FLSA Rule Change and Web Time Entry Frequently Asked Questions

The purpose of this document is to outline Frequently Asked Questions for those employees impacted by the Fair Labor Standards Act Overtime Exemption rules change with regards to time reporting and Web Time Entry.

1. **Why are some employees being changed from salaried (exempt) employees to hourly (non-exempt) employees?**
   The Department of Labor issued a ruling that is effective on December 1, 2016 that updates the requirements of the Fair Labor Standards Act (FLSA) guidelines. The biggest change is raising the salary threshold to be considered a salaried (exempt) employee, and therefore exempt from overtime regulations under the Fair Labor Standards Act, from $23,660 annually to $47,476 annually. An employee must make more than the threshold **and** meet the requirements of the duties test in order to be considered exempt by FLSA guidelines. The university has evaluated all positions impacted by the rules change and made adjustments to exempt/non-exempt status accordingly. More information regarding the FLSA ruling can be found at www.dol.gov .

2. **How will time and leave reporting be affected?**
   Hourly employees are required to maintain a daily record of actual hours worked and leave hours taken for each pay period during which any time is worked. As such, employees changing from salaried (exempt) to hourly (non-exempt) status will no longer use the Leave Reporting system. These employees will now need to report time using Web Time Entry (Time Sheet) via RamPort.

3. **When will this change take effect and how will the first payroll work?**
   Employees changing from exempt to non-exempt status will begin entering hours into Web Time Entry via RamPort for hours worked beginning on November 1, 2016.

   Employees will receive their regularly scheduled paycheck on November 1, 2016 for time worked in October 2016. They will receive their next check on November 23, 2016 (since the 25th is a holiday) for time worked November 1st – 15th. Their next check will be on December 9, 2016 (since the 10th is on a weekend) for time worked November 16th-30th.

   Non-exempt employees receive pay on the 25th of each month for time worked the 1st through the 15th, and on the 10th of each month for time worked the 16th through the 31st.

4. **How will my insurance premiums and contributions be deducted?**
   Deductions such as insurance, SECC (United Way), etc. will be split evenly between the two semi-monthly paychecks.

5. **How will my retirement and taxes be deducted?**
   Retirement and taxes are deducted from all paychecks. They are calculated based on wages earned for that pay period and will vary on each paycheck.

6. **When will I receive longevity pay?**
   State policy states that longevity pay is not to be split and can only be paid for the first half of the pay period (1st – 15th). So it will be paid on the 25th of each month.

7. **When are leave balances accrued and posted?**
   Leave accruals (vacation and sick leave) are earned on the 1st of every month; however, they will not be posted on Leave Balances via RamPort until the 25th of the month. If leave is taken prior to it accruals being posted on Leave Balances, the Web Time Entry Adjustment Form will need to be submitted to Payroll Services for processing.

8. **What is the work week that Angelo State uses for payroll and time keeping purposes?**
   The work week for ASU begins on Monday at 12:00 am and ends on Sunday at 11:59 pm for overtime calculations. Please keep in mind that this work week may be split between 2 payroll periods.

9. **What does a typical work week look like?**
   A typical work week is 40 hours of regular time worked between Monday at 12:00 am and Sunday at 11:59 pm.

   An employee may use available leave accruals (vacation and sick leave) or available Compensatory or Equivalent time to make up a 40 hours work week when they do not physically work 40 regular hours.

   It is the policy of the university that work schedules are planned and organized so that hourly employees do not work in excess of established work periods. However, if unavoidable, an employee who works in excess of 40 regular hours in a week is compensated with either compensatory hours or equivalent hours (See Question #10).

   Reminder: Compensatory or Equivalent Time is based on a 40 hour work week, not daily totals. Working over 8 hours in one day does not necessarily mean that you will have earned Comp/Equiv Hours for that day. You must physically work over 40 hours in a Monday through Sunday workweek before Comp/Equiv will be calculated.

10. **What is the difference between compensatory time and equivalent time?**

    Compensatory Time (Comp) is time off, granted at one and a half times, for every single hour physically worked in excess of 40 hours in a week.

    Equivalent Time (Equiv) is time off for hours recorded during a workweek that includes hours worked, leave hours taken, or where an hourly employee works on an official holiday. In these situations, the employee's payroll record would reflect a combination of paid leave and hours worked that exceeds 40 hours but the employee has not physically worked more than 40 hours to warrant time and a half compensatory time. Equivalent time is granted as time off on a straight hour-for-hour basis.

