

## Academic Salaried Non-Exempt Time Reporting Guide

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

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

**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 40 hours in a week.

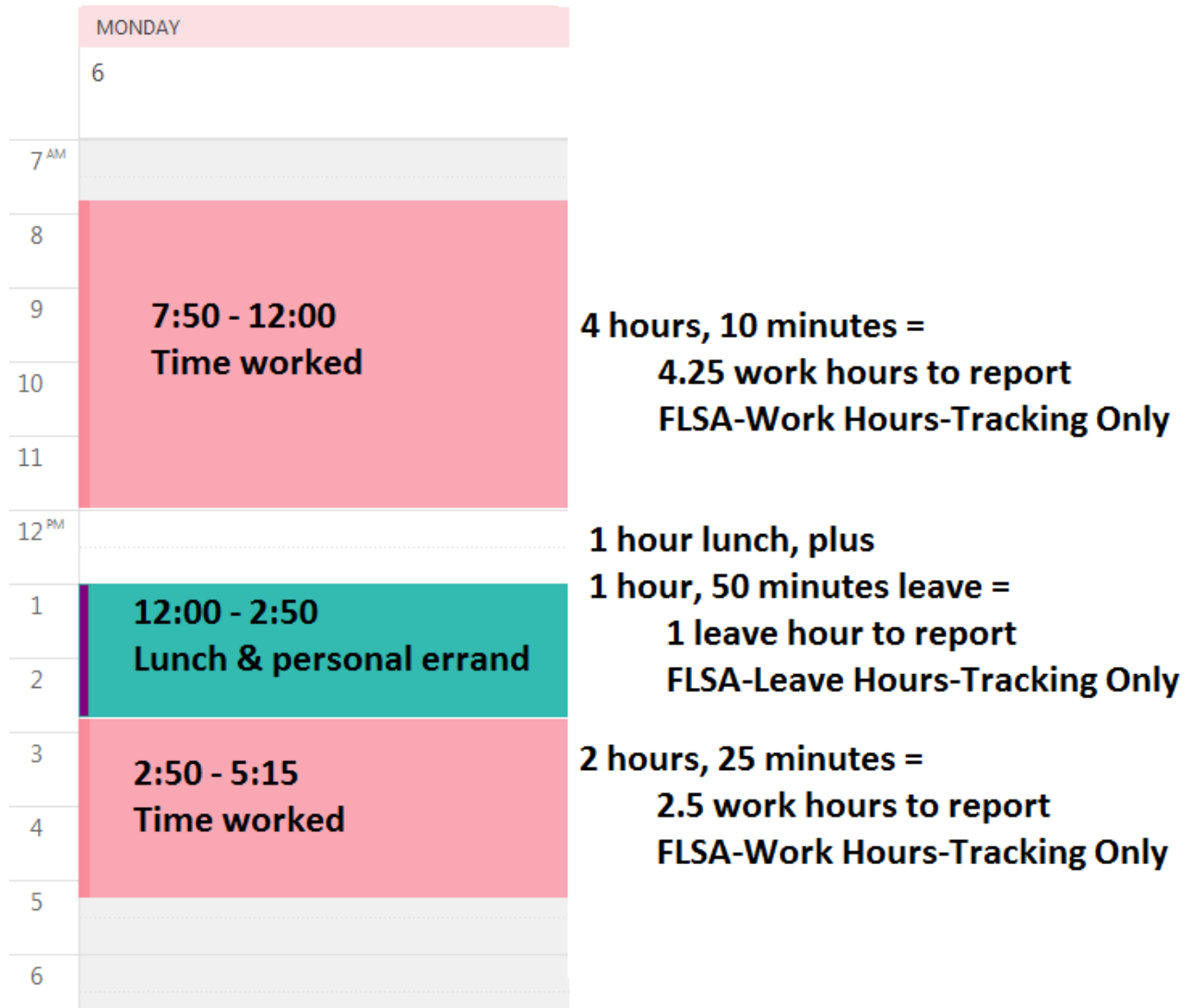
For **part-time** employees, these two categories reflect all time worked and all paid leave taken up to the hours-per-week represented by your FTE. *Example:* 20 hours per week for a 50% FTE employee.

