Timecards and Overtime – FAQ’s
(For a more detailed reference the University policy: http://hr.uchicago.edu/policy/p304.html)

Q: Who completes a timecard?
A: Non-exempt employees who are paid bi-weekly.

Q: Are exempt (monthly) employees eligible for overtime?
A: At the University, exempt staff members are paid monthly and are not eligible for overtime pay. Exempt staff report full-day absences using the Monthly Absence Report.

Q: Who determines if a position is exempt (monthly) or non-exempt (bi-weekly)?
A: The University's pay practices and procedures are governed by the Fair Labor Standards Act (FLSA), its amendments, and its regulations and relevant Illinois Wage and Hour Laws. Under the FLSA, positions may be classified as either "non-exempt" or "exempt." A position's exempt/non-exempt status is based on its specific job duties and salary in accordance with FLSA exemption criteria.

Q: For bi-weekly staff, what hours are recorded on the timecard?
A: The timecard must reflect the time actually worked. For example, if someone arrives late to work, his or her timecard lists the person’s actual start time. Likewise, if someone works after hours, even if it is 10 minutes of time, the actual end time must be recorded.

Q: Does overtime need to be approved by supervisors or managers?
A: Yes, overtime does have to be approved. However, an employer is still obligated to pay an employee if he or she works overtime without approval. If this re-occurs, disciplinary action may be pursued.

Q: How is overtime determined?
A: Overtime is time worked by a bi-weekly, non-union staff employee that exceeds forty (40) hours in a work week. A bi-weekly staff employee is compensated at one and one-half (1.5) times his/her regular rate for hours worked over forty (40) in a work week, not including vacation, sick, holiday, or other paid/unpaid time.

For information on determining overtime pay for union employees, please consult the appropriate bargaining unit agreement.

Q: How is overtime calculated?
A: This depends on a number of factors, which include:
- Did the employee have any time off during that pay period (e.g., holidays, sick time, personal day, or other paid/unpaid time)?
- Was the employee hired to work a 37.5 hour week or a 40 hour week?
- What is the employee’s union affiliation, if any?

Please call the Chicago Booth HR Office to help figure out when overtime is valid for you or your staff.