



FLSA TIME REPORTING GUIDE

SALARIED NON-EXEMPT ADMINISTRATIVE GRADUATE ASSISTANT EMPLOYEES

Last updated June 2024

Purpose: As salaried non-exempt employees, Administrative Graduate Assistants will report their work hours on a bi-weekly timesheet in a system as directed by their department. They will continue to report leave usage through their unit’s internal procedures. 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.

Administrative Graduate Assistants report time using the following category:

Reporting Category	When to Use It
FLSA-Work Hours- Tracking Only (OPV)	<ul style="list-style-type: none"> Time worked, rounded to the nearest 15 minutes.

Employees must report all time worked and be paid overtime after time worked totals 40 hours in a week.

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

Reporting a Week – Administrative GA, Part-Time Example #1

The following example is for a salaried non-exempt Administrative Graduate Assistant who is paid based on a 25% FTE (average 10 hours per week) and works a fluctuating schedule. In this example, the employee works 5 hours in week one.

	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
FLSA–Work Hours-Tracking Only		4.00	0.00	1.00	0.00	0.00	
<i>Running weekly total:</i>	0.00	4.00	4.00	5.00	5.00	5.00	0.00

Reporting a Week – Administrative GA, Part-Time Example #2

During week two, the employee worked 15 hours. No overtime pay will be paid in this scenario.

	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
FLSA–Work Hours-Tracking Only		6.00	4.00	5.00			
<i>Running weekly total:</i>	0.00	6.00	10.00	15.00	15.00	15.00	0.00

Reporting a Week – Administrative GA, Part-Time Example #3

During week three, the employee worked 42 hours in one week.

	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
FLSA–Work Hours-Tracking Only		8.00	10.25	8.00	8.00	7.75	
<i>Running weekly total:</i>	0.00	8.00	18.25	26.25	34.25	42.00	0.00

The employee would not be paid additional straight time since they are on a fluctuating weekly schedule; however, they would request 2 hours of overtime pay. The two hours of overtime pay would be paid at one half (1/2) times the regular rate of pay. The department or college will process overtime pay [via payroll adjustment](#). Overtime pay is paid via an adjustment due to the overtime rate paid for fluctuating workweek employees. As a reminder, overtime hours must be approved by the supervisor.

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