

Concept: Travel Time and Pay

Last updated June 3, 2020

CCA considers time spent traveling for work-related purposes during the workday—excluding commute time—as pay-eligible work time for nonexempt (hourly) employees.

The College has a [Travel Time Policy](#) related to travel time and travel pay rates for these employees.

Determine Eligibility

If you think you may be eligible for travel time/pay:

- 1) Carefully read CCA's [Travel Pay for Nonexempt Workers](#) policy.
- 2) Consult with [CCA Human Resources](#) for details on procedure and eligibility.

3) Follow the outlined steps below for entering eligible travel time.

How to Enter Travel Time

Travel time follows nearly the same procedure as standard [time entry](#) using the [Enter My Time](#) report.

1) For the desired time block, enter “**Travel Time**” as the **Time Type** (or select **Time Entry Codes > Travel Time**).

- Use this option any time that you are traveling for work, whether it is during or outside of regular work hours.

2) Fill in the **In** and **Out** fields according to the time traveled.

- The appropriate pay rate will be applied to the travel time based on the time of the travel.

3) Resume/complete [time entry](#) for any other time worked during the selected period.

Key *Travel Time* Tips

- Payroll will automatically calculate your travel pay and you'll see it reflected on your paycheck.
- If at any point during travel outside of regular work hours you do complete work related to your position, you must record the hours as regular work hours, and you will be compensated at your regular hourly rate (or overtime rate, if applicable).
- Employees must receive prior approval from their Manager before working overtime, or completing work during travel time outside of regular work hours.