

Title	Comp Time/Overtime Calculations
Version	1.1
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Process Owner	HRIS Module
Dept/Division	Human Resources
Get help with this process	Jennifer Vander Wal 605-688-4491 Janice Minder, 605-773-3455
Processes	See Whitepaper on Comp Time/Overtime Premium Pay
	NA
	NA
	NA

Description:

This reference guide is geared at helping stakeholders understand the calculation that PHPCALC performs when using PTREARN codes.

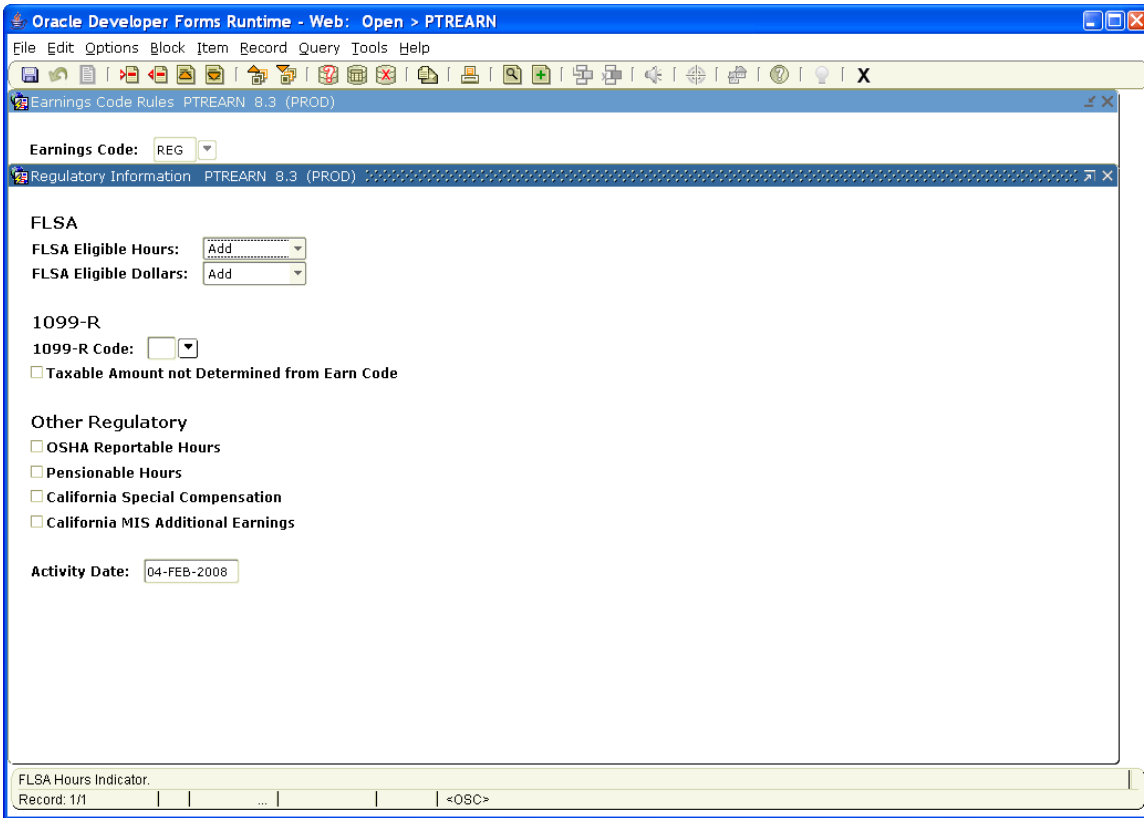
Reference Information:

PTREARN – See Whitepaper on Comp Time/Overtime Premium Pay for more information.

Earn Codes that are Eligible: Either Dollars or Hours or both. When any of these codes are on PHICHEK/PHAHOUR, these codes need to be included in the calculation of the overtime payment. As a reminder, the calculation of CT/OT is based on the rules set up on PTREARN.

PTREARN_CODE	PTREARN_SHORT_DESC	PTREARN_LONG_DESC	FLSA Hours	FLSA Dollars
ADN	ADDDUTY	Additional Duty Pay Non-Exempt	N	A
ASB	ASBESTOS	Asbestos Abatement	N	A
HRF	BOPINCRF	BOP Incentive Refund	N	A
INC	INCONVEN	Inconvenience Pay	N	A
LGS	LONG OUT	Longevity Pay Out (Last Month)	N	A
LLS	LPP SSP	Longevity Special Plan Pay Out	N	A
NND	NOON DUT	Noon Duties K12 Only	A	A
OTL	OTLONGAD	Overtime Longevity Adjustment	N	A
REG	REG PAY	Hours Worked	A	A
SAO	SA OFFIC	Student Org Officer	N	A
SFR	FLATRATE	Student Flat Rate on Project	N	A
SHF	SHFT DIF	Shift Differential Pay	A	A
SOF	OFFICIAT	Officiating by Students	A	A
SUP	SUPPLPAY	Supplemental Pay	N	A
UCD	U CARD	University Card Compensation	A	A

If the hours have an A for accrual, then that will be included in the total hours accrued for purpose of calculating the rate of pay. If the Dollars have an A for accrual, then the dollars will be included in the calculation for total dollars to arrive at an hourly rate.



Related Documents:

See the Comp Time/Overtime Premium Category White Paper.

Links:

Not Applicable

Process Name:

Payroll Calculates Comp Time/Overtime with PHPCALC.

Step	Action
1	Figure out by week which earn codes are eligible in the overtime calculation whether it is dollars or hours.
2	Of those earn codes, by week, figure out the amount that is eligible for the calculations by taking the eligible hours times the rate for that earn code and then add any dollars that are eligible in to get a total for the week.
3	Then take the total by week and divide by the eligible hours to get the OT rate for that week.
4	Do this for each Work Week as defined on PTRWKPR.
5	Then take the overtime hours that are going to be paid in each week times the OT rate figured for that week.
6	Then add up those dollar amounts to get a total dollar.
7	Next take the total dollar amounts that were added up for the Overtime and then divide that total by the total number of hours of Overtime being

	paid out for the month. You will then come up with the overtime rate that Banner has figured.
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Note – PHPCALC will round and so there may be differences based on the rounding mechanism the program utilizes.