



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

Additional Pay Code	When to use	Example																																			
<p>OT1 – Overtime @ 1.0</p>	<p>Use code OT1 when total hours (including vacation, sick, etc.) is greater than 40 hours and you wish to be paid the straight time overtime (not banked as comp time).</p> <p>You are eligible for straight time overtime.</p> <p>You are not eligible for FLSA overtime at time and one-half due to having taken paid leave.</p>	<p><i>You work:</i></p> <table border="1" data-bbox="1226 526 1873 712"> <thead> <tr> <th>Type</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> <th>Mon</th> <th>Tues</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>REG</td> <td>8</td> <td>-</td> <td>8</td> <td>8</td> <td>8</td> <td>32</td> </tr> <tr> <td>VAC</td> <td>-</td> <td>8</td> <td>-</td> <td>-</td> <td>-</td> <td>8</td> </tr> <tr> <td>OT1</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>2</td> <td>2</td> </tr> <tr> <td colspan="6" style="text-align: right;"><i>Total Hours</i></td> <td>42</td> </tr> </tbody> </table> <p><i>You work your 8 hours each day in the workweek, taking 8 hours vacation on Thu. Your supervisor asks you to work late on Tue.</i></p> <p><i>Your “hours worked” are 34 (REG + OT1 = 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 be paid the additional 2 hours at straight time.</i></p> <p><i>Instead of being paid for the two hours, the hours could be balanced: the 8 hours of vacation could be reduced to 6 hours and the additional 2 hours marked as REG hours.</i></p>	Type	Wed	Thurs	Fri	Mon	Tues	Total	REG	8	-	8	8	8	32	VAC	-	8	-	-	-	8	OT1	-	-	-	-	2	2	<i>Total Hours</i>						42
Type	Wed	Thurs	Fri	Mon	Tues	Total																															
REG	8	-	8	8	8	32																															
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OT1	-	-	-	-	2	2																															
<i>Total Hours</i>						42																															

Additional Pay Code**When to use****Example****OTR – Overtime @ 1.5**

Use code OTR when “hours worked” is greater than 40 hours, and you request to have the overtime paid (not banked as comp time).

You work:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	8	8	8	8	40
OTR	-	2	-	-	-	2
<i>Total Hours</i>						42

42 hours worked. Total of 42 hours (42-40 = 2). Log 40 hours REG, and 2 hours OTR.

CE1 – Comp Time Earned @ 1.0

Use code OT1 when total hours (including vacation, sick, etc.) is greater than 40 hours and you wish to bank the straight time overtime as comp time.

You work:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	-	8	8	8	32
VAC	-	8	-	-	-	8
CE1	-	-	-	-	2	2
<i>Total Hours</i>						42

You are eligible for straight time overtime.

You work your 8 hours each day in the workweek, taking 8 hours vacation on Thu. Your supervisor asks you to work late on Tue.

You are not eligible for FLSA overtime at time and one-half due to having taken paid leave.

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 be balanced: the 8 hours of vacation could be reduced to 6 hours and the additional 2 hours marked as REG hours.

Additional Pay Code**When to use****Example****C15 – Comp Time Earned @ 1.5**

Use code C15 when “hours worked” is greater than 40 hours, and you request to bank the time over 40 hours as comp time.

You work:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	8	8	8	8	40
C15	-	2	-	-	-	2
<i>Total Hours</i>						42

42 hours worked. Total of 42 hours (42-40 = 2). 40 hours REG, and Log 2 hours C15.

HCT – Holiday Hours to Comp Time

Use code HCT to recognize “Work on a designated holiday” ([Article 17, Section D](#)). Alternative holiday hours as comp time.

You work:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	8	8	8	8	40
HCT	-	-	-	8	-	8
<i>Total Hours</i>						48

40 hours worked. 8 hours were worked on Monday (a designated holiday). Work on a designated holiday can be provided as an alternative day off or paid off. (Article 17, Section D). For alternative day off log 40 hours REG, and 8 hours HCT.

9HO – Holiday Payoff-Scheduled Day Off

Use code 9HO when you have an alternate work schedule and the holiday falls on your regularly scheduled day off.

You work:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	8	8	-	8	32
9HO	-	-	-	8	-	8
<i>Total Hours</i>						40

You work 8 hour days on Wednesday, Thursday, Friday and Tuesday (Monday scheduled off). Monday is a holiday. Log 40 hours REG, and 8 hours 9HO.

Additional Pay Code**When to use****Example****9HP – Holiday Payoff-
Worked on Holiday**

Use code HCT to recognize “Work on a designated holiday” ([Article 17, Section D](#)).
Alternative holiday hours paid.

You work:

<i>Type</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	<i>Mon</i>	<i>Tues</i>	<i>Total</i>
<i>REG</i>	<i>8</i>	<i>8</i>	<i>8</i>	<i>8</i>	<i>8</i>	<i>40</i>
<i>9HP</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>8</i>	<i>-</i>	<i>8</i>
<i>Total Hours</i>						<i>48</i>

40 hours worked. 8 hours were worked on a designated holiday. Work on a designated holiday can be provided as an alternative day off or paid off. (Article 17, Section D). For payoff log 40 hours REG, and 8 hours 9HP.
