals, Flex leave, and Compensatory (Comp) leave

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General Information

- Beginning 02/16/2026 (02/12/2026 for ACOA), leave accruals for flex leave, comp leave, and floated holidays will be entered directly on the TIMEI, TADI, and TIMEG transactions, either by the employee if utilizing ESS or by the timekeeper.

- This change will eliminate the need for Payroll to manually add leave accruals for regular timesheet processing.

- Regular personal leave accruals will still be automatically added to the leave balance and do not need to be added to the transaction. Only Floated Holiday, Flex leave, and Comp Time accruals are affected by this change.

Floated Holiday

- An eligible employee who works on the holiday and elects to float will now have both the hours worked and the personal leave accrual entered into their TIMEI transaction. This will be entered by the employee if utilizing ESS or by the timekeeper if not utilizing ESS.
- **Event Code entered into transaction**: FH
- **Amount:**
  - GGU, PX, EX- 7:30
  - CEA, SU, LTC, GZ- 8:00
- The FH hours are to be posted on the observed holiday.
- If required by the Collective Bargaining Agreement, the floated holiday agreement must be attached to the TIMEI if ESS or included in the home unit if not ESS.
- FH does **not** replace the coding for hours worked on that day. FH is only used for the accrual of personal leave due for working on the holiday.
  - For example, an SU employee who works on the holiday for 8:00 and is electing to float the holiday would have:
    - 8:00 hours of FH
    - 8:00 of applicable code for time worked (100 Regular Pay, XSREG, etc.)
- **The TIMEI will automatically generate with 105 Holiday Pay. This will need to be removed. The employee cannot earn 105 Holiday Pay if floating the holiday.**

Example of FH in TIMEI

This employee worked on the 02/16 holiday and has elected to float. To reflect the 8:00 hours of work, the employee posted 8:00 hours of 100 Regular Pay. Additionally, a line of FH was added and 8:00 hours was posted on the observed holiday. This will credit the employee 8:00 hours of personal leave for working the holiday.
Notice how the 105 Holiday Pay line was removed.

Time Entry (2)	Summary
Total Hours 80:00	^

Pay Period Start Date: 02/16/2026 | Pay Period End Date: 03/01/2026

1 - 2 of 2 Records   View per Page - 20 **50** 100

	Line ⇕	Event ⇕	Override ⇕	Mon 02/16 Holiday	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21 Off Day	Sun 02/22 Off Day	Mon 02/23	Tue 02/24	Wed 02/25	Thu 02/26	Fri 02/27	Sat 02/28 Off Day	Sun 03/01 Off Day	Week 1 Total	Week 2 Total	Total Hours
☐ ▶	1	100	-	08:00	08:00	08:00	08:00	08:00	-	-	08:00	08:00	08:00	08:00	08:00	-	-	40:00	40:00	80:00
☐ ▶	2	FH		08:00															08:00	00:00	08:00
Total Hours				16:00	08:00	08:00	08:00	08:00	00:00	00:00	08:00	08:00	08:00	08:00	08:00	00:00	00:00	48:00	40:00	88:00

Example of FH on Timesheet

ALASKA DEPARTMENT OF | **Administration** | | **Time & Attendance Report**

						Pay Period Start Date:	February 16, 2026
						Pay Period End Date:	March 1, 2026
Employee Name:	Employee, Alaska		Home Department:	02		Alt. Workweek:	No	Document ID:	
Employee ID:	123456		Home Unit:	Z40P		Overtime Eligible:	No	Certified By:	
Status:	Full-Time Reg (FR) / Seas (FS)		Bargaining Unit:	SS	APEA		Comp Time:	No	Date:	
						Payroll Schedule:	BIWK1	Entered By:	

	Standard Start / Stop Times	Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21	Sun 02/22	Mon 02/23	Tue 02/24	Wed 02/25	Thu 02/26	Fri 02/27	Sat 02/28	Sun 03/01	HOURS WORKED
Start	8:00	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00			
Stop	12:00	12:00	12:00	12:00	12:00	12:00			12:00	12:00	12:00	12:00	12:00			
Start	13:00	12:30	12:30	12:30	12:30	12:30			12:30	12:30	12:30	12:30	12:30			
Stop	16:30	16:30	16:30	16:30	16:30	16:30			16:30	16:30	16:30	16:30	16:30			
Start																
Stop																
Start																
Stop																
Total	7:30	8:00	8:00	8:00	8:00	8:00	0:00	0:00	8:00	8:00	8:00	8:00	8:00	0:00	0:00	80:00

