



MSUAASF Non-Exempt Overtime Codes & Union Leave *(as appearing in eTimesheet)*

<u>Additional Pay Code</u>	<u>When to use</u>	<u>Example</u>
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OT1 – Overtime @ 1.0 Use code OT1 when total hours (including vacation, sick, etc.) is greater than 40 hours and you wish to be paid the straight time overtime (not banked as comp time).

You are eligible for straight time overtime.

You are not eligible for FLSA overtime at time and one-half due to having taken paid leave.

You work:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	-	8	8	8	32
VAC	-	8	-	-	-	8
OT1	-	-	-	-	2	2
<i>Total Hours</i>						42

You work your 8 hours each day in the workweek, taking 8 hours vacation on Thu. Your supervisor asks you to work late on Tue. Your “hours worked” are 34 (REG + OT1 = not over 40), so you are not eligible for FLSA overtime, but since you worked 2 hours longer on Tue. you can use this code to be paid the additional 2 hours at straight time.

Instead of being paid for the two hours, the hours could be balanced: the 8 hours of vacation could be reduced to 6 hours and the additional 2 hours marked as REG hours for a total of 40 hours.

Additional Pay Code**When to use****Example****OTR – Overtime @ 1.5**

Use code OTR when “hours worked” is greater than 40 hours, and you request to have the overtime paid (not banked as comp time).

You work:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	8	8	8	8	40
OTR	-	2	-	-	-	2
<i>Total Hours</i>						42

42 hours worked. Total of 42 hours (42-40 = 2). Log 40 hours REG, and 2 hours OTR.

CE1 – Comp Time Earned @ 1.0

Use code CE1 when total hours (including vacation, sick, etc.) is greater than 40 hours and you wish to bank the straight time overtime as comp time.

You work:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	-	8	8	8	32
VAC	-	8	-	-	-	8
CE1	-	-	-	-	2	2
<i>Total Hours</i>						42

You are eligible for straight time overtime.

You work your 8 hours each day in the workweek, taking 8 hours vacation on Thu. Your supervisor asks you to work late on Tue.

You are not eligible for FLSA overtime at time and one-half due to having taken paid leave.

Your “hours worked” are 34 (REG + CE1 = not over 40), so you are not eligible for FLSA overtime, but since you worked 2 hours longer on Tue. you can use this code to bank the additional 2 hours as comp time.

Instead of being paid for the two hours, the hours could be balanced: the 8 hours of vacation could be reduced to 6 hours and the additional 2 hours marked as REG hours.

Additional Pay Code**When to use****Example****C15 – Comp Time Earned @ 1.5**

Use code C15 when “hours worked” is greater than 40 hours, and you request to bank the time over 40 hours as comp time.

You work:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	8	8	8	8	40
C15	-	2	-	-	-	2
<i>Total Hours</i>						42

42 hours worked. Total of 42 hours (42-40 = 2). 40 hours REG, and Log 2 hours C15.

HCT – Holiday Hours to Comp Time

Use code HCT to recognize “Work on a designated holiday” ([Article 17, Section D](#)). Alternative holiday hours as comp time.

You work:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	8	8	8	8	40
HCT	-	-	-	8	-	8
<i>Total Hours</i>						48

40 hours worked. 8 hours were worked on Monday (a designated holiday). Work on a designated holiday can be provided as an alternative day off or paid off. (Article 17, Section D). For alternative day off log 40 hours REG, and 8 hours HCT.

9HO – Holiday Payoff-Scheduled Day Off

Use code 9HO when you have an alternate work schedule and the holiday falls on your regularly scheduled day off.

You work:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	8	8	-	8	32
9HO	-	-	-	8	-	8
<i>Total Hours</i>						40

You work 8 hour days on Wednesday, Thursday, Friday and Tuesday (Monday scheduled off). Monday is a holiday. Log 40 hours REG, and 8 hours 9HO.

Additional Pay Code**When to use****Example****9HP – Holiday Payoff-
Worked on Holiday**

Use code 9HP to recognize “Work on a designated holiday” ([Article 17, Section D](#)). Alternative holiday hours paid.

You work:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	8	8	8	8	40
9HP	-	-	-	8	-	8
<i>Total Hours</i>						48

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.

OCL – On-Call \$50 Day

Use code OCL when you are in on-call status.

You work:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	8	8	8	8	40
OCL	-	-	-	1	-	1
<i>Total Hours</i>						40

40 Hours worked and paid (REG). You will be paid an additional \$50 multiplied by the number in the OCL row.

**CBR – Call-back/Call-
in at 1.5**

Use code CBR when you are called-back to work during on-call status and the call-back hours exceed 40 hours worked in the FLSA workweek.

You work:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	8	8	8	8	40
CBR	-	-	-	2	-	2
<i>Total Hours</i>						42

40 Hours worked and paid (REG). You will be paid 2 hours of overtime (CBR) will be paid at time and one-half your regular rate (CBR).

Additional Pay Code**When to use****Example****CB1 – Call-back/Call-in at 1.0**

Use code CB1 when you are called-back to work during on-call status and the call-back hours DO NOT exceed 40 hours worked in the FLSA workweek

You work:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	8	8	8	6	38
CB1	-	-	-	2	-	2
<i>Total Hours</i>						40

40 Hours worked. 38 paid REG, 2 paid as CB1, no overtime is paid.

ULV – Union leave without pay-Leave accrual

Use code ULV when you engage in activity as described in the contract under Article 19, Section A, Subd. 5.

You work:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	8	8	6	8	38
ULV	-	-	-	2	-	2
<i>Total Hours</i>						40

38 Hours worked and paid (REG). You will be not be paid for the 2 hours of ULV; however, your leave accruals will not be impacted.

UPL – Union paid leave with leave accrual

Use code UPL when you engage in activity as described in the contract under Article 7, Section G, Subd 1, 2 & 4 and Article 25, Section H.

You work:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	8	8	6	8	38
UPL	-	-	-	2	-	2
<i>Total Hours</i>						40

40 hours worked and paid (REG). You will be paid for the 2 hours of UPL; however, these paid leave hours do not count towards hours worked for purposes of overtime. The hours do count toward leave accruals.