

CANR Supervisors

ESSENTIALS FOR SUPERVISORS AT MSU – OVERTIME AND TIME TRACKING POLICIES

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Overtime and Time Tracking Policies

Support Staff Overtime

- ▶ MSU is covered by the Federal Fair Labor Standards Act (FLSA) and the Michigan Wage and Hour Act.
- ▶ Employees are considered either exempt (AP, APSA) or non-exempt (CT, 1585).
- ▶ Overtime must be paid at time-and-one-half for all non-exempt employees (CT, 1585).
- ▶ AP and APSA employees, levels 8-11, though exempt, are eligible for overtime per the MSU collective bargaining agreements.
- ▶ AP and APSA employees, levels 12 and above, are not eligible for overtime pay.
 - ▶ Where unusual staffing and work requirements exist, compensatory time off, equal to the number of overtime hours worked, may be approved.

Local 1585--Service Maintenance

- ▶ All 1585-Service Maintenance employees in the College of Agriculture and Natural Resources have a special provision in the union contract for how overtime is calculated.
- ▶ Overtime for this employee group in CANR become eligible for overtime after hours worked in excess of 80 during a two-week pay period.
- ▶ Overtime to be paid at time-and-one-half the regular straight time rate.
- ▶ 1585 employees are exempt from compensatory time, per the union contract. Overtime must be paid at time-and-one-half.

Time Tracking

- ▶ Clerical-Technical and 1585 employees must accurately track and record hours worked each day, as well as leave taken.
- ▶ Time must be recorded and verified on a weekly basis.
- ▶ Both employee and supervisor must sign or initial.
- ▶ AP, APSA, CT employees typically enter all their time off in EBS. Please ensure all new employees are aware of this responsibility.
- ▶ Supervisors typically approve employee's time off in EBS.
 - ▶ Check with your unit business office to double check the procedure for time approval.
 - ▶ If you do not have a tile in EBS for time approval, your unit business office will need to submit an ARM form requesting the "Manager Self Service" role in EBS. This will allow you to view the time entries for all employees who report to you.

Time Tracking Example

TIME TRACKING RECORD 2020 CLERICAL-TECHNICAL EMPLOYEES

Last Name: _____ First Name: _____

Reporting Begin Date: _____ End Date: _____

WEEK ONE								
HOURLY TYPE	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
Worked								
Vacation								
Sick								
Family Sick								
Personal								
Comp Time Used								
Other								

*Compensation for hours worked exceeding 40 per week:

_____ Paid as Overtime _____ Comp Time

My signature below certifies that all hours during this pay period are accounted for and accurately reported.

Employee Signature: _____

Supervisor Signature: _____

WEEK TWO								
HOURLY TYPE	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
Worked								
Vacation								
Sick								
Family Sick								
Personal								
Comp Time Used								
Other								

*Compensation for hours worked exceeding 40 per week:

_____ Paid as Overtime _____ Comp Time

My signature below certifies that all hours during this pay period are accounted for and accurately reported.

Employee Signature: _____

Supervisor Signature: _____

ATTENTION EMPLOYEE: Please make sure you have entered your time off in EBS.

**Time Tracking Record must be maintained in the department for three years.

Pay Begin Date	Pay End Date	Timesheet Due Date	Check Date (Payday)
12/08/2019	12/21/2019		1/03/2020
12/22/2019	01/04/2020		01/17/2020
01/05/2020	01/18/2020		01/31/2020
01/19/2020	02/01/2020		02/14/2020
02/02/2020	02/15/2020		02/28/2020
02/16/2020	02/29/2020		03/13/2020
03/01/2020	03/14/2020		03/27/2020
03/15/2020	03/28/2020		04/10/2020
03/29/2020	04/11/2020		04/24/2020
04/12/2020	04/25/2020		05/08/2020
04/26/2020	05/09/2020		05/22/2020
05/10/2020	05/23/2020		06/05/2020
05/24/2020	06/06/2020		06/19/2020
06/07/2020	06/20/2020		07/02/2020
06/21/2020	07/04/2020		07/17/2020
07/05/2020	07/18/2020		07/31/2020
07/19/2020	08/01/2020		08/14/2020
08/02/2020	08/15/2020		08/28/2020
08/16/2020	08/29/2020		09/11/2020
08/30/2020	09/12/2020		09/25/2020
09/13/2020	09/26/2020		10/09/2020
09/27/2020	10/10/2020		10/23/2020
10/11/2020	10/24/2020		11/06/2020
10/25/2020	11/07/2020		11/20/2020
11/08/2020	11/21/2020		12/04/2020
11/22/2020	12/05/2020		12/18/2020
12/06/2020	12/19/2020		12/30/2020


