

Overtime Payments

Updated: 9/1/2019

Purpose

To pay non-exempt University employees authorized to work overtime.

Policy

The University complies with the Federal Fair Labor Standards Act (FLSA), applicable state laws, and the [Texas State Comptroller's Payroll Policies and Procedures Guide](#) in determining who is eligible to be compensated for overtime worked in excess of a regular 40-hour workweek. Any type of paid leave or holidays taken during a work week cannot be counted as actual time worked or toward calculating the number of overtime hours worked. Only employees classified as [non-exempt](#) qualify to be paid for authorized overtime worked.

Procedures

Authorization to work overtime must be approved by the department supervisor prior to any overtime worked. Departments are also responsible for maintaining proper documentation detailing the overtime worked.

Departments must enter and submit an employee's overtime hours as follows in PeopleSoft in order for the employee to be paid:

- Hourly employees - Hours entered will automatically calculate overtime pay when they exceed a 40-hour workweek. (The standard workweek starts on Monday at 12:01 am and ends the following Sunday at midnight).
- Monthly employees (salaried non-exempt such as UTEP PD, Facilities, Security, and Auxiliary staff) - Policy requires Non-Exempt Salaried employees that work in excess of 40 hours during a workweek to be compensated for their overtime by receiving Overtime Compensatory Time Earned time at a rate of 1.5.

Overtime earned is calculated systematically by the Time Labor system via the Timesheet reporting process and the overtime earned is placed in the employee's Overtime Compensatory Time Earned (OTCE) balance. Once the OTCE balance is updated, the earned hours are available for use. The earliest earned OTCE may be processed is when the previous workweek (Monday through Sunday) is entered on the following Monday in the PeopleSoft Time Labor system.

Departments have the authority to require the employees to take time off in order to reduce Overtime Compensatory Time Earned balances; or

Departments may choose to pay Overtime Compensatory Time Earned at their discretion based on their divisional Vice-President or Provost's directions.

Applicability

All non-exempt University employees that have worked or will work authorized overtime.

Responsible Party

Assistant Vice President of Budget and Personnel