

## TOPIC 12: FAIR LABOR STANDARDS ACT (FLSA)

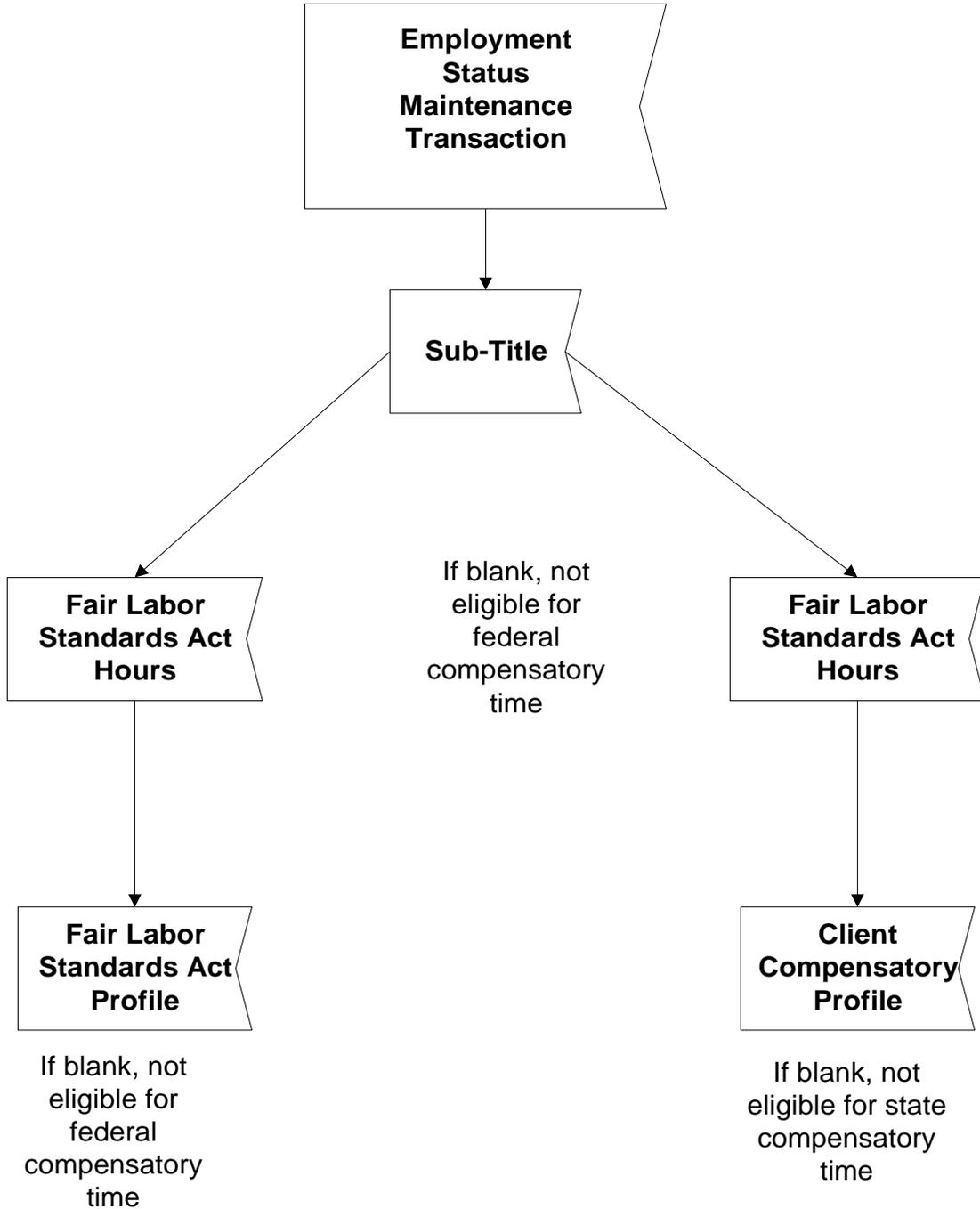
The purpose of this topic is to explain how the SAM II HR/Payroll System calculates State Compensatory Time and Federal Compensatory Time (FLSA) for employees in the State of Missouri.

At the end of this topic, you will be able to:

- Understand how the SAM II HR/Payroll System calculates State and Federal Compensatory Time (FLSA) for employees in the State of Missouri



# DETERMINING AN EMPLOYEE'S OVERTIME STATUS





## FAIR LABOR STANDARDS ACT (FLSA) PROCESSING

The State of Missouri will utilize the automated FLSA Processing functionality within the SAM II HR/Payroll System. This functionality provides the capability to automatically determine if an employee has worked over 40 hours in a 7-day FLSA period, 80 hours in a 14-day FLSA period, or 171 hours (for police personnel) in a 28-day FLSA period. For employees with a primary appointment, the SAM II HR/Payroll System will automatically calculate this during each payroll process based on the employee's time and leave data reported for that specific pay period.

