

Time & Attendance

Frequently asked Questions & Answers

Overtime Eligible staff

What is the Fair Labor Standards Act?

The Fair Labor Standards Act (FLSA) is the federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers.

Who determines if a position is overtime eligible?

The Human Resource Office determines the overtime eligibility status for all positions based upon criteria established by the US Department of Labor.

Why do I have to fill out the Time and Attendance Record?

The Fair Labor Standards Act (FLSA) requires records be kept on total hours worked each day and each workweek for employees in overtime eligible positions to determine when they are eligible to receive overtime compensation.

How often do I turn in my Time and Attendance Record?

Timesheets are due twice a month; on the 15th and last day of the month. If the 15th or last day of the month falls on a weekend, please submit your timesheet the workweek day prior to the 15th or last day of the month. (See HR Calendar located on the internet. <http://www.spscc.ctc.edu/employment/hroffice/payroll>)

Who do I submit my Time and Attendance Record to?

When you electronically submit the Time and Attendance Record, it will go to your supervisor. Your supervisor will then approve it and submit it to Human Resources.

Note: When the timesheet is in "In Process" status, the employee is responsible for submitting. Failure to submit a timesheet may cause a delay in pay or inaccurate reporting of leave balances.

What if my timesheet is rejected by my supervisor or Payroll?

If your timesheet is rejected for any reason, you are required to correct your hours or leave and resubmit it to your supervisor again for approval.

What is a work schedule?

Work Schedule: Your work schedule describes the days and hours you are scheduled to work.

When am I eligible for overtime?

All hours worked in excess of 40 during the workweek are paid at time and one half.

Am I eligible for overtime pay if I work extra time beyond my daily work schedule?

Overtime-eligible employees who have prior approval, and work more than forty (40) hours in a workweek, will be compensated at the overtime rate.

Is supervisory approval required for overtime work?

Yes. You must obtain supervisory approval to work more than your regular work schedule in advance. Overtime eligible employees must be paid for all hours worked whether overtime has been approved or not. However, employees who work unauthorized overtime hours may be subject to corrective action.

How soon after I submit my overtime slip will I get paid for the overtime?

The paycheck in which you receive your overtime will vary depending on when overtime was worked and when the pay period ended.

For example:

If you work overtime and your overtime slip is turned in for the dates in the pay period of 1 – 15, your overtime will be reflected in the paycheck on the 25th.

If you work overtime and your overtime slip is turned in for the dates in the pay period 16 – 30/31 your overtime will be reflected in the paycheck on the 10th.

When do I receive comp time?

Compensatory time is a form of overtime and may be accrued in lieu of payment for overtime only by mutual agreement between the employee and supervisor. Compensatory time must be documented and submitted to your supervisor. All comp time must be used by June 30th each year.

Do paid leave hours (vacation, sick etc.) and state holidays count as time worked when determining overtime?

Yes.

Can my supervisor require that I adjust my schedule at the end of my workweek to avoid exceeding 40 hours within the workweek?

Employees and supervisors may mutually agree to adjust an employee's work schedule during the work week. Supervisors may change an employee's workweek and/or work schedule temporarily by providing written notice five (5) calendar days in advance. The day that notification is given is considered the first day.

Are my lunch periods and rest breaks considered time worked?

All rest breaks are considered time worked. Lunch periods are unpaid and not considered time worked.

How do I report my time in the TLR system when the college is closed due to inclement weather or suspended operations?

All classified employees scheduled and not required to work due to inclement weather or suspended operations will receive full pay for the first day of a closure. Please code your TLR Timesheet as a normal work day with a ("W") followed by your normal daily hours and add a "Remark" noting it was the first day of closure. (refer to CBA Article 17)

If the college is closed for an extended period of time, you are required to use your leave. To properly document the college closure, you must report a leave type and add a "Remark" on your TLR Timesheet for each day you do not work.

You may use the following leave types:

1. Vacation leave; (V)
2. Personal holiday; (P)
3. Personal leave; (X)
4. Accrued comp time (C)
5. Sick leave up to 3 days per year-only if you have exhausted all other available leave; (S)
6. Leave without pay (L) (*remember you must be in pay status the day prior to a holiday to receive a paid holiday)

What if I am considered essential personnel and I am required to work during the time the college is closed?

If you are overtime eligible and you are required to work during a closure, you will have no loss in pay for the first day.

You will receive one and one-half times your regular pay (time & ½) for work performed during the remainder of the closure.

You must report your time worked during the closure as "Miscellaneous" (I) and include a detailed "Remark" on your TLR Timesheet for each day you worked.

If I am an hourly employee, do I get paid for time worked during suspended operations? When prior notice has not been given, represented individuals sent home until further notice will be compensated *for actual hours worked on the first day of suspended operations.* (Refer to CBA Article 5.5)

If you are required to work during the closure, you will receive your regular hourly rate of pay for work performed. Please report these hours accordingly on your TLR timesheet.