Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Policies and Procedures		
6328	SPAHRS PR Report Time - Work Cycles	Effective Date: 05/20/2015
		Version: 3

SPAHRS Payroll Report Time Work Cycles
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Introduction

Work Cycles are established for each agency through the Maintain Agency Work Cycle Dates screen (**PA OT MA)**. Work cycles identify consecutive periods of time used to calculate extra hours and overtime. Each PIN and WIN stores the FLSA status of the person occupying the PIN or WIN. The FLSA status determines to which work cycle the employee can be assigned. Available FLSA statuses are E, N, P, F, S, and H. Each of these FLSA statuses will be discussed within this document.

When payroll is run, online payroll calculation submitted, or expected overtime viewed in Report Time, only those work cycles that complete within the pay period will be used for extra hours/overtime calculation. When a work cycle starts in a previous pay period and ends in the pay period being viewed, SPAHRS reads the timesheet from the previous pay period to calculate all hours worked within a work cycle. Hours in the current pay period that are in a work cycle that ends in the following pay period will not be picked up until payroll for that pay period is calculated.

Scope

This document provides an explanation of all types of work cycles recognized by SPAHRS, as well as how overtime is calculated for each. An employee's work cycle is different from the pay period; the difference between the two will be explained in this document.

Procedures

For employees on a fixed schedule, any extra hours worked must be entered using the EXTWK earnings code. For those on positive reporting schedules, there is a choice. All hours worked may be entered using the REGSH or HRWKD earnings code, and SPAHRS will automatically determine if any hours must be counted as EXTWK. Regular hours worked may be entered as REGSH or HRWKD, and all hours considered extra hours worked entered using the EXTWK earnings code. NOTE: Please do not combine these two different methods as this could result in extra hours miscalculations.

Only MMRS can add or modify a work cycle for any agency. Any request to add or modify a work cycle should be requested through the MMRS Call Center at 601-359-1343 or via e-mail at mash@dfa.ms.gov. Work cycles for an agency may be viewed on the Browse Agency Work Cycle screen.

KEY CONCEPTS	DESCRIPTION
Work Cycle	A code identifying a continuous period of time used for calculation of overtime. An agency may have more than one established work cycle.

Browse Agency Work Cycles

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear

```
FMSAS23  PHV7        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/12/2013
PHIMAINU PHIMAINM                     Payment Menu                      02:09 PM

            Code       Description                           FastPath

            CP    Calculate Pay                               CALC
            GS    Generate SAAS Transactions                  SAAS
            RD    Remit Taxes and Deductions Menu             REMD
            DP    Distribute Pay                              DISP
            PA    Approve/Release Pay                         RPAY
            FT    File Tax Reports                            FIAX
            AP    Adjust Pay                                  ADJP
            PT    Earnings, Tax, and Deduction Tables         ETDT
            OT    Other Payroll Tables                        PAYT
            PR    Payroll Reports


      Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                                                     Quit
```

Your Action ...	System Response ...
2. Choose **OT** (Other Payroll Tables) from the Payment Menu and press ENTER.	The Other Payroll Tables Menu will appear.

```
FMSAS23  PHV0        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/12/2013
PHIMAINU PHIMAINM              Other Payroll Tables Menu               02:16 PM

            Code       Description                           FastPath

            AL    Maintain Leave Accruals Table               ACCR
            HO    Maintain Holiday Table                      HOLI
            PP    Maintain Pay Parms Table                    PARM
            UP    Maintain Uniform Premiums Table             UPRM
            GR    Browse Garnishment Rate Table               GARN
            BP    Browse Pay Dates                            BRPD
            MP    Maintain Pay Date                           PYDT
            BA    Browse Agency Work Cycles                   BRAW
            MA    Maintain Agency Work Cycle Dates            AGWC
            LF    Life/Health Ins. Coverage Batch Update      LFBU
            DH    Download of Holiday Table                   HTDL


      Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                                                     Quit
```

