2016 FLSA Update and Implementation
General Guidelines

While these are general guidelines, each department will establish specific guidelines for its employees.

Budgeting

Supervisors should work with their designated fiscal officer(s) and departmental leadership to determine how overtime hours and costs will be managed for their areas.

Determining and paying overtime

Professional non-exempt employees must be compensated for hours worked in excess of 40 hours in one workweek. Professional non-exempt employees who work more than 40 hours during one workweek can:

- be paid at the overtime rate of one-and-one-half times their hourly pay

OR

- accrue compensatory time off at the rate of one-and-one-half hours for each hour worked over 40 in one workweek. Employees may not accrue more than 240 hours of compensatory time. Prior to the performance of work, the supervisor and the employee must agree that compensatory time will be granted instead of cash compensation. Such an agreement must be entered into voluntarily by the employee.

Pay schedule for overtime hours

Professional non-exempt employees will continue to be paid on a monthly basis. They will be paid for overtime hours based on this overtime pay schedule. The monthly paycheck will reflect only those hours recorded in UA e-Time.
**Scheduling**

Supervisors are responsible for establishing and approving changes in employee work schedules. Supervisors have several options that can help them manage overtime and meet the needs of the university and its employees.

Alternate schedules: Supervisors can adjust a professional non-exempt employee’s work schedule using a variety of options, including the following:

- on a daily or weekly basis.
- during the workweek if the employee has already worked 40 hours in one workweek.

Compensatory time (Comp time): University departments can allow professional non-exempt employees to accrue compensatory time in lieu of pay for overtime hours.

- Prior to the performance of work, the supervisor and the employee must agree that compensatory time will be granted instead of cash compensation. Such an agreement must be entered into voluntarily by the employee.
- Compensatory time is accrued at the overtime rate of one-and-one-half hours for each hour worked over 40 in one workweek. Comp time will be reported in the leave accrual section of the employee’s pay stub.
- Employees may not accrue more than 240 hours of compensatory time.
- Guidelines for using UA e-Time to convert overtime to compensatory time can be found online at [http://payroll.ua.edu/documents/Time_and_Attendance_Convert_Overtime_to_Comp_Time_Earned.pdf](http://payroll.ua.edu/documents/Time_and_Attendance_Convert_Overtime_to_Comp_Time_Earned.pdf).
- View Human Resource’s policy 602.00 Overtime and Compensatory Time for Non-Exempt Employees.

**Recordkeeping**

Professional non-exempt employees are required to record hours worked using UA e-Time. When a professional non-exempt employee does not have access to the online
system, the supervisor will record the employee's time in UA e-Time. The monthly paycheck will reflect only those hours recorded in UA e-Time.

Approvers must review and approve the submitted time at the end of each biweekly pay period: [http://payroll.ua.edu/payrollschedule.html](http://payroll.ua.edu/payrollschedule.html). Failing to approve employees' submitted time may result in employees not being paid in a timely manner.

The Payroll Office will send email reminders to time approvers regarding the due dates for time approval. Resources for using UA e-Time can be found online at [http://payroll.ua.edu/forms_guides.html#time](http://payroll.ua.edu/forms_guides.html#time).

In all instances, professional non-exempt employees must be compensated for all hours worked, including overtime. Disciplinary action may be taken if an employee fails to adhere to overtime and compensatory time guidelines.

Specific questions regarding the completion of time records for professional non-exempt employees should be directed to the HR Service Center. The Payroll Office is responsible for making the final determination on how to accurately record hours worked. Contact information for specific payroll functions can be found online at [http://payroll.ua.edu/contact](http://payroll.ua.edu/contact).

**Accruing Annual and Sick Leave**

Professional non-exempt employees who stay in their current positions will continue to accrue annual and sick leave at the same rate they did when they were classified as exempt employees. View the Professional Non-Exempt Benefits Matrix.