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

**Conversion Chart for  
Salaried Non-Exempt Reporting**

| 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 Day – Example



You don't "clock in" or out, but report the total for the day. Your timesheet must reflect ALL time worked in each day. On the timesheet, this example day is reported:

|                                |      |
|--------------------------------|------|
| FLSA-Work Hours-Tracking Only  | 6.75 |
| FLSA-Leave Hours-Tracking Only | 1.00 |
| Daily total hours              | 7.75 |

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

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

|                                | Sun. | Mon. | Tues. | Weds. | Thurs. | Fri.  | Sat.  |
|--------------------------------|------|------|-------|-------|--------|-------|-------|
| FLSA–Work Hours-Tracking Only  |      | 6.75 | 7.75  |       | 11.00  | 5.50  |       |
| FLSA–Leave Hours-Tracking Only |      | 1.00 |       | 8.00  |        |       |       |
| FLSA–Time & Half Overtime      |      |      |       |       |        | 2.50  |       |
| <i>Daily total:</i>            |      | 7.75 | 7.75  | 8.00  | 11.00  | 8.00  |       |
| <i>Running weekly total:</i>   | 0.00 | 7.75 | 15.50 | 23.50 | 34.50  | 42.50 | 42.50 |

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| <i>Monday:</i> Our example day from the previous page. | <i>Wednesday:</i> Any type of leave reported the same way. Note: Current AVSL reporting process remains the same. | <i>Friday:</i> A typical 8-hour day results in overtime from additional hours earlier in the week. |
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## Reporting a Week – Academic Employee, Full-Time Example #2

During this week Thursday and Friday are University holidays.

|                                | Sun. | Mon. | Tues. | Weds. | Thurs. | Fri.  | Sat.  |
|--------------------------------|------|------|-------|-------|--------|-------|-------|
| FLSA–Work Hours-Tracking Only  |      | 6.75 | 7.75  | 6.50  |        |       |       |
| FLSA–Leave Hours-Tracking Only |      | 1.00 |       |       | 8.00   | 8.00  |       |
| FLSA–Time & Half Overtime      |      |      |       |       |        |       |       |
| <i>Daily total:</i>            |      | 7.75 | 7.75  | 6.50  | 8.00   | 8.00  |       |
| <i>Running weekly total:</i>   | 0.00 | 7.75 | 15.50 | 22.00 | 29.75  | 37.75 | 37.75 |

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*Thursday/Friday:* This is how the week of Thanksgiving might look. Paid holidays are reported as 8 hours of leave even though you don't use leave benefits for them.

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

In this example, the part-time employee has an **80% FTE** (32 hours per week) and works Monday-Friday.

|                                | Sunday | Monday | Tuesday | Wednes. | Thursday | Friday | Saturday |
|--------------------------------|--------|--------|---------|---------|----------|--------|----------|
| FLSA–Work Hours-Tracking Only  |        | 7.00   | 2.75    | 7.00    | 10.25    |        |          |
| FLSA–Leave Hours-Tracking Only |        |        | 5.00    |         |          |        |          |
| FLSA–PT Add'l Work Hours Paid  |        |        |         |         | 2.00     | 6.00   |          |
| FLSA–Time & Half Overtime      |        |        |         |         |          | 2.00   |          |
| <i>Daily total:</i>            |        | 7.00   | 7.75    | 7.00    | 12.25    | 8.00   |          |
| <i>Running weekly total:</i>   | 0.00   | 7.00   | 14.75   | 21.75   | 34.00    | 42.00  | 42.00    |

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| <i>Thursday:</i> The week passes 32 hours here, but isn't past 40. The hours between 32 and 40 are in the PT Add'l Work Hours Paid line. | <i>Friday:</i> Since this week goes beyond 40 hours, it also results in time-and-a-half overtime. |
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## Reporting a Week – Academic Employee, Part-Time Example #2

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

|                                | Sunday | Monday | Tuesday | Wednes. | Thursday | Friday | Saturday |
|--------------------------------|--------|--------|---------|---------|----------|--------|----------|
| FLSA–Work Hours-Tracking Only  |        | 6.00   | 3.25    | 2.75    |          |        |          |
| FLSA–Leave Hours-Tracking Only |        |        |         |         | 4.00     | 4.00   |          |
| FLSA–PT Add'l Work Hours Paid  |        |        |         | 1.00    |          |        |          |
| FLSA–Time & Half Overtime      |        |        |         |         |          |        |          |
| <i>Daily total:</i>            |        | 6.00   | 3.25    | 3.75    | 4.00     | 4.00   |          |
| <i>Running weekly total:</i>   | 0.00   | 6.00   | 9.25    | 13.00   | 17.00    | 21.00  | 21.00    |

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|---|---|
| <i>Wednesday:</i> In this case, the leave (holidays) on Thursday and Friday is what makes the last hour worked on Wednesday an additional hour beyond 20. | <i>Thursday/Friday:</i> 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. |
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