

**Florida A & M University
Office of Human Resources**

INTERNAL OPERATING PROCEDURE

Procedure No. HR-3004

Subject: Recording Overtime on Attendance and Leave Report	
Authority: Rule 60L-34.0031 Florida Administrative Code; 110.201, 110.219(5) Florida Statutes; Fair Labor Standards Act (FLSA)	Effective Adopted Date: 02/01/2006
Revision(s)	03/08/2017
Related References	
Purpose	To establish a procedure for recording overtime hours on Attendance and Leave Report
Signature of Approving Authority	

1.0 General Information

The accurate and timely reporting of an employee's time and attendance is the responsibility of the employee and their immediate supervisor.

2.0 Responsibilities

- A. *Employees* are responsible for obtaining approval prior to working overtime and to keep track of all hours worked.
- B. *Supervisors* are responsible for reviewing and approving overtime and compensatory time.
- C. *Time & Labor Representatives* are responsible for maintaining accurate records of overtime and compensatory time used; instruct employees on how to enter overtime and compensatory time in iRattler.

3.0 Definitions

- A. **Exempt** – Employees who are not subject to the FLSA minimum wage, overtime and recordkeeping provisions. These employees' primary duties and functions are of an executive, professional, or administrative nature. Exemptions from FLSA are narrowly defined and an employer must prove that the exemption rules apply.
- B. **Non-exempt**– Employees who are covered by or subject to the minimum wage, overtime and recordkeeping provisions of the FLSA.
- C. **University Support Personnel Systems (USPS)** – These positions perform professional, paraprofessional, administrative, clerical, secretarial, technical, skilled crafts, service or maintenance duties.

- D. **Overtime** – Overtime is time used to account for and compensate a non-exempt employee for time worked over 40 hours in a workweek. Overtime is compensated at the rate of one and one-half hours for every one hour worked beyond the maximum.
- E. **Work Week** – Overtime is accrued on a weekly basis for each workweek. Unless otherwise specified by collective bargaining agreements, the work week for FAMU campus is defined as seven (7) consecutive twenty-four hour periods, beginning 12:01 am Friday and ending 12:00 midnight Thursday. Refer to collective bargaining agreements for exceptions to the standard work week.
- F. **Work Schedule**– The standard work schedule for full-time employees is 8:00 a.m. to 5:00 p.m., Monday through Friday. Alternate work schedules may be established for full-time, part-time, or hourly employees and must be approved according to unit procedures.
- G. **Hours of Work**– The normal workweek for each full-time employee is forty (40) hours. Hours worked include all time that the employee is required to be on duty or at the prescribed workplace and all time during which the employee is permitted to work. In order to receive overtime, employees must work over 40 hours in a workweek.

4.0 Non-Exempt Employees

A non-exempt employee must be compensated for overtime or granted compensatory leave at the overtime rate of time-and-one-half for time worked in excess of 40 hours in a workweek. All overtime must be approved in advance by the immediate supervisor or as soon as practical after the work has been completed and before the employee is paid.

5.0 Procedures

1. All overtime must be pre-approved by the employee's immediate supervisor.
2. All employees must record the total number of hours worked each day on the **USPS Attendance and Leave Report** form.
3. In determining total overtime hours worked hours of leave time with pay (*personal and major medical leave*), compensatory time off and hours taken on approved University paid holidays during the workweek, are not counted as time worked in computing overtime pay.
4. During the biweekly payroll processing, the payroll system automatically computes the total number of overtime hours.

6.0 Records

It is the responsibility of each Time and Labor representative for each department and academic unit to maintain a copy of the attendance and leave form for overtime paid to employees.

7.0 Violations

Violations of these procedures will subject employees to disciplinary action and including discharge from employment with the University.