

## Add Cash in Lieu of Compensation to Worker

Use this procedure to give the employee the Cash in Lieu of Comp time entry code to use on their timesheet. Once an employee has this designation in Workday, payment calculations will be turned on at the designated rate (1.0X Rate or 1.5X Rate) for the employee when reporting their work hours

This task is completed using the **Edit Other IDs** task in Workday. An HR Coordinator completes this task by selecting the “DBM Approved Cash in Lieu of Comp (1.0x/1.5x Rate)” in **Other ID Type** and then entering related details.



Please note: The standard Cash in Lieu of Comp Rate is 1.0. *For an employee to receive the 1.5x rate, specific DBM Approval and documentation is required before processing.*

### Procedure:

1. Search for the employee.

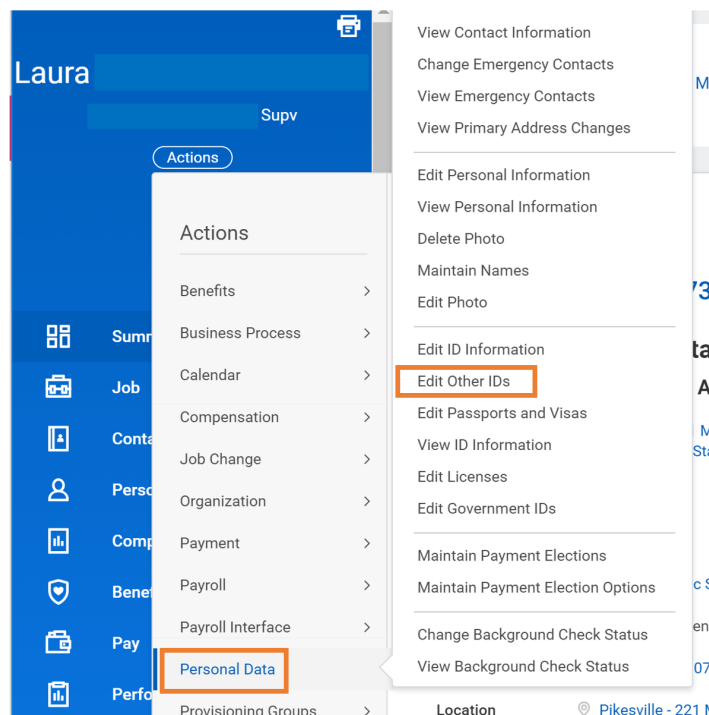


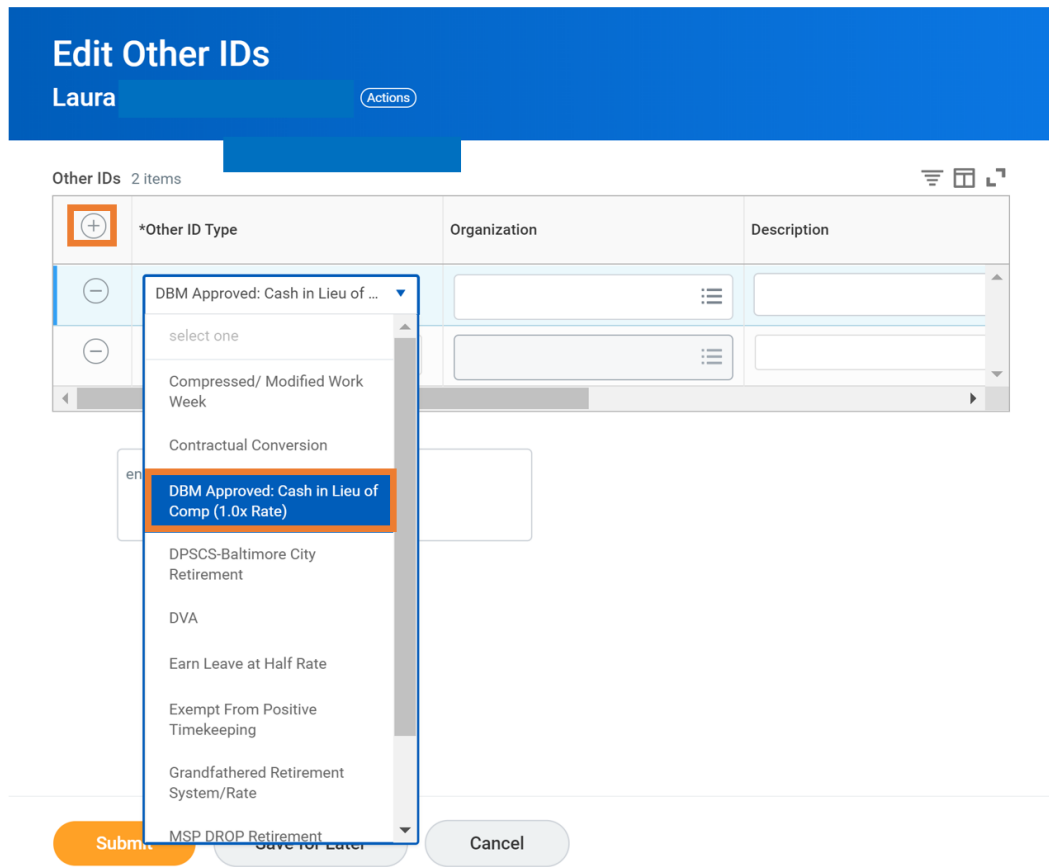
**Tip:** To find an employee...

- Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon, OR
- Find the employee in their assigned Supervisory Organization on the **Members** tab.

2. Click the Related Actions and Preview  icon next to the employee's name.

3. In the menu, hover over Personal Data, then click the Edit Other IDs hyperlink.







**Edit Other IDs**  
 Laura Actions

Other IDs 2 items

Other ID Type	Organization	Description
+ DBM Approved: Cash in Lieu of ... - select one - Compressed/ Modified Work Week Contractual Conversion <b>DBM Approved: Cash in Lieu of Comp (1.0x Rate)</b> DPSCS-Baltimore City Retirement DVA Earn Leave at Half Rate Exempt From Positive Timekeeping Grandfathered Retirement System/Rate MSP DROP Retirement		

Submit Save for Later Cancel

4. On the Edit Other IDs page, click the Plus  sign to add a new row.
5. Complete the following fields:
  - **Other ID Type:** Select “DBM Approved Cash in Lieu of Comp (1.0x Rate)” from the drop down menu.
  - **Organization:** Leave Bank
  - **Description:** *Optional.*
  - **Identification #:** Enter the employee’s W #. Example: W1231231
  - **Issue Date:** Enter the date the the time entry code should be available for the employee.
  - **Expiration Date:** Leave blank
6. Click the **Submit**  button.



**Title:** Add Cash in Lieu of Compensation to Worker

**Functional Area:** Time Tracking

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## You have submitted

Edit Other IDs: Laura

Actions



### Up Next

### Do Another

[Edit Other IDs](#)

Attach Copy of ID

To Do

[Skip](#)

[> Details and Process](#)

7. The next step is to upload any documents relative to the employee change. Skip this step if there is none.
8. The System Task is complete.