

Overview of the Review FLSA Pay Data Page

The Fair Labor Standards Act (FLSA) requires overtime be paid to nonexempt employees who work more than 40 hours in a week. In Cardinal, the **Review FLSA Pay Data** page shows the all transactions that are included in the FLSA rate calculation for overtime hours by FLSA period. Only paycheck data eligible for FLSA calculations appear on this page.

The FLSA rate calculations are affected by the FLSA periods (7 day, 14 day, and 28 day).

The FLSA rate for overtime hours is recalculated every time there is a change in the employee's time data or payments impacting FLSA rate calculations for overtime hours (e.g., bonus, differentials, non-productive, etc.).

There is a **FLSA Rate Calculator** spreadsheet located on the State Payroll Operation website (https://www.doa.virginia.gov/forms.shtml#payrollop) under forms.

This job aid provides the steps to access thepage and how to utilize the information provided to assist with analyzing the calculated FLSA rate calculation for overtime for employees.

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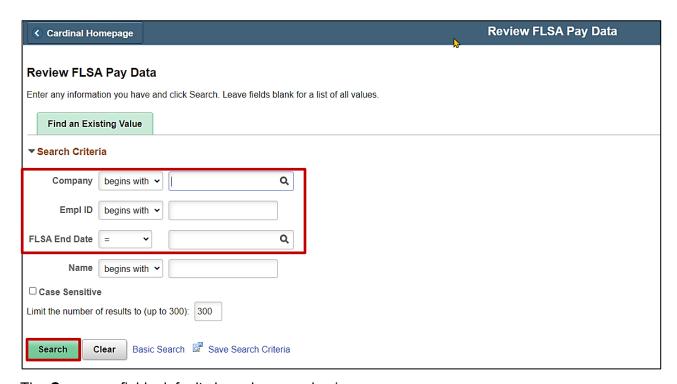
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Review FLSA Pay Data Page

1. Navigate to the **Review FLSA Pay Data** page using the following path:

Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review FLSA Pay Data

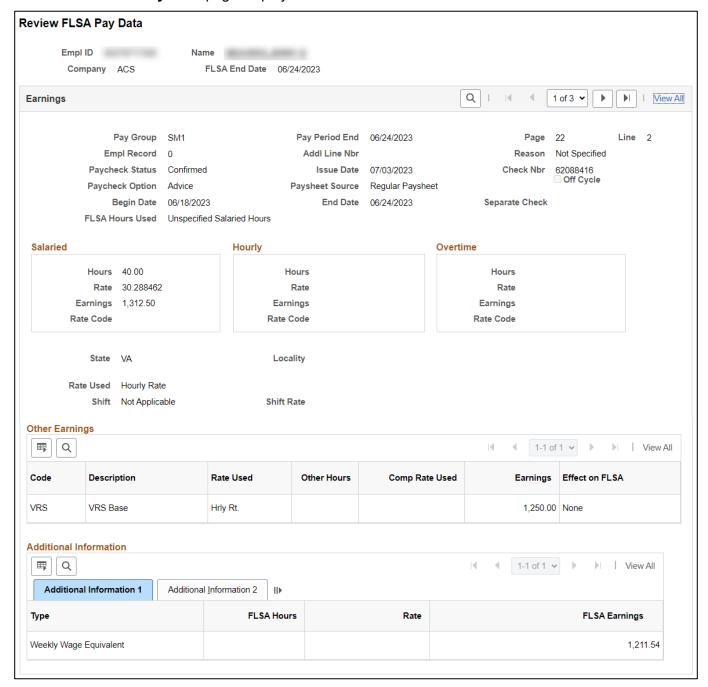


- 2. The **Company** fields defaults based on your log in.
- 3. Enter the employee ID in the **Empl ID** field.
- 4. Enter or select the **FLSA End Date** for the period you want to review.
- 5. Click the **Search** button.

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The Review FLSA Pay Data page displays.



This is a screenshot of the full page.

In this next section of the job aid, we will review each section of this page and provide information about key fields in each.

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Earnings Section

The section of this page is similar to the **Review Paycheck** page. See the table below the screenshot for key fields in this section.



Field	Definition	
FLSA End Date	End date of the FLSA period selected	
Pay Period End Date	End date for the pay period that the FLSA rate was calculated	
Issue Date	Date the check was issued to the employee	
Begin Date	Begin date of the FLSA period	
End Date	End date of the FLSA period	
Rate	Hourly rate from job data (Compensation tab)	

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Other Earnings Section

This section of the page is where you will see the specific earnings code hours, and earnings. See the table below the screenshot for key fields in this section.



Field	Definition	
Code	Earnings Code	
Description	Description of the Earnings Code	
Rate Used	Hrly Rt. – Hourly Rate from Job Data (Compensation tab). FLSA Rt. – This is the calculated overtime rate. This rate is used for overtime earnings when there are payments within the same FLSA period that impact the FLSA rate calculations such as differentials, bonus, non-productive time, etc.	
Other Hours	Hours associated with the earnings code	
Comp Rate Used	Rate used for the hours in the Other Hours field	
Earnings	Earnings that display are equal to the Other Hours multiplied by the rate indicated in the Rate Used and/or Comp Rate used fields. For this Scenario (screenshot above):	
	OSS is 30.288462 x 8 hours = 242.31	
	OTS is 30.288511 x 1.5 x 7 hours = 318.03	
Effect on FLSA	There are four options that display regarding the impact the FLSA Rate Calculation for the Earnings Code that displays in the Code field. They are:	
	Both – amounts and hours are used	
	Amounts only – amounts only are used	
	Hours only – hours only are used	
	None – no impact	

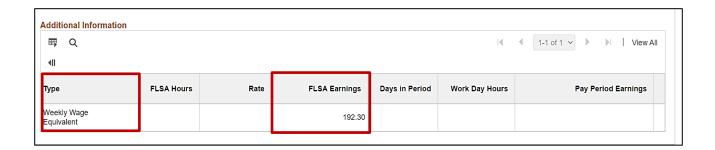
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Additional Information Section

Note: This section only displays values for Semimonthly employees.

When a pay period has less or more hours based on the FLSA calculation, the following displays:



Field	Definition			
Туре	Will always display Weekly Wage Equivalent			
FLSA Earnings	This field displays the weekly wage equivalent amount. This is derived by using the following formula:			
	II FLSA Earnings =	SA Earnings = $\frac{\text{semimonthly pay} \times \text{daily hours (8)} \times \text{number of days in FLSA Period}}{\text{standard hours (86.666)}}$		
	Example 1: Semimonthly Reg Pay = 2083.33 FLSA Period 10/16 – 10/22 = 5 days $\frac{2083.33 \times 8 \times 5}{1000} = 961.54$	Example 2: Semimonthly Reg Pay = 2083.33 FLSA Period $10/23 - 10/24 = 1$ day $\frac{2083.33 \times 8 \times 1}{10} = 192.30$		
	86.666	86.666		

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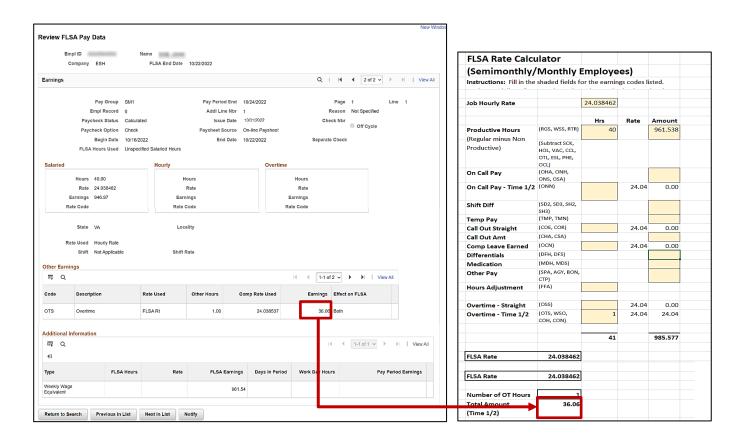


Scenarios

In this section of the job aid, various scenarios are included to show how the FLSA Calculation rate displays on the **Review FLSA Pay Data** page. The **FLSA Rate Calculator** is also included to show how they work in tandem.

