UCPEA Non- Exempt Timesheet Coding with Examples

Non-Exempt employees are eligible to receive compensation at their straight-time rate for hours worked above their standard schedule up to 40 hours per work week. Hours worked above 40 per week will be earned as compensatory time either at the straight-time or time and one-half rate depending upon the number of hours actually worked.

Important Definitions

OTST- Over Time paid at Straight Time: This code is used to report hours worked between the employee's standard weekly hours up to 40 hours per work week.

CEF – Comp Time Premium Hours: This code is used to report hours actually worked above 40 in a work week and accrues compensatory hours at time and one half. If leave time was used during the work week, then a combination of CEF and CCE may be used. Please see examples below.

CCE -Comp Time Earned: This code is used to report hours above 40 in a work week when the total weekly hours reported are a combination of hours worked and leave time taken. Using this code results in 1 hour of compensatory time being earned for every hour reported.

Work week: A work week is defined as Friday through Thursday.

Updating the Timesheet View

When viewing the timesheet in CORE-CT, employees are encouraged to select the View by Week option. This view is useful for non-exempt employees when reporting overtime and compensatory time earned. This view option can be found on the timesheet:

View By Period (system default):

When the View By Week option is selected, the timesheet will adjust to display one week at a time starting on Friday and ending on Thursday. Always be sure to check your dates when completing the timesheet to ensure entries are made on the correct days in the correct pay period.

View By Week:

Time Entry Examples

Example 1: A full-time non-exempt UCPEA employee reports a total of 42 hours actually worked in a workweek.

Week													
			View By Period							Previous Week Next Week			
			*Date 09/06/2024										
	Scheduled Hours 35.00				Reported Hours 42.00								

From Friday 09/06/2024 to Thursday 09/12/2024

		Fri 9/6	Sat 9/7	Sun 9/8	Mon 9/9	Tue 9/10	Wed 9/11	Thu 9/12	Total	Time Reporting Code	Description	Type	Override Reason Code	Shift
+	−				1.00			1.00	2.00	CEF	CT PremHrs **3**	Hours		
+	−		4.00		1.00				5.00	OTST	OT St Time **2**	Hours		
+	−	7.00			7.00	7.00	7.00	7.00	35.00	REG	Regular **1**	Hours		1

1. Scheduled Hours: 35 hours REG.
2. OTST: 5 hours reported between 35 and 40.
3. CEF: 2 hours above 40. Comp time earned at 1.5 hours per hour reported.
Total Hours Reported 42

Example 2: A full-time non-exempt UCPEA employee reports 48 hours. They actually work 44 hours and use 4 hours of leave time (SICK) in a workweek.

Week													
			View By Period							Previous Week Next Week			
			*Date 09/13/2024										
	Scheduled Hours 35.00				Reported Hours 48.00								

From Friday 09/13/2024 to Thursday 09/19/2024

		Fri 9/13	Sat 9/14	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Total	Time Reporting Code	Description	Type	Override Reason Code	Shift
+	−			4.00					4.00	CCE	CT Earned **4**	Hours		
+	−			1.00	1.00		2.00		4.00	CEF	CT PremHrs **3**	Hours		
+	−	2.00		3.00					5.00	OTST	OT St Time **2**	Hours		
+	−	7.00			7.00	7.00	7.00	3.00	31.00	REG	Regular **1**	Hours		1
+	−							4.00	4.00	SICK	Sick **1**	Hours		

1. Scheduled Hours: 35 hours (31 hours REG and 4 hours SICK.)
2. OTST: 5 hours reported between 35 and 40.
3. CCE: 4 hours above 40. Comp time earned at 1 hour per hour reported.
4. CEF: 4 hours above 40. Comp time earned at 1.5 hours per hour reported
Total Hours Reported: 48

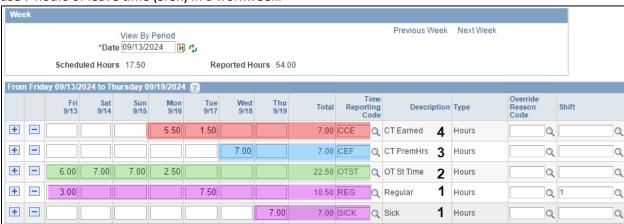**Example 3:** A part-time non-exempt UCPEA employee actually works a total of 21 hours in a workweek.

		Fri 8/23	Sat 8/24	Sun 8/25	Mon 8/26	Tue 8/27	Wed 8/28	Thu 8/29	Total	Time Reporting Code	Description	Type	Override Reason Code	Shift
Week														

Week
View By Period
*Date 08/23/2024
Scheduled Hours 17.50   Reported Hours 21.00

From Friday 08/23/2024 to Thursday 08/29/2024

+	−	Fri 8/23	Sat 8/24	Sun 8/25	Mon 8/26	Tue 8/27	Wed 8/28	Thu 8/29	Total	Time Reporting Code	Description	Type	Override Reason Code	Shift
+	−	3.50							3.50	OTST	OT St Time **2**	Hours		
+	−	3.00				7.50		7.00	17.50	REG	Regular **1**	Hours		1

1. Scheduled Hours: 17.5
2. OTST: 3.5 hours reported between 17.5 and 40.
Total Hours Reported: 21

Example 4: A part-time non-exempt UCPEA employee reports 54 hours. They actually work 47 hours and use 7 hours of leave time (SICK) in a workweek.

Week
View By Period
*Date 09/13/2024
Scheduled Hours 17.50   Reported Hours 54.00

From Friday 09/13/2024 to Thursday 09/19/2024

+	−	Fri 9/13	Sat 9/14	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Total	Time Reporting Code	Description	Type	Override Reason Code	Shift
+	−				5.50	1.50			7.00	CCE	CT Earned **4**	Hours		
+	−					7.00			7.00	CEF	CT PremHrs **3**	Hours		
+	−	6.00	7.00	7.00	2.50				22.50	OTST	OT St Time **2**	Hours		
+	−	3.00				7.50			10.50	REG	Regular **1**	Hours		1
+	−							7.00	7.00	SICK	Sick **1**	Hours		

1. Scheduled Hours: 17.50 hours (10.5 hours REG and 7 hours SICK.)
2. OTST: 22.5 hours reported between 17.5 and 40.
3. CCE: 7 hours above 40. Comp time earned at 1 hour per hour reported.
4. CEF: 7 hours above 40. Comp time earned at 1.5 hours per hour reported
Total Hours Reported: 54