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| EXAMPLE 04A: | Regular 40 hour Week + 4 Additional Hours Worked (Overtime Pay) |
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- Employee (temporary or permanent non-exempt) works an additional 4 hours on Wednesday.
- Employee works a total of 44 hours, 4 hours of which will receive overtime (1.5x) pay.

TIM SYSTEM:

| DAY | Pay Code | Paid Hrs Not Worked | IN | OUT | IN | OUT | Hours Worked | Cumul. Hrs. | On-Call Hrs |
|------------------------------------|----------|---------------------|-------------|-----|----|-----------------|--------------|--------------|-------------|
| MON | | | 8a | 12p | 1p | 5p | 8.0 | 8.0 | |
| TUE | | | 8a | 12p | 1p | 5p | 8.0 | 16.0 | |
| WED | | | 8a | 12p | 1p | 9p | 12.0 | 28.0 | |
| THU | | | 8a | 12p | 1p | 5p | 8.0 | 36.0 | |
| FRI | | | 8a | 12p | 1p | 5p | 8.0 | 44.0 | |
| SAT | | | | | | | | | |
| SUN | | | | | | | | | |
| TOTALS: | | - | | | | | 44.0 | 44.0 | - |
| Total Pay Hours Worked: | | | 44.0 | | | AW ETO: | - | CTO: | - |
| Total Pay Hrs (not worked): | | | - | | | H.Prem: | - | TTO: | - |
| Hrs Eligible for OT Pay: | | | 4.0 | | | Hol ETO: | - | OCTO: | - |

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| EXAMPLE 04B: | Regular 40 hour Week + 4 Additional Hours Worked (Comptime) |
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- Employee (permanent non-exempt only) works an additional 4 hours on Wednesday.
- Employee works a total of 44 hours, of which only 40 hours are paid at the hourly rate.
- The additional 4 hours of overtime converts to 6 hours of compensatory time off (4 hrs overtime x 1.5 = 6 hours CTO) to be used within one year (if not used in a year, it must be paid out).
- Note that on the paper timesheet, the additional 4 hours are not recorded in the time table but are only referenced in the Explanations section.

TIM SYSTEM:

| DAY | Pay Code | Paid Hrs Not Worked | IN | OUT | IN | OUT | Hours Worked | Cumul. Hrs. | On-Call Hrs |
|------------------------------------|----------|---------------------|----|-----|----|-----------------|--------------|--------------|-------------|
| MON | | | 8a | 12p | 1p | 5p | 8.0 | 8.0 | |
| TUE | | | 8a | 12p | 1p | 5p | 8.0 | 16.0 | |
| WED | | | 8a | 12p | 1p | 9p | 12.0 | 28.0 | |
| THU | | | 8a | 12p | 1p | 5p | 8.0 | 36.0 | |
| FRI | | | 8a | 12p | 1p | 5p | 8.0 | 44.0 | |
| SAT | | | | | | | | | |
| SUN | | | | | | | | | |
| TOTALS: | | - | | | | | 44.0 | 44.0 | - |
| Total Pay Hours Worked: | | 40.0 | | | | AW ETO: | - | CTO: | 6.0 |
| Total Pay Hrs (not worked): | | - | | | | H.Prem: | - | TTO: | - |
| Hrs Eligible for OT Pay: | | - | | | | Hol ETO: | - | OCTO: | - |

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| EXAMPLE 04C: | Regular 40 hour Week + 4 Additional Hours Worked (Adjusted Schedule) |
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- Employee regularly scheduled Mon-Fri, 8am-5pm (one hour lunch).
- Employee works an additional 4 hours on Wednesday evening.
- With management approval, employee works only 8am-Noon on Thursday.
- Employee works a total of 40 hours in the work week; no overtime is earned.
- (Overtime is calculated by the work week, not the work day.)

TIM SYSTEM:

| DAY | Pay Code | Paid Hrs Not Worked | IN | OUT | IN | OUT | Hours Worked | Cumul. Hrs. | On-Call Hrs |
|------------------------------------|----------|---------------------|----|-----|----|-----------------|--------------|--------------|-------------|
| MON | | | 8a | 12p | 1p | 5p | 8.0 | 8.0 | |
| TUE | | | 8a | 12p | 1p | 5p | 8.0 | 16.0 | |
| WED | | | 8a | 12p | 1p | 9p | 12.0 | 28.0 | |
| THU | | | 8a | 12p | | | 4.0 | 32.0 | |
| FRI | | | 8a | 12p | 1p | 5p | 8.0 | 40.0 | |
| SAT | | | | | | | | | |
| SUN | | | | | | | | | |
| TOTALS: | | - | | | | | 40.0 | 40.0 | - |
| Total Pay Hours Worked: | | 40.0 | | | | AW ETO: | - | CTO: | - |
| Total Pay Hrs (not worked): | | - | | | | H.Prem: | - | TTO: | - |
| Hrs Eligible for OT Pay: | | - | | | | Hol ETO: | - | OCTO: | - |

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| EXAMPLE 04D: | Additional Hours Worked by 0.75 FTE Employee |
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- Employee regularly scheduled 30 hours per week – Mon-Fri, 8am-3pm (one hour lunch).
- Employee works an additional 4 hours on Wednesday afternoon.
- Employee works a total of 34 hours for the work week.
- Because overtime occurs only when employee works more than 40 hours in a work week, all 34 hours are paid at straight time.
- Neither overtime pay nor comp time accrual can be used for the additional hours; they must be paid.
- Management could have adjusted the employee’s work schedule so that the total hours worked remained at 30 hours for the week.

TIM SYSTEM:

| DAY | Pay Code | Paid Hrs Not Worked | IN | OUT | IN | OUT | Hours Worked | Cumul. Hrs. | On-Call Hrs | |
|------------------------------------|----------|---------------------|-------------|-----|-----|-----|-----------------|-------------|--------------|---|
| MON | | | 8a | 11a | 12p | 3p | 6.0 | 6.0 | | |
| TUE | | | 8a | 11a | 12p | 3p | 6.0 | 12.0 | | |
| WED | | | 8a | 11a | 12p | 7p | 10.0 | 22.0 | | |
| THU | | | 8a | 11a | 12p | 3p | 6.0 | 38.0 | | |
| FRI | | | 8a | 11a | 12p | 3p | 6.0 | 34.0 | | |
| TOTALS: | | - | | | | | 34.0 | 34.0 | - | |
| Total Pay Hours Worked: | | | 34.0 | | | | AW ETO: | - | CTO: | - |
| Total Pay Hrs (not worked): | | | - | | | | H.Prem: | - | TTO: | - |
| Hrs Eligible for OT Pay: | | | - | | | | Hol ETO: | - | OCTO: | - |