

Fair Labor Standards Act

Frequently Asked Questions

WHO IS AFFECTED?

Q: Who is affected?

A: All LSU employees who have a salary below \$58,656 and/or who occupy a position with a position range minimum less than \$58,656, will be converted to hourly for the January 1 implementation.

Q: Do the new FLSA rules affect faculty?

A: The new rules do not affect faculty whose primary position's responsibilities involve instruction (tenure track, clinical track, and lectures). Research faculty and librarians may be affected if the salary is below the FLSA threshold of \$58,656.

Q: If an employee makes the current threshold at 100% FTE but reduces effort and drops below the threshold, will they convert to non-exempt hourly?

A: Yes, the FLSA does not take into consideration the proration of FTE and the employee would convert to non-exempt hourly and enter time for all hours worked.

For example:

Academic Coordinator 3 has a \$30,000 salary at 50% effort. The position must be converted to hourly – even though the full-time equivalent is \$60,000.

Q: Does this new rule apply to employees working 12-hour shifts?

A: Yes, organizations utilizing irregular shifts are obligated to follow the new rules. Full time employees must be scheduled for 80 hours over the bi-weekly period. The employee would enter Comp Time Earned if their work schedule is greater than 40 hours in week one. The employee would use the compensatory time off in week two when the regular schedule is less than 40 hours. Note that compensatory time accrued is at the rate of 1.5 when actual hours worked is greater than 40 during the work week. Please contact the Office of Human Resource Management (HRM) Time and Absence team if you need further assistance.

Q: Will this affect postdoctoral researchers? And is it possible to opt out of this?

A: If a position makes less than \$58,656 as of January 1, 2025, or an individual occupies a position with a position range less than the salary threshold, they will be converted from salary to hourly on the respective implementation dates. Because this is a federal law, there is no means of opting out.

Q: Are transient/wages as earned (WAE) types impacted by FLSA?

A: Yes, they are subject to all FLSA rules and regulations. However, because Transient and WAE workers are already hourly, there is no change in their time entry.

Q: How does this process (time entry specifically) change for nextSource employees?

A: There is no change for hourly nextSource employees. You will continue time entry as you do now. nextSource will notify you of any changes accordingly.

GRADUATE ASSISTANTS AND STUDENT WORKERS

Q: Are graduate assistants and student workers affected? Will the new overtime rules apply to them?

A: Graduate Assistants and Student Worker's primary function is that of a student and they are considered part-time, with a maximum scheduled weekly hour of twenty hours per week, or at most twenty five hours per week with special administrative approval. Presumably, there would not be a time when Graduate Assistants and Student Workers would work more than 40 hours in a workweek. While student workers are already hourly, LSU will not pursue converting Graduate Assistants from stipend to hourly at this time.

GENERAL Q&A

Q: Who is going to let the employee know of this change?

A: While HRM is going to send out a series of informational materials, each department should establish and inform each employee in writing who is being paid an annual base salary under \$58,656 annually of their regular work hours, work schedule, and hourly rate.

Q: Will this impact my unclassified/other academic/faculty status?

A: No, employees will remain in their current unclassified/other academic/faculty status and outside the Civil Service classification.

Q: What does the exemption status mean?

A: Employees classified as exempt are not eligible to earn overtime and must be salaried. Employees classified as non-exempt are entitled to overtime pay.

Q: Why has LSU chosen to convert according to position pay range rather than individual salary?

A: LSU determined that we would implement moving all workers within a profile that was below the threshold versus just individuals who were below the salary threshold because otherwise, we would have individuals with the same title, having the same responsibilities, working the same hours, sometimes alongside one another and one employee would be receiving overtime while the other would not. Applying to an entire job profile would help ensure fairness and equitability.

Q: Can I opt out of this change?

A: An employee and employer cannot agree to waive any of the federal law's requirements.

Q: Will I still be eligible for merits?

A: Yes, this change does not impact merit eligibility.

Q: If I am being moved from salaried to hourly wage, is it considered a demotion?

