



FLSA TIME & LEAVE REPORTING GUIDE SALARIED NON-EXEMPT ACADEMIC PROFESSIONAL EMPLOYEES

Last updated May 2024

Purpose: Academic Professional salaried non-exempt employees will no longer use Positive Time Reporting but will report their work and leave hours on a bi-weekly timesheet in a system as directed by their department **AND** will be required to report their leave usage in the Vacation/Sick Leave (VSL) portal in whole-hour or whole-day increments. They are eligible for overtime pay when they work more than 40 hours per week (with unit/supervisor pre-authorization). Work time is reported in 15-minute increments.

Academic Professional salaried non-exempt employees report time using the following four categories:

Reporting Category	When to Use It
FLSA-Work Hours- Tracking Only (OPV)	<ul style="list-style-type: none"> Regular (non-overtime) time worked, rounded to the nearest 15 minutes.
FLSA-Leave Hours-Tracking Only (OPU)	<ul style="list-style-type: none"> Any type of paid leave: vacation, sick leave, holidays, bereavement, jury duty, etc. Report in whole hours only. Multiple types of leave in one day reported together.
FLSA-PT Add'l Work Hours Paid (OPT)	<ul style="list-style-type: none"> <u>For part-time employees only:</u> in addition to the FLSA-Work Hours-Tracking Only and any leave time. A part-time FTE represents the position's regular workweek. This category is for time worked beyond that. Regular (non-overtime) time worked, rounded to the nearest 15 minutes.
FLSA-Time & Half Overtime (OPS)	<ul style="list-style-type: none"> Time worked beyond 40 hours per week.

Work Hours-Tracking Only and **Leave Hours-Tracking Only** together represent the time covered by your regular monthly salary.

- For **full-time** employees, these two categories reflect all time worked and all paid leave taken and should equal up to 40 hours in a week.
- For **part-time** employees, these two categories reflect all time worked and all paid leave taken up to the hours- per-week represented by your FTE. *Example:* 20 hours per week for a 50% FTE employee.

Both full-time and part-time employees must report additional time worked and be paid overtime after time worked and paid leave taken totals 40 hours in a week (Time & Half Overtime).

Important Note: Before reporting additional work hours paid, part-time employees should consider anticipated benefit leave usage. A best practice may be to enter your benefits leave usage on your timesheet first, before determining the appropriate reporting category of Work Hours-Tracking Only (OPV) and Add'l Work Hours Paid (OP1). See part-time Reporting a Week – Academic Professional Employee, Part-Time Example #2

Salaried Non-Exempt Work Time Reporting Conversion Chart

Minutes Worked	Time Reporting Minutes	Time Reporting Hours
0-7	0	0.00
8-22	15	0.25
23-37	30	0.50
38-52	45	0.75
53-60	60	1.00

Salaried Non-Exempt Leave Time Reporting Conversion Chart

Leave Time Minutes	Leave Time Reporting Hours
1 minute - 59 minutes	0
1 hour – 1 hour 59 minutes	1 hour
2 hours – 2 hours 59 minutes	2 hours
3 hours – 3 hours 59 minutes	3 hours
4 hours – 4 hours 59 minutes	4 hours
5 hours – 5 hours 59 minutes	5 hours
6 hours – 6 hours 59 minutes	6 hours
7 hours – 7 hour 59 minutes	7 hours
8 hours	8 hours

TIME REPORTING EXAMPLES

Reporting a Day – Example 1

- Employee was scheduled to work from 8 a.m. - 5 p.m.
- Employee worked from 8 a.m. – 12 p.m. and took a one-hour lunch break from 12 - 1 p.m.
- Employee returned to work from 1 – 5:00 p.m.

