OVERTIME/COMPENSATORY TIME OFF (CTO)

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What is overtime?

- Overtime is only available for employees classified as non-exempt for purposes of compliance with the FLSA requirements for payment of overtime.
- Overtime is defined as authorized paid time worked in excess of forty (40) hours in a workweek of seven (7) consecutive twenty-four (24) hour periods.
- Overtime rules differ by collective bargaining agreement. Please see below for overtime rules specific to your bargaining contract.

What is the difference between OTPR and OTST?

- OTPR: Overtime, Premium Rate - Overtime that is paid at the premium rate. Hours worked in excess of 40 is considered OTPR
- OTST: Overtime, Straight Time - Employees who are regularly scheduled less than 40 hours a week are paid their standard rate for hours worked over their regular schedule (up to 40 hours).
- Examples:
  - A full-time non-exempt employee works an additional 5 hours over the course of a week. The time would be reported as 5 hours of OTPR.
  - A part-time non-exempt employee who usually works 24 hours a week is scheduled for an additional 6 hours over the course of a week. The time would be reported as 6 hours of OTST.
  - A part-time non-exempt employee who usually works 32 hours a week is scheduled an additional 10 hours for the week. The time would be reported as 8 hours of OTST and 2 hours of OTPR.
  - A full-time exempt employee works an additional 8 hours over the course of a week. Time would not be reported, as Exempt employees do not earn overtime.

What is CTO?

- CTO (Compensatory Time Off) is time that you earn that may be used at a later date.
- CTO is only available for employees classified as non-exempt for purposes of compliance with the FLSA requirements for authorization of overtime.
- CTO is defined as authorized unpaid time worked in excess of forty (40) hours in a workweek of seven (7) consecutive twenty-four (24) hour periods.
- CTO balances will be paid to the employee upon time of separation or if the employee moves to a classification that does not earn/use CTO.
- CTPR vs CTST

- CTPR: Compensatory Time Off Premium Rate - CTO that is credited at the premium rate. Hours worked in excess of 40 is considered CTPR
- CTST: Compensatory Time Off, Straight Time - Employees who are regularly scheduled less than 40 hours a week are credited their standard rate for hours worked over their regular schedule (up to 40 hours).

How do I report the overtime/CTO I earned?

Overtime is reported through Online Timesheets. Instructions for overtime entry can be found here.
CTO is reported through Absence Management.

- Navigate to the Timesheet: My Sac State > Employee Center > Report Hours Worked
- If you work in multiple jobs, select the correct Job Description that also has an Active HR Status. (This step is skipped if you have one active job record.)
- Employee to obtain approval from their supervisor prior to working Overtime
- Find the date the overtime was performed.
- Select the appropriate Time Reporting Code (OTPR/OTST) from the drop-down list.
- Enter the actual amount of hours worked. Do not project overtime/CTO. For example, enter 1 hour worked, not 1.5 hours earned.
- Select Submit. The time is now submitted for approval
- In the 'Comments' section, enter the reasoning for the extra hours worked and the actual hours worked (Example - Stayed to complete student processing. 4:00pm - 5:00pm).
- CTO is entered into the Absence Management module by the Employee to be approved by the Supervisor.

When do I get paid for overtime?
Overtime is generally paid on the 15th of each month, following the month it is earned. If the 15th falls on the weekend or a holiday, the pay date will change to another day. Please see the Payroll website for current month calendar dates

When will I see the earned CTO in my leave balance?
CTO submitted for a prior month is processed and added to your balance when Payroll finalizes all Absence entries for that month. This generally occurs around the 11th of each month, following the month it is earned.

Link to collective bargaining agreements: https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations