



FLSA Overtime (OT) – Approver Reference sheet

Approver Knowledge Requirement

To approve a timesheet, the approver must know the number of hours the employee actually worked in each workweek. This information is used to determine whether the employee worked more than 40 hours in the week and is eligible for FLSA overtime.

Employees must record FLSA OT units when earned. This allows MTU to properly report FLSA overtime for federal reporting and potential tax benefits on the 2026 W-2 (Box 14).

If the approver is aware that an employee worked more than 40 hours in a workweek and FLSA OT is not recorded, the approver should request the employee to record FLSA OT units for that pay period before approving the timesheet.

Approvers are not responsible for calculating pay or providing tax advice. Their role is limited to confirming hours worked and FLSA OT eligibility.

FLSA OT (Federal Requirement)

- FLSA OT applies when an employee works more than 40 hours in a single workweek
- FLSA OT units (Earn Code 250) are recorded first
- FLSA OT units equal the number of hours worked over 40
- FLSA OT units do not increase total hours worked
- FLSA OT unit provides the required ½-time premium pay for federal compliance

Union Contractual OT

- Contractual OT hours are applied after FLSA OT is identified
- Contractual OT hours reduce 001 hours
- Contractual OT hours pay at the contractual rate (1.5x)

Approval Understanding

Once approved, the timesheet becomes the official record of hours worked. Payroll cannot reclassify overtime without a new corrected timesheet submitted by the employee and re-approved by the supervisor.

During the Transition

Payroll is reviewing overtime entries during the transition to FLSA OT reporting. Approvers should direct employees to Payroll with questions, concerns, or unique scheduling situations before approving the timesheet. Payroll: (906) 487-2130 | Payroll@mtu.edu



<u>Earn Code</u>	<u>Description</u>
001	Normal Hours
200	Contractual OT (hours)
250	FLSA OT (units)
260	FLSA Comp Time Earned (hours)
270	FLSA Comp Time Taken (hours)
450	Comp Time Earned (hours)
460	Comp Time Taken (hours)

Employee Records Hours Worked For Pay Period

EARN CODE	SHIFT	TOTAL HOURS	SU	MO	TU	WE	TH	FR	SA	TOTAL HOURS	Rate
001	1	44		10	10	10	10	4		44	1x
WEEKLY TOTAL:		44								44	

Employee Elects FLSA Overtime (Units)

EARN CODE	SHIFT	TOTAL HOURS	SU	MO	TU	WE	TH	FR	SA	TOTAL HOURS	Rate
001	1	44		10	10	10	10	4		44	1x
250	1	4 units						4		4 units	.5x
WEEKLY TOTAL:		44 Hours 4 Units								44 Hours 4 Units	

Employee Records Contractual Overtime (Hours) and Reduces 001 Hours

EARN CODE	SHIFT	TOTAL HOURS	SU	MO	TU	WE	TH	FR	SA	TOTAL HOURS	Rate
001	1	36		8	8	8	8	4		36	1x
250	1	4 units						4		4 units	.5x
200	1	8		2	2	2	2			8	
WEEKLY TOTAL:		44 Hours 4 Units								44 Hours 4 Units	



Employee Elects FLSA Comp Time (Hours)

EARN CODE	SHIFT	TOTAL HOURS	SU	MO	TU	WE	TH	FR	SA	TOTAL HOURS	Rate
001	1	40		10	10	10	10			40	1x
450	1	4						4		4	1x
260	1	2						2		2	1x
WEEKLY TOTAL:		46								46	

Employee Records Contractual Overtime (Hours) and Reduces 001 Hours

EARN CODE	SHIFT	TOTAL HOURS	SU	MO	TU	WE	TH	FR	SA	TOTAL HOURS	Rate
001	1	32		8	8	8	8			32	1x
450	1	4						4		4	1x
260	1	2						2		2	1x
200	1	8		2	2	2	2			8	1.5x
WEEKLY TOTAL:		46								46	

Next BW: Employee Uses FLSA Comp Time

EARN CODE	SHIFT	TOTAL HOURS	SU	MO	TU	WE	TH	FR	SA	TOTAL HOURS	Rate
001	1	34		8	8	8	8	2		34	1x
460	1	4						4		4	1x
270	1	2						2		2	1x
WEEKLY TOTAL:		40								40	