

Purpose: To describe the rules and methods for calculating overtime pay for non-exempt employees and recording overtime hours on the employee's timesheet.

Target Audience: University Employees
MAU Departments
MAU Payroll Offices

General Overtime Guidelines

The Fair Labor Standards Act (FLSA) requires that all non-exempt employees be paid time and one-half of their regular rate of pay for all hours physically worked in excess of

Overtime

Non-Exempt Calculated for

Exempt

Calculating Overtime Pay

Overtime pay is calculated at the employee's regular rate of pay times 1.5 (or time and one-half).

If the employee works two jobs, the department that causes/requires the overtime will be responsible to pay the overtime rate. If the jobs are paid at different pay rates, overtime is calculated using the highest rate of pay times 1.5 (or time and one-half).

Overtime hours are listed as a separate line item on the