

I have included below the recent communication from Human Resources regarding the change in Overtime policy for all non-exempt (hourly) Staff Compensation and student employees. For those employees that do not use a time clock your Kronos timekeeper manually enters your hours in Kronos. The timekeeper will be responsible for the entries in Kronos and will enter the paycode overtime in Kronos when overtime pay is due to the employee. For the employees that do utilize the time clock I have programmed Kronos to reflect the changes in overtime policy. You will not have to make any manual edits with terms of the policy changes implemented by Human Resources.

Overtime policy change, effective [July 11, 2011](#)

University policy for non-exempt (hourly) Staff Compensation System and student employees currently requires overtime pay at one-and-one-half (1-1/2) times the employee's normal hourly rate for any hours worked beyond eight in one day. This policy exceeds the Fair Labor Standards Act, which requires only that non-exempt employees receive overtime pay at one-and-one-half the employee's regular rate of pay for all time worked beyond 40 hours in a workweek.

Beginning with the first full pay period of the 2011-12 fiscal year, pay period 04 which begins on [July 11](#), WMU's overtime policy for non-bargaining and student employees will be aligned with the federal standard as specified below.

Staff Compensation System employees

All non-exempt (hourly) employees will receive overtime pay for all time worked beyond 40 hours in a workweek. Please note that overtime hours must be pre-authorized by the employee's supervisor. All hours worked in a pay period, including those in excess of 40 hours in one week, must be reported on the time report for that pay period. Paid sick leave, annual leave, and holidays are considered as time worked when computing overtime pay for Staff Compensation System employees.

Student employees

All student employees will receive overtime pay for all time worked beyond 40 hours in a workweek. Please note that overtime hours must be pre-authorized by the employee's supervisor. All hours worked in a pay period, including those in excess of 40 hours in one week, must be

reported on the time report for that pay period. Supervisors of student employees are responsible for communicating this policy change to their student employees in a timely manner.

This change does not affect employees covered by an existing collective bargaining agreement.

Questions about this policy change should be directed to Human Resources at (269) 387-3620.