A: No, the transition from exempt to non-exempt is necessary to comply with federal regulations; therefore, in no way should this change be considered a demotion. This change will not adversely affect the actual or perceived value of an employee's work or the importance of their contributions to LSU. There is no change to a worker's duties or title allocation, it is an adjustment to your pay frequency and allows a worker to be paid for all hours worked.

Q: Can my manager reduce my hours to less than 40 in a standard work week?

A: Managers may not reduce an employee's work schedule if they are a 100% effort full-time employee. Instead, during downtime, departments should assign temporary responsibilities to ensure employees meet their 40-hour weekly minimum. Employees must work their assigned hours/full-time equivalent (FTE) as indicated in their offer letter.

Q: What is the formal manner to document an employee's schedule?

A: This should be in memo form and maintained internal to the department.

Q: How is "coaching" defined for the salary threshold exemption?

A: Athletics coaches employed by higher education institutions may qualify for the teacher exemption. Teaching may include instructing student-athletes how to perform their sport. A coach will not qualify for the exemption if their primary duties are recruiting students to play sports and visiting high schools/camps to conduct interviews.

Q: How will the career progression series be impacted if some levels are below the threshold, and some are above?

A: Those levels that have a minimum salary that falls below will be converted to non-exempt, while those above remain exempt.

Q: Does my hourly pay rate include stipends, allowances, or additional compensation?

A: No, the official hourly base rate does not include stipends for telephones, expense reimbursements, clothing allowances, benefits, additional compensation, supplemental compensation, etc.

Q: Will there be any additional trainings in November?

A: No, all trainings have been recorded and placed on the HRM website for individuals who were not able to attend a live town hall.

Q: It was noted in the town hall that failure of an employee to get pre-approval to work overtime is subject to discipline. Is there a fair and uniform application of discipline process?

A: Supervisors should work with the Employee Relations group within the Office of Human Resource Management, based on the details of the situation and to ensure consistent handling.

Q: Who can I discuss my title and job description with to ensure my title and classification is appropriate?

A: Submit any requests for a job review through your supervisor and normal administrative channels. The request will then come to the appropriate HRM Compensation Consultant for review.

Q: Where can I get more information?

A: Complete information is available on [LSU's HRM website](#) and on the [Department of Labor's Wage and Hour Division](#) webpage. Additionally, please refer to [LSU's Employee Overtime Policy \(PS-61\)](#). Please contact hr@lsu.edu with any additional questions.

FLEXWORK AGREEMENTS AND FLEXIBLE WORK SCHEDULES

Q: How does this impact my current flexwork agreement with my office? Are there any special considerations for time worked remotely?

A: No, there are no special considerations or alternative operations for those who work remotely with an approved flexwork agreement. Time entry for hours worked remains the same.

Q: We have units that work flex time across the month. Is there going to be an option to work with flex time?

A: Yes, you may still allow flexible work schedules, but note that full-time employees must account for 40 hours per week, and if anyone works more than 40 hours a week, they would be moving into overtime, and the compensatory time will accrue at 1.5. Please contact hr@lsu.edu for specific time entry instructions for bi-weekly time entry.

Q: How should I handle changes in an employee's work schedule?

A: Any changes in a work schedule should be approved by the supervisor in a formal manner in advance.

Q: Can I work 50 hours in week 1 and 30 hours in week 2 without going into overtime?

A: Compensatory time can be earned for the 10 hours on the 50-hour week, but it accrues at 1.5. So, 15 hours of compensatory time is earned in week one. In week two, you can use 10 hours to get to the 40-hour work week and have a remaining balance of 5 hours that will continue to accrue until it is used.

Q: Can an organization define their own normal working hours? Can the normal working hours fluctuate throughout the year?

A: There needs to be a standard schedule. Organizations can define an alternative standard schedule, but everyone should have ample time (30–60-day notice) of the new schedule so employees can make arrangements accordingly. Changing an employee's schedule weekly may create hardships and morale issues, therefore, a standard schedule is advised. Note, flexible schedules may be utilized based on overtime utilization within the workweek to offset overtime hours and is considered different from the alternative standard schedule discussed above.

BUDGET

Q: Where will the funding for this overtime pay come from?