Your Action ...	System Response ...
3. Choose **BA** (Browse Agency Work Cycles) from the Other Payroll Tables Menu and press ENTER.	The Browse Agency Work Cycles screen will appear.

```
FMSAS23  PHV0      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/12/2013
PHPCECTB PHPCECUM            Browse Agency Work Cycles              02:20 PM

Actions: (A,D,M,P)
      Agency Wk Cyc
*Act Number  Code  Start Date  End Date          Work Cycle Description
---- ------  ----  ----------  ----------  ------------------------------------
  _    0949   01   10/02/1999  12/31/2069  Standard 07 day
  _    0949   02   10/01/2001  12/31/2069  Compressed 14 day
  _    0949   04   03/20/1999  12/31/2069  Law Enforcement 28 day
  _    0949   06   01/31/1999  12/31/2069  Hospital 14 day
  _    0949   07   03/20/1999  12/31/2069  Hwy Patrol/Narcotics 28 day
                            *** End of Data ***




*Agency: 0949   *Work Cycle Code: __   Start Date: __ __ ____
 Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End   Add                     Bkwd  Fwd               Quit
```

Your Action ...	System Response ...
4. Enter the agency number and press ENTER.	All work cycles established for the agency will be displayed.
5. To view a specific work cycle, enter **D**isplay beside the selected work cycle.	
6. Press ENTER.	The selected work cycle information will be displayed.

```
FMSAS23  PHV0      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/12/2013
PHPCECSD PHPCECSM         Maintain Agency Work Cycle Dates         02:22 PM


 *Action: _    (A,D,M,N,P)


  *Agency Number..: 0949 SAP 2
  *Work Cycle Code: 01 Standard 07 day
   Start Date.....: 10 02 1999 Saturday
   End Date.......: 12 31 2069 Tuesday








Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                               Quit
```

Exempt Employee – FLSA Status E

Exempt employees will always have an FLSA status of E and will always be assigned a seven day work cycle. Extra hours will be calculated if hours are entered in the timesheet using EXTWK earnings code. If the employee is on a positive reporting schedule, extra hours will be calculated if the total hours worked in the seven day period are more than forty hours. All hours over forty will be moved to the EXTWK earnings code when the payroll is calculated.

The following screen displays the work cycles and overtime calculation for an exempt employee on a monthly payroll.

```
PHFNC08   PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/23/2008
PHPCIF1D PHPCIF1M              Payroll On-Line Calculation              05:06 PM

                            Details of expected overtime
   ----- Information linked to Work Cycles to be paid in this Pay Period ----
                         Work Cyc Applic EXTWK  CALBK   Total Agency  FLSA
     Start Date  End Date  Wk + Hrs  Hours Hours   Hours   Hours  Comp  Ovrtime
     ---------- ---------- -------- ------ ------ ------ ------ ------ ------
     12/31/2007 01/06/2008 1  40.00  24.00                32.00
     01/07/2008 01/13/2008 1  40.00  40.00   5.00         45.00   5.00
     01/14/2008 01/20/2008 1  40.00  40.00                40.00
     01/21/2008 01/27/2008 1  40.00  40.00                40.00


     ---------------------- Applicable Pay Cycle Info ----------------------
     Current Start Date..: 01/01/2008      Current End Date...: 01/31/2008
     Previous Start Dates:                 Previous End Dates.:

     Total Agency Comp...: 5.00            Total FLSA Overtime:
     Holiday Worked Hours: 8.00
     Additional comments.: All overtime is Comptime
```

Non-Exempt – FLSA Status N

FLSA status N is considered regular non-exempt. All employees in this status are assigned a seven day work cycle. No overtime is awarded unless the total hours worked by an employee are greater than forty in a work cycle. The employee may have hours reported under the EXTWK earnings code, and those hours will be compensated at straight time. Overtime is only awarded if the total hours physically worked are greater than forty.