8 AM	8:00 am – 12:00 pm 4 hours of work time
9 AM	
10 AM	
11 AM	<u>Employee adds 4 hours on FLSA-Work Hours-Tracking Only</u>
12 PM	
1 PM	
2 PM	12:00 – 1:00 pm - Lunch -Unpaid
3 PM	1:00 – 5:00 pm 4 hours of work time
4 PM	
5 PM	
	<u>Employee adds 4 hours on FLSA-Work Hours-Tracking Only</u>

Employees don't need to "clock in" or "clock out" but will report their total work and leave hours for the day. Timesheets must reflect ALL time worked in each day. On the timesheet, this example day is reported as follows:

FLSA-Work Hours-Tracking Only	8.0
<hr style="width: 100%;"/>	
Daily total hours	8.0

Reporting a Day – Example 2

- Employee was scheduled to work from 8 a.m. – 5:00 p.m., but was 20 minutes late, arriving at 8:20 am.
- Employee worked from 8:20 a.m. – 12 p.m. and took a one-hour lunch break from 12:00 p.m. – 1:00 p.m.
- Employee had a doctor’s appointment from 1:00 p.m. – 2:50 p.m. and did not work during this time.
- Employee returned to work from 2:50 – 5:15 pm.

8 AM	
9 AM	8:20 am – 12:00 pm 3 hours, 40 minutes of work time
10 AM	<u>Employee adds 3.75 hours on FLSA- Work Hours-Tracking Only</u>
11 AM	
12 PM	12:00 – 1:00 pm - Lunch (Unpaid)
1 PM	1:00 – 2:50 pm – Dr’s Appointment
2 PM	<u>Employee reports 1 hour on FLSA- Leave Hours-Tracking Only</u>
3 PM	2:50 – 5:15 pm 2 hours, 25 minutes of work time
4 PM	<u>Employee adds 2.5 hours on FLSA-Work Hours-Tracking Only</u>
5 PM	

On the timesheet, this example day is reported as follows:	
FLSA-Work Hours-Tracking Only	6.25
FLSA-Leave Hours-Tracking Only	1.00
<hr/>	<hr/>
Daily total hours	7.25

Some workdays may reflect less than 8 hours as in this example, and there is no negative impact to an employee’s pay. A typical full-time workweek should reflect a total of 40 hours.

Reporting a Week – Academic Professional Employee, Full-Time Example #1

In this example, the full-time employee worked overtime and utilized sick leave.

	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
FLSA-Work Hours-Tracking Only		8.00	8.25		8.00	6.75	
FLSA-Leave Hours-Tracking Only				8.00		1.00	
FLSA-Time & Half Overtime						0.25	
<i>Daily total:</i>		8.00	8.25	8.00	8.00	8.00	
<i>Running weekly total:</i>	0.00	8.00	16.25	24.25	32.25	40.25	0.00

<i>Worked a normal workday</i>	<i>Worked an extra .25 hours</i>	<i>Used 8 hours of vacation</i>	<i>Worked 8 hours</i>	<i>Worked 6.75 hours, used 1 hour of sick leave, and was paid .25 of overtime</i>
--------------------------------	----------------------------------	---------------------------------	-----------------------	---

Note: Your leave must still be reported, but in whole hours instead of full or half days. A complete day is still 8 hours. Overtime hours are assessed when an employee works more than 40 hours/week.

Reporting a Week – Academic Professional Employee, Full-Time Example #2

In this example, the full-time employee utilized vacation leave and Thursday and Friday were University holidays.

	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
FLSA-Work Hours-Tracking Only		7.75	8.25				
FLSA-Leave Hours-Tracking Only				8.00	8.00	8.00	
FLSA-Time & Half Overtime							
<i>Daily total:</i>		7.75	8.25	8.00	8.00	8.00	
<i>Running weekly total:</i>	0.00	7.75	16.00	24.00	32.00	40.00	0.00

Note: Paid holidays are reported as 8 hours of leave even though you don't use accrued leave benefits for them.

Reporting a Week – Academic Professional, Part-Time Example #1

In this example, the part-time employee has an 80% FTE (32 hours per week) and works Monday - Friday. The employee worked overtime on Friday. Note that part-time employees are eligible for overtime when they work over 40 hours/week.

