



# Payroll and Employee Benefits

## Approving Kronos Timecards for **Nonexempt Staff**

### Frequently Asked Questions

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#### 1. What does non-exempt mean?

Non-exempt is a term used in the Fair Labor Standards Act to delineate employees who are eligible to earn overtime for all hours worked over forty (40) in a work week. Many employers refer to their non-exempt employees as hourly paid.

#### 2. What does exempt mean?

Exempt employees are excluded from the overtime provisions of the Fair Labor Standards Act. Exempt employees are paid on a salaried basis and must meet both a salary threshold as well as a duties test.

#### 3. When does a staff employee earn overtime?

Non-exempt staff employees earn overtime (time and a half) when they work more than forty (40) hours in a work week. The work week at Ball State University starts on Sunday and ends on Saturday.

If a staff employee works more than eight (8) hours in a day, s/he does not earn overtime. It is only when the employee works more than forty (40) in a work week that s/he earns overtime. For example, a staff employee works ten (10) hours on Monday, Tuesday, Wednesday and Thursday, but does not work on Friday, s/he will not earn overtime. If this same employee reports to work on Friday and works for four (4) hours, s/he will earn four (4) hours of overtime.

#### 4. What is comp time?

Public employers may elect to pay their employees compensatory time (aka "comp" time) in lieu of overtime. Comp time is paid time off and is earned

at time and a half. For example, if a staff employee works forty one (41) hours in a work week, s/he may be paid overtime for one hour, or be granted one and a half (1.5) hours of comp time. An employee may bank up to 240 hours and at Ball State, we pay out unused comp time in July.

**5. Must I grant comp time if an employee works more than forty (40) hours in a week?**

No, it is at the discretion of the employer to grant either comp time or overtime. Some departments may experience slower work periods where employees could utilize comp time. However, there are some departments that are not able to grant additional time off and elect to pay the overtime.

When a staff employee works more than forty (40) hours in a work week, Kronos automatically defaults the time to comp time. If you do not want to grant comp time, you will need to make an adjustment. In the Totals section at the bottom of the timecard, click the amount to move and select **Amount > Move**. The Move Amount dialog box opens. Change the pay code, amount, effective date, or transfer an amount

**6. If an employee works overtime without my pre-approval, what should I do?**

Whether or not an employee had pre-approval to work additional hours, we are still obligated to pay that employee for all hours worked. Do not make any adjustments to the in or out punches. You may ask the employee to work fewer hours later in the same pay week in order to prevent the payment of overtime.

As a good practice, you should inform all employees that they must obtain prior approval to work overtime. In cases where prior approval cannot be obtained, they must notify you immediately. If an employee notifies you that s/he has worked overtime, ask the employee what necessitated the additional time.

In cases where an employee continues to work unauthorized overtime without a legitimate reason, it may be cause for discipline. You should call Employee and Labor Relations to determine the best course of action.

**7. If an employee works additional time during the week (stays late to assist a customer), what are my options?**

You may ask the employee to flex his/her schedule later in the same pay week. Or, you may elect to pay the overtime or compensatory time. Your decision should be based upon the business needs of your department.

**8. If an employee requests to take an additional thirty (30) minutes at lunch, what are my options?**

The employee must clock in and out for lunch so that we can appropriately pay him/her for the time. You may require the employee to work an additional thirty (30) minutes at the end of the shift, work an additional thirty (30) minutes during the same work week, or ask the employee to take the time unpaid.

**9. Can a staff employee attend a conference?**

Yes, there is no prohibition on traveling. However, non-exempt employees must account for the hours of their travel time and conference time.

**10. Can a staff employee work from home?**

No. Staff employees are not permitted to work from home.

**11. What if a staff employee checks and responds to work email from home?**

You should communicate to non-exempt employees in advance that they are not to check and respond to work email. If an hourly paid employee does respond to work email after his/her regular work hours, the University is obligated to compensate the time. The employee must complete a Kronos Adjustment Form (see question 12 response).

**12. If a staff employee misses a punch, what should I do?**

A staff employee cannot manually add a punch and you will need to make the adjustment on his/her behalf. The staff employee will complete a Kronos Adjustment Form and give it to you for approval and correction. Maintain a copy of the form in your files for three (3) years.

The Kronos Adjustment Form is found at: <https://cms.bsu.edu/-/media/www/departmentalcontent/payroll/pdfs/kronos/kronos%20adjustment%20form.pdf?la=en>

Directions on editing timecards: <https://cms.bsu.edu/-/media/www/departmentalcontent/payroll/pdfs/kronos/kronos%20manager%2080%20users%20guide%20and%20in%20touch%20time%20clock%20instructions.pdf?la=en>

**13. Can a staff employee enter his/her vacation and sick time?**

Yes. Staff employees may enter their own vacation and sick time. You may elect to enter the hours if the employee is unable to do so.

**14. Can a staff employee enter his/her vacation and sick time in 15 minute increments?**

Yes. Staff employees may enter their own vacation and sick time in 15 minute increments.