    Refer to OP 52.28 Hours of Work, Overtime, and Compensatory Time for more detailed information.

11. **How do I calculate my hourly rate of pay?**
    Take your annual base salary and divide that amount by 2080 which is the number of workable hours in a year for a full-time employee. *For example: An annual salary of $30,000, divided by 2080 will have an hourly rate of $14.42.*

    If you do not know your annual base salary, this may be found under Jobs Summary via RamPort. (Click on your most recent job title. You will then see a Job Detail with the most current annual base salary listed at the top)

12. **Is there a field on the timesheet to indicate how many total hours should be entered for the pay period?**
    No, you will need to be aware of how many workable hours that should be recorded for a pay period. Please refer to the ***Payroll Calendar*** for a schedule of hours per specific pay period, pay dates, deadlines, etc.

13. **Are there controls to ensure that I do not enter more hours than are allowed within a pay period?**
    No, it is the responsibility of the time submitter and approver to ensure accuracy. Payroll also has edits to help with extreme outliers, but inaccuracies should be corrected by the time approver prior to a timesheet being approved.

14. **Once the pay period opens should I complete my timesheet for the entire pay period?**
    No, ideally you should enter your time on a daily basis and **SAVE** it. Once all time is recorded for the pay period and saved, **SUBMIT** the timesheet for approval. Make sure to wait and submit your timesheet after all hours have been worked, recorded, and completed.
15. **What if I work on a designated university holiday?**
    The employee should enter regular work hours if working a holiday. They will need to enter hours of *Equivalent Time Earned* so that they have those hours available to take at a later date. Refer to OP 52.19 Holidays.

16. **Will the system automatically know when holidays occur?**
    No, the employee must put holiday hours in the appropriate line on their Web Time Entry (Time Sheet). The employee and approver are responsible for the accuracy of the timesheet. The approver would need to catch incorrect holiday entries.

17. **How do I correct time in a day?**
    If the timesheet has not been submitted or has been returned for correction by an approver, the employee should make the corrections, save, and re-submit the timesheet.

    If the timesheet has been submitted but not yet approved, the approver can return the timesheet for correction to the employee if time permits. The employee can then make the corrections, save and re-submit the timesheet. If the employee submission deadline has passed (see ***Payroll Calendar***), the approver can make the corrections to the timesheet. Approvers should **always** add a comment when making changes to an employee timesheet.

    If the timesheet has been approved by the final time approver, the approver will need to contact Payroll Services.

    Note: Do not put "0" on any days not worked. This causes issues with the Web Time Entry system and can create errors on the time record.

18. **Why can I not update my hours? The box to enter hours is gone.**
    If you have already submitted your timesheet for approval or if the submission deadline has passed, you can no longer enter hours onto your timesheet. If time permits, your approver can return it for correction so that you can enter hours and re-submit. If the deadline has passed and you did not submit your timesheet, you will need to complete a paper timesheet (Monthly Time Record Form) and take it to Payroll Services for processing. Paper timesheets must be signed by the employee and approver(s).

19. **What if I am out of the office at the end of a pay period? Can they submit my timesheet early?**
    Yes, we highly encourage employees who are scheduled to be out of the office at the end of a pay period to submit their timesheet prior to being out. If a timesheet is not submitted prior to being out, a paper time sheet will have to be completed and brought to Payroll Services in order for payment to be processed. This can delay an employee from being paid on the scheduled pay date. So please make sure that you have made arrangements to either submit your time prior to being out of the office.

20. **Can a supervisor enter hours for me?**
    No, the supervisor should not enter hours for their employees.

21. **Why can I not see future pay periods in Web Time Entry?**
    Pay periods are not open until the first day of the pay period, and are only open during that period. Hours can be submitted until the scheduled deadline. Please refer to the ***Payroll Calendar*** for specific dates.

22. **How will I get notified if my timesheet has been returned for correction?**
    Your approver is responsible for notifying you if they returned your timesheet for correction. At this time you will *not* get an e-mail notification when this happens.

23. **What if an approver is on vacation during approval deadlines?**
    The web time entry system is available via RamPort 7 days a week/24 hours a day. Approvers should set up a proxy in the Web Time Entry system to approve time in their absence. Proxies should be established in accordance with the approved University Succession Plan.

24. **What do I do if I cannot open my timesheet?**
    Please contact Payroll Services at 325-942-2727 or payroll@angelo.edu