

## Overtime and Compensatory Time Tracking Chart - Support Staff

Employee Type	Actual Annual Salary	Pay Grade Level	Overtime required by FLSA? <sup>1</sup>	Exempt or Non-exempt?	Entitled to overtime or comp time by union contract or policy?	Required to track time weekly?	Method to Submit Overtime or Comp Time	Specific Step to Pay Overtime	Specific Step to Track Compensatory <sup>1</sup> Time
<b>APSA (Union and Non-Union) – Administrative Professional Supervisors (not including Police Sergeants)</b>  <b>APA (Union and Non-Union)– Administrative Professionals</b>	Salary < \$43,888	Levels 11 or below	Yes	Non-exempt	Yes (see contract)	Yes	EBS Timekeeping	2011 – Regular Add'l Up to 40 2010 – Regular Additional Over 40	2798 - Compensatory Time Earned Up to 40 2799 - Compensatory Time Earned (over 40)
		Levels 12 or above	Yes	Non-exempt	Yes- as non-exempt employee:  SS OT Policy and SS Comp Policy	Yes	Manual Process	See calculation directions below <sup>2</sup> . Use the electronic additional pay form and submit the total amount using wage type 1280. Attach time sheet showing hours worked.	See calculation directions below <sup>2</sup> . Track earned compensatory hours separately in the department and decrement as used.  If an <b>Agreement to Accept Compensatory Time Off in Lieu of Overtime Pay Form</b> is not on file in the department, complete this form and keep internally on file.
	Salary >= \$43,888	Level 11 or below	No	Exempt	Yes (see contract)	No	EBS Timekeeping	2011 – Regular Add'l Up to 40 2010 – Regular Additional Over 40	2798 - Compensatory Time Earned Up to 40 2799 - Compensatory Time Earned (over 40)
		Level 12 or above	No	Exempt	Yes- SS Comp Policy	No	N/A	N/A	2798 - Compensatory Time Earned Up to 40 2799 - Compensatory Time Earned (over 40)
<b>APSA - Community Directors</b>	Salary < \$43,888	Level 88	Yes	Non-exempt	No	Yes	Manual Process	See calculation directions below <sup>2</sup> . Use the electronic additional pay form and submit the total amount using wage type 1280. Attach time sheet showing hours worked.	See calculation directions below <sup>2</sup> . Track earned compensatory hours separately in the department and decrement as used.  If an <b>Agreement to Accept Compensatory Time Off in Lieu of Overtime Pay Form</b> is not on file in the department, complete this form and keep internally on file.
	Salary >=\$43,888	Level 88	No	Exempt	No	Yes	N/A	N/A	N/A
<b>APSA - Police Captains</b>	N/A	All	No	Exempt	Yes (see contract)	No	EBS Timekeeping/Manual Process	Not applicable unless working an event that causes overtime. Manual process with HR	2798 - Compensatory Time Earned Up to 40 2799 - Compensatory Time (over 40)

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APSA - Police Lieutenants	N/A	All	No	Exempt	Yes (see contract)	Yes	EBS Timekeeping	2660 - Police Overtime	2798 - Compensatory Time Earned Up to 40 2799 - Compensatory Time (over 40)
Sworn Officers - (POAM - Officers, APSA - Sergeants)	N/A	All	Yes	Non-exempt	Yes (see contract)	Yes	EBS Timekeeping	2660-Police Overtime	2798 - Compensatory Time Earned Up to 40 2799 - Compensatory Time (over 40)
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	2011 – Regular Add'l Up to 40 2010 – Regular Additional Over 40	2798 - Compensatory Time Earned Up to 40 2799 - Compensatory Time (over 40)
		Level 74 or above	Yes	Non-exempt	Yes- as non-exempt employee: SS OT Policy and SS Comp Policy	Yes	Manual Process	See calculation directions below <sup>2</sup> . Use the electronic additional pay form and submit the total amount using wage type 1280. Attach time sheet showing hours worked.	See calculation directions below <sup>2</sup> . Track earned compensatory hours separately in the department and decrement as used.  If an <b>Agreement to Accept Compensatory Time Off in Lieu of Overtime Pay Form</b> is not on file in the department, complete this form and keep internally on file.
	Salary >= \$43,888	Level 73 or below	No	Exempt	Yes- SS Comp Policy	No	EBS Timekeeping	2011 – Regular Add'l Up to 40 2010 – Regular Additional Over 40	2798 - Compensatory Time Earned Up to 40 2799 - Compensatory Time (over 40)
		Level 74 or above	No	Exempt	Yes- SS Comp Policy	No	EBS Timekeeping	N/A	2798 - Compensatory Time Earned Up to 40 2799 - Compensatory Time (over 40)

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Extension Professionals (non-academic)	Salary < \$43,888	All	Yes	Non-exempt	Yes- as non-exempt employee: SS OT Policy and SS Comp Policy	Yes	Manual Process	Contact msue.hr.msu.edu See calculation directions below <sup>2</sup> . Use the electronic additional pay form and submit the total amount using wage type 1280. Attach time sheet showing hours worked.	Contact msue.hr.msu.edu See calculation directions below <sup>2</sup> . Track earned compensatory hours separately in the department and decrement as used.  If an <b>Agreement to Accept Compensatory Time Off in Lieu of Overtime Pay Form</b> is not on file in the department, complete this form and keep internally on file.
	Salary >= \$43,888	All	No	Exempt	No	No	N/A	N/A	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	Manual Process	See calculation directions below <sup>2</sup> . Use the electronic additional pay form and submit the total amount using wage type 1280. Attach time sheet showing hours worked.	See calculation directions below <sup>2</sup> . Track earned compensatory hours separately in the department and decrement as used.  If an <b>Agreement to Accept Compensatory Time Off in Lieu of Overtime Pay Form</b> is not on file in the department, complete this form and keep internally on file.
	Salary >= \$43,888	All	No	Exempt	No	No	N/A	N/A	N/A
CTUMSU – Clerical/Technical	N/A	All	Yes	Non-Exempt	Yes (see contract)	Yes	EBS Timekeeping	2010 - Regular Additional Hours	2798 - Compensatory Time Earned Up to 40 2799 - Compensatory Time (over 40)
1585 – Service Maintenance	N/A	All	Yes	Non-Exempt	Yes (see contract)	Yes	EBS Timekeeping	2000 – Regular Hourly Pay or Applicable Working Hours	2798 - Compensatory Time Earned Up to 40 2799 - Compensatory Time (over 40)
SSTU – Skilled Trades	N/A	All	Yes	Non-exempt	Yes (see contract)	Yes	EBS Timekeeping	2000 – Regular Hourly Pay or Applicable Working Hours	N/A
324 – Power Plant	N/A	All	Yes	Non-exempt	Yes (see contract)	Yes	EBS Timekeeping	2000 – Regular Hourly Pay or Applicable Working Hours	N/A

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274 – International Alliance of Theatrical Stage Employees Stage Managers	N/A	All	Yes	Non-exempt	Yes (see contract)	Yes	EBS Timekeeping	2011 – Regular Add'l Up to 40 2010 – Regular Additional Over 40	2798 - Compensatory Time Earned Up to 40 2799 - Compensatory Time (over 40)
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	2000 – Regular Hourly Pay	N/A
Hourly Student Employees	N/A	N/A	Yes	Non-exempt	No	Yes	EBS Timekeeping	2020 – Student Hourly	N/A

<sup>1</sup>Compensatory time may be given in lieu of overtime for MSU non-exempt employees and other qualified groups.

<sup>2</sup>When 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)