

TIMECLOCKPLUS AT LEHIGH UNIVERSITY

Entering Flex Time for Nonexempt Staff in TimeClock Plus

Flex Hours Worked and Taken Over Multiple Weeks:

If, rather than receive overtime pay, a nonexempt employee chooses to work additional hours in one week and offset those hours by taking time off **later in the same pay period but not in the same calendar week**, please note the following guidelines for entering that "Flex Time".

In accordance with federal regulations, additional hours worked in one calendar week that cause an employee to work more than 40 hours must be offset by 1.5 times those hours in the following week. Therefore, enter the Flex Time earned and taken as follows:

- If your total hours for the calendar week, including Flex Time, will not exceed 40 hours:
 - Enter the additional Flex Hours worked in Time Code 470 "Flex Worked Hr 1.0".
 - In the following pay week (within the same semimonthly pay period), take and report the same number of hours off work using Time Code 475 "Flex Time Off 1.0"
- If your total hours for the calendar week, including Flex Time, will exceed 40 hours:
 - Enter the additional hours worked up to 40 using Time Code 470 "Flex Worked Hr 1.0" and report the hours worked over 40 using Time Code 471 "Flex Worked Hr 1.5".
 - In the following week (within the same semimonthly pay period), take off and report:
 - The same number of hours reported the previous week in "Flex Worked Hr 1.0"
 - Report the hours in Time Code 475 "Flex Time Off 1.0"
 - AND**
 - 1.5 times the number of hours reported the previous week in "Flex Worked Hr 1.5"
 - Report the hours in Time Code 476 "Flex Time Off 1.5"

Flex Hours Worked and Taken in the Same Week with Overtime Hours :

- This can only be done if there are **NO** carryover of hours from a previous calendar week or to a later calendar week
- **Report additional hours worked that will count towards Flex Time Off in your timesheet as an additional time record using Regular Pay Time Code 100 rather than Flex Time Worked Hr 1.0.**
- Additional hours worked that should be paid as overtime and not used as Flex Time get reported using the Additional Hours Time Code 109.

In General:

- Hours entered in the Flex Time Worked and Flex Time Off time categories are for time tracking purposes only
- Flex Hours are not entered in the Banner HR/Payroll system
- Flex Hours do not affect nonexempt staff pay calculations, compensation, or leave accruals
- "Total Hours" summarized on the TimeClock electronic timesheet is the total of all hours entered, including Flex hours that do not affect compensation
- Please refer to the Office of Human Resources website for more information regarding Flex (Comp) Time Policies.

See below for several illustrations of the use of Flex Time Reporting

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Example 1: Flex Hours Over Two Weeks, Straight Time Only

An employee normally works 37.5 hours per week but works 2.50 hours of Flex Time for a total of 40 hours in one week. The Flex Time is used to take a partial day off in the following week.

- The Regular Hours will auto populate based on the employee's assigned work schedule in TimeClock Plus.
- Enter the additional hours worked as "Flex Worked Hr 1.0" Time Code 470.

02/03 - 02/09

Mon 02/04	Tue 02/05	Wed 02/06	Thu 02/07	Fri 02/08
8.25	8.00	8.00	8.25	7.50
<div>08:15 AM 7.50</div> <div>100 - Regular Hours</div>	<div>08:15 AM 7.50</div> <div>100 - Regular Hours</div>	<div>08:15 AM 7.50</div> <div>100 - Regular Hours</div>	<div>08:15 AM 7.50</div> <div>100 - Regular Hours</div>	<div>08:15 AM 7.50</div> <div>100 - Regular Hours</div>
<div>04:30 PM 0.75</div> <div>470 - Flex Worked Hr 1.0</div>	<div>04:30 PM 0.50</div> <div>470 - Flex Worked Hr 1.0</div>	<div>04:30 PM 0.50</div> <div>470 - Flex Worked Hr 1.0</div>	<div>04:30 PM 0.75</div> <div>470 - Flex Worked Hr 1.0</div>	<div>04:30 PM 0.75</div> <div>470 - Flex Worked Hr 1.0</div>
Add	Add	Add	Add	Add

- On the day Flex Time Off is taken, edit Regular Hours to reduce for the hours taken off and record the hours taken off as "Flex Time Off 1.0" Time Code 475.