Scenario 1 – Employee with 1 Hour of Overtime (OTS)

In this scenario, the employee has 1 hour of overtime at time and one half (OTS).

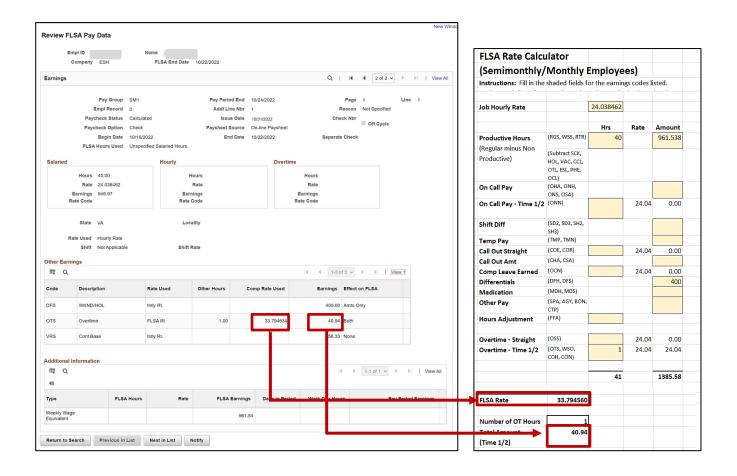


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Scenario 2 – Employee with 1 Hour of Overtime (OTS) and Differential (DFS)

In this scenario, the employee has 1 hour of overtime at time and one half (OTS) and a \$400 Differential.



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Scenario 3 – Employee with Retroactive Call Out Adjustment from Prior Period

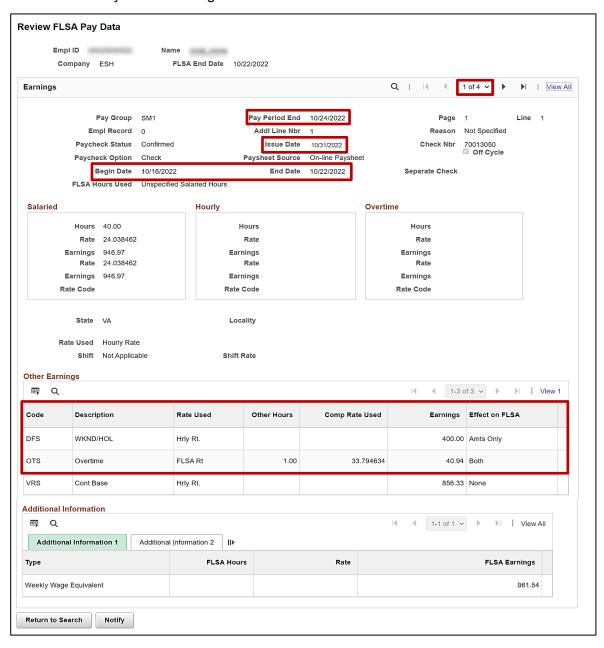
In this scenario, there is an adjustment from a prior period.

After the 10/24/2022 Payroll was confirmed, the employee had a retroactive Call Out Amount (CSA) adjustment for the FLSA week ending 10/22/2022.

This employee's Review FLSA Pay Data is broken out over 4 pages. All pages will be shown for this scenario.

Page 1

Shows the information from the previous pay period for FLSA week 10/16 - 10/22. This page shows the information from the Pay Period ending 10/24 which was confirmed.

