**EXAMPLE:** Non-Exempt Overtime

Non-exempt employees who have work hours of more than 40 hours in a week (Sunday thru Saturday) are eligible for Overtime Pay. Working more than 8 hours in a day does not qualify as overtime. In addition, leave pay (including holidays) does not count toward the 40 hours for overtime calculation.

Overtime Pay hours are reported as shown in the example below.

If hours need to be reported that include a partial hour, minutes should be entered as the decimal equivalent of an hour. A link to a chart for converting minutes to decimals is included on the web time sheet.

Earnings code **300** is used to indicate Overtime Pay hours worked.

NOTE: Although an electronic time sheet has been used for this example, the earnings code and procedure for entering leave hours are the same for paper time sheets. If a paper time sheet needs to be submitted, it should be completed in blue or black ink and approved by the appropriate supervisor.