02/10 - 02/16

Mon 02/11	Tue 02/12	Wed 02/13	Thu 02/14	Fri 02/15
7.50	7.50	7.50	7.50	7.50
<div>08:15 AM 7.50</div> <div>100 - Regular Hours</div>	<div>08:15 AM 7.50</div> <div>100 - Regular Hours</div>	<div>08:15 AM 7.50</div> <div>100 - Regular Hours</div>	<div>08:15 AM 7.50</div> <div>100 - Regular Hours</div>	<div>08:15 AM 5.00</div> <div>100 - Regular Hours</div>
<div>01:15 PM 2.50</div> <div>475 - Flex Time Off Hr 1.0</div>				
Add	Add	Add	Add	Add

- The total of the "Flex Worked Hr 1.0" and the total of the "Flex Time Off 1.0" are equal for the pay period.

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Example 2: Flex Hours Over Two Weeks, Straight Time and 1.5 Time

An employee normally works 37.5 hours per week but works 4.50 hours of Flex Time for a total of 42 hours in the first week. The Flex Time is used to take a partial day off in the following week.

- The Regular Hours will auto populate based on the employee's assigned work schedule in TimeClock Plus.
- For the first week record the hours as follows:
 - 2.5 hours in "Flex Worked Hr 1.0" Time Code 470 (straight time up to 40 hours)
 - 2.0 hours in "Flex Worked Hr 1.5" Time Code 471 (hours worked over 40 hours)

02/03 - 02/09

Mon 02/04	Tue 02/05	Wed 02/06	Thu 02/07	Fri 02/08
<div>8.75</div> <div> Edit Clear Copy </div> <div>08:15 AM 7.50</div> <div>100 - Regular Hours</div> <div> Edit Clear Copy </div> <div>04:30 PM 1.25</div> <div>470 - Flex Worked Hr 1.0</div> <div>Add</div>	<div>8.00</div> <div> Edit Clear Copy </div> <div>08:15 AM 7.50</div> <div>100 - Regular Hours</div> <div> Edit Clear Copy </div> <div>04:30 PM 0.50</div> <div>470 - Flex Worked Hr 1.0</div> <div>Add</div>	<div>8.25</div> <div> Edit Clear Copy </div> <div>08:15 AM 7.50</div> <div>100 - Regular Hours</div> <div> Edit Clear Copy </div> <div>04:30 PM 0.75</div> <div>470 - Flex Worked Hr 1.0</div> <div>Add</div>	<div>9.00</div> <div> Edit Clear Copy </div> <div>08:15 AM 7.50</div> <div>100 - Regular Hours</div> <div> Edit Clear Copy </div> <div>04:30 PM 1.50</div> <div>471 - Flex Worked Hr 1.5</div> <div>Add</div>	<div>8.00</div> <div> Edit Clear Copy </div> <div>08:15 AM 7.50</div> <div>100 - Regular Hours</div> <div> Edit Clear Copy </div> <div>04:30 PM 0.50</div> <div>471 - Flex Worked Hr 1.5</div> <div>Add</div>

- On the day the Flex Time Off is taken, edit the Regular Hours to reduce for the hours taken off and record the hours taken as follows:
 - 2.5 hours in "Flex Time Off 1.0" Time Code 475
 - 3.0 hours (2.0 hrs x 1.5) in "Flex Time Off 1.5" Time Code 476

02/10 - 02/16

Mon 02/11	Tue 02/12	Wed 02/13	Thu 02/14	Fri 02/15
<div>7.50</div> <div> Edit Clear Copy </div> <div>08:15 AM 7.50</div> <div>100 - Regular Hours</div> <div>Add</div>	<div>7.50</div> <div> Edit Clear Copy </div> <div>08:15 AM 7.50</div> <div>100 - Regular Hours</div> <div>Add</div>	<div>7.50</div> <div> Edit Clear Copy </div> <div>08:15 AM 7.50</div> <div>100 - Regular Hours</div> <div>Add</div>	<div>7.50</div> <div> Edit Clear Copy </div> <div>08:15 AM 7.50</div> <div>100 - Regular Hours</div> <div>Add</div>	<div>7.50</div> <div> Edit Clear Copy </div> <div>08:15 AM 2.00</div> <div>100 - Regular Hours</div> <div> Edit Clear Copy </div> <div>10:15 AM 2.50</div> <div>475 - Flex Time Off Hr 1.0</div> <div>Leave</div> <div> Edit Clear Copy </div> <div>12:45 PM 3.00</div> <div>476 - Flex Time Off Hr 1.5</div> <div>Leave</div> <div>Add</div>

