Herbert Wertheim College of Medicine

Time & Labor
Training for Exempt Employees

Human Resources
The FLSA (Fair Labor Standards Act) established in 1938 is the Federal law administered by the Department of Labor which establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.

FLSA determines which jobs are eligible for overtime pay:

- Duties Test (Executive, Professional, Administrative, Computer)
- Salary Test (minimum salary threshold)

The **CURRENT** minimum annual salary threshold established by the FLSA is $35,568 annually, or $684/weekly.
VACATION AND SICK LEAVE

VACATION LEAVE

- Vacation leave must be **approved by the supervisor** prior to the employee taking the time off from work.

- An employee may carry over vacation leave from year to year up to the maximum accrual rate.

- After one (1) year of continuous employment, an employee who separates from the University shall be paid for all unused vacation leave not to exceed the maximum accrual amount.

SICK LEAVE

- An employee may carry over sick leave hours from year to year.

- Sick leave will not be paid out upon separation.

- Employees must use sick leave for its intended purpose. Supervisors will monitor employee use of sick leave for patterns of abuse.

- The employee or supervisor is responsible for reporting any medical leave of absences to the Human Resources Team. The leave must be reported if it consists of **four (4) or more consecutive business days.**
### TIME ACCRUALS

#### Vacation Accrual
- **Exempt**

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Hours Accrued per Pay Period</th>
<th>Maximum Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>7 hours</td>
<td>352 hours</td>
</tr>
</tbody>
</table>

#### Sick Time Accrual

<table>
<thead>
<tr>
<th>Hours Accrued per Pay Period</th>
<th>Maximum Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 hours</td>
<td>No Maximum Accrual</td>
</tr>
</tbody>
</table>
MEAL AND BREAK PERIODS

- There are no mandated breaks under Florida law
- FIU policy allows a 30-minute unpaid lunch per 6 hours worked
- FIU policy allows an additional two paid 15 minute breaks
- FIU generally allows employees to combine the 30-minute lunch with two 15-minute breaks for a total 1-hour lunch break
Each workweek *stands by itself*

- Workweek is 7 consecutive 24 hour periods (168 hours) as determined by an employer

- The FIU workweek begins on *Saturday at 12:01am and ends on Friday at midnight*
PAYROLL DEADLINES

- Employee deadline to submit hours is usually Fridays at 5:00pm
- Approver deadline to approve hours is usually Mondays at 2:00pm
- Pay Day is usually on a Friday
- Deadlines are moved up when highlighted
Exempt Employee

- Does not need to report daily hours worked
- Needs to report leave (vacation, sick, jury duty, etc.)
- Not entitled for overtime pay or compensatory time for hours worked in excess of 40 hours in a workweek
**TYPES OF TIMESHEETS**

**Non-Exempt Employee (Benefit Eligible)**

- Needs to report all hours worked on a daily basis
- Meal periods are automatically deducted
- Eligible for overtime payment at one and one-half times the regular rate of pay for all hours worked in excess of 40 hours in a workweek
- All overtime hours must be authorized by the supervisor prior to working
- Employees are not allowed to work during meal periods without prior authorization from the supervisor
Non-Exempt Employee (Temporary/Student Assistant)

- Needs to report all hours worked on a daily basis.
- Meal periods (clock out and in) must be entered on a daily basis (Only need to report 30 minute unpaid break).
- Eligible for overtime payment at one and one-half times the regular rate of pay for all hours worked in excess of 40hs in a workweek.
- All overtime hours must be authorized by the supervisor prior to working.
- Student Assistants cannot work more then 20 hours per week during fall and spring semesters. They may work up to 30 hours during the summer semester.
- Employees are not allowed to work during meal periods without prior authorization from the supervisor.
STEPS TO VIEW LEAVE BALANCES

1. Navigate to Myhr.fiu.edu > Main Menu > Self Service > Time Reporting > Report Time > Timesheet
STEPS TO VIEW LEAVE BALANCES

2. Select the “Leave/Compensatory Time” tab

3. View “Recorded Balance” for total amount of Sick Leave and Vacation Leave

- Actual leave balances will not be updated until payroll has processed the hours submitted for the current pay period and future pay periods
- Actual leave balances can also be viewed on a paycheck by navigating to Myhr.fiu.edu > Main Menu > Self Service > Payroll and Compensation > View Paycheck
STEPS TO REQUEST ELEAVE