A: Each department is responsible for the financing of their overtime or compensatory time from their regular budget.

Q: Will upper administration help departments with funding overtime?

A: Departments and colleges will be required to manage their budgets accordingly, and there will not be institutional funding to cover manager-approved overtime.

Q: Are there any additional impacts to grants?

A: If overtime is worked, this will impact the grant's budget. Otherwise, there are no additional effects.

Q: When writing these team members into grants, should we use hourly or monthly effort?

A: Non-exempt positions should be budgeted based on the worker's base pay, which excludes any overtime. The salary amount can be presented in grants as annual, monthly, or hourly, depending on Sponsor requirements. Appropriate disclaimers may be needed. Please contact the Office of Sponsored Programs for further guidance relative to the submission of non-exempt faculty and staff in grant proposals.

Q: Will departments have to pay fringe on overtime pay?

A: No, fringe rates are not currently assessed on overtime. Fringe rates are evaluated each year, and any changes would be communicated to departments through the annual fringe rate memorandums accordingly.

Q: If an employee's salary is split between two sources, how do we handle when they work overtime that should come from one of the sources specifically?

A: Overtime will be charged according to the costing allocation for the employee's worker position earning. Payroll Accounting Adjustments can be done to update any costing of overtime.

CALCULATIONS

Q: How do we calculate the hourly rate?

A: $\text{Salary} / 2080 \text{ hours} = \text{hourly rate}$

$\text{Hourly rate} * 40 \text{ hours} = \text{gross weekly pay amount}$

$\text{Hourly rate} * 80 \text{ hours} = \text{gross bi-weekly pay amount}$

Q: If the employee is part-time, how do we calculate the hourly rate?

A: You will calculate their full-time equivalent salary and divide that annual salary by 2080 hours.

HOLIDAYS

Q: Will I still be paid for holidays?

A: Yes, you remain eligible for holiday pay. Employees will enter the time code "Holiday" into Workday to ensure payment.

Q: Will I receive overtime for working on an LSU holiday?

A: Yes, employees who work on a holiday will be paid 1.5 times their rate of pay for all hours worked on the holiday, regardless of the total hours worked during the week.

Q: What if the worker is an essential employee and working holidays is part of the normal job duties?

A: All emergency and holiday hours worked are paid at 1.5 time.

Q: Time 1/2 pay during the holiday is given regardless of whether the staff is essential or non-essential, correct?

A: The essential employee policy, FASOP HR-01, establishes the designation and management of emergency essential employees during an emergency closure. The essential designation does not apply to Holidays. Employees shall be given 14 paid holidays per Louisiana state rules. LSU overtime policy, PS-61, states that all hourly staff required to work on a holiday or designated holiday will be paid time and a half for hours worked on the holiday, regardless of the number of hours worked that week. Per PM-05, all LSU full-time employees receive 14 paid holidays. Workers will receive full pay for the holiday.

Q: Many of our staff work with LSU online. Their calendar does not recognize some holidays (4th of July). How do we handle this?

A: Employees shall be given 14 paid holidays per LSU PS-12 and PM-05. If an employee is required to work on a holiday or designated holiday, we must ensure the time entry calendar ensures holiday pay. They will enter holiday hours worked for any hours worked on the holiday and will be paid at the 1.5 rate. Please note that holiday hours worked must be approved in advance.

ADDITIONAL COMPENSATION/ADDITIONAL JOBS

Q: Can non-exempt hourly employees still earn additional compensation for work performed outside their primary role?

A: First, per PM-03, work should be performed outside of the worker's normal work schedule to qualify for additional compensation. For all additional hours worked, the employee may not receive a lump sum, but rather compensated at their overtime rate of time and a half (no more and no less). Otherwise, per the Department of Labor, a weighted average of the primary and additional jobs rates of pay would have to be applied to the worker which would result in the primary job being charged the higher rate of pay for all hours worked.

Q: Regarding additional compensation for hourly employees who teach, how will they be paid? Will we still receive Professional Instructional Allowances?

A: Instructional allowances will also be paid via One Time Payment, but at the standard course rate determined by the department. Instructional duties are considered exempt and not subject to overtime rates.

