University of Iowa
FLSA DECISION TREE

EMPLOYEE/SUPERVISOR ESTABLISH WEEKLY WORK SCHEDULE

DOES THE EMPLOYEE WORK ADDITIONAL TIME OUTSIDE OF ESTABLISHED SCHEDULE?

NO → ALL HOURS WORKED ARE PAID AT THE REGULAR RATE

YES → **IS THE WORK WEEK OVER?**

IS THE WORK WEEK OVER? → NO → **THE SUPERVISOR CAN APPROVE THAT THE REMAINDER OF THE WEEK IS WORKED AS ORIGINALLY SCHEDULED, MEANING THE EMMPLOYEE MAY EARN OVERTIME.**

NO → **SUPERVISOR MAY DIRECT FEWER WORK HOURS LATER IN THE SAME WEEK** → ALL HOURS WORKED ARE PAID AT THE REGULAR RATE

YES → **DOES THE TIME WORKED THAT WEEK EXCEED 40 HOURS (NOT INCLUDING VACATION, SICK, HOLIDAY)?**

NO → HOURS WORKED ARE PAID AT THE REGULAR RATE. ENTER AS "HOURS IN EXCESS OF REGULAR SCHEDULE-CODE 71" IN TIME & ATTENDANCE APPLICATION *****

YES → **THE EMPLOYEE'S OVERTIME MUST BE COMPENSATED AT 1.5x THE REGULAR HOURLY RATE.**

→ **DOES THE DEPARTMENT ELECT TO USE COMP TIME AS OVERTIME COMPENSATION?**

YES → COMP TIME ACCRUES AT 1.5x THE HOURS WORKED. ENTER AS "P&S NON-EXEMPT COMPENSATORY HOURS EARNED-CODE 75" IN TIME & ATTENDANCE APPLICATION *****

NO → OVERTIME MUST BE PAID. ENTER <u>ACTUAL</u> AMOUNT OF TIME AS "HOURS IN EXCESS OF REGULAR SCHEDULE-1.5x REGULARLY HOURLY RATE-CODE 70" IN TIME & ATTENDANCE APPLICATION *****

***** = Staff and supervisors using other system applications to report time worked, e.g. ELMS for UI Health Care, will utilize different reporting entries.

NOTES:

Code 70 is entered as actual overtime hours worked
Code 71 is entered as actual hours worked at regular rate
Code 75 is entered as 1.5 times the actual hours worked for overtime rate;
additional non-overtime hours are recorded as actual hours worked