1. Navigate to Myhr.fiu.edu > Main Menu > Self Service > Time Reporting > Request Leave > eLeave Request
STEPS TO REQUEST ELEAVE

2. Select “Create a New eLeave Request”

3. Enter: Dates, Leave Type, and Hours per Day. Then select “Next”
STEPS TO REQUEST ELEAVE

4. Review and make any necessary edits

5. Select “Next”
STEPS TO REQUEST ELEAVE

6. Enter comments for approver to review

7. Select “Submit”
STEPS TO REQUEST ELEAVE

The employee also has the ability to send a notification to additional individuals

1. Select “Notify”

2. Enter individual you would like to notify of leave

3. Select “OK”
STEPS TO REVIEW ELEAVE

1. Navigate to Myhr.fiu.edu > Main Menu > Self Service > Time Reporting > Request Leave > eLeave Request

- **Active eLeave Requests**: Displays eLeave request that are within pay periods that have not yet been processed
- **Inactive eLeave Requests**: Displays past eLeave request that have already been processed by payroll

You may view the status of your eLeave request under the “Approval Status” column
To review the full details of the request:

2. Select “Review”
STEPS TO CANCEL ELEAVE

1. Navigate to Myhr.fiu.edu > Main Menu > Self Service > Time Reporting > Request Leave > eLeave Request
2. Select “Review”
3. Select “Cancel”
4. Select “Yes”
STEPS TO MANUALLY ENTER LEAVE TIME

- Leave should be entered manually if it is within the current pay period and cannot be submitted using eLeave

1. Navigate to Myhr.fiu.edu > Main Menu > Self Service > Time Reporting > Report Time > Timesheet
2. Once in the timesheet, select the box corresponding to the date you will insert leave

3. Insert number of hours (ex: 1 hour-8 hours)

4. Select drop down menu under Time Reporting Code and select appropriate code

5. Select “Submit”
# TYPES OF REPORTING CODES

## Reporting Codes

<table>
<thead>
<tr>
<th>Time Reporting Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML*</td>
<td>Administrative Leave</td>
</tr>
<tr>
<td>BRV</td>
<td>Bereavement Leave</td>
</tr>
<tr>
<td>GRE*</td>
<td>Grant-in-Aid</td>
</tr>
<tr>
<td>JRW</td>
<td>Jury Duty/Witness</td>
</tr>
<tr>
<td>LWP</td>
<td>Leave without Pay</td>
</tr>
<tr>
<td>MIL*</td>
<td>Military Leave</td>
</tr>
<tr>
<td>SKU</td>
<td>Sick Leave</td>
</tr>
<tr>
<td>VAU</td>
<td>Vacation Leave</td>
</tr>
<tr>
<td>WCA*</td>
<td>Workers Comp</td>
</tr>
</tbody>
</table>

## For HR Use Only

<table>
<thead>
<tr>
<th>Time Reporting Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMC</td>
<td>Emergency Closing</td>
</tr>
<tr>
<td>HOL</td>
<td>Holiday</td>
</tr>
</tbody>
</table>

* Must contact HWCOM HR (7-0621) prior to utilizing these codes.
STEPS TO ENTER RETRO TIME

- If hours need to be entered or edited for a previous pay period, the approver can go back one pay period to edit the timesheet.

- If hours need to be entered or edited for more than one previous pay period, the employee will need to email comhr@fiu.edu and copy the Supervisor with the times and dates to edit/enter.
RESOURCES AND CONTACTS

RESOURCES

• FIU Division of Human Resources – Compensation Administration
  ➢ http://hr.fiu.edu/index.php?name=flsa

• U.S. Department of Labor - Wage and Hour Division (WHD)
  ➢ http://www.dol.gov/whd/flsa

CONTACTS

• HWCOM Human Resources Department – 305-348-0621/ comhr@fiu.edu

• FIU Human Resources Service Center – 305-348-2181/ hr@fiu.edu

• Compensation Administration – 305-348-4996/ cmpadmin@fiu.edu

• Payroll – payroll@fiu.edu