BENEFITS AND PAYROLL DEDUCTIONS

Q: Will switching from exempt to non-exempt impact my benefit elections and retirement plans?

A: No, your benefit elections and retirement enrollment will not be affected. However, benefit and retirement deductions will move to a bi-weekly schedule; therefore, you may need to make adjustments to how much you have set up to contribute per paycheck to supplemental retirement (403(b)/457(b)) elections.

Q: What's the deadline for making changes to TigerCASH allocations, LSU Foundation, etc. if I'm going to hourly on January 11?

A: You must make updates no later than January 27th.

Q: If I have a fixed amount for extra tax withholding, should I adjust that manually? Will it take the current entire amount every paycheck?

A: The amount entered for extra withholding is per paycheck. So, any amount entered must be adjusted manually for the change to bi-weekly pay.

Q: After the January paychecks, will future insurance deductions come out of 24 or 26 of the paychecks per year? Will they be divided equally from all paychecks or twice per month in the previous month?

A: Insurance deductions are deducted out of 24 paychecks a year. The deduction will be the same amount on each paycheck, unless an adjustment is needed. There will be no deduction to any 3rd paycheck of the month. 3 paychecks in a month occur twice a year.

Q: Are the current 12 monthly employees only paying parking for 9 of the 12 months?

A: Yes. Currently, salaried employees only pay for parking for 9 out of the 12 months. (Sept - May).

Q: How far in advance can an employee see their first bi-weekly paycheck before it is paid in order to adjust deposits in advance to ensure they do not overdraft?

A: Payslips are available to be viewed as soon as payroll is processed, which is typically two days prior to the payment date. Employees will have to estimate their bi-weekly pay check prior to the first payroll to begin planning for the transition.

Q: Will employees who have children at the LSU Lab School and the Early Childhood Education Laboratory Preschool (ECELP) be able to deduct tuition from their paychecks?

A: Deductions for Lab School Tuition and ECELP are not currently allowed from employees' paychecks.

Q: If our hourly rate is just our salary divided into an hourly rate, why are two pay checks not equal to what I'm currently being paid monthly?

A: Over the course of the year, the amount you are being paid will remain the same, but the distribution is changing. The distribution for the Wage Pay Group is bi-weekly. This is 26 pay periods per year, not 24.

Q: What are the impacts on the pay schedule if someone is converted from salary to non-exempt hourly?

A: The employee will be paid on a bi-weekly basis instead of a monthly pay schedule. The bi-weekly pay schedule will result in 26 bi-weekly paychecks annually instead of 12 monthly paychecks.

LUNCH

Q: Are lunch meetings compensable?

A: Yes, engaged work time that is mandatory are considered compensable. Optional offerings that an employee chooses to attend are not compensable.

Q: Do lunch breaks count towards the 40 hours?

A: Lunch breaks are not compensable and do not count toward the 40 hours worked per week (when lasting 30 minutes in duration or longer).

Q: Do you need to clock in and out for lunch during a regular workday?

A: Workday will automatically calculate a 30-minute meal break for time entry over 5 hours. Time entry should be adjusted to reflect meal breaks greater than one hour either by creating two time blocks less than 5 hours to reflect the total hour worked or by entering leave as appropriate. Full-time employees must account for 40 hours during the standard work week.

Q: Are staff members still allowed the two 15-minute breaks in the day in addition to the 30-minute lunch? Can employees choose to leave 30 minutes early instead?

A: Yes, staff are entitled to a 30-minute lunch break and may also be allowed two 15-minute breaks in the day. Per the LSU Staff Handbook, time for lunch and breaks/rest periods may not be accrued, nor should it be used to extend a lunch period or shorten a scheduled workday, regardless of the total hours worked during the standard workweek.

Q: What if you do not take a lunch break?

A: Employees are entitled to a 30-minute lunch break each day. If individuals work through lunch breaks, it is compensable time, but managers and employees should discuss alternative lunch break periods and ensure that workers are provided ample rest periods.

Q: If I work 7am-4pm with an hour lunch. How would I enter that now?

