

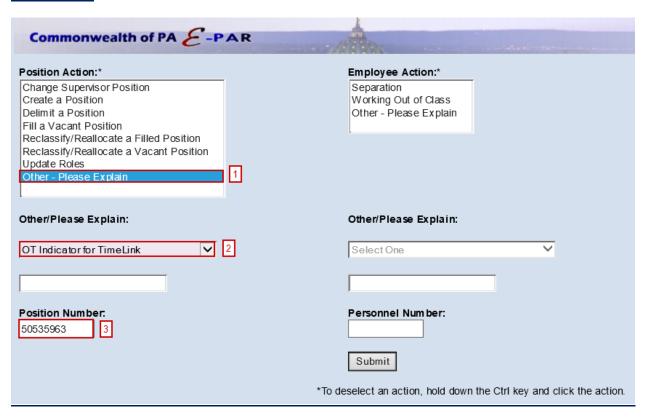
## OT INDICATOR FOR KRONOS EPAR SUBMISSION GUIDE (Previously OT Indicator for TimeLink)

## **Overview/Tips**

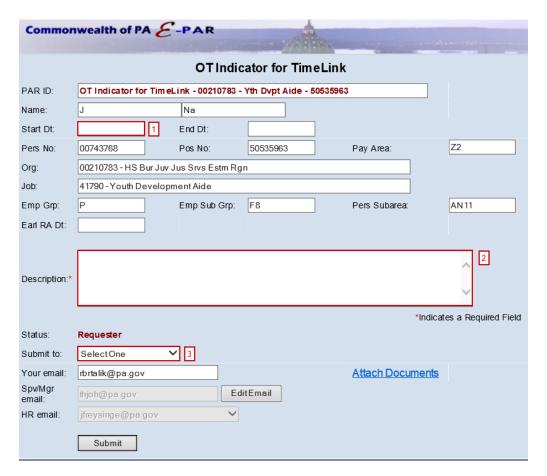
If an update to the FTE OT Ind is needed, this type of EPAR must be submitted to the HR Service Center.

IT9105 - FTE OT Ind - is used to determine entitlement for overtime (OT) rules.

## **EPAR Form**



- Under Position Action, Select Other Please Explain.
- Under Other/Please Explain, select OT Indicator for TimeLink.
- Enter the Position Number and click Submit.



- Enter effective date in which requested changes should be made.
- Include a description of all requested updates.

If the FTE OT Indicator is:

- Blank: The BU and FLSA determine attendance eligibility and pay calculation.
- 1 Over 40: The OT rules fall in the Over "40" group but the FLSA & BU eligibility criteria defined in the FLSA document does not match with the FLSA & BU for the employee
- 2 8/80: The position is 8 hours a day and 80 hours a pay period
- **3 Friday Weekend:** The FLSA & BU are used to determine OT eligibility in calculation and follow the FRI/SAT weekend definition for time and one-quarter.
- 4 8/80 + Fri Wknd: The position is 8/80 and follows the Fri/Sat weekend definition for time and one-quarter.
- $\square$  Choose appropriate option based on your agency's chain of approval and click submit.

## <u>References</u>

<u>Time Alert 2011-05: Updates to the FTE Indicator via PO13 (DMVA, PGCB, DHS and DOC)</u> FTE Alerts