

Overtime Eligibility and Time Tracking at MSU

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 < \$35,568	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 >= \$35,568	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 < \$35,568	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 >= \$35,568	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 < \$35,568	All	Yes	Non-exempt	Yes- as non-exempt employee: SS OT Policy and SS Comp Policy	Yes	Contact HR.ClassComp@hr.msu.edu
		Salary >= \$35,568	All	No	Exempt	No	No	N/A
ASRA- Residence Life Staff		Salary < \$35,568	All	Yes	Non-exempt	Yes- as non-exempt employee: SS OT Policy and SS Comp Policy	Yes	Contact HR.ClassComp@hr.msu.edu
		Salary >= \$35,568	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
999 – 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
FOP		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

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 < \$35,568	N/A	Yes	Non-Exempt	No	Contact AHR	Contact AHR
		Salary >= \$35,568	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 <https://www.hr.msu.edu/flsa/documents/teaching-exempt-titles.xlsx>.