Event Code	Event Code Description	LDP Overri de/Ref	LDP Description	Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21	Sun 02/22	Mon 02/23	Tue 02/24	Wed 02/25	Thu 02/26	Fri 02/27	Sat 02/28	Sun 03/01	TOTAL HOURS
100	REGULAR			8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00			80:00
105	HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
FH	FLT HOL HRS WRK			8:00														8:00
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
If needed additional event lines are available at row 53 to 76.		**TOTAL**		16:00	8:00	8:00	8:00	8:00	0:00	0:00	8:00	8:00	8:00	8:00	8:00	0:00	0:00	88:00

Timesheet example corresponding with prior slide's TIMEI entry. FH must be accurately reflected on the timesheet

Flex Accruals

- Overtime ineligible employees on a flex time plan will now have their flex leave accruals entered directly into their TIMEI transaction. This will be done by the employee if utilizing ESS or by the timekeeper if not utilizing ESS.

- **Event Code entered into transaction:** 944

- **Amount:** Refer to the flex tracking sheet to determine the correct number of accrual hours and enter that amount on the transaction.

- The 944 Flex Accrual hours are posted on the last day of the workweek in which the hours were earned. This will be on Sunday unless the employee is on an Alternate Work Week that changes when the workweek begins and ends.

- The flex tracking sheet will still need to be attached to the ESS entry or included with the home unit.

- XSREG hours should still be entered on the transaction to reflect the extra hours worked on the appropriate days.

Flex Accrual on Timesheet- Example 1

State of Alaska IRIS ADVANCED

ALASKA DEPARTMENT OF — Administration — Time & Attendance Report

Pay Period Start Date: March 2, 2026
Pay Period End Date: March 15, 2026

Employee Name: Employee, Alaska	Home Department: 02
Employee ID: 123456	Home Unit: Z40P
Status: Full-Time Reg (FR) / Seas (FS)	Bargaining Unit: KK | CEA

Alt. Workweek: No	Document ID:
Overtime Eligible: No	Certified By:
Comp Time: No	Date:
Payroll Schedule: BIWK1	Entered By:

Standard Start / Stop Times	Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07	Sun 03/08	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14	Sun 03/15	HOURS WORKED
Start 8:00	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	8:00		
Stop 12:00	12:00	12:00	12:00	12:00	12:00			12:00	12:00	12:00	12:00	10:00	12:00		
Start 13:00	13:00	13:00	13:00	13:00	13:00			13:00	13:00	13:00	13:00		13:00		
Stop 16:30	18:00	18:00	18:00	18:00	19:00			19:00	19:00	17:00	19:00		17:00		
Start															
Stop															
Start															
Stop															
Total 7:30	9:00	9:00	9:00	9:00	10:00	0:00	0:00	10:00	10:00	8:00	10:00	2:00	8:00	0:00	94:00

Event Code	Event Code Description	LDP Override/Ref #	LDP Description	Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07	Sun 03/08	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14	Sun 03/15	TOTAL HOURS
100	REGULAR			9:00	9:00	9:00	9:00	4:00			10:00	10:00	8:00	10:00	2:00			80:00
105	HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
XSREG	XS REG NO PAY							6:00								8:00		14:00
944	ADJ FLEX TIME									6:00							8:00	14:00
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
	TOTAL			9:00	9:00	9:00	9:00	10:00	0:00	6:00	10:00	10:00	8:00	10:00	2:00	8:00	8:00	108:00

If needed additional event lines are

Timesheet example corresponding with next slide's TIMEI entry.
944 must be accurately reflected on the timesheet along with XSREG for hours spent working.

Flex Accrual in TIMEI- Example 1

Time Entry (3)   Summary

Total Hours
80:00

Pay Period Start Date: 03/02/2026 | Pay Period End Date: 03/15/2026

> This SU employee is on an approved flex time plan and is earning flex during the pay period. XSREG is used to reflect hours worked beyond the workweek requirement. A 944 Flex Accrual line is added with accruals at the end of each work week. The amounts were found by using the flex tracking sheet.

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	Line	Event	Override	Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07 Off Day	Sun 03/08 Off Day	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14 Off Day	Sun 03/15 Off Day	Week 1 Total	Week 2 Total	Total Hours
	1	100	-	09:00	09:00	09:00	09:00	04:00	-	-	10:00	10:00	08:00	10:00	02:00	-	-	40:00	40:00	80:00
	0	XSREG	-	-	-	-	-	06:00	-	-	-	-	-	-	-	08:00	-	06:00	08:00	14:00
	0	944								06:00							08:00	06:00	08:00	14:00
Total Hours				09:00	09:00	09:00	09:00	10:00	00:00	06:00	10:00	10:00	08:00	10:00	02:00	08:00	08:00	52:00	56:00	108:00

Flex Accrual on Timesheet- Example 2

State of Alaska IRIS ADVANCED

ALASKA DEPARTMENT OF Administration **Time & Attendance Report**

		Pay Period Start Date: March 2, 2026
		Pay Period End Date: March 15, 2026

Employee Name: Employee, Alaska	Home Department: 02	Alt. Workweek: No	Document ID:
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: No	Certified By:
Status: Full-Time Reg (FR) / Seas (FS)	Bargaining Unit: GP	ASEA-PERS LV	Comp Time: No	Date:
		Payroll Schedule: BIWK1	Entered By:

	Standard Start / Stop Times	Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07	Sun 03/08	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14	Sun 03/15	HOURS WORKED
Start	8:00	8:00	8:00	8:00	8:00	8:00	12:00		8:00	8:00	8:00	8:00	8:00	8:00		
Stop	12:00	12:00	12:00	12:00	12:00	12:00	16:00		12:00	12:00	12:00	12:00	12:00	10:00		
Start	13:00	13:00	13:00	13:00	13:00	13:00			13:00	13:00	13:00	13:00	13:00			
Stop	16:30	16:30	16:30	16:30	16:30	19:30			16:30	16:30	16:30	16:30	16:30			
Start																
Stop																
Start																
Stop																
Total	7:30	7:30	7:30	7:30	7:30	10:30	4:00	0:00	7:30	7:30	7:30	7:30	7:30	2:00	0:00	84:00

Event Code	Event Code Description	LDP Overri de/Ref	LDP Description	Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07	Sun 03/08	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14	Sun 03/15	TOTAL HOURS
100	REGULAR			7:30	7:30	7:30	7:30	7:30			7:30	7:30	7:30	7:30	7:30			75:00
105	HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
XSREG	XS REG NO PAY							3:00	4:00							2:00		9:00
944	ADJ FLEX TIME									4:30								4:30
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00

This GGU employee worked additional hours in both weeks, but based on their flex tracking form, they are only eligible for a flex accrual in the first week. The flex accrual is added on the final day of the workweek in which it was earned (Sunday, 03/08). See the next slide for the corresponding TIMEI entry.

If needed additional event lines are available at row 53 to 76.	TOTAL	7:30	7:30	7:30	7:30	10:30	4:00	4:30	7:30	7:30	7:30	7:30	7:30	2:00	0:00	88:30

Flex Accrual in TIMEI- Example 2

This GGU employee is on an approved flex time plan and is earning flex during the pay period. XSREG is used to reflect hours worked beyond the workweek requirement. A 944 Flex Accrual line is added with accrual at the end of the work week (Sunday) in which the flex time was earned. Since this flex time was earned in the first work week, it is posted on the first Sunday.

Time Entry (3)		Summary		
Total Hours				
80:00				

Pay Period Start Date: 03/02/2026 | Pay Period End Date: 03/15/2026

1 - 3 of 3 Records   View per Page - 20 50 100

	Line	Event	Override	Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07 Off Day	Sun 03/08 Off Day	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14 Off Day	Sun 03/15 Off Day	Week 1 Total	Week 2 Total	Total Hours
	1	100	-	07:30	07:30	07:30	07:30	07:30	-	-	07:30	07:30	07:30	07:30	07:30	-	-	37:30	37:30	75:00
	0	XSREG	-	-	-	-	-	03:00	04:00	-	-	-	-	-	-	02:00	-	07:00	02:00	09:00
	0	944								04:30								04:30	08:00	12:30
Total Hours				07:30	07:30	07:30	07:30	10:30	04:00	04:30	07:30	07:30	07:30	07:30	07:30	02:00	08:00	49:00	47:30	96:30

Compensatory (Comp) Time

- Employees earning comp time will now have the accrual entered directly into the TIMEI, TADI, and TIMEG transactions. This will be entered by either the employee if utilizing ESS or by the timekeeper if not utilizing ESS.

