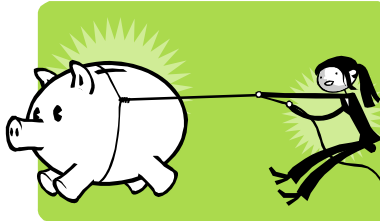


FLSA Round – Up

Questions and answers



Q: If an employee writes on their timecard that they worked 11 regular hours on a day but they are scheduled for 9 hours that day how do we key it into time and labor?

A: You should key it as 9 hours of regular (REG) and 2 hours of comp time worked (CTW).

Q: We have an exempt employee that does not get overtime but works more than 9 hours a day. We need to track the time over 9 hours for a project what code do we use for the time over the 9 hours scheduled?

A: Use the project code overtime code (PCOVT). This is a non paid code and will track the hours worked over the scheduled 9 hours.

Q: What about management employees would you use the same code?

A: No, you would use the management overtime code (MGOVT). This is also a non paid code used for tracking time over scheduled hours.

Q: How do I key the hours for an employee that works on a holiday?

A: If an employee works on the holiday you would key the hours worked as REG and then you would give them either HLE (if banked) or HLR (if being paid out). For example employee worked 4 hours on Thanksgiving Day you would key it like this – 4 REG, 4 HOL, 4 HLE, and 1 vacation.

Q: What if the holiday was the employee's normal 9/80 day off and they worked the 4 hours?

A: Then you would key the same scenario like this – 4 CTW, 8 HLE (if banked) or 8 HLX (if paid out).

Q: What is the difference between HLR and HLX?

A: HLR is used if the employee wants their holiday time paid out to them and the holiday is on a day that they normally work. Therefore, this holiday time would be reported to CalPers. HLX is used if the employee wants their holiday time paid out to them and the holiday is on a non work day (for example the employee's 9/80 day off). Therefore, this holiday time would not be reported to CalPers.

Q: Will the voluntary furlough time be considered non - worked time?

A: YES! If an employee works overtime in a week that they have furlough time (VFP) then the overtime would be paid out as straight time since the employee did not physically work 40 hours in the FLSA week.

Q: If I do a replace session for a prior period in time and labor to update a project code will it update the general ledger?

A: NO, this will only update time and labor. Fiscal will need to do a Journal Entry (JE) in order to update the general ledger.

Q: When an employee is reported as absent without pay (AWP) for 80 hours in PeopleSoft it resets the service and step increase date. If a prior period adjustment is done to replace the AWP with hours worked or leave time will the step increase date be reset in PeopleSoft?

A: When an employee is absent without pay (AWP) during the pay period and the step increase and service date is adjusted, it is adjusted based on the hours reported for that pay period. If a prior pay period adjustment is done pay periods or months later to correct the time, the system will not continue to look back or readjust the Step Increase date based on the prior pay period adjustment. If that was needed, it would need to be a manual correction to adjust the step increase and service date due to a correction in paid hours.

Note: vice versa also applies to the above....if an employee was paid regular hours and should have been reported as absent without pay (AWP) and you do a prior period adjustment to replace the hours you would need to request a manual correction of the employee's service and step increase date.