### SAM II HR/Payroll System FLSA Tables

The following tables deal with the control, management, maintenance, and calculation of leave, pay, and overtime as established in the federal FLSA guidelines.

|                        |   |
|------------------------|---|
| FLSA Hours (FLHR)      | This table stores codes that associate the number of days in a FLSA cycle with the maximum number of hours to be charged at the regular rate.   |
| FLSA Profile (FLPR)    | This table stores FLSA plans, including FLSA pay types and information required to accrue compensatory time in lieu of overtime pay.  |
| FLSA Work Cycle (FLWK) | <p>This table stores codes which define different FLSA work cycles.</p> <p><b><u>Missouri Work Cycles &amp; FLWK Descriptions</u></b></p> <ol style="list-style-type: none"> <li>1. <b>14 80 = 14 Days 80 Hours Sun-Sat (hospital and residential care establishment employee)</b></li> <li>2. <b>28 Day = 28 Day Cycle Sun-Sat (fire protection and law enforcement personnel – including security personnel in correctional institutions).</b></li> <li>3. <b>7 Day = 7 Day Cycle Sun-Sat</b></li> <li>4. <b>7 Day = 7 Day Cycle Sat-Fri</b></li> <li>5. <b>7 Day = 7 Day Cycle Fri-Thur</b></li> </ol> |



# FAIR LABOR STANDARDS ACT WORK CYCLE (FLWK)

ADVANTAGE Desktop - OK032 - [FLSA Work Cycle]

File Edit Display Modify Window Help

|    | Work Cycle | Effective Date | Expiration Date | Short Description | Long Description         |
|----|------------|----------------|-----------------|-------------------|--------------------------|
| 1  | 14DAY      | 01 01 20       | 99 99 99        | 14 D SUN-SAT      | 14 DAYS 80 HOURS SUN-SAT |
| 2  | 28DAY      | 01 01 20       | 99 99 99        | 28 D SUN-SAT      | 28 DAY CYCLE SUN-SAT     |
| 3  | 7DAYF      | 01 01 20       | 99 99 99        | 7 D FRI-THU       | 7 DAY CYCLE FRI-THU      |
| 4  | 7DAYS      | 01 01 20       | 99 99 99        | 7 D SAT-FRI       | 7 DAY CYCLE SAT-FRI      |
| 5  | 7DAYU      | 01 01 20       | 99 99 99        | 7 D SUN-SAT       | 7 DAY CYCLE SUN-SAT      |
| 6  |            |                |                 |                   |                          |
| 7  |            |                |                 |                   |                          |
| 8  |            |                |                 |                   |                          |
| 9  |            |                |                 |                   |                          |
| 10 |            |                |                 |                   |                          |
| 11 |            |                |                 |                   |                          |
| 12 |            |                |                 |                   |                          |
| 13 |            |                |                 |                   |                          |
| 14 |            |                |                 |                   |                          |
| 15 |            |                |                 |                   |                          |



## NOTES

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## FAIR LABOR STANDARDS ACT WORK CYCLE (FLWK)



The Fair Labor Standards Act Work Cycle (FLWK) window defines the codes that are used by the Pay Cycle (CYCL) window to define time periods which constitute a normal work schedule for different FLSA plan types.

**Step 1** To open FLWK from the SAM II Desktop Navigator window, click on the Go To icon. Type **FLWK** in the **CODE**. Click on the Open button.

**Step 2** Select **DISPLAY: BROWSE DATA**.

**Step 3** Let's look at the fields to gain an understanding of each.

**WORK CYCLE** – This field indicates the FLSA work cycle code. Valid values are located on the Work Cycle (WKCY) window.

**EFFECTIVE DATE** – This field indicates the date the FLSA work cycle becomes effective.

**EXPIRATION DATE** – This field indicates the last date the FLSA work cycle is in effect.

**SHORT DESCRIPTION** – This field indicates the short description of the FLSA work cycle.

**LONG DESCRIPTION** – This field indicates the long description of the FLSA work cycle.

# FAIR LABOR STANDARDS ACT HOURS (FLHR)



| FLSA Hours                        |                    |                           |              |
|-----------------------------------|--------------------|---------------------------|--------------|
| FLSA Plan Type ID                 | 40H                | Number of FLSA Cycle Days | 7            |
| Effective Date                    | 01 / 01 / 20       | Expiration Date           | 99 / 99 / 99 |
| Short Description                 | 40 HOUR FLSA       |                           |              |
| Long Description                  | 40 HOUR FLSA CYCLE |                           |              |
| Number FLSA Maximum Regular Hours | 40                 |                           |              |



## NOTES



## FAIR LABOR STANDARDS ACT HOURS (FLHR)

The Fair Labor Standards Act Hours (FLHR) window defines hours charged against an FLSA plan type. In order for employees to receive FLSA (compensatory time or overtime pay), they must work the maximum hours stated in their FLSA plan type.

**Step 1** To open FLHR from the SAM II Desktop Navigator window, click on the Go To icon. Type **FLHR** in the **CODE**. Click on the Open button.

**Step 2** Select **DISPLAY: BROWSE DATA**.

**Step 3** Let's look at the fields to gain an understanding of each.

**FLSA PLAN TYPE ID** – This field indicates a FLSA plan type identification number. This field is user-defined and used to indicate when the FLSA plan is being established or changed.

**NUMBER OF FLSA CYCLE DAYS** – This field indicates the number of days in the cycle for the FLSA plan type. Values must be 7 – 28.

**EFFECTIVE DATE** – This field indicates the date (mm/dd/yy) the entry becomes effective.

**EXPIRATION DATE** – This field indicates the last date the information is in effect. Default is 99/99/99.

**SHORT DESCRIPTION** – This field indicates the short description of the FLSA plan type ID.

**LONG DESCRIPTION** – This field indicates the long description of the FLSA plan type ID. Default is the Short Description entry.

**NUMBER FLSA MAXIMUM REGULAR HOURS** – This field indicates the number of hours that is the federally mandated maximum number of regular hours in the FLSA cycle for this plan.

[Fair Labor Standards Act Profile \(FLPR\)](#)