

Overtime Processing for Hourly Adjuncts

Purpose: *To describe the process for calculating and entering overtime for those employees with a non-exempt primary position and an additional adjunct position.*

Target Audience: MAU Payroll Offices

General Guidelines

According to the FLSA (Fair Labor Standards Act), an employee with a primary non-exempt (hourly) position and an additional adjunct faculty position (typically an exempt job) must have all hours worked considered as non-exempt and therefore subject to overtime and paid overtime premium.

Entering Overtime on the Timesheet

The employee must submit a time sheet (whether electronic or paper) for each job worked that indicates the hours actually spent working on the particular job. For hourly adjunct positions, all hours spent prepping for class, teaching, advising, and grading papers are considered work hours. If an employee has a full-time non-exempt primary position, then typically all hours worked on the adjunct hourly position would be eligible for overtime.

Calculating and Entering Overtime in Banner

Because the employee is working multiple jobs, the timesheets for all of the employee's jobs should be reviewed together to determine the number of hours worked and the number of overtime hours. If the jobs pay at different rates, the overtime hours and premium pay must be calculated using the highest hourly rate of all active jobs. However, overtime hours should be attributed to the job that caused the overtime situation.

Listed below are possible scenarios for calculating overtime rates, and entering the hours in Banner:

Adjunct position is at a higher hourly rate and overtime was earned on the adjunct position:

- Enter the number of overtime hours earned while working in the adjunct job on the adjunct position. Use earnings code 302 (overtime) and the adjunct hourly rate.

Adjunct position is at a higher hourly rate and overtime was earned on the non-exempt primary position:

- In PHAHOUR, key the number of overtime hours on the non-exempt primary position using earnings code 140 (Adjustment Hours).
- To determine the rate to use for earnings code 140, multiply the higher adjunct position rate displayed in the key block by 1.5. If out-of-class pay is indicated by

a value other than "1" in the shift field, adjust the rate according to the percentage rate increase in effect.

- Key the calculated rate into the rate field.
- From the resulting total, break out the regular hourly rate from the overtime premium pay in the time distribution block with the appropriate account codes. 66% of the overtime labor will be charged to account code 1651, and 34% to account code 1671. All other labor account numbers will remain the same.

Non-exempt position is at a higher hourly rate and overtime was earned on the non-exempt position:

- Use the normal overtime process.

Non-exempt position is at a higher hourly rate and overtime was earned on the adjunct position:

- Enter the number of overtime hours earned while working the adjunct job on the adjunct position. Use earnings code 302 (overtime) and the non-exempt hourly rate.