The following screen displays work cycles with extra hours worked due at straight time and another work cycle with hours due at time and a half.

```
FMSAS23  PHV7        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/13/2013
PHPCIF1D PHPCIF1M              Payroll On-Line Calculation            12:22 PM
+-------------------------Details of expected overtime----------------------+
| ----- Information linked to Work Cycles to be paid in this Pay Period ---- |
|                         Work Cyc Applic EXTWK  CALBK   Total Agency  FLSA   |
|   Start Date  End Date  Wk + Hrs Hours  Hours  Hours   Hours  Comp  Ovrtime |
|   ----------  ---------- -------- ------ ------ ------  ------ ------ ------ |
|   06/25/2011 07/01/2011 1  40.00  40.00  3.00          43.00          4.50  |
|   07/02/2011 07/08/2011 1  40.00  32.00  2.00          34.00  2.00           |
|   07/09/2011 07/15/2011 1  40.00  40.00  3.00          43.00          4.50  |
|   07/16/2011 07/22/2011 1  40.00  40.00  2.00          42.00          3.00  |
|   07/23/2011 07/29/2011 1  40.00  40.00  3.00          43.00          4.50  |
|                                                                            |
|   ---------------------- Applicable Pay Cycle Info --------------------     |
|   Current Start Date..: 07/01/2011     Current End Date...: 07/31/2011      |
|   Previous Start Dates: 06/01/2011     Previous End Dates.: 06/30/2011      |
|                        05/01/2011                          05/31/2011       |
|   Total Agency Comp...: 2.00           Total FLSA Overtime: 16.50           |
|   Holiday Worked Hours:                                                     |
|   Additional comments.: All overtime is Comptime                           |
|                                                                            |
+----------------------------------------------------------------------------+
```

For the work cycle 7/2/2011 through 7/8/2011, the employee physically worked only thirty-two hours. This figure is displayed in the Total Hours column. The Applic (applicable) Hours column indicates how many hours were reported as REGSH. Hours designated by the system as EXTWK through the extra hours calculation or by timesheet entry of EXTWK are displayed in the EXTWK Hours column. The Agency Comp and FLSA Ovrtime (overtime) columns indicate whether hours are due at straight time or time and a half and the number of hours to be reported for each.

In the work cycle 6/25/2011 through 7/1/2011 the employee physically worked over forty hours and has hours due at time and a half.

This screen shot also demonstrates how the calculation picks up hours from a previous pay period, 6/25/2011 through 7/1/2011, and does not include hours after 7/29/2011, which will be picked up in a work cycle that ends in the next pay period.

Employees assigned to a compressed work cycle will only have extra hours calculated when the hours worked in the two week compressed period exceeds eighty. For exempt employees, FLSA status of E, this is acceptable because they will never have any hours due at time and a half. For non-exempt employees, FLSA status of N, a true overtime calculation cannot be performed. Overtime must still be calculated on a seven day work cycle; however, SPAHRS cannot determine where the seven day period ends and begins because it actually ends during a day and not at midnight like other work cycles. The user **must keep manual records** and must adjust leave balances when necessary to be in compliance with Department of Labor regulations.

Public Safety – FLSA Status P

For non-exempt employees classified as law enforcement, overtime may be calculated on a 28-day work cycle in SPAHRS. Overtime is not due until the employee has worked over 171 hours in this work cycle. A normal schedule would be for 160 hours in the 28-day cycle. Employees with an FLSA status of P have an hourly wage calculated based on 2,087.14285 hours in a year. This average number of yearly hours worked is based on the standard 40 hours per week. Under the U. S. Department of Labor's rules, if an employee's salary pays for working 40 hours in a week (160 in a 4 week period), any hours not compensated at straight time must be accrued/paid before overtime hours can be accrued/paid. Since the salaried employee has only been compensated for 160 hours in the 28-day cycle, hours worked over 160 but not over 171 must be compensated at straight time. The 11 hours are only due if the employee physically works up to 171 hours. Paid leave and holidays are not counted.

