

# Accurately track extended work time and comp time benefits

## What are extended work time and comp time benefits?

Typical benefits extended to exempt employees in the aerospace and defense industries include:

- **Extended work time (EWT)** is additional paid time for exempt employees when they work more than their standard hours. Some companies may require exempt employees to work beyond a “gate,” where employees must work some uncompensated time past their standard hours before they receive EWT pay.
- **Compensatory (comp) time** is banked time for exempt employees when they work more than their standard hours. Comp time is taken as paid time off in the future.

Day	Total worked hours per day	Regular	EWT	Comp time
Monday	10	10		
Tuesday	10	10		
Wednesday	10	10		
Thursday	12	10	2	
Friday	12		4	8
<b>Totals for Week</b>	<b>54</b>	<b>40</b>	<b>6</b>	<b>8</b>

*Example 1 — Exempt employee Vince is authorized by his manager to receive up to six hours EWT and then up to 10 hours comp time. Since Vince worked 54 hours this week, the first 40 hours are counted as regular time, the next six hours as EWT, and the remaining eight hours as comp time.*

Day	Total worked hours per day	Regular	Unpaid	EWT	Comp time
Monday	10	10			
Tuesday	10	10			
Wednesday	10	10			
Thursday	12	10	2		
Friday	12		3	6	3
<b>Totals for Week</b>	<b>54</b>	<b>40</b>	<b>5</b>	<b>6</b>	<b>3</b>

*Example 2 — In the same scenario as in Example 1, but with Vince now required to work at least five hours unpaid extra time (the gate) before he becomes eligible for EWT and comp time, his hours are assigned differently.*

## Why are EWT and comp time benefits important to manufacturers?

They increase employee morale and retention by paying employees for their additional hours worked. Comp time allows employees to take time off in addition to their existing vacation days. These benefits also allow companies to meet critical deadlines and/or catch up on projects that are behind schedule.

### Why are EWT and comp time benefits important to manufacturers?

- **Built-in forms and controls:** UKG AutoTime™ (formerly Kronos Workforce AutoTime™) has built-in tools with the flexibility to allow managers to effectively control and enforce EWT and comp time benefit policies:
  - **Approved EWT and comp time:** Managers can authorize limits on both EWT and comp time on a per-employee basis, applied before, during, or after employees have worked their hours. If employees exceed the EWT and comp time limits authorized by their managers, the excess time is uncompensated.
  - **Eligible/ineligible time:** UKG AutoTime can exclude certain time types — such as sick, vacation, or holiday — from counting toward the EWT and comp time thresholds. The exclusion of the ineligible time is controlled by policy to ensure a fair and accurate application of the benefit.
- **Timecard view:** EWT and comp time are displayed separately on the employee's timecard.
- **Automated calculations:** All EWT and comp time hours are included in the total time accounting calculations.
- **External integration:** APIs can be used to import approved EWT and comp time hours from well-known project-planning software systems.

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