A: You can enter 2 separate time blocks to account for the hour lunch break. For example, two time blocks of 7:00-11:00 am and 12:00-4:00 pm.

Q: Does LSU pay for lunch? Like what if salaried people take lunch but still get paid because they don't have to enter time off for it?

A: Regardless of whether an employee is salaried or hourly, they are entitled to a 30-minute lunch break, which is not compensable. Regardless of whether an employee is salaried or hourly, if the employee is in a full-time, 100% effort position, the expectation is to work a full 40 hours per week. Extended lunch periods, doctor's visits, late starts, or early days would presumably have made up time either through the submission of the appropriate annual or sick leave, or they've worked out a flexible schedule with their supervisor to make up any time missed.

OVERTIME

Q: Can I work overtime and tell my supervisor later?

A: No, employees must have overtime approved by their supervisor prior to work commencing.

Q: What should I do if I know I need my employees to work overtime?

A: Departments should account for their annual overtime needs within the annual budget construction process.

Q: How will my time be approved if my supervisor does not work in the summer?

A: For their summer absence, they can either delegate their inbox, or it may be appropriate to discuss reporting line changes. We have shared with leadership and managers that if supervisory organization changes need to be made to ensure that the correct person who can attest to the days and times that a worker works in the week is needed, they should contact HRM to discuss.

Q: Must all employees in a department be treated the same? For example, is paying one employee OT but another flex time appropriate?

A: It would be best for the department to apply a consistent practice to ensure equity and fairness amongst employees.

Q: What if the supervisor continually asks an employee to work and/or stay late and instructs that employee to enter comp time and does not allow that compensatory time off to ever be used? Is there a max accrual for compensatory time off?

A: The maximum of compensatory time is 240 hours. When reaching the 240 hours, the department must pay overtime. HRM will periodically monitor and reach out to departments to ensure employees can use their compensatory time off in a reasonable amount of time.

Q: How would you handle an employee working overtime without permission? For example, they want to "catch up" after being out of the office for a week but do not expect the department to pay overtime.

A: All time worked is compensable for non-exempt, hourly staff. Employees are required to get express permission before working overtime. If the department is agreeable to the overtime, the individual may work the additional time; however, if the department is not agreeable to the overtime, any longer days may be offset later in the week to maintain 40 hours worked in the workweek.

Q: Can supervisors require employees to work overtime if they reach their 40 hours prior to the normal end of the week - Friday at 4:30?

A: Yes, based on departmental need, it may at times be a necessity to work overtime, and supervisors may require a worker to do so to meet the organization's needs.

Q: Is there a limit on the overtime that can be worked?

A: That is a management decision based on the situation and in consideration of the departmental budget.

COMPENSATORY TIME

Q: Can I receive compensatory time in place of overtime?

A: Yes, but it must be documented in writing and approved by your supervisor in advance.

Q: Will I receive one hour of compensatory time for one hour of work time?

A: You will receive 1.5 hours of compensatory time for each hour worked in excess of 40 hours worked per LSU overtime policy. Compensatory time will accrue hour for hour up to 40 hours worked during the standard work week.

Q: How do I track compensatory time?

A: Compensatory time earned for approved overtime will be entered in Workday in lieu of hours worked for approved overtime. Workday will calculate the accrual of hours and the compensatory time off balance will be available with your other accrued leave hours in Workday.

Q: Is there a maximum accrual of compensatory hours?

A: Yes, employees cannot accrue more than 240 hours of compensatory time. Employees must be paid for all overtime hours if they accrue a maximum of 240 hours of compensatory time.

Q: What happens to my compensatory time upon termination of employment?

A: Employees must be paid for all unused, accrued compensatory time balances, regardless of the reason for termination.

Q: Can I save my compensatory time?

A: Compensatory time should be used in a reasonable amount of time following its accumulation. LSU requires employees to exhaust their compensatory balance before using accrued annual leave.

Q: If an employee earns compensatory time with one department and then transfers to another department, what happens to the compensatory time balance?

