

## Salaried - Eligible for Overtime Guide

- Employees should continue to report 40 hours per week on their timesheet
- To report any hours over 40 **physically worked** – employees must submit a Web Time Adjustment (WTA) Form
  - Overtime must be approved by your supervisor
  - Physically worked = time physically worked. Leave time and holiday time are not physically worked hours
  - See examples below for clarification on how hours over 40 will be paid (at Overtime (1.5x) or at straight time)
- **Supervisor/Employees will be responsible for tracking hours over 40 worked, HR will not be able to audit based on timesheets.**

### Examples

1. **Situation: Employee is sick 1 hour on Monday and works rest of the week as normally scheduled (T-F 8 hours).**

Process: Employee to use leaves in full/half day increments, since the employee worked more than a half day no leave time is reported. Employee did not physically work over 40 hours, submit timesheet as noted below:

|           | Physically worked | Report on Timesheet |
|-----------|-------------------|---------------------|
| Monday    | 7 RE / 1 Sick     | 8 RE                |
| Tuesday   | 8 RE              | 8 RE                |
| Wednesday | 8 RE              | 8 RE                |
| Thursday  | 8 RE              | 8 RE                |
| Friday    | 8 RE              | 8 RE                |

2. **Situation: Employee is sick 1 hour on Monday; Tuesday works 9 hours (they had work that needed to be caught up on Tuesday, because of late arrival Monday), then works rest of the week as normally scheduled (W-F 8 hours).**

Process: No OT worked, physically worked hours = 40. To be an adjusted work week. Due to working one less hour Monday, and working 1 more hour Tuesday = adjusted schedule, all falls within same work week. Employee should report 8 RE each day.

|           | Physically worked | Report on Timesheet |
|-----------|-------------------|---------------------|
| Monday    | 7 RE / 1 Sick     | 8 RE                |
| Tuesday   | 9 RE              | 8 RE                |
| Wednesday | 8 RE              | 8 RE                |
| Thursday  | 8 RE              | 8 RE                |
| Friday    | 8 RE              | 8 RE                |

3. **Situation: Employee has a dental appointment on Tuesday and will leave 1 hour early; on Monday they worked 9 hours (prepping for being gone Tuesday afternoon); Wednesday a project comes in and supervisor**

## Salaried - Eligible for Overtime Guide

**needs work done (approves OT), employee works 9 hours. Employee then works rest of the week as normally scheduled (R-F 8 hours).**

Process: Monday/Tuesday = No OT worked; to be an adjusted work week. Rest of the week was 8 hours worked, so the 1 extra hour from Wednesday (which the supervisor approved to be worked) would be reported on a WTA form as 1 hour OT.

|           | Physically worked | Report on Timesheet                 |
|-----------|-------------------|-------------------------------------|
| Monday    | 9 RE              | 8 RE                                |
| Tuesday   | 7 RE / 1 Sick     | 8 RE                                |
| Wednesday | 9 RE              | 8 RE                                |
| Thursday  | 8 RE              | 8 RE                                |
| Friday    | 8 RE              | 8 RE                                |
|           |                   | Submits WTA form, 1 hr OT Wednesday |

- 4. Situation: Employee calls in sick on Tuesday and works over 1 hour on Wednesday and Thursday (with supervisor approval) to get caught up from being out sick; rest of the week is worked as normally scheduled.**

Process: 40 hours reported on timesheet (8 sick and 8 RE rest of the week). Overtime is only applicable when physically worked hours are above 40. Employee physically worked 34 hours (leave time does not count as physically worked for salaried-eligible for OT); employee is still to be paid for the hours worked over 40, but will be paid at straight time and not time and a half. Employee to submit WTA form, noting the 1 hour worked each Wednesday and Thursday. In comment section to note 'hours to be paid at straight time'.

|           | Physically worked | Report on Timesheet  |
|-----------|-------------------|--|
| Monday    | 8 RE              | 8 RE   |
| Tuesday   | 8 sick            | 8 sick   |
| Wednesday | 9 RE              | 8 RE   |
| Thursday  | 9 RE              | 8 RE   |
| Friday    | 8 RE              | 8 RE   |
|           |                   | Submits a WTA form for 2 hours worked (1 Wed and 1 Thurs), noting straight time. |

## Salaried - Eligible for Overtime Guide

**5. Situation: Employee works over 1 hour on Wednesday (with supervisor approval) for a time sensitive project, Monday was Labor Day holiday.**

Process **option 1**: 40 hours reported on timesheet. Overtime is only applicable when physically worked hours are above 40. Employee physically worked 32 hours (holiday time does not count as physically worked); employee is still to be paid for the hours worked over 40 but will be paid at straight time and not time and a half. Employee to submit WTA form, noting the 1 hour worked Wednesday. In comment section to note 'hours to be paid at straight time'.

|           | Physically worked | Report on Timesheet  |
|-----------|-------------------|--|
| Monday    | Holiday           | 8 RE   |
| Tuesday   | 8 RE              | 8 RE   |
| Wednesday | 9 RE              | 8 RE   |
| Thursday  | 8 RE              | 8 RE   |
| Friday    | 8 RE              | 8 RE   |
|           |                   | Submits a WTA form for 1 hour worked (1 Wed), noting straight time due to Holiday. |

Process **option 2**: 40 hours reported on timesheet. Overtime is only applicable when physically worked hours are above 40. Employee physically worked 32 hours (holiday time does not count as physically worked); supervisor approves that office coverage will allow for and adjusted work week. Employee to come in one hour late (within same work week) as an adjusted schedule, due to the one hour worked late on Wednesday.

|           | Physically worked | Report on Timesheet |
|-----------|-------------------|---------------------|
| Monday    | Holiday           | 8 RE                |
| Tuesday   | 8 RE              | 8 RE                |
| Wednesday | 9 RE              | 8 RE                |
| Thursday  | 7 RE              | 8 RE                |
| Friday    | 8 RE              | 8 RE                |