

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

Additional Pay Code	When to use				Exam	<u>ple</u>				
OT1 – Overtime @ 1.0	Use code OT1 when total hours (including	You w	ork:							•
	vacation, sick, etc.) is greater than 40 hours		Туре	Wed	Thurs	Fri	Mon	Tues	Total	
	and you wish to be paid the straight time		REG	8	-	8	8	8	32	
	overtime (not banked as comp time).		VAC	-	8	-	-	-	8	
			OT1	-	-	-	-	2	2	
	You are eligible for straight time overtime.	Type Wed Thurs Fri REG 8 - 8 ime). VAC - 8 - OT1 overtime. Type Wed Thurs Fri REG 8 - 8 VAC - 8 - OT1 b Thurs Fri REG 8 - 8 VAC - 8 - OT1 b OVERTIME AT You work your 8 hours each day in the	Total	Hours	42					
	You are not eligible for FLSA overtime at time and one-half due to having taken paid leave.	Your for not ell longe hours	ion on Ti "hours w ligible fo r on Tue at straig ad of beil ced: the dditional	hu. Your vorked" (r FLSA o . you car ght time ng paid , 8 hours	supervis are 34 (R vertime, n use this	EG + O but sin s code t wo hou ion cou	s you to T1 = not ce you v to be pa rs, the h ild be re	work la t over 4 worked id the a nours co duced t	te on Tue 0), so you 2 hours additional ould be o 6 hours	e. u are I 2

Additional Pay Code	When to use	<u>Example</u>									
OTR – Overtime @ 1.5	Use code OTR when "hours worked" is	Үои и	vork:								
	greater than 40 hours, and you request to		Туре	Wed	Thurs	Fri	Mon	Tues	Total		
	have the overtime paid (not banked as		REG	8	8	8	8	8	40		
	comp time).		OTR	-	2	ı	-	-	2		
							Total	Hours	42		
			ours work ! hours C		ral of 42 hours (42-40 = 2). Log 40 hours i						
CE1 – Comp Time Earned	Use code CE1 when total hours (including	You v	vork:								
@ 1.0	vacation, sick, etc.) is greater than 40 hours		Туре	Wed	Thurs	Fri	Mon	Tues	Total		
	and you wish to bank the straight time		REG	8	-	8	8	8	32		
	overtime as comp time.		VAC	-	8	-	-	-	8		
			CE1	-	-	-	-	2	2		
	You are eligible for straight time overtime.						Total	Hours	42		
	You are not eligible for FLSA overtime at time and one-half due to having taken paid leave.	vacat	ion on T	hu. Youi	supervi	sor asks	you to	work la	king 8 ho te on Tue	e.	
		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 balanced: the 8 hours of vacation could be reduced to the additional 2 hours marked as REG hours.							s and		

Additional Pay Code	When to use				<u>Exan</u>	nple						
C15 – Comp Time Earned	Use code C15 when "hours worked" is	You work:										
@ 1.5	greater than 40 hours, and you request to	Тур	oe We	ed .	Thurs	Fri	Mon	Tues	Total			
	bank the time over 40 hours as comp time.	RE	G 8	1	8	8	8	8	40			
		C1	!5 -		2	-	-	-	2			
		Total Hours 42 42 hours worked. Total of 42 hours (42-40 = 2). 40 hours RE Log 2 hours C15.										
HCT – Holiday Hours to	Use code HCT to recognize "Work on a	You work:										
Comp Time	designated holiday" (Article 17, Section D).	Тур	oe We	ed .	Thurs	Fri	Mon	Tues	Total			
	Alternative holiday hours as comp time.	RE	G 8		8	8	8	8	40			
		HC	CT -		-	-	8	-	8			
		Total Hours 48							40			
							TOLUI	Hours	48			
		40 hours v holiday). V alternative	Vork on e day ofj	a de. For p	signate aid off.	ed holida . (Article	d on Mo ay can b 217, Sec	onday (e provid etion D).	a design ded as a . For			
• •	Use code 9HO when you have an alternate	holiday). V alternative alternative You work:	Vork on e day off e day off	a de. f or p	signate paid off. 40 hou	ed holidd . (Article rs REG, (d on Mo ny can b 17, Sec and 8 ho	onday (e provio tion D).	a design ded as a . For T.			
• •	work schedule and the holiday falls on your	holiday). V alternative alternative You work:	Vork on e day off e day off oe We	a de. For p Flog	signate paid off. 40 hou Thurs	ed holidd . (Article rs REG, (Fri	d on Mo ay can b 217, Sec	onday (e provio tion D). ours HC Tues	a design ded as a . For T.			
• •	•	holiday). V alternative alternative You work: Typ RE	Vork on e day off e day off oe We	a de. For p Flog	signate paid off. 40 hou	ed holidd . (Article rs REG, (d on Mo	onday (e provio tion D).	a design ded as a . For T. Total 32			
9HO – Holiday Payoff- Scheduled Day Off	work schedule and the holiday falls on your	holiday). V alternative alternative You work:	Vork on e day off e day off oe We	a de. For p Flog	signate paid off. 40 hou Thurs	ed holidd . (Article rs REG, (Fri	d on Mon 17, Sec and 8 ho Mon -	onday (e provio tion D). ours HC Tues	a design ded as a . For T.			