The following screen shot displays a 28-day cycle with overtime hours.

```
FMSAS23   PHV6        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/13/2013
PHPCIF1D PHPCIF1M            Payroll On-Line Calculation                01:56 PM

+-------------------------Details of expected overtime----------------------+
| ----- Information linked to Work Cycles to be paid in this Pay Period ---- |
|                       Work Cyc Applic EXTWK  CALBK   Total Agency  FLSA     |
|   Start Date  End Date Wk + Hrs Hours Hours  Hours   Hours  Comp  Ovrtime   |
|   ---------- ---------- -------- ------ ------ ------ ------ ------ ------   |
|   10/24/2009 11/20/2009 4 160.00 141.75  26.50        176.25  21.25   7.88  |
|                                                                            |
|                                                                            |
|                                                                            |
|                                                                            |
|                                                                            |
|                                                                            |
| --------------------- Applicable Pay Cycle Info ---------------------      |
| Current Start Date..: 11/01/2009      Current End Date...: 11/30/2009      |
| Previous Start Dates: 10/01/2009      Previous End Dates.: 10/31/2009      |
|                       09/01/2009                          09/30/2009      |
| Total Agency Comp...: 21.25           Total FLSA Overtime: 7.88           |
| Holiday Worked Hours: 8.00                                                 |
| Additional comments.: Agency Overtime is Paid, FLSA Overtime is Comptime   |
|                                                                            |
+----------------------------------------------------------------------------+
```

In the example above, the employee only worked 141.75 REGSH hours but had 26.50 hours entered as EXTWK. His total hours worked for the work cycle was 176.25. The employee in this example is on a fixed schedule, and any hours outside of the fixed schedule are entered as EXTWK. For employees on positive reporting with all hours worked entered as REGSH, no hours will be recognized as extra hours unless the total hours worked are over 160.

Firefighters – FLSA Status F

Similar to the law enforcement special overtime rule, non-exempt firefighters are allowed to work 212 hours in a 28-day cycle before overtime rules apply. All hours worked over 212 in the 28-day cycle are due at time and a half. In SPAHRS, the non-exempt firefighter's hourly rate is based on working 2,756 hours a year. There is no gap between 160 and 212 days because the non-exempt firefighter must schedule 212 hours in the 28-day cycle. Their salary pays them for working 53 hours a week, or 212 hours in a 4-week cycle.

```
FMSAS23  PHV7        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM       03/13/2013
PHPCIF1D PHPCIF1M              Payroll On-Line Calculation             11:16 AM
+-----------------------------Details of expected overtime---------------------+
| ----- Information linked to Work Cycles to be paid in this Pay Period ---- |
|                       Work Cyc Applic EXTWK  CALBK   Total Agency  FLSA     |
|  Start Date  End Date  Wk + Hrs Hours Hours  Hours   Hours  Comp  Ovrtime   |
|  ----------  --------- -------- ----- ------ ------ ------ ------ ------     |
|  03/12/2012 04/08/2012 4 212.00 212.00 34.00        246.00        51.00     |
|                                                                            |
|                                                                            |
|                                                                            |
|                                                                            |
|                                                                            |
|                                                                            |
|  --------------------- Applicable Pay Cycle Info --------------------- |
| Current Start Date..: 04/01/2012      Current End Date...: 04/30/2012      |
| Previous Start Dates: 03/01/2012      Previous End Dates.: 03/31/2012      |
|                       02/01/2012                          02/29/2012      |
| Total Agency Comp...:                 Total FLSA Overtime: 51.00           |
| Holiday Worked Hours:                                                      |
| Additional comments.: All overtime is Paid                                |
|                                                                            |
+----------------------------------------------------------------------------+
```

The above overtime calculation has all hours entered as HRWKD. Hours worked over 212 have been moved to the extra hours worked column and compensated at time and a half.

Public Safety – FLSA Status S

FLSA status S is another version of the law enforcement overtime rule. The difference is the hourly rate is based on the employee's working 2,223 hours in a year, or 171 hours in the 28-day cycle. Their salary pays them for accounting for 171 hours instead of 160. No extra hours are compensated as straight time. All hours worked above 171 are due at time and a half.

