

# FLSA Round Table



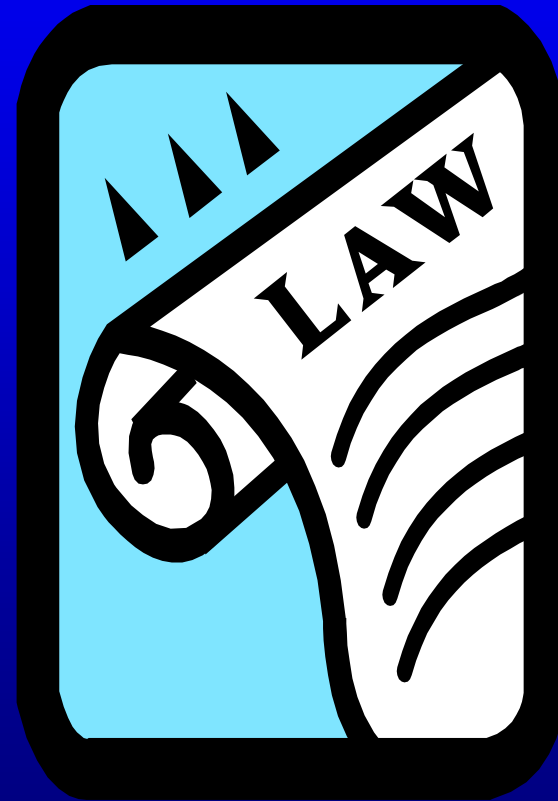
# Welcome!

- Yumeka Seabrooks, FPC
- Sherry Dibble, FPC
- [www.auditorcontroller.org](http://www.auditorcontroller.org)
- [ACO\\_Payroll@co.riverside.ca.us](mailto:ACO_Payroll@co.riverside.ca.us)
- (951) 955-3810
- We are here to help!



# What is FLSA?

- Federal Law that establishes the following
  - Child Labor
  - Record Retention
  - Overtime
  - Minimum Wage
  - Equal Pay



# Non-Exempt & Exempt

- What does Non-Exempt mean?
- What does Exempt mean?



# The FLSA Workweek

- Seven (7) consecutive 24-hour periods that total 168 hours.
- The workweek does not have to be the same as a calendar week.
- The workweek does not have to begin at the start of the day.



# Riverside Counties Workweek

- The County workweek goes from Thursday to Wednesday.
- County allows alternate schedules.
- Alternative schedule can effect FLSA evaluation.



# 5/8 Schedule

- Ten work days in the pay period
- Five days a week
- Eight hour days
- Coincides with County work week
- No suspended time worked for evaluation
- No “split day”



# 4/10 Schedule

- Eight work days in the pay period.
- Four days a week.
- Ten hour days.
- Coincides with County work week.
- No suspended time worked for evaluation.
- No “split day”.



# 9/80 Schedule

- Nine work days in the pay period.
- Five days one week and four days in the other week.
- Eight days are nine hour days and one day is an eight hour day.
- “Split day” is employee’s eight hour day.
- Work week is based on “split day”.
- Does not coincides with County work week.
- May have suspended time worked.



# RCRMC Schedules

- 6/12 schedule
  - Six 12 hour days and one eight hour day
  - Eight hour day is “split day”
- 84 hour
  - Seven 12 hour days
  - Last day is split into four REG and eight OVT/CTW
- 72 hour
  - Six 12 hour days



# Timesheets

- In 2008, Governor Arnold Schwarzenegger signed an amendment to California labor code regarding time card signage.
- Effective January 1, 2009, it is a misdemeanor for employers to purposely require that employees sign false time cards as a condition for payment.
- Under California law, the employer might be subject to risk and liability if he knowingly allows employees to record incorrect or “default” hours on their time cards.
- Be consistent , communication and documentation.



# Time and Labor Adjustments

- ACO Payroll will not add time to the paylines after time and labor has closed.
- Submit prior period adjustment or online warrant request.
- ACO Payroll will not process online warrants for overtime only.



# RVTL740

- FLSA weeks/hours break down report
- Great tool



# Self Entry

- Time and Labor Self Entry



# Payroll Calendar

- Be aware of early time and labor cut offs



# Questions



The End