- The total of the "Flex Worked Hr 1.0" should equal the total of the "Flex Time Off 1.0" and the "Flex Time Off 1.5" should equal 1.5 times the hours recorded in "Flex Hr Worked 1.5".

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Example 3: Flex Hours Over Two Weeks with Overtime Hours

An employee normally works 37.5 hours per week but works 2.25 hours of Flex Time and 1.50 hours of Additional time 41.25 hours in the first week. The Flex Time is used to take a partial day off in the following week.

- The Regular Hours will auto populate based on the employee's assigned work schedule in TimeClock Plus.
- For the first week record the hours as follows:
 - 2.25 hours in "Flex Worked Hr 1.0" Time Code 470 (straight time up to 40 hours)
 - 1.50 hours in "Additional Hours" Time Code 109

02/03 - 02/09

Mon 02/04	Tue 02/05	Wed 02/06	Thu 02/07	Fri 02/08
8.50	8.75	9.00	7.50	7.50
Edit Clear Copy 08:15 AM 7.50 100 - Regular Hours <hr/> Edit Clear Copy 04:30 PM 1.00 470 - Flex Worked Hr 1.0 Add	Edit Clear Copy 08:15 AM 7.50 100 - Regular Hours <hr/> Edit Clear Copy 04:30 PM 1.25 470 - Flex Worked Hr 1.0 Add	Edit Clear Copy 08:15 AM 7.50 100 - Regular Hours <hr/> Edit Clear Copy 04:30 PM 1.50 109 - Additional Hours Add	Edit Clear Copy 08:15 AM 7.50 100 - Regular Hours Add	Edit Clear Copy 08:15 AM 7.50 100 - Regular Hours Add

- On the day the Flex Time Off is taken, edit Regular Hours to reduce for the hours taken off and record the hours taken as 2.25 hours in "Flex Time Off 1.0" Time Code 475.

02/10 - 02/16

Mon 02/11	Tue 02/12	Wed 02/13	Thu 02/14	Fri 02/15
7.50	7.50	7.50	7.50	7.50
Edit Clear Copy 08:15 AM 7.50 100 - Regular Hours Add	Edit Clear Copy 08:15 AM 7.50 100 - Regular Hours Add	Edit Clear Copy 08:15 AM 7.50 100 - Regular Hours Add	Edit Clear Copy 08:15 AM 7.50 100 - Regular Hours Add	Edit Clear Copy 08:15 AM 5.25 100 - Regular Hours <hr/> Edit Clear Copy 01:30 PM 2.25 475 - Flex Time Off Hr 1.0 Leave Add

- The total of the "Flex Worked Hr 1.0" should equal the total of the "Flex Time Off 1.0" and the employee will get paid .25 hours of straight time overtime and 1.25 hours of time and a half overtime.

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Example 4: Flex Hours Over Two Weeks with Leave Time Taken

An employee normally works 37.5 hours per week but works 2.50 hours of Flex Time for a total of 40 hours in one week. The Flex Time will be used with Vacation Time for a full day off.

- The Regular Hours will auto populate based on the employee's assigned work schedule in TimeClock Plus.
- Enter the additional hours worked in "Flex Worked Hr 1.0" Time Code 470.

