

Non-Exempt Overtime

Focus Group Meeting September 14, 2021



Today's Agenda

- 1. Revisit the Project Scope
- 2. Recording Overtime within a Current Pay Period
- Recording Overtime within a Prior Pay Period
- 4. Recording Overtime with Funding Changes
- 5. Review of Prior Topics
- 6. Project Timeline
- 7. Next Steps
- 8. Q&A



Our Project Scope

- Non-Exempt Staff are required by the FLSA to track their hours
- UD WorkForce System will be the required method to track time for benefited Non-Exempt Hours (not including FOP Union employees).
 Refer to <u>Job Aid</u>
- Timesheet will only generate pay for overtime hours
- Our main focus is the tracking of Non-Exempt Overtime
- Export Overtime Pay from UD WorkForce
- Discontinue payment of Overtime via S-Contract Form

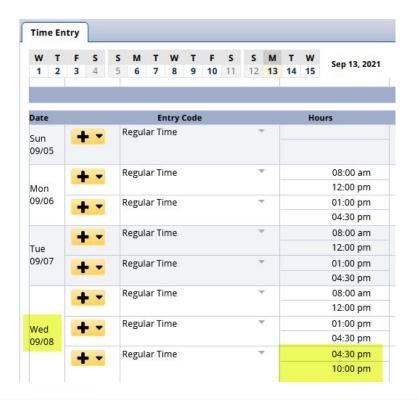


Recording Overtime - within a Current Pay Period

- Scenario: Employee entering hours within current pay period
- Employee, Manager, or Timekeeper enters the hours
- Hours must be reviewed and approved before the end of each pay period by a Manager or Timekeeper
- Reminder emails are sent to ALL Managers and Timekeepers indicating timesheet requires approval
- Overtime entered will be paid in a subsequent pay according to pay period cut-off times
- Example: Overtime for 9/8/2021, employee enters for the current pay, manager/timekeeper approve before the end of pay period 9/15/2021, overtime to be paid on 9/30/2021



Recording Overtime - within a Current Pay Period (cont'd)



Exceptions	Schedule	Time Off Results	Admin Bank	s
Work D	Assignmen	Pay Code	Paid Hours	Unpaid Ho
09/01/2021	Administrat	Regular Time	7.50	0.00
09/02/2021	Administrat	Regular Time	7.50	0.00
09/03/2021	Administrat	Regular Time	7.50	0.00
09/06/2021	Administrat	Regular Time	7.50	0.00
09/07/2021	Administrat	Regular Time	7.50	0.00
09/08/2021	Administrat	Regular Time	13.00	0.00
09/09/2021	Administrat	Regular Time	7.50	0.00
09/10/2021	Administrat	OT5 Overtime SM N	3.00	0.00
09/10/2021	Administrat	Regular Time	2.00	0.00
09/10/2021	Administrat	Straight Overtime	2.50	0.00
09/13/2021	Administrat	Regular Time	7.50	0.00



Recording Overtime - within a Prior Pay Period

- Scenario: Employee entering hours for a prior pay period
- Manager or Timekeeper opens the Timesheet for amendment
- Employee, Manager, or Timekeeper enters the hours
- Manager or Timekeeper should email employee of timesheet being open for amendment.
- Example: Current pay period 9/15/2021, try to enter overtime for pay period 3/15/2021
- Manager Amends the timesheet for pay period 3/15/2021
- Employee enters the overtime for 3/1/2021
- Amended Timesheet needs to be approved along with current pay period approval deadline 9/15/2021
- overtime will be paid on 9/30/2021



Recording Overtime - within a Prior Pay Period (cont'd)



М	Т	W	W	T	F	S	S	M	T	W	Т	F	S	S	M	Mar 1, 2021		
1	2	3	4	5	6	7 8		9 10		11 12		12 13		15	War 1, 2021			
Date						Er	ntry (Code	-				Hours					
		+			Regu	ar Ti	me			~				08:00 am				
		-												12:00 pm				
Mon		4			Regu	ar Ti	me				-	7	01:00 pm					
03/0	1													04:30 pm				
		4			Regular Time *								05:00 pm					
														11:00 pm				
		4			Regu	ar Ti	me			*				08:00 am				
Tue															12:00 pm			





Recording Overtime - within a Prior Pay Period (cont'd)

- Nightly email reminder notifications will be sent until the amended timesheet is approved. To whom - ALL Managers and Timekeepers?
- All Amendments require Manager/Timekeeper Approval
- WARNING: 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



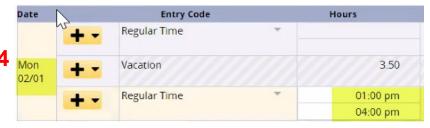
TOR Adjustments

- Be advised: submittal of a NEW Past Time off Requests may require an adjustment to be made to the impacted timesheet if it is less than the employee's Standard Daily Hours.
- Example: current pay period 9/15/2021, employee submits a past TOR for 2/1/2021 (2)
- The past TOR automatically opens the pay period 2/15/2021 (3)
- Employee will need to adjust the timesheet (4)
- Manager/Timekeeper will need to approve the amendment







