

## Overtime Calculations

### Shaken, Not Stirred

James has worked more than his usual 40 hours this week. Time for an Overtime Calculation Cocktail (or "calctail")! Premium or Straight? Mixed? What's the difference between the types of overtime anyway? For answers, check out the "Hours of Work" section in James' particular policy or contract. There you will find definitions on the standard workweek, overtime, compensatory time and the like.

Remember that overtime is something that applies **ONLY** to **NON**-exempt employees. If you're not sure whether your employee's appointment is Exempt or Non-Exempt check the Salary Scales (<http://hr.ucsb.edu/SS/ss-menu.htm>). In the "OT" column you'll find either "E" for Exempt or "N" for Non-Exempt for each job title. Or you can check out the new FLSA field in the appointment section of IAPP or IAPT in PPS. Now for some calctail formulas:

**Premium overtime** is time worked over 40 hours in a week. The key word here is "worked". Sick leave, vacation, comp time taken or holiday hours generally don't count as time worked. (Although sometimes they do, depending on the employee's policy or contract. Always check!) Premium overtime is calculated on one-and-a-half times the regular rate of time (1 hours of premium OT worked = 1.5 hours earned).

- James worked his regular Monday through Friday schedule (40 hours)
- He worked another 6 hours on Saturday \* Overtime worked: 6 hours
- Actual time worked: 46 hours ( $40+6=46$ ). 46 is more than 40, so...
- Calctail: 9 hours Premium ( $6*1.5=9$ )

**Straight overtime** is time worked that is more than an employee's regularly scheduled hours but less than 40 hours. Straight overtime is calculated at "one-time" rate (1 hour of straight OT worked - 1 hour earned).

- James was out on Labor Day (8 hours)
- He worked the rest of his regular schedule Tuesday through Friday (32 hours)
- He worked another 6 hours on Saturday \* Overtime worked: 6 hours
- Actual time worked: 38 hours ( $32+6=38$ ). 38 is less than 40, so...
- Calctail: 6 hours Straight ( $6*1=6$ )

Here's when you would make a blended concoction with **both premium AND straight** overtime.

- James was out on Labor Day (8 hours)
- He worked the rest of his regular schedule Tuesday through Friday (32 hours)
- He worked another 6 hours on Saturday \* He worked another 4 hours on Sunday
- Overtime worked: 10 hours \* Actual time worked: 42 hours ( $32+10=42$ ) 2 of the 10 overtime hours are more than 40 and 8 are less, so...
- Calctail: 3 hours Premium ( $2*1.5=3$ ) and 8 hours Straight ( $8*1=8$ )

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