- A timesheet must still be included with the home unit or as an attachment in ESS if working overtime hours and earning comp time.

- **Since comp time is earned in lieu of overtime, the accrual must be recorded as non-qualified or qualified.** Non-qualified and qualified comp time accrual is represented by different event codes in the transaction.

- If the employee would have earned non-qualified overtime, then the comp time accrual is non-qualifying.

- If the employee would have earned qualified overtime, then the comp time accrual is qualified.

- To represent qualified or non-qualified accruals, N and Q codes will be used. For coding, see slides 15-16.

Compensatory (Comp) Time Continued

- Non-qualified and qualified comp time are tracked separately in IRIS. However, the total amount of comp time that an employee is allowed to accrue per their Collective Bargaining Agreement will not change. Non-qualified comp time will always be used before qualified comp time.

- Information on how to determine if overtime is non-qualified or qualified can be found on the DOF website at the following link:
  - https://doa.alaska.gov/dof/payroll/ot_reporting.html

Compensatory (Comp) Time in Lieu of Overtime

- **Event Codes:**
  - CMPN: Comp time accrued in lieu of non-qualified overtime
  - CMPQ: Comp time accrued in lieu of qualified overtime
- **Amount**:
  - Number of hours worked beyond the overtime threshold (3:00 hours of overtime worked –> enter 3:00 hours in the transaction)
  - **Do not multiply the amount of overtime hours worked by 1.5x. IRIS will automatically calculate the correct amount of comp time to be added to the leave bank based on the number of overtime hours worked.**
- The comp time accrual should be posted in the same manner as overtime– only the code is changing. Ensure employee has met their overtime threshold per the Collective Bargaining Agreement when posting comp time on the timesheet.

Compensatory (Comp) Time in Lieu of Straight Time

- The Collective Bargaining Agreements for CEA allows for converting straight time to comp time at a 1:1 ratio. Because it is a 1:1 ratio, a different event code will be used in the TIMEI.
- **Event Code:** CMPST
- **Amount:** Enter the number of hours of straight time worked (worked 1:15 hours of straight time -- enter 1:15 hours into the transaction)
- If the employee also has overtime that is being converted to comp time, in addition to the straight time, ensure the correct codes (CMPN/CMPQ) are being used

Compensatory (Comp) Time- Continued

- Employees must accurately report event codes CMPN, CMPQ, and CMPST and hours on their timesheets when earning comp time.
- If an employee is electing to comp their straight and/or overtime, it is important to only code the applicable comp event code (CMPST, CMPN, CMPQ) for the additional hours worked.
  - For example: If an employee is electing to comp all 3:00 hours of their qualified overtime for a full pay period, the timesheet should reflect only 3:00 hours of CMPQ. <u>There should be no 251Q on the timesheet.</u>
- Ensure other premium pay codes (such as shift differentials) are still included on the TIMEI.

Example 1- Qualified Comp Time Timesheet

State of Alaska IRIS ADVANCED

ALASKA DEPARTMENT OF		Administration											Time & Attendance Report

Pay Period Start Date: March 2, 2026
Pay Period End Date: March 15, 2026

Employee Name: Employee, Alaska   **Home Department:** 02   **Alt. Workweek:** No   **Document ID:**
Employee ID: 123456   **Home Unit:** Z40P   **Overtime Eligible:** Yes   **Certified By:**
Status: Full-Time Reg (FR) / Seas (FS)   **Bargaining Unit:** KK | CEA   **Comp Time:** Yes   **Date:**
Payroll Schedule: BIWK1   **Entered By:**

Reg Pay (100)   Leave Taken (165/172)   Holiday (105)