The following screen shot displays a pay period with two 28-day work cycles completing in it. The pay period is monthly for 3/31/2012. The two work cycles completing are 2/24/2012 through 3.2/2012 and 3/3/2012 through 3/30/2012. Because only hours worked over 171 are recognized as extra hours worked, there are no hours due at straight time. All hours over 171 are due at time and a half.

```
FMSAS23  PHV6        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/13/2013
PHPCIF1D PHPCIF1M              Payroll On-Line Calculation          01:14 PM
+---------------------------Details of expected overtime---------------------+
| ----- Information linked to Work Cycles to be paid in this Pay Period ---- |
|                       Work Cyc Applic EXTWK  CALBK   Total Agency  FLSA     |
|  Start Date  End Date  Wk + Hrs Hours  Hours  Hours   Hours  Comp  Ovrtime  |
|  ---------- ---------- -------- ------ ------ ------  ------ ------ ------   |
|  02/04/2012 03/02/2012 4 171.00 171.00   6.25        186.25         13.88   |
|  03/03/2012 03/30/2012 4 171.00 171.00  21.75        192.75         32.63   |
|                                                                            |
|                                                                            |
|                                                                            |
|                                                                            |
|                                                                            |
|  --------------------- Applicable Pay Cycle Info --------------------- |
| Current Start Date..: 03/01/2012      Current End Date...: 03/31/2012  |
| Previous Start Dates: 02/01/2012      Previous End Dates.: 02/29/2012  |
|                       01/01/2012                          01/31/2012  |
| Total Agency Comp...:                 Total FLSA Overtime: 46.51       |
| Holiday Worked Hours: 9.00                                             |
| Additional comments.: All overtime is Comptime                        |
|                                                                       |
+-----------------------------------------------------------------------+
```

Hospital – FLSA Status H

Hospital employees have another overtime option available. They may be assigned to the 8/80 work cycle. The 8/80 work cycle spans 14-days. During this 14-day cycle, all hours worked over 8 in a day are compared to the number of hours worked over 80 in the period. Whichever total is the highest is recognized as overtime hours.

For example, during the 14-day period an employee works 8 ten-hour days for a total of 80 hours. The employee has not worked over 80 hours; so the total of the hours worked above 80 is zero. However, the employee worked 2 hours over 8 in each of the 8 days worked making a total of 16 hours worked over 8. The employee would be compensated for 16 hours overtime at time and a half.

Using the same example as above, except the employee worked 7 ten-hour days for a total of 70 hours, the employee would be entitled to overtime for 14 hours. Again, the employee worked over 8 hours in each of the 7 days worked for a total over 8 of 14. Under the U.S. Department of Labor's rules, the employee does not have to work over 80 hours to be entitled to overtime.

If an employee worked 2 ten-hour days, 8 eight-hour days, and 1 four-hour day, the employee would be compensated for 8 overtime hours at time and a half. The total hours worked in the 14-day cycle is 88, for 8 hours over 80 in the period. The hours worked over 8 in a day equals 4. Since 8 hours are greater than 4 hours, overtime is due only for the hours worked over 80.

The hospital 8/80 work cycle is available for any employee of a hospital or residential facility whose primary purpose is the care of the sick, aged, or mentally ill. All occupations are eligible for the FLSA status of H.

The screen shot below is for an employee who had 7 days with 8 hours worked, 1 day with 16 hours worked, 1 day with 16.72 hours worked, and 1 day with 4 hours worked. This came to 92.72 total hours worked in the 14-day work cycle. The hours worked over 80 came to 12.72 hours, but the hours worked over 8 for a day totaled 16.72 hours. Overtime was calculated based on the 16.72 total hours worked over 8 in a day within the work cycle.

```
FMSAS23  PHV5         STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    09/17/2013
PHPTTI4D PHPTTI1M                     Enter Time                        01:00PM
+----------------------Details of expected overtime----------------------+
| ----- Information linked to Work Cycles to be paid in this Pay Period ---- |
|                      work Cyc Applic EXTWK  CALBK   Total Agency  FLSA    |
|  Start Date  End Date  Wk + Hrs  Hours Hours  Hours  Hours  Comp  Ovrtime |
|  ----------  ----------  --------  ------  ------  ------  ------  ------  ------ |
|  06/29/2013 07/12/2013 2  80.00  76.00  16.72          92.72         25.08 |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|  -------------------- Applicable Pay Cycle Info --------------------- |
| Current Start Date..: 06/29/2013    Current End Date...: 07/12/2013   |
| Previous Start Dates:                Previous End Dates.:              |
|                                                                        |
| Total Agency Comp...:                Total FLSA Overtime: 25.08        |
| Holiday Worked Hours:                                                  |
| Additional comments.: Agency Overtime is Comptime, FLSA Overtime is Paid |
|                                                                        |
+------------------------------------------------------------------------+
```