SAMPLE OVERTIME CALCULATIONS

Example 1

- 100% Fixed Appointment, Standard Workweek; Standard Work Schedule

Days	M	T	W	Th	F	Sa	Su	Total
Worked	8	9	9	8	9			43

- Three (3) hours premium overtime = 4.5 hours [3 x 1.5 = 4.5]

Example 2

- 100% Fixed Appointment, Standard Workweek; Standard Work Schedule

Days	M	T	W	Th	F	Sa	Su	Total
Worked	8		9	8	9	8		42
Sick		8						8

- Two (2) hours premium overtime = 3 hours [2 x 1.5 = 3]
- Eight (8) hours straight overtime

NOTE: In any one workweek, it is possible for a Non-Exempt employee to receive both straight and premium overtime depending on the number of hours actually worked and number of pay status hours.

Example 3

Overtime Rate Calculation for Employees with Stipend (using stipend calculation method outlined in Criteria above).
- 100% Fixed Appointment, Standard Workweek; Standard Work Schedule

Days	M	T	W	Th	F	Sa	Su	Total
Worked		10	10	10	10	8		48
Holiday	8							8

Monthly Base Pay	$2400.00
Monthly Stipend	$120.00
Total Premium Overtime Hours	8
Total Straight Overtime Hours	8
Weekly Total Regular Rate Hours	48
Weekly Total Pay Status Hours	56

- Determine the hourly base rate
  $2400 / 174 = $13.7931
- Determine the weekly stipend rate
  ($120 x 12 months / 52 weeks) = $27.69 per week
- Determine weekly total "regular rate" hours
  See above 48 "regular rate" hours (hours worked)
- Determine the weekly premium overtime (OTP) hours
  See above 8 [48 regular rate hours – 40 full-time work week]
- Determine the hourly "regular rate"
  [$13.7931 x 48) + 27.69] / 48 = $14.3700

- For OPTRS transaction
  Enter $14.3700 as the pay rate and 8 OTP hours.
  Use title code of the employee's regular distribution.
  Use "H" as the rate code

To Pay Straight Overtime

- Determine the weekly OTS hours:
- Weekly total pay status hours [56] minus (-) weekly total regular rate hours [48] = 8
- Enter $2,400.00 as the pay rate and 8 OTS hours as one entry, using the distribution's regular title code
- Enter $120.00 as the pay rate and 8 OTS as the second entry, using title code 9898 which is Admin Stipend – nonexempt.

Note: Upon transfer or separation, payout of banked CTO (both premium and straight) is processed in the same manner as OTS payout noted above. No OTP rate calculation is necessary.