	Standard Start / Stop Times	Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07	Sun 03/08	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14	Sun 03/15	HOURS WORKED
Start	8:00	7:00	7:00	7:00	7:00	7:00			7:00	7:00	7:00	7:00	7:00			
Stop	12:00	12:00	12:00	12:00	12:00	12:00			12:00	12:00	12:00	12:00	12:00			
Start	13:00	12:30	12:30	12:30	12:30	12:30			12:30	12:30	12:30	12:30	12:30			
Stop	16:30	15:30	17:15	15:30	15:30	15:30			15:30	17:30	17:30	17:30	17:30			
Start																
Stop																
Start																
Stop																
Total	7:30	8:00	9:45	8:00	8:00	8:00	0:00	0:00	8:00	10:00	10:00	10:00	10:00	0:00	0:00	89:45

Event Code	Event Code Description	LDP Overri de/Ref	LDP Description	Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07	Sun 03/08	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14	Sun 03/15	TOTAL HOURS
100	REGULAR			8:00	9:45	8:00	8:00	6:15			8:00	10:00	10:00	10:00	2:00			80:00
105	HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
CMPQ	COMP OT Q HRS							1:45							8:00			9:45
																		0:00
																		0:00
																		0:00
																		0:00
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																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
If needed additional event lines are available at row 53 to 76.		TOTAL		8:00	9:45	8:00	8:00	8:00	0:00	0:00	8:00	10:00	10:00	10:00	10:00	0:00	0:00	89:45

This CEA employee is electing to earn comp time in lieu of qualified overtime. The qualified comp time (CMPQ) is added to the TIMEI and timesheet in the same manner as overtime. The employee met their 40-hour overtime threshold on each Friday, and additional hours worked after meeting the threshold are posted as CMPQ.
If this employee had elected to earn overtime (251Q) instead of earning comp time, the posting of the hours would have been the same; only the code would be different.

Example 1- Qualified Comp Time in TIMEI

State of Alaska
IRIS
ADVANCED

This TIMEI entry corresponds with the timesheet on the prior slide.

Time Entry (2) | Summary

Total Hours
75:00

Pay Period Start Date: 03/02/2026 | Pay Period End Date: 03/15/2026

1 - 2 of 2 Records   View per Page - 20 **50** 100

		Line ⇕	Event ⇕	Override ⇕	Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07 Off Day	Sun 03/08 Off Day	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14 Off Day	Sun 03/15 Off Day	Week 1 Total	Week 2 Total	Total Hours
☐	▶	1	100	-	08:00	09:45	08:00	08:00	06:15	-	-	08:00	10:00	10:00	10:00	02:00	-	-	40:00	40:00	80:00
☐	▶	0	CMPQ						01:45							08:00			01:45	08:00	09:45
Total Hours					08:00	09:45	08:00	08:00	08:00	00:00	00:00	08:00	10:00	10:00	10:00	10:00	00:00	00:00	41:45	48:00	89:45

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Example 2- Non-Qualified and Qualified Comp Time

ALASKA DEPARTMENT OF   **Administration**   **Time & Attendance Report**

Pay Period Start Date:	March 2, 2026	
Pay Period End Date:	March 15, 2026	

Employee Name:	Employee, Alaska	Home Department:	02	Alt. Workweek:	No
Employee ID:	123456	Home Unit:	Z40P	Overtime Eligible:	Yes
Status:	Full-Time Reg (FR) / Seas (FS)	Bargaining Unit:	GP	ASEA-PERS LV	Comp Time:	Yes
				Payroll Schedule:	BIWK1

Document ID: / Certified By: / Date: / Entered By:

Reg Pay (100)   Leave Taken (165/172)   Holiday (105)

		Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07	Sun 03/08	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14	Sun 03/15	HOURS WORKED
	Standard Start / Stop Times															
Start	8:00	12:00	12:00	12:00	12:00		12:00		12:00	12:00	12:00	12:00				
Stop	12:00	21:30	21:30	21:30	23:30		14:00		21:30	21:30	21:30	21:00				
Start	13:00															
Stop	16:30															
Start																
Stop																
Start																
Stop																
Total	7:30	9:30	9:30	9:30	11:30	0:00	2:00	0:00	9:30	9:30	9:30	9:00	0:00	0:00	0:00	79:30

