



Onboarding Instructions Explanation of Form Fields/Questions



Form: Overtime Compensation

Make an election from the following two options:

- **Electing Comp Time: I request that all hours which I work in excess of forty (40) hours in a workweek be accrued as compensatory leave at a rate of one-and-one half (1 ½) hours for each hour worked over forty (40) hours.**

This means that instead of earning pay for hours worked in excess of forty (40) hours in a workweek, you will earn compensatory leave. Employees that only work thirty-seven and one half (37.5) hours per workweek, will earn compensatory leave on an hour for hour basis for hours worked between thirty-seven and one half (37.5) and forty (40).

- **Electing Pay: I request that all hours which I work in excess of forty (40) hours in a workweek be paid at one-and-one half (1 ½) times my hourly rate of pay.**

This means that you will earn pay for hours worked in excess of forty (40) hours in a workweek. Hours worked between thirty-seven and one half (37.5) and forty (40) will earn compensatory leave on an hour for hour basis.

Select **Review** once finished, to review your election prior to submission.

If you wish to change your election, select **Back** to return to the form to make your change. If no change is needed, select **Sign** to apply your electronic signature for submission. This process will require you to re-enter your username and password.

Remember that once submitted, you cannot make changes for a minimum of three (3) months. After that time period, you may contact your agency HR office to make a new election, otherwise this election will continue for as long as you are in an FLSA non-exempt position.

Once submitted, select **Done** to close the form. This completed form will be stored under Profile/Snapshot/Documents.