A: LSU PS 61 governs how compensatory time will be earned and how it will be used or paid to the employee. The balance may be paid in full by the department where the overtime was earned. Balances that are not paid shall remain with the employee while employed at LSU in a leave earning position and available for use per LSU PS 12.

Q: Has a determination been made on the language of using compensatory time by "a reasonable amount of time," and what happens if it isn't in that window?

A: There is a general expectation of utilizing compensatory time within a two-week period. However, this may not be possible based on the nature of the job and potential blackout periods to manage high volume times. If unable to utilize within a two-week period due to these circumstances, the expectation would be within the month or immediately following that blackout period.

TIME ENTRY

Q: How will I keep track of my time?

A: You will be required to enter your time in Workday. Failure to submit time by the required deadline will result in non-payment to the employee. Also, failure of the supervisor to approve time by the required deadline will result in non-payment to the employee. Employees must wait until a future payroll to receive the catch-up in payment.

Q: What happens if I work more than 40 hours per week?

A: Any hours worked over 40 hours per week must be paid 1.5 times your regular hourly rate. The standard work week is Saturday 12:00 am to Friday 11:59 pm.

Q: When should I enter my time? Should it be entered by Friday?

A: You may enter and submit daily, but the best practice would be to enter time daily and submit the time weekly on the last working day of the workweek.

Q: For vacations, can time be submitted in advance? for example, the employee knows they will be out the following week, so they go ahead and submit their time with annual leave noted.

A: Yes, time off can be requested in advance on the time entry calendar for that biweekly period that is open. The employee can also enter a future time off request on their time off calendar if the request is for bi-weekly period that is not open for time entry.

Q: Is a department/manager required to inform their employees in advance of how the hours over 40 will be handled? Can it change throughout the year, or must it be consistent (earn OT one month, earn comp time another month, etc.)?

A: Departments should notify employees in advance of whether Overtime, Compensatory Time, or a Flexible Schedule will be established. It can change based on the departmental needs, advance notice should be given.

Q: Is the pay period lockout deadline close of business or at midnight?

A: The time period lockout details are provided on the wage calendar schedule on the Payroll website. The time entry locks at noon on the lockout date provided on the time entry calendar.

Q: Can an employee's supervisor assign another individual to approve time for an employee?

A: If the manager will be out of the office on leave, they may delegate their inbox to another individual to review/approve time. Day-to-day delegation of time review/approval is not permissible. Because Workday is designed to capture a proper audit record of an employee's time and a manager attesting to that worker's time, it's imperative that the day-to-day supervisor reviews and approves the worker's time. If the current manager is not the individual who can attest to the actual time worked, departments may contact HRM to discuss potential supervisory organization changes.

Q: Do you still need to submit planned leave in advance the same as we do now, and then ensure it is recorded appropriately the week of on the weekly timesheet?

A: Each department may establish internal procedures regarding when and how leave will be requested. All leave must be entered into Workday as the system of record for the employee to be paid correctly. Note that employees entering leave or time off from the time off calendar must review the total hours submitted and approved on the time entry calendar to ensure correct pay.

Q: What about "volunteering"? Will we be forced to volunteer without pay for weekend events and evening events?

A: Volunteering or optional participation in events or activities is not compensable time. Required evening or weekend events or activities are compensable.

Q: Do we log our start/end times down to the minute, the nearest 15 min., just our usual scheduled time, etc.?

A: You should indicate your actual start and end times in Workday when entering your time. Workday will apply standard FLSA rounding rules to the nearest hour or quarter hour based on the time entered, applying a 7-minute breaker. i.e. If you clock in at 8:02 am, Workday will automatically round to 8:00 am, but if you clock in at 8:09, Workday will round to 8:15 am.

Q: Will Workday provide a reminder (via email) each week for employees to submit their time?

A: The Time Not Entered in a pay period is scheduled to run on Fridays and sends reminders to employees and managers. Note that if you have your Workday notifications and email communications disabled, you will not receive these communications. For the first few payrolls following conversion, Payroll and HRM will be running reports as a safe guard and notifying employees and managers alike of any time not entered, approved, or submitted. However, it would be best practice to add to your Outlook calendar as a reminder as well. Managers and Timekeepers may run any of these reports ad hoc.