Event Code	Event Code Description	LDP Overri de/Ref	LDP Description	Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07	Sun 03/08	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14	Sun 03/15	TOTAL HOURS
100	REGULAR			9:30	9:30	9:30	9:00				9:30	9:30	9:30	9:00				75:00
105	HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
280	SWING DIFF			9:30	9:30	9:30	9:00				9:30	9:30	9:30	9:00				75:00
260N	SWING DIFF 1.5						2:30											2:30
260Q	SWING DIFF 1.5								2:00									2:00
CMPN	COMP OT N HRS						2:30											2:30
CMPQ	COMP OT Q HRS								2:00									2:00
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
																	0:00	159:00

> This GGU employee worked additional hours during the first week of the pay period and elected to receive comp time for these hours. The resulting comp time accruals were divided between non-qualifying and qualifying codes, so both CMPN and CMPQ were used. CMPN appeared first chronologically on the timesheet and is posted using the same process as overtime (251Q and 251N); the only difference is the coding applied.

If nee...
are available at row 53 to 76.

Example 2- Non-Qualified and Qualified Comp Time on TIMEI

Time Entry (6)	Summary
Total Hours	
75:00	^

This TIMEI entry corresponds with the timesheet on the prior slide.

Pay Period Start Date: 03/02/2026 | **Pay Period End Date:** 03/15/2026

1 - 6 of 6 Records   View per Page - 20   **50**   100

		Line ⇕	Event ⇕	Override ⇕	Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07 Off Day	Sun 03/08 Off Day	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14 Off Day	Sun 03/15 Off Day	Week 1 Total	Week 2 Total	Total Hours
☐	▶	1	100		09:30	09:30	09:30	09:00				09:30	09:30	09:30	09:00				37:30	37:30	75:00
☐	▶	0	280	-	09:30	09:30	09:30	09:00	-	-	-	09:30	09:30	09:30	09:00	-	-	-	37:30	37:30	75:00
☐	▶	0	260N	-	-	-	-	02:30	-	-	-	-	-	-	-	-	-	-	02:30	00:00	02:30
☐	▶	0	260Q	-	-	-	-	-	-	02:00	-	-	-	-	-	-	-	-	02:00	00:00	02:00
☐	▶	0	CMPN	-	-	-	-	02:30	-	-	-	-	-	-	-	-	-	-	02:30	00:00	02:30
☐	▶	0	CMPQ	-	-	-	-	-	-	02:00	-	-	-	-	-	-	-	-	02:00	00:00	02:00
Total Hours					19:00	19:00	19:00	23:00	00:00	04:00	00:00	19:00	19:00	19:00	18:00	00:00	00:00	00:00	84:00	75:00	159:00

Example 3- Comp for Straight Time (CMPST) Timesheet

State of Alaska IRIS ADVANCED

ALASKA DEPARTMENT OF Administration

Time & Attendance Report

Pay Period Start Date:	March 2, 2026
Pay Period End Date:	March 15, 2026

Employee Name:	Employee, Alaska	Home Department:	02	Alt. Workweek:	No	Document ID:
Employee ID:	123456	Home Unit:	Z40P	Overtime Eligible:	Yes	Certified By:
Status:	Full-Time Reg (FR) / Seas (FS)	Bargaining Unit:	KK | CEA	Comp Time:	Yes	Date:
				Payroll Schedule:	BIWK1	Entered By:

Reg Pay (100) Leave Taken (165/172) Holiday (105)

	Standard Start / Stop Times	Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07	Sun 03/08	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14	Sun 03/15	HOURS WORKED
Start	8:00	7:00	7:00	7:00	7:00	7:00	10:00		7:00	7:00	7:00	7:00	7:00			
Stop	12:00	12:00	13:00	12:00	12:00	12:00	11:30		12:00	12:00	12:00	12:00	12:00			
Start	13:00	12:30		12:30	12:30	12:30			12:30	12:30	12:30	12:30	12:30			
Stop	16:30	15:30		15:30	15:30	15:30			15:30	15:30	15:30	15:30	17:00			
Start																
Stop																
Start																
Stop																
Total	7:30	8:00	6:00	8:00	8:00	8:00	1:30	0:00	7:30	8:00	8:00	8:00	9:30	0:00	0:00	80:30