	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
FLSA–Work Hours-Tracking Only		8.00	3.00	8.00	8.00		
FLSA-Leave Hours-Tracking Only			5.00				
FLSA–PT Add'l Work Hours Paid					1.00	7.00	
FLSA–Time & Half Overtime						1.00	
<i>Daily total:</i>		8.00	8.00	8.00	9.00	8.00	

<i>Running weekly total:</i>	0.00	8.00	16.00	24.00	33.00	41.00	0.00
------------------------------	------	------	-------	-------	-------	-------	------

Thursday: An 80% FTE equates to 32 straight-time hours per week. The hours recorded in FLSA-Work Hours-Tracking Only, plus leave taken, count toward those 32 hours.

Friday: Once hours recorded in FLSA-Work Hours- Tracking Only, plus leave taken, equal the 80% FTE (32 straight- time hours), additional non-overtime is reported in PT Add'l Work Hours up to 40 hours. Time worked over 40 hours is reported in Time & Half Overtime.

Reporting a Week – Academic Professional, Part-Time Example #2

In this example, the employee has a 50% FTE (20 hours per week) and works Monday-Friday. During this week Thursday and Friday are University holidays.

Before reporting additional work hours paid, part-time employees should consider anticipated benefit leave usage. A best practice may be to enter your benefits leave usage on your timesheet first, before determining the appropriate reporting category of Work Hours-Tracking Only (OPV) and Add'l Work Hours Paid (OP1)..

	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
FLSA–Work Hours-Tracking Only		6.00	4.00	2.00			
FLSA-Leave Hours-Tracking Only					4.00	4.00	
FLSA–PT Add'l Work Hours Paid				2.00			
FLSA–Time & Half Overtime							
<i>Daily total:</i>		6.00	4.00	4.00	4.00	4.00	

<i>Running weekly total:</i>	0.00	6.00	10.00	14.00	18.00	22.00	0.00
------------------------------	------	------	-------	-------	-------	-------	------

Wednesday: Due to the 2 university holidays, part of the time worked on Wednesday is counted as additional hours beyond the employee’s 20-hour workweek because these hours cannot be added on Thursday and Friday.

Thursday and Friday: This is how the week of Thanksgiving might look. Paid holidays are reported as leave hours equal to one-fifth the weekly hours of your FTE even though you don't use accrued leave benefits for them.

Vacation/Sick Leave Reporting

1. Go to your respective unit's my.dot portal page and login by entering your NetID and Active Directory (AD) password in the box to the left of the screen.
2. Options to Submit Leave Usage:
 - You can submit directly from the dashboard if the portlet is added on your homepage. (To add portlet, see below.) From the portlet, click **Report or Request Days Off** to be taken to the **Submit Days** screen.
 - **IMPORTANT:** To add this portlet to your dashboard select **Leave Reporting System** from the **Add Content** drop-down Box at the bottom of the page and then click **ADD**. The Leave Reporting System portlet now shows on your screen.
 - You can submit directly from the menu bar by selecting **Vacation/Sick Leave Reporting** under the HR heading.
3. Click on the calendar day that you wish to report as time off.
4. Select a radio button for the **Type of day off** and **Amount of time off**. Note: Leave should be reported in 1-hour increments.
5. Click the **Submit for Approval** button. (You must submit a request for each day of leave.)
6. The days requested will appear in the **Reporting Activity** box to the right with a "Pending" in the Status box. Your supervisor can then approve or deny your time off. Your leave balances will automatically accrue time per day and reflect leave taken during the academic year.

Helpful Tips

- If you wish to see your total accruals for the entire year, or the vacation time lost if not used by the end of the year, click on **Display summary thru the end of the year** under the summary table to the right side of the screen.
- If you prefer to list your leave balances in hours rather than days, simply click on **Display summary in hours** below the summary table.

Last Modified: May 10, 2024