TIME ENTRY FOR SALARIED NON-EXEMPT EMPLOYEES

All hours worked must be entered into the PeopleSoft HR system for hourly and salaried non-exempt employees who are paid weekly. This is done through Time Entry for both groups. Please see the Time Entry and ePAF manual for instructions on how to access and enter time for hourly employees.

This tip sheet outlines the differences in entering time entry for the salaried non-exempt employees.

Key considerations for the salaried non-exempt employees from a time entry perspective include:

1) These employees will be identified in time entry through a setting on their job code in the HR system.
2) Any extra hours worked between their standard hours and 40 hours per week will be paid at their current hourly rate as it is with hourly employees.
3) They will be compensated on the weekly payroll for any hours they worked in excess of 40 hours at the rate of 1.5 times their hourly rate as it is with hourly employees.
4) The key difference for the overtime calculation for salaried non-exempt employees is only hours actually worked during the week are considered for the overtime calculation. Therefore, paid time off (e.g., personal, sick, vacation, etc.) and other hours paid but not actually worked (e.g., early closing) are not included.
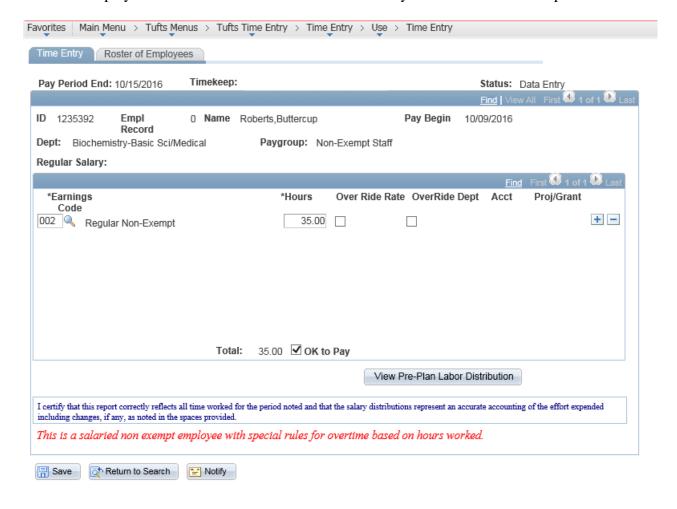
Overtime example:

Hours Type	Earnings Code	Hours
Regular Non-Exempt	002	35
OT 1.0 up to 40	101	5
Overtime 1.5 After 40	102	4
Holiday Add to Regular	212	7
Total Hours		51

In this example, the salaried non-exempt employee is only paid 4 hours of overtime. The holiday hours are not included in the overtime calculation. Only hours actually worked are included.

5) When time entry is open for the week, salaried nonexempt employees will have the "**OK to Pay**" flag already selected. This will ensure that the employee is paid their regular standard hours for the week. No further action is required by the Timekeeper if the employee is only to be paid their standard regular hours.
6) You will still need to make adjustments if they work less than their standard hours and substitute paid time off as you would with hourly employees.

ENTERING HOURS IN TIME ENTRY

Text will display at the bottom of the screen to indicate they are salaried non-exempt.

Favorites | Main Menu > Tufts Menus > Tufts Time Entry > Time Entry > Use > Time Entry

Time Entry | Roster of Employees

Pay Period End: 10/15/2016   **Timekeep:**   **Status:** Data Entry

Find | View All   First ◀ 1 of 1 ▶ Last

ID 1235392   **Empl Record** 0   **Name** Roberts,Buttercup   **Pay Begin** 10/09/2016

Dept: Biochemistry-Basic Sci/Medical   **Paygroup:** Non-Exempt Staff

Regular Salary:

Find   First ◀ 1 of 1 ▶ Last

*Earnings Code	*Hours	Over Ride Rate	OverRide Dept	Acct	Proj/Grant	
002 🔍 Regular Non-Exempt	35.00 ☐		☐			+ −

Total: 35.00 ☑ OK to Pay

[View Pre-Plan Labor Distribution]

I certify that this report correctly reflects all time worked for the period noted and that the salary distributions represent an accurate accounting of the effort expended including changes, if any, as noted in the spaces provided.

This is a salaried non exempt employee with special rules for overtime based on hours worked.

[🖫 Save] [⟳ Return to Search] [✉ Notify]

When saving the hours, if the employee does not have the required 40 hours of ACTUAL work time and there are hours assigned to an OT earnings code, an error message will display. It is only a warning message and once they hit OK, the hours will save. This check is only performed on Salaried Non-Exempt employees.