

Overtime Eligibility and Time Tracking at MSU – Effective July 1, 2024

| Union/Association | | Actual Annual Salary | Pay Grade Level | Overtime required by FLSA? ¹ | Exempt or Non-exempt? | Entitled to overtime or comp time by union contract or policy? | Required to track time daily? | Method to Submit Overtime or Comp Time ² |
|--|--------------------|----------------------|-----------------|---|--|--|--|---|
| APSA (Union and Non-Union) – Administrative Professional Supervisors (not including Police Sergeants) | Salary < \$43,888 | Levels 11 or below | Yes | Non-exempt | Yes (see contract) | Yes | EBS Timekeeping | |
| | | Levels 12 or above | Yes | Non-exempt | Yes- as non-exempt employee: SS OT Policy and SS Comp Policy | Yes | Contact HR.ClassComp@hr.msu.edu | |
| | Salary >= \$43,888 | Level 11 or below | No | Exempt | Yes (see contract) | No | EBS Timekeeping | |
| | | Level 12 or above | No | Exempt | Yes- APA Only - SS Comp Policy | No | N/A | |
| APSA -Police Sergeants | | N/A | All | No | Exempt | Yes (see contract) | No | EBS Timekeeping |
| Nurses | Salary < \$43,888 | Level 73 or below | Yes | Non-exempt | Yes- as non-exempt employee: SS OT Policy and SS Comp Policy | Yes | EBS Timekeeping | |
| | | Level 74 or above | Yes | Non-exempt | Yes- as non-exempt employee: SS OT Policy and SS Comp Policy | Yes | Contact HR.ClassComp@hr.msu.edu | |
| | Salary >= \$43,888 | Level 73 or below | No | Exempt | Yes- SS Comp Policy | No | EBS Timekeeping | |
| | | Level 74 or above | No | Exempt | Yes- SS Comp Policy | No | N/A | |
| Extension Professionals | Salary < \$43,888 | All | Yes | Non-exempt | Yes- as non-exempt employee: SS OT Policy and SS Comp Policy | Yes | Contact msue.hr@msu.edu | |
| | Salary >= \$43,888 | All | No | Exempt | No | No | N/A | |
| ASRA- Residence Life Staff | Salary < \$43,888 | All | Yes | Non-exempt | Yes- as non-exempt employee: SS OT Policy and SS Comp Policy | Yes | Contact HR.ClassComp@hr.msu.edu | |
| | Salary >= \$43,888 | All | No | Exempt | No | No | N/A | |
| CTUMSU – Clerical/Technical | | N/A | All | Yes | Non-Exempt | Yes (see contract) | Yes | EBS Timekeeping |
| 1585 – Service Maintenance | | N/A | All | Yes | Non-Exempt | Yes (see contract) | Yes | EBS Timekeeping |
| SSTU – Skilled Trades | | N/A | All | Yes | Non-exempt | Yes (see contract) | Yes | EBS Timekeeping |
| 324 – Power Plant | | N/A | All | Yes | Non-exempt | Yes (see contract) | Yes | EBS Timekeeping |
| POAM | | NA | All | Yes | Non-exempt | Yes (see contract) | Yes | EBS Timekeeping |
| 274 – International Alliance of Theatrical Stage Employees | On-calls | N/A | All | Yes | Non-exempt | Yes (see contract) | Yes | EBS Timekeeping |
| | Stage Managers | N/A | All | Yes | Non-exempt | Yes (see contract) | Yes | EBS Timekeeping |
| Hourly Temps and On-calls | | N/A | N/A | Yes | Non-exempt | Yes- as non-exempt employee: SS OT Policy and SS Comp Policy | Yes | EBS Timekeeping |
| Hourly Student Employees | | N/A | N/A | Yes | Non-exempt | No | Yes | EBS Timekeeping |

¹ Compensatory time may be paid in lieu of overtime for MSU non-exempt employees and other qualified groups. Please refer to the MSU Compensation Policy at https://hr.msu.edu/policies-procedures/support-staff/support-staff-policies-procedures/comp_time.html

² When manually calculating overtime, please contact HR.ClassComp@hr.msu.edu. A member of the team will assist in evaluating the employee’s compensation and determining the overtime payment amount.

**Faculty and Academic Staff
&
Graduate, Undergraduate, and Professorial Assistants – Effective July 1, 2024**

| Category | | Actual Annual Salary | Pay Grade Level | Overtime required by FLSA? | Exempt or Non-exempt? | Entitled to overtime by union contract or policy? | Required to track time daily? | Method to Submit Overtime | |
|---|--|----------------------|-----------------|----------------------------|-------------------------------------|---|-------------------------------|---------------------------|-------------|
| Faculty and Academic Staff (Including UNTF) | Teaching or Academic Administration as Primary Duty ³ | N/A | N/A | No | Exempt | No | No | N/A | |
| | Coaches | N/A | N/A | Contact AHR | Contact AHR | No | Contact AHR | Contact AHR | |
| | Practitioners of Law | N/A | N/A | No | Exempt | No | No | N/A | |
| | Practitioners of Medicine -Human and Veterinary (includes residents and interns) | N/A | N/A | No | Exempt | No | No | N/A | |
| | All other faculty and academic staff | Salary < \$43,888 | N/A | N/A | Yes | Non-Exempt | No | Contact AHR | Contact AHR |
| | | Salary >= \$43,888 | N/A | N/A | No | Exempt | No | No | N/A |
| Graduate, Undergraduate, and Professorial Assistants | | N/A | N/A | N/A | Not considered employees under FLSA | No | No | N/A | |

³ Positions with the primary duty of teaching or academic administration are automatically considered exempt, regardless of salary amount. A list of MSU job classifications/title that are teaching/academic administration exempt are located at <<insert link>>