



## MSUAASF Non-Exempt Overtime Codes (as appearing in eTimesheet)

| <u>Additional Pay Code</u>         | <u>When to use</u>  | <u>Example</u>  |      |     |       |       |     |      |       |     |   |   |   |   |   |    |     |   |   |   |   |   |   |     |   |   |   |   |   |   |                    |  |  |  |  |  |    |
|------------------------------------|---|---|------|-----|-------|-------|-----|------|-------|-----|---|---|---|---|---|----|-----|---|---|---|---|---|---|-----|---|---|---|---|---|---|--------------------|--|--|--|--|--|----|
| <p><b>OT1 – Overtime @ 1.0</b></p> | <p>Use code OT1 when total hours (including vacation, sick, etc.) is greater than 40 hours and you wish to be paid the straight time overtime (not banked as comp time).</p> <p>You are eligible for straight time overtime.</p> <p>You are not eligible for FLSA overtime at time and one-half due to having taken paid leave.</p> | <p><i>You work:</i></p> <table border="1" data-bbox="1226 526 1873 712"> <thead> <tr> <th>Type</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> <th>Mon</th> <th>Tues</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>REG</td> <td>8</td> <td>-</td> <td>8</td> <td>8</td> <td>8</td> <td>32</td> </tr> <tr> <td>VAC</td> <td>-</td> <td>8</td> <td>-</td> <td>-</td> <td>-</td> <td>8</td> </tr> <tr> <td>OT1</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>2</td> <td>2</td> </tr> <tr> <td colspan="6" style="text-align: right;"><i>Total Hours</i></td> <td>42</td> </tr> </tbody> </table> <p><i>You work your 8 hours each day in the workweek, taking 8 hours vacation on Thu. Your supervisor asks you to work late on Tue.</i></p> <p><i>Your “hours worked” are 34 (REG + OT1 = not over 40), so you are not eligible for FLSA overtime, but since you worked 2 hours longer on Tue. you can use this code to be paid the additional 2 hours at straight time.</i></p> <p><i>Instead of being paid for the two hours, the hours could be balanced: the 8 hours of vacation could be reduced to 6 hours and the additional 2 hours marked as REG hours.</i></p> | Type | Wed | Thurs | Fri   | Mon | Tues | Total | REG | 8 | - | 8 | 8 | 8 | 32 | VAC | - | 8 | - | - | - | 8 | OT1 | - | - | - | - | 2 | 2 | <i>Total Hours</i> |  |  |  |  |  | 42 |
| Type                               | Wed   | Thurs   | Fri  | Mon | Tues  | Total |     |      |       |     |   |   |   |   |   |    |     |   |   |   |   |   |   |     |   |   |   |   |   |   |                    |  |  |  |  |  |    |
| REG                                | 8   | -   | 8    | 8   | 8     | 32    |     |      |       |     |   |   |   |   |   |    |     |   |   |   |   |   |   |     |   |   |   |   |   |   |                    |  |  |  |  |  |    |
| VAC                                | -   | 8   | -    | -   | -     | 8     |     |      |       |     |   |   |   |   |   |    |     |   |   |   |   |   |   |     |   |   |   |   |   |   |                    |  |  |  |  |  |    |
| OT1                                | -   | -   | -    | -   | 2     | 2     |     |      |       |     |   |   |   |   |   |    |     |   |   |   |   |   |   |     |   |   |   |   |   |   |                    |  |  |  |  |  |    |
| <i>Total Hours</i>                 |   |   |      |     |       | 42    |     |      |       |     |   |   |   |   |   |    |     |   |   |   |   |   |   |     |   |   |   |   |   |   |                    |  |  |  |  |  |    |

**Additional Pay Code****When to use****Example****OTR – Overtime @ 1.5**

Use code OTR when “hours worked” is greater than 40 hours, and you request to have the overtime paid (not banked as comp time).

*You work:*

| Type               | Wed | Thurs | Fri | Mon | Tues | Total |
|--------------------|-----|-------|-----|-----|------|-------|
| REG                | 8   | 8     | 8   | 8   | 8    | 40    |
| OTR                | -   | 2     | -   | -   | -    | 2     |
| <i>Total Hours</i> |     |       |     |     |      | 42    |

*42 hours worked. Total of 42 hours (42-40 = 2). Log 40 hours REG, and 2 hours OTR.*

**CE1 – Comp Time Earned @ 1.0**

Use code OT1 when total hours (including vacation, sick, etc.) is greater than 40 hours and you wish to bank the straight time overtime as comp time.