Additional Pay Code	When to use				<u>Exan</u>	<u>nple</u>					
9HP – Holiday Payoff-	Use code 9HP to recognize "Work on a	You w <u>ork:</u>									
Worked on Holiday	designated holiday" (Article 17, Section D).		Туре	Wed	Thurs	Fri	Mon	Tues	Total		
	Alternative holiday hours paid.		REG	8	8	8	8	8	40		
			9HP	-	-	1	8	-	8		
		Total Hours 48 40 hours worked. 8 hours were worked on a designated how Work on a designated holiday can be provided as an altern day off or paid off. (Article 17, Section D). For payoff log 40 REG, and 8 hours 9HP.									
OCL – On-Call \$50 Day	Use code OCL when you are in on-call	Үои и		1441	T/	<i>-</i> :	0.0	T	T.1.1		
	status.		Туре	Wed	Thurs	Fri	Mon	Tues	Total		
			REG	8	8	8	8	8	40		
			OCL	-	-	-	1	- Hours	1 40		
					paid (RE lied by t	-					
			vork:								
CBR – Call-back/Call-	Use code CBR when you are called-back to	үои и	voin.								
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	<i>үои</i> и	Туре	Wed	Thurs	Fri	Mon	Tues	Total		
<u>=</u>	·	<i>үои</i> и		Wed 8	Thurs 8	Fri 8	Mon 8	Tues 8	Total 40		
<u>-</u>	work during on-call status and the call-back	<i>үои</i>	Туре				_				

Additional Pay Code	When to use	<u>Example</u>									
CB1 – Call-back/Call-	Use code CB1 when you are called-back to	You work:									
in at 1.0	work during on-call status and the call-back		Туре	Wed	Thurs	Fri	Mon	Tues	Total		
iii at 1.0	hours DO NOT exceed 40 hours worked in		REG	8	8	8	8	6	38		
	the FLSA workweek		CB1	-	-	-	2	-	2		
							Total	Hours	40		
ULV – Union leave	Use code ULV when you engage in activity as described in the contract under Article	paid. You w		Wed	Thurs	Fri	Mon	Tues	Total		
without pay-Leave accrual	19, Section A, Subd. 5.		Type REG	8	8	8	6	8	38		
acciuai	19, Section A, Suba. 3.		ULV	-	-	-	2	-	2		
			OLV					Hours	40		
			hours of			EG). You your lea			-		
UPL – Union paid	Use code UPL when you engage in activity	You w	ork:								
leave with leave	as described in the contract under Article		Туре	Wed	Thurs	Fri	Mon	Tues	Total		
accrual	7, Section G, Subd 1, 2 & 4 and Article 25,		REG	8	8	8	6	8	38		
	Section H.		UPL	-	-	-	2	-	2		
							Total	Hours	40		

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