



## 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
3. 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 [Job Aid](#)
- 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)

**Time Entry**

W T F S S M T W T F S S M T W Sep 13, 2021  
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Date	Entry Code	Hours
Sun 09/05	Regular Time	
Mon 09/06	Regular Time	08:00 am
		12:00 pm
	Regular Time	01:00 pm
		04:30 pm
Tue 09/07	Regular Time	08:00 am
		12:00 pm
	Regular Time	01:00 pm
		04:30 pm
Wed 09/08	Regular Time	08:00 am
		12:00 pm
	Regular Time	01:00 pm
		04:30 pm
	Regular Time	04:30 pm
	Regular Time	10:00 pm

Exceptions	Schedule	Time Off	Results	Admin Banks
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)

Amend More Other Versions List View

This timesheet was already processed. Press amend button to make changes.

**Time Entry**

M T W T F S S M T W T F S S M Mar 4, 2021 ☒ Show All Weeks

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Date	Entry Code	Hours	Override Rate	Adjust Reason

**Time Entry**

M T W T F S S M T W T F S S M Mar 1, 2021

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Date	Entry Code	Hours
	+ Regular Time	08:00 am 12:00 pm
Mon 03/01	+ Regular Time	01:00 pm 04:30 pm
	+ Regular Time	05:00 pm 11:00 pm
Tue	+ Regular Time	08:00 am 12:00 pm

Exceptions	Schedule	Time Off	Results	Admin Banks
Work D...	Assignmen...	Pay Code	Paid Hours	U
03/01/2021	Administrat...	Regular Time	13.50	
03/02/2021	Administrat...	Regular Time	7.50	
03/03/2021	Administrat...	Regular Time	7.50	
03/04/2021	Administrat...	Regular Time	7.50	
03/05/2021	Administrat...	OT5 Overtime SM NEX	3.50	
03/05/2021	Administrat...	Regular Time	1.50	
03/05/2021	Administrat...	Straight Overtime	2.50	

# 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

1

Amend More Other Versions List View This timesheet was already processed. Press amend button to make changes.

Time Entry

M T W T F S S M T W T F S S M Feb 1, 2021 Show All Weeks

Date	Entry Code	Hours	Override Rate	Adjust Reason
Mon 02/01	Regular Time	08:00 am	0.00	
		12:00 pm		
	Regular Time	01:00 pm	0.00	
		04:30 pm		

3

Save More Other Versions List View Data reloaded.

Time Entry

M T W T F S S M T W T F S S M Feb 1, 2021

Date	Entry Code	Hours
Mon 02/01	Regular Time	
	Vacation	3.50

2

Request Details

Action	Date	Pay Code	Value
 	Mon 02/01/2021	Vacation	3.5 Hours ...

Comments

4

Date	Entry Code	Hours
Mon 02/01	Regular Time	
	Vacation	3.50
	Regular Time	01:00 pm 04:00 pm

# 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				
			12:00 pm					
Wed 09/22	+	Regular Time	01:00 pm	0.00				
			04:30 pm					
		Regular Time	08:00 am	0.00				
			12:00 pm					
Thu 09/23	+	Regular Time	01:00 pm	0.00				
			04:30 pm					
		Regular Time	08:00 am	0.00				
			12:00 pm					

By default Funding is not displayed on the timesheet

Wed 09/22	+	Regular Time	08:00 am	0.00				
			12:00 pm					
	+	Regular Time	01:00 pm	0.00				
			04:30 pm					
	+	Regular Time	04:30 pm	0.00		PARA112143 ASSOC ARTS PROG SAL - DOVER		123000 SALARIED STAF FULL-TIME
			11:00 pm					

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

Exceptions   Schedule   Time Off   Results   Admin Banks										
Work D...	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate	Speed Type	Account	Class	P
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...	OTS 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	
09/27/2021	Administrat...	Regular Time	7.50	0.00	162.53	21.67	PARA112143	123000	401	

Wed 09/22		Regular Time	08:00 am	0.00						
		Regular Time	12:00 pm							
		Regular Time	01:00 pm	0.00						
		Regular Time	04:30 pm							
Thu 09/23		Regular Time	04:30 pm	0.00						
		Regular Time	11:00 pm							
		Regular Time	08:00 am	0.00						
		Regular Time	12:00 pm							
Fri 09/24		Regular Time	01:00 pm	0.00						
		Regular Time	04:30 pm							
		Regular Time	08:00 am	0.00						
		Regular Time	12:00 pm							
Sat 09/25		Regular Time	01:00 pm	0.00						
		Regular Time	04:30 pm							
		Regular Time	08:00 am	0.00						
		Regular Time	12:00 pm							
Sun 09/26		Regular Time	01:00 pm	0.00						
		Regular Time	04:30 pm							
		Regular Time	08:00 am	0.00						
		Regular Time	12:00 pm							

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 Banks							
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		
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...	OTS Overtime SM ...	4.00	0.00	130.02	32.51	PAYR112111	123000	000		
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 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Amendments approved Lock & Calc TS's Hours extracted to be paid July 15 <sup>th</sup> Pay	2	3
4	5	6 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	15 SM Pay 1J1 Scenario 1 - Mgr approves all current & amended timesheets	16 Amendments approved Lock & Calc TS's Hours extracted to be paid July 30 <sup>th</sup> Pay	17
18	19	20 Scenario 2 - Mgr Amends Timesheet to allow Emp to record OT Hours	21 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	30 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 15 <sup>th</sup> Pay	2					