*You work:*

| Type               | Wed | Thurs | Fri | Mon | Tues | Total |
|--------------------|-----|-------|-----|-----|------|-------|
| REG                | 8   | -     | 8   | 8   | 8    | 32    |
| VAC                | -   | 8     | -   | -   | -    | 8     |
| CE1                | -   | -     | -   | -   | 2    | 2     |
| <i>Total Hours</i> |     |       |     |     |      | 42    |

You are eligible for straight time overtime.

*You work your 8 hours each day in the workweek, taking 8 hours vacation on Thu. Your supervisor asks you to work late on Tue.*

You are not eligible for FLSA overtime at time and one-half due to having taken paid leave.

*Your “hours worked” are 34 (REG + CE1 = not over 40), so you are not eligible for FLSA overtime, but since you worked 2 hours longer on Tue. you can use this code to bank the additional 2 hours as comp time.*

*Instead of being paid for the two hours, the hours could be balanced: the 8 hours of vacation could be reduced to 6 hours and the additional 2 hours marked as REG hours.*

**Additional Pay Code****When to use****Example****C15 – Comp Time Earned @ 1.5**

Use code C15 when “hours worked” is greater than 40 hours, and you request to bank the time over 40 hours as comp time.

You work:

| Type               | Wed | Thurs | Fri | Mon | Tues | Total |
|--------------------|-----|-------|-----|-----|------|-------|
| REG                | 8   | 8     | 8   | 8   | 8    | 40    |
| C15                | -   | 2     | -   | -   | -    | 2     |
| <i>Total Hours</i> |     |       |     |     |      | 42    |

42 hours worked. Total of 42 hours (42-40 = 2). 40 hours REG, and Log 2 hours C15.

**HCT – Holiday Hours to Comp Time**

Use code HCT to recognize “Work on a designated holiday” ([Article 17, Section D](#)). Alternative holiday hours as comp time.

You work:

| Type               | Wed | Thurs | Fri | Mon | Tues | Total |
|--------------------|-----|-------|-----|-----|------|-------|
| REG                | 8   | 8     | 8   | 8   | 8    | 40    |
| HCT                | -   | -     | -   | 8   | -    | 8     |
| <i>Total Hours</i> |     |       |     |     |      | 48    |

40 hours worked. 8 hours were worked on Monday (a designated holiday). Work on a designated holiday can be provided as an alternative day off or paid off. (Article 17, Section D). For alternative day off log 40 hours REG, and 8 hours HCT.

**9HO – Holiday Payoff-Scheduled Day Off**

Use code 9HO when you have an alternate work schedule and the holiday falls on your regularly scheduled day off.

You work:

| Type               | Wed | Thurs | Fri | Mon | Tues | Total |
|--------------------|-----|-------|-----|-----|------|-------|
| REG                | 8   | 8     | 8   | -   | 8    | 32    |
| 9HO                | -   | -     | -   | 8   | -    | 8     |
| <i>Total Hours</i> |     |       |     |     |      | 40    |

You work 8 hour days on Wednesday, Thursday, Friday and Tuesday (Monday scheduled off). Monday is a holiday. Log 40 hours REG, and 8 hours 9HO.

**Additional Pay Code****When to use****Example****9HP – Holiday Payoff-  
Worked on Holiday**

Use code HCT to recognize “Work on a designated holiday” ([Article 17, Section D](#)).  
Alternative holiday hours paid.

*You work:*

| <i>Type</i>        | <i>Wed</i> | <i>Thurs</i> | <i>Fri</i> | <i>Mon</i> | <i>Tues</i> | <i>Total</i> |
|--------------------|------------|--------------|------------|------------|-------------|--------------|
| <i>REG</i>         | <i>8</i>   | <i>8</i>     | <i>8</i>   | <i>8</i>   | <i>8</i>    | <i>40</i>    |
| <i>9HP</i>         | <i>-</i>   | <i>-</i>     | <i>-</i>   | <i>8</i>   | <i>-</i>    | <i>8</i>     |
| <i>Total Hours</i> |            |              |            |            |             | <i>48</i>    |

*40 hours worked. 8 hours were worked on a designated holiday. Work on a designated holiday can be provided as an alternative day off or paid off. (Article 17, Section D). For payoff log 40 hours REG, and 8 hours 9HP.*

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