

From: List Description: [mailto:PAYROLL_BL@LISTSERV.INDIANA.EDU] **On Behalf Of** McElhinney, Sandra D
Sent: Monday, June 07, 2010 8:45 AM
To: PAYROLL_BL@LISTSERV.INDIANA.EDU
Subject: New Overtime policy, continued

After the May 16th change to the calculation of overtime, additional verification must be done when processing attendance corrections from past pay periods. When adding or removing time off earn codes, you will need to verify if adjustments to OVT, CPE, NEP or NEC are appropriate. Be sure to use the new Paycheck Weekly View screen in the **HRMS: Payroll** section on the **OneStart** screen. You will be able to view all transactions that have been processed by ID and pay earnings week for biweekly/hourly employees.

- OVT Work hours exceeding 40 during the Sunday – Saturday work week. (hourly rate x 1.5)
- CPE Instead of OVT pay for work hours exceeding 40, add hours to Comp bank for use later (hours x 1.5)
- NEP Hours exceeding 40 during the Sunday-Saturday work week that do not qualify for overtime (reg hourly rate)
- NEC Instead of NEP pay for hours exceeding 40, add hours that do not qualify for overtime to Comp bank for use later (hours x 1)

The following examples are not intended to cover all situations. It is a reminder to think about possible corrections that will be needed if you process attendance adjustments to pay periods ending after May 16th.

1. If you are processing attendance corrections between different earn codes that aren't included in the overtime calc (SCK,VAC) no modifications to OVT, CPE, NEP or NEC should be needed.
 - a. **Example:** *Employee was paid 32 hrs RGN and 8 hrs VAC. Employee should have recorded 8 hrs SCK instead of VAC. You can process an adjustment voucher to change VAC to SCK. Neither of those codes are included in the calculation of overtime so you should not have to modify OVT, CPE, NEP, or NEC hours.*
2. If you need to charge leave hours (SCK,VAC) to weeks that were previously recorded as regular work hours it will require additional changes if OVT or CPE hours were paid in the same week.
 - a. **Example:** *Employee was paid 40 hrs RGN and 2 hrs OVT. Employee should have recorded 8 hrs SCK during the week. You need to change OVT to NEP on the same adjustment voucher. This will result in a negative transaction and must be processed in the on-cycle payroll.*
3. If you need to remove leave hours (SCK,VAC) or change to an earn code that is included in the overtime calculation (HOL,HTK) in the same week that included NEP or NEC, you might need to modify to OVT or CPE.
 - a. **Example:** *Employee was paid 24.00 hrs RGN, 16.00 hrs VAC, and 8.00 hrs NEP. You need to change 16.00 VAC hours to 16.00 HTK hours. Since HTK is included in the overtime calculation, you also need to change the 8 hrs NEP to 8 hrs OVT.*

Reminder: There are some biweekly staff employees not using the TIME system (Physical Plant, IMU). If you hire them into hourly (HRR) jobs in your department, TIME will not change their regular hours (RGH)

to overtime. You will need to verify attendance with the departmental payroll clerk to see if you need to enter NEP hours or OVT hours based on any benefit (VAC, SCK, etc) hours used on their biweekly staff job. TIME will bring over RGH regular hours. You will need to enter a negative (-) transaction to remove the RGH and a positive (+) transaction to add the NEP or OVT hours.

Policy Changes: http://www.indiana.edu/~uhrs/policies/OT_changes.html