SHARP Customer Service Center

- SHARP Messages -

SHARP Message #647

DATE:	12/1/05
AUTHOR:	HR
SUBJECT:	Time Entry Operators: New FLSA Edit

MESSAGE TEXT:

Time Entry Operators: New FLSA Edit

In an effort for the State of Kansas to be in compliance with the Fair Labor Standards Act (FLSA), we have developed a new Time and Leave (T&L) edit that will identify timesheets that have overtime (OTP) or Compensatory Time (CME) recorded by day instead of once an employee has reached his or her FLSA threshold.

The FLSA threshold is usually 40 hours / 1 week. However, there are some Law Enforcement or Fire Protection personnel who have an 80 hour / 2 week (or similar) FLSA threshold.

The new edit was placed in the nightly batch cycle program. As a result if OTP or CME is entered incorrectly on the timesheet, or interfaced into T&L, the error won't appear until it has processed through the nighttime edit. The edit program runs each night, Monday through Friday, during payroll calculation week and on each of the three off-cycle nights (Every Monday and every other Wednesday). Note: This schedule changes as the result of certain holidays.

To check your Time Entry Error Messages, use the following navigation in
SHARP: Home > Administer Workforce > Time and Leave > Use > Time Entry Error Messages. On the Find an Existing Value Page, enter the Pay Period End Data and click on Search. If you have Time Entry Error Messages, they will display in the Search Results area of the page. Click on any of the hyperlinks and the error message will display for the employee.

The new FLSA error message is, "Overtime/Comp Time hours should not be recorded until employee reaches their FLSA Threshold."

Refer to the Comp Time (Earned and Taken) Time Entry Practice within the Time and Leave Computer Based Training material for an example of how compensatory time or overtime is entered.
http://da.state.ks.us/sharp/CBT-intro.htm

Contact Brent Smith at brent.smith@da.ks.gov or 785-296-1432 if you have any questions.

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