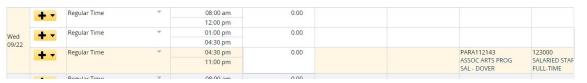




Recording Overtime - with a Funding Change

Date	Entry Code		Hours	Override Rate	Adjust Reason	Comments	Speed Type	Account
09/21	Regular Time	*	01:00 pm	0.00				
			04:30 pm					
-	Regular Time		08:00 am	0.00				
Wed			12:00 pm					
09/22	Regular Time	₩.	01:00 pm	0.00				
			04:30 pm					
4	Regular Time	~	08:00 am	0.00				
Thu			12:00 pm					
09/23	Regular Time	₩	01:00 pm	0.00				
			04:30 pm					
	Dogular Timo	-	00.00 am	0.00				

By default Funding is not displayed on the timesheet



By the addition of Overtime, Funding is now displayed on the timesheet

Work D	Assignmen	Pay Code	Paid Hours	Unpaid Ho	Est Gross P	Rate	Speed Type	Account	Class	
09/16/2021	Administrat	Regular Time	7.50	0.00	162.53	21.67	PARA112143	123000	401	
09/17/2021	Administrat	Regular Time	7.50	0.00	162.53	21.67	PARA112143	123000	401	
09/20/2021	Administrat	Regular Time	7.50	0.00	162.53	21.67	PARA112143	123000	401	
09/21/2021	Administrat	Regular Time	7.50	0.00	162.53	21.67	PARA112143	123000	401	
09/22/2021	Administrat	Regular Time	14.00	0.00	303.38	21.67	PARA112143	123000	401	
09/23/2021	Administrat	Regular Time	7.50	0.00	162.53	21.67	PARA112143	123000	401	
09/24/2021	Administrat	OT5 Overtime SM	4.00	0.00	130.02	32.51	PARA112143	123000	401	
09/24/2021	Administrat	Regular Time	1.00	0.00	21.67	21.67	PARA112143	123000	401	
09/24/2021	Administrat	Straight Overtime	2.50	0.00	54.18	21.67	PARA112143	123000	401	
00/27/2021	Administrat	Pogular Timo	7.50	0.00	162.52	21.67	DADA112142	122000	401	



	+ -	Regular Time	₩	08:00 am	0.00			
				12:00 pm				
Nad	+ -	Regular Time	Ψ.	01:00 pm	0.00			
/ed 9/22	The second			04:30 pm				
	+ -	Regular Time	₩	04:30 pm	0.00	PARA112143	123000	401
				11:00 pm	ASSOC ARTS PROG SAL - DOVER	SALARIED STAFF FULL-TIME	CLASS 401	
	+ -	Regular Time	*	08:00 am	0.00			
hu	The state of the s			12:00 pm				
9/23	+ -	Regular Time	*	01:00 pm	0.00			
				04:30 pm				
	+ -	Regular Time	*	08:00 am	0.00	PAYR112111	123000	000
ri				12:00 pm	pm	UD TIME	SALARIED STAFF FULL-TIME	CLASS 000 TEST
9/24	+ -	Regular Time	*	01:00 pm	0.00	PAYR112111	123000	000
				04:30 pm		UD TIME	SALARIED STAFF FULL-TIME	CLASS 000 TEST
	4 -	Regular Time	₩.			PARA112143	123000	401

If updates to
Funding are
required, they
are to be made
within the
Timesheet on the
day the Overtime
is calculated.

Exceptions	Schedule	Time Off Results	Admin Bank	S							
Work D	Assignmen	Pay Code	Paid Hours	Unpaid Ho	Est Gross P	Rate	Speed Type	Account	Class	Project	Userfield
09/16/2021	Administrat	Regular Time	7.50	0.00	162.53	21.67	PARA112143	123000	401		
09/17/2021	Administrat	Regular Time	7.50	0.00	162.53	21.67	PARA112143	123000	401		
09/20/2021	Administrat	Regular Time	7.50	0.00	162.53	21.67	PARA112143	123000	401		
09/21/2021	Administrat	Regular Time	7.50	0.00	162.53	21.67	PARA112143	123000	401		
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09/24/2021	Administrat	Regular Time	1.00	0.00	21.67	21.67	PAYR112111	123000	000		
09/24/2021	Administrat	Straight Overtime	2.50	0.00	54.18	21.67	PAYR112111	123000	000		
09/27/2021	Administrat	Regular Time	7.50	0.00	162.53	21.67	PARA112143	123000	401		

Updates are shown within the Results Tab accordingly.