- Time Not Entered
- Time Not Submitted
- Time Not Approved

Q: How is comp time flexed within a pay period on the time entry calendar?

A: The method for accounting for flexed schedules within a bi-weekly pay period would be entered as follows. Comp Time Earned would be entered for overtime hours in week one of the period, and compensatory time off would be entered in week two of the pay period. Note that the comp time earned in week one will accrue at 1.5 if the employee actually works more than 40 hours during the week.

Q: Will hourly employees no longer use the time off function in Workday? Will they only enter sick and annual using the time entry function?

A: You may continue to request annual and sick leave through the Time Off calendar and those hours will automatically populate on the time entry calendar. All hours worked must be entered on the time entry calendar. Note that it is a best practice for an hourly employee to enter all hours worked and time off from the time entry calendar to ensure weekly totals are accurate and submitted correctly for manager approval.

Q: Will we get notified that the supervisor has approved our time for the week?

A: Yes, a notification will appear in your Workday notifications box, the bell located in the upper right-hand corner of your Workday home screen.

Q: Where do we locate the manual time entry timesheet?

A: It is included in the last page of the [Employee Toolkit](#).

Q: Are ink signatures required on the paper time sheet or can it be signed with Adobe?

A: The manual time sheet can be signed via Adobe Sign.

Q: Do I submit paper timesheets?

A: Employees will submit to their supervisor to sign and then to department/unit's HR Analyst.

Q: When are timesheets needed?

A: Timesheets are needed for the period 12/28/2024-1/10/2025 and must be sent to the department/unit's HR Analyst by close of business on January 14, 2025.

Q: Do you have to enter time for weeks that have multiple given holidays, like the week of Christmas/ New Years?

A: While the LSU holiday calendar is programmatically included in the Workday time entry calendar for employees who are greater than 50% effort, hours will not appear in the totals unit until there is an entry to the time entry calendar for the week. Once any other time block is entered for the week, the holiday totals will update. During the weeks where there are no hours worked entered (like the week between Christmas and New Year Day), the employee, manager, or timekeeper must use the Holiday Trigger time entry code for the week. The employee, manager, or timekeeper will enter .01 hours in the unit field for the Holiday Trigger time entry code.

Q: What's the minimum number of hours we can work each week without impacting benefits such as insurance, etc.?

A: 40 hours if you are a full-time employee. Please ensure that you are accounting for the full 40-hour week. This may be a combination of hours worked, leave, holiday, etc. If paid leave is not available, then you must use unpaid time off to reach the 40 hours a week.

Q: Does overtime accrue when you work over 8 hours in a day?

A: Overtime begins once an employee exceeds 40 hours worked during the workweek. Please note that only hours worked count toward the base 40-hour workweek for overtime computation.

Q: Do the employees who converted to hourly in July need to complete the paper timesheet?

A: No, those that were converted will not need to maintain the paper time sheet. This will only be used for those converting on January 11th.

Q: If we have vacation under annual leave approved but, in the meantime, accrue comp time, do we have to change the annual leave to comp?

A: To adhere to PS-61, compensatory time must be exhausted before annual leave so any previous annual leave entered must be changed to compensatory time.

Q: I have multiple staff members who serve in an on-call capacity, answering a phone 24/7 to respond to emergencies. Do we have a document outlining how we need to pay this time consistently?

A: No, there is not a document; however, it is for actual time worked. The employee should enter actual time from start to finish.

Q: Does the lockout period last all day?

A: When the time period locks out no time can be entered or edited. Time entry will open up again for that week on Thursday. The employee will then be able to make corrections, edits, and the supervisor will be able to approve the time.

Q: Will entries from the time off calendar be automatically reflected in the time sheet? Or will that have to be entered manually?

A: Any leave entered on the time off calendar will populate on the time entry calendar.

Q: Will employees need to submit leave on the leave calendar AND enter it on the time calendar?

A: We recommend that employees enter their leave on the time entry calendar. For any future dated requests, they may use the time off calendar.

Q: Are student workers working 40 hours in summer or 20 hours during regular semester impacted by this change?

