SHARP Customer Service Center

- SHARP Messages -

SHARP Message #598

DATE:	10/21/04
AUTHOR:	HR
SUBJECT:	Daylight Savings Time Ended - October 31, 2004

MESSAGE TEXT:

Daylight Savings Time Ended - October 31, 2004

The following information is designed to assist timekeepers with entering time for employees whose shift includes 2:00a.m. on Sunday, 10/31/2004 (the ending of daylight saving time). The information is set up in Question (Q) and Answer (A) format.

Q. Is there a Bulletin that addresses Daylight Savings Time?
A. Yes, Bulletin No. 96-01; however it addresses the institution of Daylight Savings Time which occurs in April; it does not cover the ending of Daylight Savings Time.

Q. Should we use the DST (Daylight Savings Time) earnings code to report hours worked on Sunday 10/31/2004?
A. No, this code is used in April when Daylight Savings Time is instituted.

Q. When does the time actually change?
A. Clocks are set back one hour at 2:00a.m. Sunday, 10/31/2004.

Q. Will the hours worked result in Overtime (OTP) or Compensatory Time Earned (CME) and how should the time worked be reported? The example below assumes an employee's workday includes 2:00a.m. Sunday.

A1. If an employee is on a 12:01a.m.-12:00a.m. workweek, this change will not affect them until the end of the week beginning 10/31/2004. These hours are recorded at the 1.0 rate of pay (for example REG 9 hours if the employee worked 9 hours during the specified shift on Sunday). The employee could adjust his/her work schedule for the rest of the workweek or potentially receive overtime (OTP)/compensatory time earned (CME) at the end of the 10/31/2004-11/06/2004 workweek. Remember that overtime is not reported until an employee has met his or her FLSA threshold (40 hours for a regular non-exempt employee).

A2. If the employee is on a 7:01a.m.-7:00a.m workweek, this change will affect the employee's workweek that started 10/24/2004. If the employee does not adjust his/her work schedule prior to 7:00a.m. Sunday, 10/31/2004, then the employee could potentially receive OTP/CME for the
10/24/2004 workweek (prior to the beginning of the new workweek). Remember that overtime is not reported until an employee has met his or her FLSA threshold (40 hours for a regular non-exempt employee).

If you have questions regarding how to record Daylight Savings Time, you may contact Brent Smith at brent.smith@da.state.ks.us

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