NOTE:

Time tracking reports are due to the department office by 5:00 PM on the DUE DATE listed.

Hours recorded over 40 hours per week will be compensated at time and a half – either paid or compensatory time as approved by immediate supervisor.

Overtime

- ▶ 1585 employees in CANR – any time worked over 80 hours in a two-week pay period.
- ▶ CT employees/AP-APSA employees levels 8-11 – any time worked over 40 hours during a single workweek.
- ▶ Paid at a rate of time and one half.
- ▶ Overtime is figured after time “worked” over 40 hours (or 80 for two weeks for 1585).
- ▶ Paid leave time (vacation, sick, personal) is not considered time worked and cannot be counted toward a 40-hour workweek for overtime calculation.
- ▶ Paid university holidays ARE considered time worked and do count toward a 40-hour workweek for overtime calculation.



At MSU, overtime must be approved in advance by the employee's supervisor.

- ▶ Employees working overtime without prior approval are subject to discipline up to and including discharge.

Flexible Time

- ▶ At the supervisor's discretion, an employee's work schedule may be adjusted or flexed within a workweek.
- ▶ This does not eliminate the requirement to pay overtime for all hours worked over 40.

Compensatory Time

- ▶ CT employees and AP-APSA employees, levels 8-11, are eligible for compensatory time, as an option to overtime.
- ▶ Units may provide compensatory time at a time-and-one-half rate in lieu of overtime pay.
- ▶ A combination of overtime and compensatory time may be used.
- ▶ An employee can accrue a maximum of 240 hours earned of compensatory time. This equates to a maximum of 160 hours worked.
- ▶ "Agreement to Accept Compensatory Time Off in Lieu of Overtime Pay" form must be completed and signed by employee and supervisor prior to earning compensatory time.
- ▶ Reminder: 1585 employees are not eligible for compensatory time.

Record Time in HR/Payroll System

- ▶ *All paid overtime and compensatory time (earned and used) must be recorded in the HR/Payroll system.*
- ▶ Units should enter only the number of actual hours worked (overtime and compensatory). The system will calculate the time at a rate of time and one half.

Flexible Work Arrangements

- ▶ Flexible work schedules at MSU are arrangements between supervisors and employees that allow employees to complete their employment duties while working non-traditional schedules.
- ▶ Variations in when, where, and/or how work is done.
- ▶ Focused on overall business goals, rather than accommodations to individuals.
- ▶ Planned and predictable.
- ▶ Flexible schedules should not entail overtime.

Flexible Work Arrangements

Examples

- ▶ Non-traditional start and end times.
- ▶ Extended meal times offset by additional hours worked at the beginning or end of a shift (such as working 7-11 and 2-6 each day).
- ▶ Start and end times individualized by day.
- ▶ Longer work days with shorter work weeks.

Work Schedule Rule

- ▶ Every employee at MSU must have a work schedule rule on file.
 - ▶ A work schedule rule indicates the planned working time for the employee.
 - ▶ If an employee is working a standard 5-day a week, 8:00 am-5:00 pm schedule, the work rule schedule will be STANDSAL.
 - ▶ Many work rules are in existence for each employee type for non-standard schedules.
 - ▶ If a work rule does not exist for the desired work schedule, a request for a new work schedule rule may be submitted through EBS.
 - ▶ Any time a work schedule will change on a permanent basis, a new work schedule rule should be submitted.
- ▶ Please see your unit's business office/HR rep to discuss how to change a work schedule.