

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

Additional Pay Code	When to use				<u>Exam</u>	ple			
OT1 – Overtime @ 1.0	Use code OT1 when total hours (including	You w	You work:						
	vacation, sick, etc.) is greater than 40 hours		Туре	Wed	Thurs	Fri	Mon	Tues	Total
	and you wish to be paid the straight time		REG	8	-	8	8	8	32
	overtime (not banked as comp time).		VAC	-	8	-	-	-	8
			OT1	-	-	-	-	2	2
	You are eligible for straight time overtime.	Total Ho					Hours	42	
	You are not eligible for FLSA overtime at time and one-half due to having taken paid		,		s each do supervis	•		•	•
	_		,		s each do supervis	•		•	•
	time and one-half due to having taken paid	vacati	ion on T	hu. Your		or asks	you to	work la	te on Tu
	time and one-half due to having taken paid	vacati Your "	ion on Ti "hours w	hu. Your vorked"	supervis	or asks EG + O	you to T1 = not	work la t over 4	te on Tu 0), so yo
	time and one-half due to having taken paid	vacati Your " not ell	ion on Ti "hours w igible fo	hu. Your vorked" r FLSA o	supervis are 34 (R	or asks EG + O but sin	you to T1 = not ce you v	work la t over 4 worked	te on Tu 0), so yo 2 hours
	time and one-half due to having taken paid	vacati Your " not eli longei	ion on Ti "hours w igible fo	hu. Your vorked" r FLSA o . you ca	r supervis are 34 (R vertime, n use this	or asks EG + O but sin	you to T1 = not ce you v	work la t over 4 worked	te on Tu 0), so yo 2 hours
	time and one-half due to having taken paid	vacati Your " not ell longel hours	ion on Ti "hours w igible fo r on Tue at straig	hu. Your vorked" r FLSA o . you ca ght time	r supervis are 34 (R vertime, n use this	For asks FEG + O but sin s code t	you to T1 = not ce you v	work la t over 4 worked id the a	te on Tu 0), so yo 2 hours uddition
	time and one-half due to having taken paid	Vacati Your * not ell longer hours	ion on Ti "hours w ligible fo r on Tue at straig ad of bei	hu. Your vorked" r FLSA o . you ca ght time ng paid	supervis are 34 (R vertime, n use this	For asks EG + O but sin s code t	you to T1 = not ce you v to be pa rs, the h	work la t over 4 worked id the a	te on Tu 0), so yo 2 hours additiona

Additional Pay Code	When to use				<u>Exan</u>	nple				
OTR – Overtime @ 1.5	Use code OTR when "hours worked" is	You w	vork:							
	greater than 40 hours, and you request to		Туре	Wed	Thurs	Fri	Mon	Tues	Total	
	have the overtime paid (not banked as		REG	8	8	8	8	8	40	
	comp time).		OTR	-	2	-	-	-	2	
							Total	Hours	42	
		and 2	? hours C		al of 42 i	hours (4	12-40 = 2	2). Log 4	40 hours I	₹EG,
CE1 – Comp Time Earned	Use code OT1 when total hours (including	You v		1 147 1	T/			-		
@ 1.0	vacation, sick, etc.) is greater than 40 hours and you wish to bank the straight time		Туре	Wed	Thurs	Fri	Mon	Tues	Total	
	overtime as comp time.		REG VAC	8	8	8	8	8	32 8	
	overtime as comp time.		CE1	_	-			2	2	
	You are eligible for straight time overtime.		CLI				Total	Hours	42	
	You are not eligible for FLSA overtime at time and one-half due to having taken paid leave.		-			-			king 8 ho te on Tue	
		not ei Ionge	ligible fo	or FLSA o e. you ca	vertime,	, but sin	ce you v	vorked	0), so you 2 hours litional 2	are
		balan	ad of bei aced: the dditiona	8 hours	of vaca	tion cou	ıld be re		ould be o 6 hours	and

Additional Pay Code	When to use			<u>Exan</u>	nple			
C15 – Comp Time Earned	Use code C15 when "hours worked" is	You work:						
@ 1.5	greater than 40 hours, and you request to	Туре	Wed	Thurs	Fri	Mon	Tues	Total
	bank the time over 40 hours as comp time.	REG	8	8	8	8	8	40
		C15	-	2	-	-	-	2
		Total Hours						42
		42 hours wor Log 2 hours C		al of 42	hours (4	12-40 = 2	?). 40 ho	ours REG
HCT – Holiday Hours to	Use code HCT to recognize "Work on a	You work:						
Comp Time	designated holiday" (Article 17, Section D).	Туре	Wed	Thurs	Fri	Mon	Tues	Total
	Alternative holiday hours as comp time.	REG	8	8	8	8	8	40
		HCT				8	_	8
		пст	-	-	-		_	U
		пст	<u>-</u>	-			Hours	48
9HO - Holiday Payoff-	Use code 9HO when you have an alternate	40 hours wor holiday). Woi alternative do alternative do	rk on a a ay off or	lesignate paid off	ed holide . (Article	Total ed on Mo ay can b e 17, Sec	onday ( e provi etion D)	48 a design ded as ai . For
9HO – Holiday Payoff- Scheduled Day Off	Use code 9HO when you have an alternate work schedule and the holiday falls on your	40 hours wor holiday). Wor alternative do You work:	rk on a a ay off or ay off lo	lesignate paid off g 40 hou	ed holide . (Article ers REG,	Total ed on Mo ay can b e 17, Sec and 8 ho	onday ( e provio tion D). ours HC	48 a design ded as ai . For T.
9HO – Holiday Payoff- Scheduled Day Off	work schedule and the holiday falls on your	40 hours wor holiday). Wor alternative do alternative do You work:	rk on a a ay off or ay off loo	lesignate paid off g 40 hou Thurs	ed holido . (Article rs REG, Fri	Total ed on Mo ay can b e 17, Sec	onday ( e provio tion D). ours HC	48 a design ded as al . For T. Total
•	•	40 hours wor holiday). Wor alternative do You work:	rk on a a ay off or ay off lo	lesignate paid off g 40 hou	ed holide . (Article ers REG,	Total ed on Mo ay can b e 17, Sec and 8 ho	onday ( e provio tion D). ours HC	48 a design ded as ai . For T.

## **Additional Pay Code Example** When to use 9HP - Holiday Payoff-Use code HCT to recognize "Work on a You work: **Worked on Holiday** designated holiday" (Article 17, Section D). Туре Wed Thurs Tues Total Fri Mon Alternative holiday hours paid. REG 8 8 8 8 8 40 9HP 8 **Total Hours** 48 40 hours worked. 8 hours were worked on a designated holiday.

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.