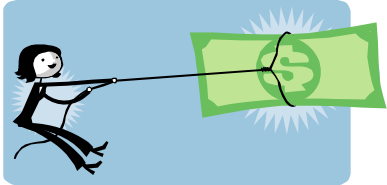


# ***FLSA Round – Up***



***Let's save some trees (and time)!***

Departments do not need to send ACO – Payroll an FLSA adjustment form if....

- There is no overtime (OVT) or comp time worked (CTW) affected by the prior period adjustment.
- You are just adding “Z” time.
- You are just adding On-call standby (OSB), double overtime (DOT) or mandatory overtime.
- You are doing an add/replace to change OVT/CTW to OSB, DOT or mandatory overtime. Note: if you are doing an add/replace in order to replace OSB, DOT or mandatory overtime with OVT/CTW you DO need to send us an FLSA adjustment form. You also need to send the form if the OVT/CTW you are replacing was paid out as system defined straight overtime (XOT).

## ***The 9/80 split***



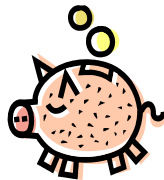
**Q:** What happens to regular, leave and non-worked time (NWT) hours on the “split” day?

**A:** All regular, leave and NWT hours worked on the “split” day will split between the two FLSA weeks.

**Q:** What happens to overtime and comp time that is worked on a “split” day or 9/80 day off?

**A:** All overtime and comp time worked on a “split” day or a 9/80 day off will go forward into the next FLSA week.

## ***Banking of comp time***



**Q:** I did not physically work 40 hours in the FLSA week but I did work some comp time during the same FLSA week, why was the comp time paid out as system defined straight overtime (XOT) and not banked in my comp bank as straight time?

**A:** Comp time is overtime, therefore if you did not physically work the 40 hours in the FLSA week then the comp time you worked is now considered straight time and is paid out at your regular rate of pay to you instead of being banked.