			July 2	021		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Amendments approved Lock & Calc TS's Hours extracted to be paid July 15th Pay	2	3
4	5	TOR submitted 7/21 for 3.5 Hrs. TS must be adjusted to record 4.0 Reg Hrs and approved.	7	8 Emp works OT Hours Scenario 1 - Emp records OT Hours on 7/8 - Paid on 7/30	9	10
11	12	13	14	SM Pay 1J1 Scenario 1 - Mgr approves all current & amended timesheets	Amendments approved Lock & Calc TS's Hours extracted to be paid July 30th Pay	17
18	19	Scenario 2 - Mgr Amends Timesheet to allow Emp to record OT Hours	Scenario 2 - Emp records OT Hours for 7/8 - Paid on 8/15 Emp enters TOR for 7/6	22	23	24
25	26	27	28	29	SM Pay 2J1 Scenario 2 - Mgr approves all current & amended timesheets	31
1	Amendments approved Lock & Calc TS's Hours extracted to be paid Aug 15th Pay					



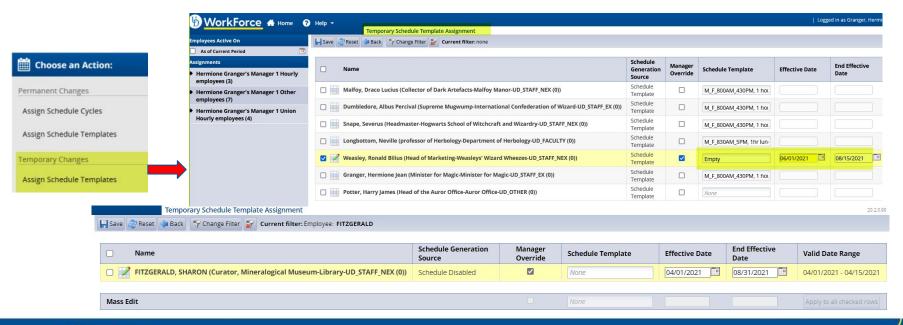
Prior Topics

- 1. **Flex Time** can be taken within the week during which the overtime is calculated by making schedule adjustments within UD WorkForce
- 2. **Unpaid Leave** corresponding TOR must be entered and will continue to be recovered via the S-Contract Form unless on an Unpaid Leave JED
- 3. Variable Contract Employees:
 - Working outside of recorded Contract Period will be managed within UD WorkForce by initiating a Temporary Schedule Change
 - Pay Code OCP (Outside Contract Pay) will be introduced on the timesheet for this time.
 - Schedule being 'Empty' or 'None'.
- 4. **Shift Differential** still looking into method to capture this information



Variable Contract Employees

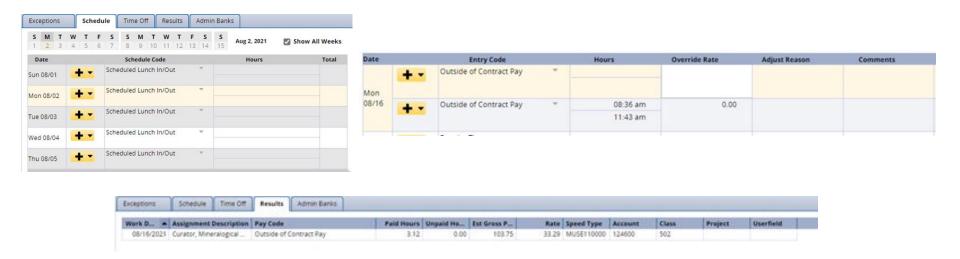
- Within UD WorkForce initiate a Temporary Schedule Change
- Schedule Template to be 'Empty' or 'None'





Variable Contract Employees

- Schedule will be blank for the date range
- On timesheet, add 'Outside of Contract Pay'





Split Funding

- Greatest percentage in LAM will be sent to UD WorkForce for funding
- Will not be visible on the timesheet, however, will be visible within the Results Tab
- Default will need to be adjusted if need be
- If Grant Speedtype exists on the timesheet, the timesheet funding will need to be adjusted as Grants cannot be charged for overtime

stribution	Effecti	ve Date					Find View All	First 4 1 of	3 (a) Last			
M Date 09		Eff 0 Seq Distribution	Funding En	d Date 05/31	/2022						Personalize Find [3]	First (4) 1-2 of 2 (4) Lat
Earn Code	Dist %	Purpose	Fund	Dept	Program	Source	Project	Account	Class UD Charfiel	1 SpeedType	Purpose Description	Dept Description
1.510	84.000	HIST112311	OPBAS	02947	INST1			122500	389	HIST 112311	GIAHISTORY	HISTORY
2 STU	10.000	HIST462114	OPBAL	02547	FAFEL			122500	389	HIST462114	STEWART ELYMAN FELLOWSHIP/IN	HISTORY



Timeline

- Design: June 2021
- Build: July 2021 September 2021
- Testing: October 2021 December 2021
- Deployment: Winter 2021



Next Steps

- Build of Training Job Aid(s)
- More detailed timeline for rollout/implementation
- Post Focus Group information to the UD WorkForce Website
- Continue to share any additional information regarding current process with us (udworkforce@udel.edu)



Questions?