# 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'

**Choose an Action:**

Permanent Changes

Assign Schedule Cycles

Assign Schedule Templates

Temporary Changes

Assign Schedule Templates

➔

**WorkForce** Home ? Help

Logged in as Granger, Herm

**Temporary Schedule Template Assignment**

Employees Active On

☐ As of Current Period

**Assignments**

- ▶ Hermione Granger's Manager 1 Hourly employees (3)
- ▶ Hermione Granger's Manager 1 Other employees (7)
- ▶ Hermione Granger's Manager 1 Union Hourly employees (4)

<input type="checkbox"/> Name	Schedule Generation Source	Manager Override	Schedule Template	Effective Date	End Effective Date
<input type="checkbox"/> Malfoy, Draco Lucius (Collector of Dark Artefacts-Malfoy Manor-UD_STAFF_NEX (0))	Schedule Template	<input type="checkbox"/>	M_F_800AM_430PM, 1 ho		
<input type="checkbox"/> Dumbledore, Albus Percival (Supreme Mugwump-International Confederation of Wizard-UD_STAFF_EX (0))	Schedule Template	<input type="checkbox"/>	M_F_800AM_430PM, 1 ho		
<input type="checkbox"/> Snape, Severus (Headmaster-Hogwarts School of Witchcraft and Wizardry-UD_STAFF_NEX (0))	Schedule Template	<input type="checkbox"/>	M_F_800AM_430PM, 1 ho		
<input type="checkbox"/> Longbottom, Neville (professor of Herbology-Department of Herbology-UD_FACULTY (0))	Schedule Template	<input type="checkbox"/>	M_F_830AM_5PM, 1hr lun		
<input checked="" type="checkbox"/> Weasley, Ronald Bilius (Head of Marketing-Weasleys' Wizard Wheezes-UD_STAFF_NEX (0))	Schedule Template	<input checked="" type="checkbox"/>	Empty	06/01/2021	08/15/2021
<input type="checkbox"/> Granger, Hermione Jean (Minister for Magic-Minister for Magic-UD_STAFF_EX (0))	Schedule Template	<input type="checkbox"/>	M_F_800AM_430PM, 1 ho		
<input type="checkbox"/> Potter, Harry James (Head of the Auror Office-Auror Office-UD_OTHER (0))	Schedule Template	<input type="checkbox"/>	None		

Save Reset Back Change Filter Current filter: none

**Temporary Schedule Template Assignment**

20.2.0.90

Save Reset Back Change Filter Current filter: Employee: FITZGERALD

<input type="checkbox"/> Name	Schedule Generation Source	Manager Override	Schedule Template	Effective Date	End Effective Date	Valid Date Range
<input checked="" type="checkbox"/> FITZGERALD, SHARON (Curator, Mineralogical Museum-Library-UD_STAFF_NEX (0))	Schedule Disabled	<input checked="" type="checkbox"/>	None	04/01/2021	08/31/2021	04/01/2021 - 04/15/2021

Mass Edit ☐ None     Apply to all checked rows

# Variable Contract Employees

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

Exceptions Schedule Time Off Results Admin Banks														
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Aug 2, 2021 <input checked="" type="checkbox"/> Show All Weeks														
Date		Schedule Code		Hours	Total									
Sun 08/01	+ ▼	Scheduled Lunch In/Out												
Mon 08/02	+ ▼	Scheduled Lunch In/Out												
Tue 08/03	+ ▼	Scheduled Lunch In/Out												
Wed 08/04	+ ▼	Scheduled Lunch In/Out												
Thu 08/05	+ ▼	Scheduled Lunch In/Out												

Date		Entry Code	Hours	Override Rate	Adjust Reason	Comments
Mon 08/16	+ ▼	Outside of Contract Pay				
	+ ▼	Outside of Contract Pay	08:36 am 11:43 am	0.00		

Exceptions Schedule Time Off Results Admin Banks											
Work D...	Assignment Description	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate	Speed Type	Account	Class	Project	Userfield
08/16/2021	Curator, Mineralogical ...	Outside of Contract Pay	3.12	0.00	103.75	33.29	MUSE110000	124600	502		

# 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

Distribution Effective Date													
Find   View All													
First 1 of 3 Last													
Eff Date 09/01/2021 Eff Seq 0 Funding End Date 05/31/2022													
Earnings Code Distribution													
Personalize   Find   1-2 of 2   Last													
Earn Code	Dist %	Purpose	Fund	Dept	Program	Source	Project	Account	Class	UD Chartfield	SpeedType	Purpose Description	Dept Description
1 STU	84.000	HIST112311	OPBAS	02547	INST1			122500	389		HIST112311	GIA HISTORY	HISTORY
2 STU	16.000	HIST462114	OPBAL	02547	FAFEL			122500	389		HIST462114	STEWART ELYMAN FELLOWSHIPIN	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](mailto:udworkforce@udel.edu))

# Questions?