

Overtime and Compensatory Time Tracking Chart - Faculty and Academic Staff/Graduate 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 or Comp Time	Specific Step to Pay Overtime	Specific Step to Track Compensatory ¹ Time
Faculty and Academic Staff (Including UNTF)	Teaching or Academic Administration as Primary Duty[1]	N/A	N/A	No	Exempt	No	No	N/A	N/A	N/A
	Coaches	N/A	N/A	Contact AHR	Contact AHR	No	Contact AHR	N/A	Contact AHR	Contact AHR
	Practitioners of Law	N/A	N/A	No	Exempt	No	No	N/A	N/A	N/A
	Practitioners of Medicine -Human and Veterinary (includes residents and interns)	N/A	N/A	No	Exempt	No	No	N/A	N/A	N/A
	All other faculty and academic staff	Salary < \$43,888	N/A	Yes	Non-Exempt	No	Yes	Manual Process	<p>See calculation directions below².</p> <p>Use the PDF Additional Pay form on the Payroll Forms website and submit the total amount using wage type 1288 for additional hours worked up to 40, and wage type 1289 for hours worked over 40.</p> <p>Please submit one additional pay form per wage type. Attach time sheet showing hours worked.</p>	<p>See calculation directions below². Track earned compensatory hours separately in the department and decrement as used.</p> <p>If an Agreement to Accept Compensatory Time Off in Lieu of Overtime Pay Form is not on file in the department, complete this form and keep internally on file.</p>
		Salary >= \$43,888	N/A	No	Exempt	No	No	N/A	N/A	N/A

Overtime and Compensatory Time Tracking Chart - Faculty and Academic Staff/Graduate 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 or Comp Time	Specific Step to Pay Overtime	Specific Step to Track Compensatory ¹ Time
Graduate, Undergraduate, and Professorial Assistants	N/A	N/A	N/A	Not considered employees under FLSA	No	No	N/A	N/A	N/A

¹Compensatory time may be paid in lieu of overtime for MSU non-exempt employees and other qualified groups.

²When manually calculating overtime for the manual scenarios listed above:

1. Determine FTE Annual Salary – (Actual Annual Salary* 100)/Employment Percent (as whole number) **Example - 40% Employee making \$40,000. $(\$40,000*100)/40 = \text{FTE Salary of } \$100,000$**
2. Determine hourly rate equivalent – FTE Salary/2080
3. For additional hours worked under 40 within the work week – Hourly rate * number of hours worked up to 40.
4. For additional hours worked over 40 with the work week – (Hourly rate *1.5) * number of hours worked over 40.
5. Enter total dollar amounts on the additional pay form. (Electronic EBS Additional Pay form for Regular Support Staff, and PDF Additional Pay form for FAS).

When manually calculating compensatory time for the manual scenarios listed above:

1. Number of additional hours worked up to 40 hours in a workweek – bank the same amount of hours worked up to 40
2. Number of additional hours worked over 40 in a workweek – bank (number of hours worked *1.5)

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 under Quick Links at hr.msu.edu/flsa/