Event Code	Event Code Description	LDP Overrie/Ref	LDP Description	Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07	Sun 03/08	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14	Sun 03/15	TOTAL HOURS
100	REGULAR			8:00	6:00	8:00	8:00	8:00			7:30	8:00	8:00	8:00	8:00			77:30
105	HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
165SK	LV PER SICK				2:00						0:30							2:30
CMPST	COMP ST HRS								1:30						0:30			2:00
CMPQ	COMP OT Q HRS														1:00			1:00
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
If needed additional event lines are available at row 53 to 76.	TOTAL			8:00	8:00	8:00	8:00	8:00	1:30	0:00	8:00	8:00	8:00	8:00	9:30	0:00	0:00	83:00

> This employee is electing to earn comp time in lieu of straight time and overtime earned in the pay period. All comp time accrual (CMPST and CMPQ) is added as straight time and overtime would have been-- after the employee meets the workweek/overtime thresholds. There is no 250 straight time or 251Q qualified overtime posted on the timesheet or TIMEI. See TIMEI entry on the next slide.

Example 3- Comp for Straight Time (CMPST) TIMEI entry

State of Alaska
IRIS
ADVANCED

Time Entry (4)	Summary
Total Hours 75:00	

This TIMEI entry corresponds with the timesheet on the prior slide.

Pay Period Start Date: 03/02/2026 | **Pay Period End Date:** 03/15/2026

1 - 4 of 4 Records   View per Page -   20   **50**   100

		Line	Event	Override	Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07 Off Day	Sun 03/08 Off Day	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14 Off Day	Sun 03/15 Off Day	Week 1 Total	Week 2 Total	Total Hours
☐	▶	1	100		08:00	06:00	08:00	08:00	08:00			07:30	08:00	08:00	08:00	08:00			38:00	39:30	77:30
☐	▶	0	165SK	-	-	02:00	-	-	-	-	-	00:30	-	-	-	-	-	-	02:00	00:30	02:30
☐	▶	0	CMPST	-	-	-	-	-	-	01:30	-	-	-	-	-	00:30	-	-	01:30	00:30	02:00
☐	▶	0	CMPQ	-	-	-	-	-	-	-	-	-	-	-	-	01:00	-	-	00:00	01:00	01:00
Total Hours					08:00	08:00	08:00	08:00	08:00	01:30	00:00	08:00	08:00	08:00	08:00	09:30	00:00	00:00	41:30	41:30	83:00

Example 4- ACOA/Daily Comp Time

State of Alaska
IRIS
ADVANCED

This ACOA employee elected to be paid out overtime on 02/18 and to comp their overtime worked on 02/20. Codes CMPN and CMPQ are used to indicate the shift that the employee elects to earn comp for. 251N and 251Q are used to indicate shifts the employee elects to earn overtime pay for.

Time Entry (7) | Summary

Total Hours
93:00

Pay Period Start Date: 02/12/2026 | Pay Period End Date: 02/25/2026

1 - 7 of 7 Records   View per Page - 20 **50** 100

		Line	Event	Override	Thu 02/12	Fri 02/13	Sat 02/14	Sun 02/15	Mon 02/16 Holiday	Tue 02/17	Wed 02/18	Thu 02/19 Off Day	Fri 02/20 Off Day	Sat 02/21 Off Day	Sun 02/22 Off Day	Mon 02/23 Off Day	Tue 02/24 Off Day	Wed 02/25 Off Day	Week 1 Total	Week 2 Total	Total Hours
☐	▶	1	100		12:00	13:00	12:00	12:00		12:00	11:00								72:00	00:00	72:00
☐	▶	2	105	-	-	-	-	-	08:00	-	-	-	-	-	-	-	-	-	08:00	00:00	08:00
☐	▶	3	249N	-	-	-	-	-	12:00	-	-	-	-	-	-	-	-	-	12:00	00:00	12:00
☐	▶	4	CMPN	-	-	-	-	-	-	-	-	-	01:00	-	-	-	-	-	00:00	01:00	01:00
☐	▶	6	CMPQ	-	-	-	-	-	-	-	-	-	11:00	-	-	-	-	-	00:00	11:00	11:00
☐	▶	7	251Q	-	-	-	-	-	-	-	01:00	-	-	-	-	-	-	-	01:00	00:00	01:00
☐	▶	0	280	-	-	01:00	-	-	-	-	-	-	-	-	-	-	-	-	01:00	00:00	01:00
Total Hours					12:00	14:00	12:00	12:00	20:00	12:00	12:00	00:00	12:00	00:00	00:00	00:00	00:00	00:00	94:00	12:00	106:00