

**Overtime/Compensatory Time Election
Inclement Weather Compensatory Time/Inclement Weather Pay Election
HRIS Instructions**

Overtime/Compensatory Time

The FLSA requires employers to compensate nonexempt employees for all hours worked in excess of 40 in a work week. As a state agency, K-State offers options for either overtime pay or compensatory time for benefit-eligible employees, *but it is up to the employee whether they agree to receive compensatory time in lieu of overtime pay.*

- **Overtime Pay:** Pay at the rate of one and one-half times the employee's regular rate of pay when working more than 40 hours in a work week.
- **Compensatory Time:** Time off earned in lieu of overtime pay. For each hour of overtime worked, the employee earns one and one-half hours of compensatory time. An agreement to accept compensatory time in lieu of overtime must be on file.
- **Hours Worked:** Hours worked for the purposes of overtime include all hours the employee actually performs work. Holidays, vacation or sick days or other days on leave do not count toward hours worked for the purposes of calculating overtime.

Employees must have prior approval from their supervisor to work in excess of 40 hours per work week. However, even if they did not receive approval prior to working overtime, the employee must still be paid for all hours worked.

Nonexempt, benefit eligible employees are automatically paid overtime pay unless they choose compensatory time in HRIS – Employee Self-Service.

Inclement Weather Compensatory Time/Inclement Weather Pay

The Governor of Kansas or President of Kansas State University may issue a Declaration of Inclement Weather for Kansas State University employees or by location. University colleges, departments, and/or divisions are responsible for designating essential personnel.

When inclement weather is declared by the University, employees previously designated as essential will be required to report to work. During the period of declared inclement weather, nonexempt, benefit eligible essential employees will be compensated as follows:

- **Inclement Weather Compensatory Time:** Time off earned in lieu of inclement weather pay. For each hour of time worked during the declaration of inclement weather for the University, the employee earns one and one-half hours of inclement weather comp time.
- **Inclement Weather Pay:** Pay at the rate of one and one-half times the employee's regular rate of pay when working during the declaration of inclement weather.

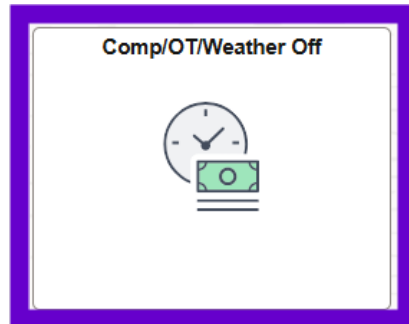
Nonexempt, benefit eligible, essential employees are automatically paid inclement weather compensatory time for time worked during a declaration of inclement weather unless they choose inclement weather pay in HRIS – Employee Self-Service.

Exempt, benefit eligible employees are paid compensatory time and do not have the election of inclement weather pay.

To Make Elections

1. Access page:

[HRIS – Employee Self-Service](#) > Comp/OT/Weather Off



2. Make Your Election

Employee ID: W0000000000 Wildcat, Willie

Pay Begin Date 11/24/2024

All elections are made effective with the next available pay period start date. Elections may not be adjusted within a current pay period.

Overtime/Compensatory Time Election

Overtime is the term given to hours worked beyond 40 in one workweek for non-exempt employees. Overtime hours are compensated either monetarily (pay) or in compensatory time off, both at the one and one-half-time rate for each hour over 40. Overtime hours must be approved by the responsible supervisor in advance of overtime hours being worked.

This form allows you, as the employee, to elect whether you would like any overtime hours to be paid in your paycheck or banked as compensatory time off to use at a later date.

- ☒ Overtime Pay
☐ Compensatory Time

Employees **listed as essential in HRIS** will also have the opportunity to select either inclement weather comp time or inclement weather pay to be paid when they are required to work during a declaration of inclement weather.

Inclement Weather Election

When inclement weather is declared by the University, employees previously designated as essential (either notified or stated in their position description) will be required to report to work. During the period of declared inclement weather, employees will be compensated as follows: 1) inclement weather comp time at one and one half (1.5) hours for every full hour worked or; 2) inclement weather pay at the rate of one and one half times the employee's regular rate of pay.

This form allows you, as the employee, to elect whether you would like any time worked on the inclement weather day to be banked as inclement weather compensatory time off to use at a later date or paid in your paycheck at one and one half time your hourly rate of pay.

☒ Inclement Weather Comp Time

☐ Inclement Weather Pay

Please note – elections are made effective with the next available pay period start date. Elections may not be adjusted within the current pay period. The election page defaults to the next available pay period.

3. Click “OK” and navigate back to the home screen

Election made effective 2024-11-24. Click "OK" and use arrow in left top of screen to return home. (30000,639)

OK

4. After your selection is made, both you and your supervisor will receive an email confirmation with your selection.

Your election will remain in effect until you decide to make a new selection. For further information about Overtime Pay/Compensatory Time or Inclement Weather, please see the policies below.

[Overtime, Overtime Pay and Compensatory Time](#)

[Inclement Weather General Policy and Procedure](#)