

## Overtime/Compensatory Time and the FLSA Workweek

Under the Fair Labor Standards Act (FLSA), non-exempt employees earn overtime or compensatory time at one and one-half times the amount of time physically worked in excess of 40 hours per week.

If the non-exempt employee does not physically work more than 40 hours in a workweek due to a leave request, straight overtime or compensatory time is earned for time worked outside their normal work hours.

**Note:** Follow your agency's policy regarding overtime or compensatory time.

### eSTART Examples

- Overtime or compensatory time is credited once the employee has earned 40 hours in an FLSA workweek.
- Any additional time worked is treated as regular time until the employee has earned 40 hours for the FLSA workweek.
- The FLSA workweek is Saturday to Friday.

### Normal FLSA Workweek

Once the employee has worked 40 hours in a normal workweek, any additional time would then be treated as overtime or compensatory time. The example used below shows compensatory time.

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
Sat 11/14									
Sun 11/15									
Mon 11/16			8:00AM		12:00PM		8:00	8:00	8:00AM-5:00PM
Tue 11/17			8:00AM		12:00PM	8:00	8:00	8:00	8:00AM-5:00PM
Wed 11/18			8:00AM		12:00PM	8:00	8:00	24:30	8:00AM-5:00PM
Thu 11/19			8:00AM		12:00PM	8:00	8:00	32:30	8:00AM-5:00PM
Fri 11/20			8:00AM		12:00PM	8:00	8:00	40:30	8:00AM-5:00PM
			1:00PM		5:00PM				
			12:30PM		5:00PM	8:30	8:30	16:30	

  

Account	Pay Code	Amount
001/0000/100010/10002/10197/-/-	COMP TIME EARNED 1.5	0:30
001/0000/100010/10002/10197/-/-	REGULAR	40:00

### Split FLSA Workweek

A split FLSA workweek is one where the end of the pay period occurs before Friday.

In the example below, the employee worked an extra 30 minutes on Tuesday, the 15th. Since the employee had not yet earned 40 hours for the week, the additional time is treated as regular time.

However, when the end of the pay period occurs before Friday (in this example, on Tuesday the 15th) and the 40-hour threshold has not yet been reached, the additional time will continue to be treated as regular time.

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
Sat 12/12									
Sun 12/13									
Mon 12/14			8:00AM		12:00PM		8:00	8:00	8:00AM-5:00PM
Tue 12/15			8:00AM		12:00PM	8:00	8:00	8:00	8:00AM-5:00PM
Wed 12/16								16:30	8:00AM-5:00PM
Thu 12/17								16:30	8:00AM-5:00PM
Fri 12/18								16:30	8:00AM-5:00PM
			12:30PM		5:00PM	8:30	8:30	16:30	

  

Account	Pay Code	Amount
001/0000/100010/10002/10197/-/-	REGULAR	16:30

# Understanding Overtime/Compensatory Time and the FLSA Workweek



## FLSA Week View

Once the 40-hour threshold has been reached for the week, the additional hours will be treated as compensatory time, even if the 40-hour threshold is not reached until the beginning of the next pay period (the 1<sup>st</sup> or 16<sup>th</sup>).

**NOTE:** An **FLSA Comp Time Earned 1.0 or 1.5** pay code will display in the timecard with a negative amount to indicate the time was moved from the day it was earned to Friday of the FLSA week. Then the same pay code will display with a positive amount on Friday to indicate the time will be sent to GHRS in the Next Pay Period.

Mon 1/04			4:00AM	11:00PM	19:00	19:00	19:00
Tue 1/05			4:00AM	10:30PM	18:30	18:30	37:30
Wed 1/06	FLSA COMP TIME EARNED 1.5	-14:30	4:00AM	9:00PM	17:00	17:00	54:30
Thu 1/07	FLSA COMP TIME EARNED 1.5	-18:00	4:00AM	10:00PM	18:00	18:00	72:30
Fri 1/08	FLSA COMP TIME EARNED 1.5	18:00					
	FLSA COMP TIME EARNED 1.5	14:30					72:30

Totals		Accruals		
All	All			
Loca...	Job	Account	Pay Code	Amount
		...0140/-/-	COMP TIME EARNED 1.5	32:30
		...0140/-/-	REGULAR	40:00

## Next Pay Period View

If Friday is in the Next Pay Period, the comp time that was moved will also display in that Next Pay Period.