University of Iowa
FLSA DECISION TREE

EMPLOYEE/SUPERVISOR
ESTABLISH WEEKLY WORK SCHEDULE

Does the employee work additional time outside of established schedule?

Yes

The supervisor can approve that the remainder of the week is worked as originally scheduled, meaning the employee may earn overtime.

No

Is the work week over?

Yes

All hours worked are paid at the regular rate.

No

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

Overtime must be paid. Enter actual amount of time as "hours in excess of regular schedule: 1.5x regularly hourly rate-code 70" in time & attendance application.

No

Comp time accrues at 1.5x the hours worked. Enter as "P&I Non-exempt compensatory hours earned-code 75" in time & attendance application.

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 supervisor may direct fewer work hours later in the same week.

All hours worked are paid at the regular rate.

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

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