02/03 - 02/09

Mon 02/04	Tue 02/05	Wed 02/06	Thu 02/07	Fri 02/08
8.25	8.00	8.00	8.25	7.50
<div>08:15 AM 7.50</div> <div>100 - Regular Hours</div>	<div>08:15 AM 7.50</div> <div>100 - Regular Hours</div>	<div>08:15 AM 7.50</div> <div>100 - Regular Hours</div>	<div>08:15 AM 7.50</div> <div>100 - Regular Hours</div>	<div>08:15 AM 7.50</div> <div>100 - Regular Hours</div>
<div>04:30 PM 0.75</div> <div>470 - Flex Worked Hr 1.0</div>	<div>04:30 PM 0.50</div> <div>470 - Flex Worked Hr 1.0</div>	<div>04:30 PM 0.50</div> <div>470 - Flex Worked Hr 1.0</div>	<div>04:30 PM 0.75</div> <div>470 - Flex Worked Hr 1.0</div>	
Add	Add	Add	Add	Add

- When the time off is taken, record the supplemented leave hours (This could be "Vacation" Time Code 510 or "Floating Personal Holiday" Time Code 500). Enter the Flex Time as "Flex Time Off Hr 1.0" Time Code 475.

02/10 - 02/16

Mon 02/11	Tue 02/12	Wed 02/13	Thu 02/14	Fri 02/15
7.50	7.50	7.50	7.50	7.50
<div>08:15 AM 7.50</div> <div>100 - Regular Hours</div>	<div>08:15 AM 7.50</div> <div>100 - Regular Hours</div>	<div>08:15 AM 7.50</div> <div>100 - Regular Hours</div>	<div>08:15 AM 7.50</div> <div>100 - Regular Hours</div>	<div>08:15 AM 5.00</div> <div>510 - Vacation</div>
				<div>01:30 PM 2.50</div> <div>475 - Flex Time Off Hr 1.0</div>
Add	Add	Add	Add	Add

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Example 5: Flex Hours Worked and Taken in the Same Week

An employee normally works 37.5 hours per week but works 1.25 Flex Hours for a total of 38.75 hours in one week. The Flex Time is used to take a partial day off in the same week.

- The Regular Hours will auto populate based on the employee's assigned work schedule in TimeClock Plus.
- Enter the additional hours worked in "Flex Worked Hr 1.0" Time Code 470.
- On the day the Flex Time Off is taken, edit Regular Hours to reduce for the hours taken off and record the hours taken as 1.25 hours in "Flex Time Off 1.0" Time Code 475.

02/10 - 02/16

Mon 02/11	Tue 02/12	Wed 02/13	Thu 02/14	Fri 02/15
8.25	8.00	7.50	7.50	7.50
<div><div>Edit Clear Copy</div><div>08:15 AM 7.50</div><div>100 - Regular Hours</div></div>	<div><div>Edit Clear Copy</div><div>08:15 AM 7.50</div><div>100 - Regular Hours</div></div>	<div><div>Edit Clear Copy</div><div>08:15 AM 7.50</div><div>100 - Regular Hours</div></div>	<div><div>Edit Clear Copy</div><div>08:15 AM 7.50</div><div>100 - Regular Hours</div></div>	<div><div>Edit Clear Copy</div><div>08:15 AM 6.25</div><div>100 - Regular Hours</div></div>
<div><div>Edit Clear Copy</div><div>04:30 PM 0.75</div><div>470 - Flex Worked Hr 1.0</div></div>	<div><div>Edit Clear Copy</div><div>04:30 PM 0.50</div><div>470 - Flex Worked Hr 1.0</div></div>	<div><div>Add</div></div>	<div><div>Add</div></div>	<div><div>Edit Clear Copy</div><div>02:30 PM 1.25</div><div>475 - Flex Time Off Hr 1.0</div></div>
<div><div>Add</div></div>	<div><div>Add</div></div>			<div><div>Add</div></div>

- The total of the "Flex Worked Hr 1.0" should equal the total of the "Flex Time Off 1.0" and the "Flex Time Off 1.5" should equal 1.5 times the hours recorded in "Flex Hr Worked 1.5".

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Example 6: Flex Hours Worked and Taken in the Same Week with Overtime Hours

An employee normally works 37.5 hours per week but works 1.25 Flex Hours and .25 Additional Hours. The Flex Time is used to take a partial day in the same week. The .25 Additional Hours will be paid as straight time overtime

- The Regular Hours will auto populate based on the employee's assigned work schedule in TimeClock Plus.
- **Add a second time segment of Regular Hours to record the Flex Time Worked for each day.**
- Additional Hours that were worked that are intended to be paid as overtime and are not part of Flex Time are entered in "Additional Hours" Pay Time Code 109.
- **When the Flex Time Off is used, lower the Regular Hours by the total of the hours taken as Flex Time Off.**
- Record the Flex Time hours in "Flex Time Off 1.0" Pay Time Code 475 on the day the time is used.

