



Non-Exempt Overtime

Focus Group Meeting
February 1, 2022

Today's Agenda

1. Brief Overview of Recording Overtime for Non-Exempt Staff
2. Demonstration of NEW functionality
 - Series of live demonstrations
 - Questions following each topic
3. Validation Zoom Session (Feb. 8th) Instructions
4. Project Timeline
5. Next Steps
6. Questions

Reporting of Overtime for Non-Exempt Staff

- Non-Exempt Staff are required by the Fair Labor Standards Act to track their hours
- The UD WorkForce timesheet is NOW the **required** method to report time (with the exception of FOP Union)
- Timesheets should be submitted before the end of each pay period
- Timesheets require manager approval
- Overtime was previously paid by S-Contract
- When a Non-Exempt employee works more than 40 hours in a week, any hours worked over 40 will be calculated as **Overtime** (1.5 X employee's base hourly rate)
- For a Non-Exempt employee whose standard weekly hours is 37.5, any hours worked that is over 37.5 but less than 40 will be calculated as **Straight Time**
- Overtime will be paid in a subsequent pay according to pay period cut-off times
- Regular Pay continues to be paid as is

Demo - Entering Overtime on the Timesheet

- Time is recorded within the timesheet in one of two manners:
 - Within the Current Pay Period
 - Within a Prior Pay Period
 - When entering OT in a Prior Period, the timesheet must first be amended by a Manager to Timekeeper in order to allow the time to be reported
 - If the timesheet has partial Regular Time hours due to a partial day Time Off Request (TOR), the empty time slice for Regular Time must also be updated with in/out times to ensure the amended timesheet is calculated correctly
- Demonstration
- Q&A

Demo - Funding Changes for Overtime Pay

- The default funding (Speedtype) on a timesheet comes from the Labor Allocation Module (LAM) funding with the greatest percentage
- Managers and Timekeepers have the ability to change the Speedtype if needed
- Updates to Funding are to be made within the timesheet on the date the extra **Straight Time** or **Overtime** is calculated
- If a person is paid with a grant Speedtype and the timesheet has overtime, the timesheet funding (Speedtype) must be adjusted because ***overtime cannot be expensed to any grant or sponsored program***
- Demonstration
- Q&A

Demo - Flex Time in Lieu of Overtime

- An employee can use **Flex Time** instead of being paid Overtime within the *same week* in which Overtime is calculated
- Demonstration
- Q&A

Demo - Variable Contract Employees

- For a Variable Contract Employee who works outside of their Contract Period, the Manager or Timekeeper must update the employee's schedule temporarily to a 'blank' schedule template
- Then the Manager, Timekeeper or Employee can enter the time on the Timesheet
- Demonstration
- Q&A

Demo - Unpaid Leave

- When an employee is on Unpaid Leave status, a **Time Off Request** (TOR) must be submitted by a Manager or Timekeeper, along with JED and/or S-Contract
- The TOR will use the Pay Code of **UnPaid time** for the time not worked
- Demonstration
- Q&A

Demo - Timesheet Amendment Process

- When a prior period Timesheet is updated by an Employee, Manager or Timekeeper to enter missing hours, the Timesheet requires approval by a Manager or Timekeeper
- If Amended Timesheets are not reviewed and approved, the time will be captured by the Mass Approval process which runs as part of payroll processing
- When a timesheet is amended, an email will be sent to the Employee and Manager 1
- An email will be sent to the Employee, Manager 1, and Timekeeper 1 during the nightly calc 2 days prior to the current pay period if the amended timesheet remains unapproved and has overtime hours
- Q&A

Demo - Partial Day TOR Adjustments

- When a Non-Exempt Employee submits a partial day Time Off Request (TOR), the Employee (or Manager/Timekeeper) must update the time slice with remaining missing hours
- Demonstration
- Q&A

Demo - Shift Differential

- Shift Differential Pay is only available to Non-Exempt Employees in Student Health Services. The Manager or Timekeeper updates the employees Timesheet to add the Shift Differential hours and hourly rate (shift differential rate).
- Demonstration
- Q&A

Validation Session - Google Drive Setup

- Testing efforts will take place within the Google Drive
- Each College and Department has been set up with their own Folder
- Each Focus Group Member will be sent an email granting access to this folder and the folder for Job Aids which will be used for these efforts

UD WorkForce (Post Go Live) > Non-Exempt Overtime > Focus Group > Focus Group Validation

Name ↑	Last modified	File size
College of Education & Human Development	Jan 14, 2022 me	—
College of Engineering	Jan 14, 2022 me	—
College of Health Sciences	Jan 14, 2022 me	—
Facilities	Jan 14, 2022 me	—
HR	Jan 14, 2022 me	—
IT	Jan 14, 2022 me	—
Job Aids	Jan 26, 2022 me	—
Lerner College of Business & Economics	Jan 14, 2022 me	—
Library	Jan 14, 2022 me	—
Office of Communications & Marketing	Jan 14, 2022 me	—
Office of the Provost	Jan 14, 2022 me	—
Payroll	Jan 26, 2022 me	—

Validation Session - Locating Your Testing Script

- Within each College/Dept folder you will find your own personal folder

UD WorkForce (Post Go Live) > ... > Focus Group Validation > Payroll ▾

Name ↑	Last open
Angela Yang	Jan 26, 2024
Cheryl McFadden	4:41 PM
Laura Campbell	5:56 PM
Younes Haboussi	5:56 PM

- Your folder will contain your own personal Validation Script to be executed during the Validation Session on February 8th

UD WorkForce (Post Go Live) > ... > Payroll > Cheryl McFadden

Name ↑
Validation Script - CMc

Validation Session - The Testing Script

- You will use your own Userid to execute the Validation Script
- Passwords will be sent to each of you individually
- You will only execute the Scenarios within the Validation Script which apply to your College/Department

[illegible]

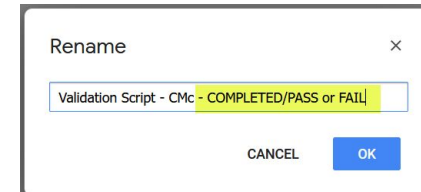
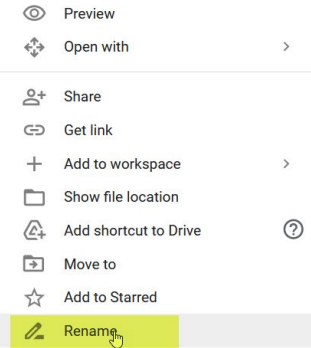
Validation Session Instructions

- Breakout Rooms available during the Zoom Session
- **Timeline: Feedback on Validation Scripts must be back to us by Tuesday, February 15th**
- Once you've completed your Validation Script **RENAME** it accordingly so our team can easily tell it's been completed and gather the necessary feedback

UD WorkForce (Post Go Live) > ... > Payroll > Cheryl McFadden

Name ↑

Validation Script - C



Timeline

- Design: June 2021
- Build: July 2021 - September 2021
- Testing: December 2021 - January 2022
- **Validation: February 2022 (Focus Group Deadline - 2/15)**
- Deployment: *Tentative March 1, 2022*
 - Any Overtime prior to this date will still need to be submitted via S-Contract

Next Steps

- Focus Group Google Drive links to be sent:
 - a. Link to the Focus Group Folder containing the Job Aids
 - b. Link to your personal Validation Folder
- Validation Zoom Session on February 8th (10 AM)
- Post Focus Group information to the UD WorkForce Website
- Any questions can be directed to udworkforce@udel.edu

Questions?