

Overtime Payment How-to Guide

Utilize this guide for overtime payments for non-exempt staff working in another department or in a position other than their primary job.

Primary Job: Staff (non-exempt) – Paying for one-time work in another department

- This employee has a full-time position with UVM. This work is not expected to be on-going, though it may be for more than one day. Typically results in less than 40 hours in a semester (de minimus work.) A combo code must be included when routing and should be associated with the account code for staff work and not temporary employee wages.

Primary Job 1.0 FTE

1. **Overtime Hours:** Utilize eAPF to pay on primary job
 - Reason code: OT_demin work in another department
 - Earnings code: 030
 - Submit each by pay period or weekly.
 - Must include hours worked (ACA hours section.)
 - Must include rate (use comments section.)
 - Include total of additional payment hours x income average OT rate.
 - An attachment of the [Income Average Calculation spreadsheet](#) to demonstrate the adjusted OT rate for the employee and calculate the total OT payment. If same rate is used, document that in the comments section and the OT rate at 1.5x regular rate.
 - Adhoc the primary department eAPF user to ensure that the employee worked the overtime hours indicated in the eAPF between both the primary and secondary departments.

Primary job less than 1.0 FTE

1. **Regular Hours:** Utilize eAPF for regular hours to pay on primary job
 - Reason code: staff short-term FTE increase for hours up to the weekly standard hour max for the position (either 37.5 or 40).
 - Earnings code: 512 or 130
 - Submit each by pay period or weekly
 - Must include additional REGULAR hours worked (ACA hours section)
 - Must include rate (use comments section)

E.g., 0.5 FTE primary job. Additional hours on eAPF with this reason code may not be greater than 20 or 18.75 depending on standard hours for the position.

2. **Overtime Hours:** Utilize eAPF for OT hours to pay on primary job
 - Reason code: OT_demin work in another department
 - Earnings code: 030
 - Submit each by pay period or weekly

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- Must include additional OT hours worked (ACA hours section) over 37.5 or 40 hours depending on standard hours for the position.
- Must include rate (use comments section.)
- Include total of additional payment hours x income overage OT rate.
- An attachment of the [Income Average Calculation spreadsheet](#) to demonstrate the adjusted OT rate for the employee and calculate the total OT payment. If same rate is used, document that in the comments section and the OT rate at 1.5x regular rate.
- Adhoc the primary department eAPF user to ensure that the employee worked the overtime hours indicated in the eAPF between both the primary and secondary departments.

Primary Job: Staff (non-exempt) & Secondary Job: Temporary (must be non-exempt)

- The employee has a primary full-time staff position at UVM that is non-exempt but has also been hired to work an on-going temporary job in another department/that does not relate to the primary position. Because the primary job is non-exempt the temporary job must also be non-exempt and all hours over the employee's maximum weekly standard hours (either 37.5 or 40 hours/week depending on employee) MUST be paid at the adjusted income average overtime rate.

Primary Job 1.0 FTE

1. Establish non-exempt temporary employee secondary assignment (e.g., temp hourly, temp service maintenance, temp grad employee or per diem faculty)
2. **Overtime Hours:** Utilize eAPF to pay on temp record
 - Reason code: OT_non-exempt temp
 - Earnings code: 030
 - Submit each by pay period or weekly.
 - Must include hours worked (ACA hours section.)
 - Must include rate (use comments section.)
 - Include total of additional payment hours x income overage OT rate.
 - An attachment of the [Income Average Calculation spreadsheet](#) to demonstrate the adjusted OT rate for the employee and calculate the total OT payment. If same rate is used, document that in the comments section and the OT rate at 1.5x regular rate.
 - Adhoc the primary department eAPF user to ensure that the employee worked the overtime hours indicated in the eAPF between both the primary and secondary departments.

Primary job less than 1.0 FTE

1. Establish non-exempt temporary employee secondary assignment (e.g., temp hourly, temp service maintenance, temp grad employee or per diem faculty)
2. **Regular Hours:** Communicate with primary department to determine number of hours worked on primary position. If less than the maximum standard hours

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(37.5 or 40.), utilize the secondary temporary employee positing time sheet to record/pay for hours up to the maximum standard hours (37.5 or 40.)

3. **Overtime Hours:** Utilize eAPF for OT hours
 - Reason code: OT_non-exempt temp
 - Earnings code: 030
 - Submit each by pay period or weekly
 - Must include additional OT hours worked (ACA hours section) over 37.5 or 40 hours depending on standard hours for the position.
 - Must include rate (use comments section.)
 - Include total of additional payment hours x income overage OT rate.
 - An attachment of the [Income Average Calculation spreadsheet](#) to demonstrate the adjusted OT rate for the employee and calculate the total OT payment. If same rate is used, document that in the comments section and the OT rate at 1.5x regular rate.
 - Adhoc the primary department eAPF user to ensure that the employee worked the overtime hours indicated in the eAPF between both the primary and secondary departments.

Other Resources:

- [eAPF User Guide](#)
- [Additional Pay Workflow](#)
- [Additional Pay Reason Code Definitions](#)
- [Temporary Employee Resources](#)

For questions contact Human Resources Services at 802-656-3150 or hrsinfo@uvm.edu.