



Bureau of Financial Management

Time Entry Procedures and Policies for Overtime Compensation

The following provides an overview on the proper time entry procedures and policies for overtime compensation.

PCAS and SCEIS

PCAS

The Personnel Cost and Accountability System, PCAS, is the reporting system for federally funded projects. If you are required to enter PCAS for federal projects, **please be sure to record all of your work time and leave time in PCAS so that it accurately reflects your time spent.** For example, if you worked 10 hours in a work day, you would need to enter all 10 hours under the appropriate codes in PCAS. **Supervisors, you must review and approve PCAS entries.**

SCEIS

SCEIS is the record system that consolidates financial, procurement and HR/payroll records for all state agencies. If you are an **hourly or per-visit employee, you must record all of your work time in hours and/or number of visits** in SCEIS in order to get a paycheck. If you are a **nonexempt salaried employee, you need to record all of your time** in SCEIS including any time worked over 40 hours per week in order to receive pay for that overtime and to ensure you properly accrue leave. All employees, who earn leave, must enter their leave requests in SCEIS.

The PCAS and SCEIS systems do not communicate with each other. So, if you are an hourly, per-visit or nonexempt salaried employee and you are required to submit PCAS, you must also enter your time in SCEIS. Both systems require that entries be approved by a supervisor. **Supervisors, if you don't approve your nonexempt employees' time promptly in SCEIS it will result in them not being paid or accruing leave.**

Overtime: (Monetary or Time Compensation) Rules and Expectations

The normal workweek for the Agency is 37.5 hours, except for the law enforcement officers. **Overtime is considered anything beyond 40 hours per week. Employees will not receive additional compensation or reimbursement time for hours worked between 37.5 and 40.0 hours per workweek.**

Hourly Rate Employees

Hourly employees shall be **compensated for all hours worked**. All employees compensated on an hourly rate basis are classified as nonexempt.

Nonexempt employees

Nonexempt employees **shall be paid** one and one-half (1½) times his/her regular rate of pay for all hours worked in excess of 40 in a workweek, **or be granted comp time** at a rate of one and one-half (1½) hours for each hour of overtime worked.

Exempt Employees

Exempt employees **may receive comp time** off for hours worked, for time spent traveling, or for attendance at lectures, meetings, training programs, etc., in excess of the normal 40 hour workweek. **This will be determined by their immediate supervisor.** For the vast majority of employees, overtime should be an exception to the regular work schedule and should only occur on an occasional basis to meet sudden legitimate increases in the workload or to meet the demands of a crisis situation. Please make sure that you let your supervisor/managers know in a timely manner when and why an occasion will require you to work in excess of 40 hours.

Staff working at a senior management level can expect to have days that may require them to arrive earlier or stay later.