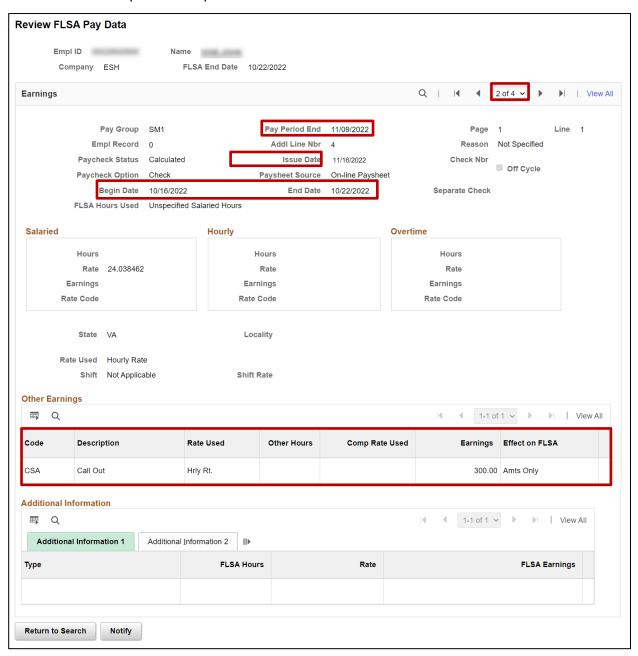


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Page 2

This page shows the Call Out amount that was added in the current period (pay period ending 11/09) which was effective in the prior FLSA period of 10/16-10/22.



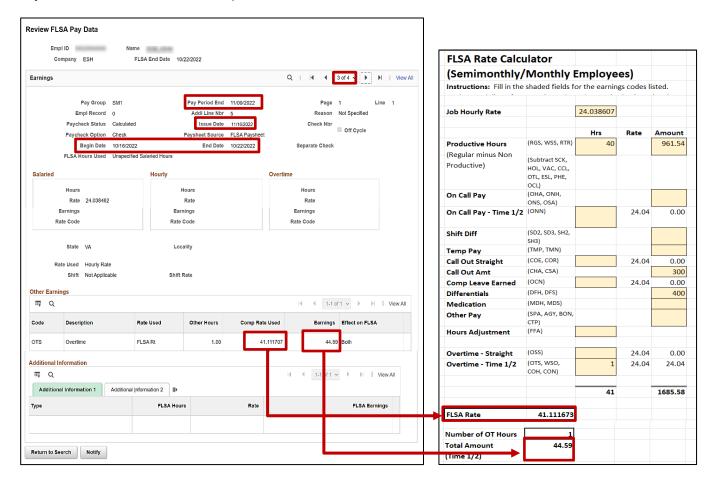
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Page 3

This page shows the adjusted overtime rate as a result of the Call Out pay that was added in the current period for that previous FLSA period of 10/16-10/22.

The previous FLSA overtime rate for the pay period ending 10/24 was **33.794634**. With the Call Out pay adjustment that was made, the updated FLSA overtime rate is **41.111707**.

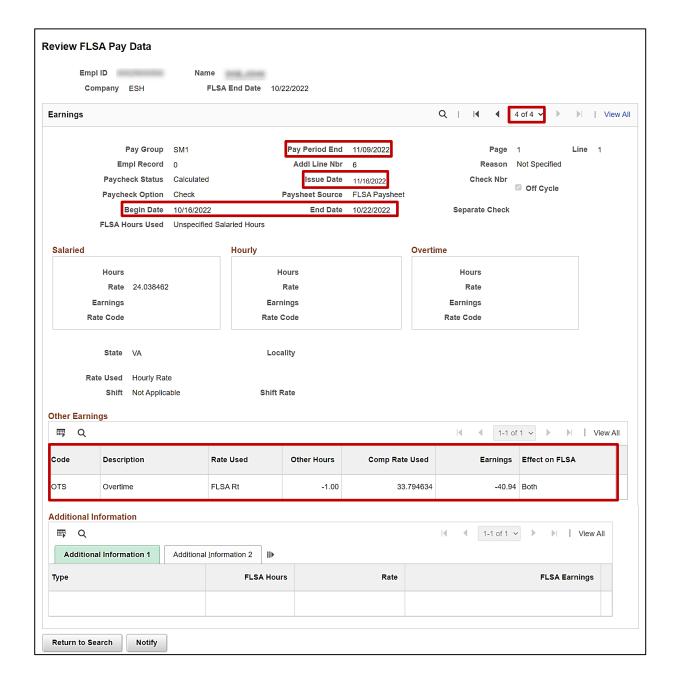


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Page 4

This page shows the reversal of the previous overtime rate from the prior period 10/16-10/22.



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