A: Students are already non-exempt employees and are not impacted by this change.

Q: How would an employee enter a 30-minute lunch break later on a different day if they worked through a lunch due to an event earlier in the week?

A: The employee can enter the day that they are working through lunch as 8:00am-5:00pm (and they would need to make a comment to mention the work lunch event). The employee could then enter the second day as two time blocks 8a-12p 1p-5p if they may be taking an extended lunch in order to "make up" the time that they worked through on the initial day.

LEAVE

Q: Will switching from exempt to non-exempt impact my annual and sick leave accruals?

A: No, it will not impact your annual and sick leave accruals. You will continue to accrue on your current unclassified accrual schedule at the end of each month.

Q: Will employees be able to switch from the Accrual Schedule they chose at the start of employment if their pay will be affected by this change?

A: No, this is an irrevocable decision.

Q: What happens if I take time off during the week?

A: Time off does not count towards the 40 hours worked for overtime rate calculations. This includes annual leave, sick leave, jury duty, military leave, unpaid leave, etc. Employees will be paid their regular rate of pay for all hours worked and leave taken up to 40 hours per week.

Q: How is time entry for extended leave handled (FMLA, parental, etc.)? Does the employee need to record those hours weekly?

A: Yes, time entry will need to be entered for the payroll period. For FMLA and parental leave, the HRM works with employees to enter this based on the approved paperwork submitted for the qualifying event.

Q: For employees who have chosen annual leave schedule two, what if they have accrued comp time but reach their cap of 176 hours?

A: If someone has reached their annual leave cap, they would not be able to earn any additional leave until it's used. If someone caps the comp time accrual of 240 hours, the department would be required to pay overtime compensation for any overtime thereafter.

Q: If we have a full-time, non-exempt staff member taking advantage of tuition deferment and taking classes, how should their time be calculated?

A: For those full-time individuals who are utilizing LSU's tuition exemption benefit for traditional courses, not LSU Online, PS 12 permits those employees to take up to three clock hours per week per semester during work time without charge to annual leave or with an approved flex schedule on file with department head as required by PS 12. As a non-exempt employee, they would enter up to 3 hours per week as the time off, type 'Special,' and select the reason code 'Time Off to obtain an advanced degree – Not to exceed 3 hours per week'.

EMERGENCIES

Q: What happens when we are sent home because of bad weather, etc., or we have an unexpected short day?

A: Time entry instructions are sent upon each closure, but hourly workers will continue to be paid in the event of a campus closure. It will, however, require that they enter the emergency time off time code as directed in the emergency closure instruction in order to get the credit for those hours.

Q: Are any hours worked during emergency closure paid at 1.5x for hours worked, or is compensatory time an option?

A: Yes, in accordance with FASOP-AS23, emergency hours worked during a closure for those workers designated as emergency essential will be paid 1.5x for hours worked. Compensatory time may be earned in lieu of paid overtime during closure and will accrue at 1.5x for hours worked.

TRAVEL

Q: How do we handle professional conferences if employees travel to other cities/states/etc.?

A: Traveling for university business during what would otherwise be an employee's regularly scheduled time Monday-Friday is compensable. Additionally, attending mandatory work events/conferences is also considered compensable.

Q: How will travel time be managed for those who travel to conferences, meetings, etc.?

A: The Department of Labor (DOL) has specific information regarding travel time that can be found on the [DOL website](#).

Q: Does commute time count towards the 40 hours?

A: No, commute time does not count toward the 40 hours worked per week and is not compensable.

Q: How should departments capture the normal home-to-work commute time?

A: The commute time should be the average time spent driving from an employee's home to work.

Q: If an employee travels during the hours that span across normal work hours AND not normal work hours, is it on the employee to deduct the time traveled outside of normal work hours or will there be a mechanism in Workday to exclude?

A: The manager would have to verify the time entry is appropriately input into Workday prior to approving.

Q: Does a rental car count as public transportation if the employer is paying for it as we would for a train, airplane, or bus?

A: No, public transportation refers to planes, trains, buses, uber, taxis, etc., where the individual is a passive rider.