**Calculating Overtime**

**Overtime is required to be paid when non-exempt employees physically work over 40 hours in a WEEK (not a pay period).** Even though JMU pays semi-monthly, hourly pay periods 1st -15th and 16th-31st, overtime is calculated by the number of hours worked Sunday through Saturday, unless your work-week has been designated differently and approved by HR. Additionally, overtime is not contingent on the budgetary constraints of the department. If more than 40 hours are physically worked Sunday - Saturday, the non-exempt employee must receive overtime compensation accordingly.

It is the supervisor’s responsibility to ensure that hours are calculated and reported correctly. It is the timekeeper’s responsibility to double check and audit the timesheets before submitting the employee’s time to Payroll Services via JMU Time Entry.

**For example:**

July Timesheet, pay period 1st – 15th

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |  |
| **Total Hours** |  | **5** |  | **10** | **3.5** | **6** |  |  | **4.75** | **8** | **8** | **8** | **8.50** |  |  | Cum. Total:  **61.75** |

July Timesheet, pay period 16th – 31st

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |
| **Total Hours** | **8** | **8** | **7** | **8** |  |  |  | **8** | **8** | **8** | **10** | **10** |  |  | **8** | **8** | Cum. Total:  **91** |

August Timesheet, pay period 1st – 15th

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |  |
| **Total Hours** | **10** | **8** | **8** |  |  | **6.5** | **8** | **5.75** | **9** | **8** |  |  | **8** | **6** | **10** | Cum. Total:  **87.25** |

August Timesheet, pay period 16th – 31st

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |
| **Total Hours** |  | **10** |  |  |  |  | **8** | **7.25** | **6.5** |  |  | **7.75** | **9** | **5.50** |  | **6.75** | Cum. Total:  **60.75** |

**NOTE:** The hours, as recorded above for the **PAY PERIODS** are not all regular hours. Some **WEEKS** have overtime applicable.

Hours worked are displayed on the monthly calendars below for training purposes. In order to properly submit an employee’s time, you must look not only at their individual timesheet, but at a monthly calendar to ensure no overtime hours are owed.

Total **WEEKLY** hours are recorded for training purposes below. Please note that the employee has worked over 40 hours two weeks during July and August.

| ◄ [Jun 2012](http://www.wincalendar.com/June-Calendar/June-2012-Calendar.html) | **~ July 2012 ~** | | | | | [Aug 2012](http://www.wincalendar.com/August-Calendar/August-2012-Calendar.html) ► |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| 1 | 2  **5** | 3 | 4  **10** | 5  **3.5** | 6  **6** | 7  Weekly Total = 24.50 |
| 8 | 9  **4.75** | 10  **8** | 11  **8** | 12  **8** | 13  **8.50** | 14  Weekly Total = 37.25 |
| 15 | 16  **8** | 17  **8** | 18  **7** | 19  **8** | 20 | 21  Weekly Total = 31 |
| 22 | 23  **8** | 24  **8** | 25  **8** | 26  **10** | 27  **10** | 28  Weekly Total = 44  OT Earned |
| 29 | 30  **8** | 31  **8** | Notes: | | | |

| ◄ [Jul 2012](http://www.wincalendar.com/July-Calendar/July-2012-Calendar.html) | **~ August 2012 ~** | | | | | [Sep 2012](http://www.wincalendar.com/September-Calendar/September-2012-Calendar.html) ► |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  | 1  **10** | 2  **8** | 3  **8** | 4  Weekly Total = 42  OT Earned |
| 5 | 6  **6.50** | 7  **8** | 8  **5.75** | 9  **9** | 10  **8** | 11  Weekly Total = 37.25 |
| 12 | 13  **8** | 14  **6** | 15  **10** | 16 | 17  **10** | 18  Weekly Total = 34 |
| 19 | 20 | 21 | 22  **8** | 23  **7.25** | 24  **6.5** | 25  Weekly Total = 21.75 |
| 26 | 27  **7.75** | 28  **9** | 29  **5.5** | 30 | 31  **6.75** | Notes:  Weekly Total = 29 |

When calculating regular and overtime hours, you must add up the total number of hours worked during the pay period. For example: For the July 16th-31st pay period, 91 hours were worked total. However, 4 of those 91 hours are overtime, earned the week of July 22nd – 28th. Therefore, you would submit 87 hours as “regular” hours and 4 hours as “overtime” hours (see breakdown of hours on the timesheet below).

When calculating the following pay period’s hours, you must add up the total number of hours worked during the pay period. For example: August 1st-15th the employee worked 87.25 hours. However, if you look at the monthly calendar, 2 hours were overtime, earned the week of July 29th-August 4th. Therefore, you would submit 85.25 hours as “regular” hours and 2 hours as “overtime” hours.

**See the breakdown of hours on the individual timesheets below:**

July Timesheet, pay period 1st – 15th

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |  | Reg Hours:  **61.75** |
| **Total Hours** |  | **5** |  | **10** | **3.5** | **6** |  |  | **4.75** | **8** | **8** | **8** | **8.50** |  |  | Cum. Total:  **61.75** | OT Hours**\*\***: |

July Timesheet, pay period 16th – 31st

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  | Reg Hours:  **87** |
| **Total Hours** | **8** | **8** | **7** | **8** |  |  |  | **8** | **8** | **8** | **10** | **10** |  |  | **8** | **8** | Cum. Total:  **91** | OT Hours**\*\***:  **4** |

August Timesheet, pay period 1st – 15th

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |  | Reg Hours:  **85.25** |
| **Total Hours** | **10** | **8** | **8** |  |  | **6.5** | **8** | **5.75** | **9** | **8** |  |  | **8** | **6** | **10** | Cum. Total:  **87.25** | OT Hours**\*\***:  **2** |

August Timesheet, pay period 16th – 31st

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  | Reg Hours:  **60.75** |
| **Total Hours** |  | **10** |  |  |  |  | **8** | **7.25** | **6.5** |  |  | **7.75** | **9** | **5.50** |  | **6.75** | Cum. Total:  **60.75** | OT Hours**\*\***: |

As you will see by looking at a monthly calendar, sometimes the pay period ends in the middle of a week. Therefore, when reporting and calculating overtime, you must look not only at the pay period dates on the individual’s timesheets (prior pay period’s hours and current pay period’s hours), but also the hours worked **per week** on a monthly calendar.

**NOTE: This is not a new process. However, through departmental audits, it has been discovered that some departments are not aware of how to properly determine and calculate/report overtime for their hourly “non-exempt” staff. This document has been prepared to help timekeepers understand how to accurately calculate overtime.**