

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.

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	Out	Transfer	In	Out	Transfer	Shift	Daily	Period	Schedule
+	×	Sat 9/30											
+	×	Sun 10/01											
+	×	Mon 10/02		8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	8:00	8:00AM-5:00PM
+	×	Tue 10/03		8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	16:00	8:00AM-5:00PM
+	×	Wed 10/04		8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	24:00	8:00AM-5:00PM
+	×	Thu 10/05		8:00AM	12:00PM		12:30PM	5:00PM		8:30	8:30	32:30	8:00AM-5:00PM
+	×	Fri 10/06		8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	40:30	8:00AM-5:00PM

Totals	Accruals	Historical Corrections	Audits
All	All		
Account	Pay Code	Amount	
001/0000/100010/10001/10197/-/-	COMP TIME EARNED 1.5	0:30	
001/0000/100010/10001/10197/-/-	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 31st. 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 31st) 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	Out	Transfer	In	Out	Transfer	Shift	Daily	Period	Schedule
+	×	Sat 10/28											
+	×	Sun 10/29											
+	×	Mon 10/30		8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	8:00	8:00AM-5:00PM
+	×	Tue 10/31		8:00AM	12:00PM		12:30PM	5:00PM		8:30	8:30	16:30	8:00AM-5:00PM
+	×	Wed 11/01										16:30	8:00AM-5:00PM
+	×	Thu 11/02										16:30	8:00AM-5:00PM
+	×	Fri 11/03										16:30	8:00AM-5:00PM

Totals	Accruals	Historical Corrections	Audits
All	All		
Account	Pay Code	Amount	
001/0000/100010/10001/10197/-/-	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 overtime or compensatory time, even if the 40-hour threshold is not reached until the beginning of the next pay period (the 1st or 16th).

When Friday is in the next pay period, eSTART “holds” the overtime or comp time to be sent to GHRS at the end of that pay period.

Note: There are two reports available for viewing the OT or Comp transactions being “held” until the next pay period: **Saved Comp Transactions** and **Saved OT Transactions**. These are available from **Reports Manager**.

	Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Shift	Daily	Period	Schedule
+ x	Sat 10/28												
+ x	Sun 10/29												
+ x	Mon 10/30			8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	8:00	8:00AM-5:00PM
+ x	Tue 10/31			8:00AM	12:00PM		12:30PM	5:00PM		8:30	8:30	16:30	8:00AM-5:00PM
+ x	Wed 11/01			8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	24:30	8:00AM-5:00PM
+ x	Thu 11/02			8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	32:30	8:00AM-5:00PM
+ x	Fri 11/03			8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	40:30	8:00AM-5:00PM

Totals			Accruals	Historical Corrections	Audits
Account	Pay Code	Amount			
001/0000/100010/10001/10197/-/-	COMP TIME EARNED 1.5	0:30			
001/0000/100010/10001/10197/-/-	REGULAR	40:00			

Next Pay Period View

If Friday is in the Next Pay Period, the overtime or comp time will also display in the timecard totals for that Next Pay Period.