



## TimeClock Plus – Excess Regular Hours



### Calculating Excess Regular Hours

- Excess Regular Hours are applied to part-time, non-exempt employees if they work hours above their FTE
- Some employees flex their time from week to week (such as a 30 FTE employee working 25 hours one week and 35 hours the next), so Excess Regular Hours should be calculated based on their total hours worked over the month
- Other employees work a consistent number of hours each week, so Excess Regular Hours should be calculated on a weekly basis
- The calculation of Excess Regular Hours may vary by department and employee, but any hours above a part-time, non-exempt salaried employee's FTE should be compensated on a monthly basis by applying an Excess Regular Hours job code in TimeClock Plus
- Excess Regular Hours will be paid in the following month (earned September, paid October 31) at a rate equivalent to the employee's salary
- No automatic calculation of Excess Regular Hours will take place; the hours must be manually applied by the Department HR role
- Overtime will be automatically calculated for any hours over 40 for the week without action from the Department HR role

### Applying Excess Regular Hours – Time In and Out

- Log into the web interface at the "TimeClock Plus Manager" link at [aar.colostate.edu](http://aar.colostate.edu) using eID credentials (eName and password)
- Click the HOURS tab and choose "Individual Hours"
- Choose the employee who has worked over their FTE and identify the segment with extra hours worked. Unlike the Comp Time conversion, the segment does NOT have to be the last segment in the week
- If the segment has both an "In" and "Out" time, right-click the segment and choose, "Split segment by length"
- Click the symbol in the "Split" column
- Edit the Length of the first segment to equal the number of standard hours worked
- This will automatically change the second segment to the number of hours above the employee's FTE. Change the Job Code on this segment to "Excess Regular Hours"
- Click Save and approve the segments

### Applying Excess Regular Hours – Time Sheet Entry

- If the Out column of the segment with additional hours says, "Time sheet," the Split Segment option is unavailable
- In these cases, right-click and "Edit" the segment, changing the number of hours to match the employee's standard working hours
- Then click the "Add" button and create a second segment on the same day with the Job Code, "Excess Regular Hours" and the appropriate number of hours
- Click Save and approve the segments

### Applying Excess Regular Hours – Entire Segment

- If an entire segment counts as hours worked above an employee's FTE, right-click that segment and choose "Edit"
- Change the Job Code on the segment to "Excess Regular Hours"
- Click Save and approve the segment