02/10 - 02/16

Mon 02/11	Tue 02/12	Wed 02/13	Thu 02/14	Fri 02/15
8.50	8.00	7.50	7.50	7.50
<div> Edit Clear Copy </div> <div> 08:15 AM 7.50 </div> <div> 100 - Regular Hours </div>	<div> Edit Clear Copy </div> <div> 08:15 AM 7.50 </div> <div> 100 - Regular Hours </div>	<div> Edit Clear Copy </div> <div> 08:15 AM 7.50 </div> <div> 100 - Regular Hours </div>	<div> Edit Clear Copy </div> <div> 08:15 AM 7.50 </div> <div> 100 - Regular Hours </div>	<div> Edit Clear Copy </div> <div> 08:15 AM 6.25 </div> <div> 100 - Regular Hours </div>
<div> Edit Clear Copy </div> <div> 04:30 PM 0.75 </div> <div> 100 - Regular Hours </div>	<div> Edit Clear Copy </div> <div> 04:30 PM 0.50 </div> <div> 100 - Regular Hours </div>	<div> Add </div>	<div> Add </div>	<div> Edit Clear Copy </div> <div> 02:30 PM 1.25 </div> <div> 475 - Flex Time Off Hr 1.0 </div> <div> Leave </div>
<div> Edit Clear Copy </div> <div> 05:00 PM 0.25 </div> <div> 109 - Additional Hours </div>	<div> Add </div>			<div> Add </div>

- When recording Flex Time taken all within the same week with Overtime hours, you will never record the Flex Time Worked under Pay Time Code 470 or 471.

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Example 7: Flex Hours Worked and Taken in the Same Week With Leave Time Taken

An employee normally works 37.5 hours per week but works 1.25 Flex Hours for a total of 38.75 hours in one week. The Flex Time will be used with Vacation Time for a full day off.

- The Regular Hours will auto populate based on the employee's assigned work schedule in TimeClock Plus.
- Enter the additional hours worked in "Flex Worked Hr 1.0" Time Code 470.
- When the time off is taken, record the supplemented leave hours (This could be "Vacation" Time Code 510 or "Floating Personal Holiday" Time Code 500). Enter the Flex Time as "Flex Time Off Hr 1.0" Time Code 475.

02/10 - 02/16

Mon 02/11	Tue 02/12	Wed 02/13	Thu 02/14	Fri 02/15
8.25	8.00	7.50	7.50	7.50
<div><div>Edit Clear Copy</div><div>08:15 AM 7.50</div><div>100 - Regular Hours</div></div> <div><div>Edit Clear Copy</div><div>04:30 PM 0.75</div><div>470 - Flex Worked Hr 1.0</div></div> <div>Add</div>	<div><div>Edit Clear Copy</div><div>08:15 AM 7.50</div><div>100 - Regular Hours</div></div> <div><div>Edit Clear Copy</div><div>04:30 PM 0.50</div><div>470 - Flex Worked Hr 1.0</div></div> <div>Add</div>	<div><div>Edit Clear Copy</div><div>08:15 AM 7.50</div><div>100 - Regular Hours</div></div> <div>Add</div>	<div><div>Edit Clear Copy</div><div>08:15 AM 7.50</div><div>100 - Regular Hours</div></div> <div>Add</div>	<div><div>Edit Clear Copy</div><div>08:15 AM 6.25</div><div>510 - Vacation</div><div>Leave</div></div> <div><div>Edit Clear Copy</div><div>02:30 PM 1.25</div><div>475 - Flex Time Off Hr 1.0</div><div>Leave</div></div> <div>Add</div>

- The total of the "Flex Worked Hr 1.0" should equal the total of the "Flex Time Off 1.0" and the "Flex Time Off 1.5" should equal 1.5 times the hours recorded in "Flex Hr Worked 1.5".