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<b>Section:</b> Human Resources	
<b>Subject:</b>  Non-Exempt Hours and Overtime	

## **Non-Exempt Hours and Overtime:**

Employees classified as non-exempt are required to track their hours worked. Overtime is not a right of any employee. It is always driven by business needs and controlled by management. It is the responsibility of the employee as well as the supervisor to be aware of their hours on any given week.

Hours over 40 per week are turned into Compensatory Time (Comp Time) at 1.5 times the hours worked. As a general rule, Comp Time will be automatically carried over from month to month, ideally to be used up during weeks when the employee may not reach 40 hours or during planned time off. Comp Time carries over and can never be lost. USU Policy states that employees should not carry more than 120 hours of Comp Time.

Under some circumstances, a request may be made to have excessive Comp Time paid out. All Comp Time payout requests will be approved through the Executive Director. (see below for procedure)

Hours may be personally tracked either by utilizing TC1 or by any other method as agreed upon by the Supervisor and the employee. It is ultimately the Supervisor's decision to use TC1 if it is deemed necessary. If TC1 is utilized, it is the responsibility of the employee and the supervisor to review the hours as needed. Weekly reports will not be sent out. **My Time** is the system of record for hours worked and is utilized to record Comp Time or apply leave as appropriate.

### **Procedure:**

#### **Submitting Leave:**

1. Leave is to be coordinated in advance, as much as possible, with your appropriate supervisor as well as anyone else that may need to know. This may be done by creating a meeting in Outlook, showing the time as "free" and inviting the supervisor and others.
2. **DO NOT USE My Time TO REQUEST LEAVE IN ADVANCE.** This will create a problem with recording weekly hours.

#### **Weekly Certification of Hours:**

1. Each day, employee uses TC1 to punch in and out as appropriate to include punching out for lunch breaks or other activities not work related. If TC1 is not used, the employee will track their hours worked to the nearest .25 hours.
2. Each Monday, the employee will review their hours worked for the previous week as recorded in TC1 or tracked personally and record the hours – by day - in **My Time**. (For direction on utilizing My Time, visit [www.mytime.usu.edu](http://www.mytime.usu.edu))
3. For each day of the week, adjust the hours worked per the following:
  - a. If you worked the scheduled total hours for the day, do nothing.
  - b. If you worked more than the scheduled hours for the day:
    - i. Enter an Exception utilizing the Leave & Exceptions Tab in My Time for that day. Include an explanation as to why you worked more hours than scheduled
    - ii. Exceptions will show up immediately on the Time Sheet for that week
  - c. If you worked less than the scheduled hours for the day:

- i. Enter Leave utilizing the Leave & Exceptions Tab in **My Time** for that day. Options for leave include: (leave totals available are listed at the bottom of the page in **My Time**)
    1. Annual Leave – Taking Vacation Time earned as part of your contract
    2. Sick Leave – Taking Sick Leave earned as part of your contract
    3. Bereavement – see USU Policy
    4. Jury – see USU Policy
    5. Military – see USU Policy
    6. Leave without Pay
    7. Comp Time Taken
      - a. Comp Time Taken that has been earned previous to the current week and is taken in lieu of Annual Leave.
      - b. Comp Time Taken that was earned during the same week. (for example working extra unscheduled hours, then leaving early on a different day that week)
  - ii. Leave taken will have to be approved before it will show up on the Time Sheet for that week
4. Once all Leave and Exceptions are entered and the time is updated, the employee will certify that all hours worked and leave taken are reflected on the time sheet.
  - a. Select “I Agree with the statement above”
  - b. Submit Time Sheet
5. Supervisor will receive an E-mail that will request them to approve the time sheet. This should be done as soon as possible after received.

**Requesting Payout of Comp Time:**

1. Employee will submit an e-mail to their supervisor requesting a payout of comp time. Include the total amount of comp time requesting payout for as well as the total dollar amount that the leave represents.
2. If Supervisor approves of the payout, the supervisor will then forward the e-mail to the Executive Director adding their approval in the e-mail.
3. If approved the Executive Director will forward and approve the request to the Leave Manager in the Business Services Office for processing.
4. The Executive Director will have final say whether comp time is paid out or not.