Payroll Calculation: 28-Day Cycle Employees

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Payroll Calculation: FLSA Covered

Overtime is compensated at one and one-half (1 ½) hours for each overtime hour worked. Employees that are covered under the FLSA regulations can accrue comp time or received payment. Comp time balances for covered employees shall be paid at the time of transfer to another state agency or upon separation from state service. The different types of covered employees are:

- C   Covered Regular *(40 hr/ 7day period)
- F   Covered Firefighters *(204 hr/ 27 day period) (Military Only)
- L   Covered Law Enforcement Personnel *(160 hr/ 28 day period)
- Z   Covered Seasonal and Emergency Response Personnel

* the number of hours before overtime is calculated/number of days in calculation period.

Payroll Calculation: Automatic Overtime Calculation

- Automatic overtime calculation in which the time entered on time sheets is automatically calculated by the payroll program.

- The system automatically calculates overtime (OTA, OTP, etc.) according to the employee's FLSA code, overtime indicator and their actual (ACT) hours submitted.

- Hours worked on a holiday must be coded with holiday overtime earnings codes (HOA, HOS, HOW, HWL, HOP). The system will include these hours in the calculation of overtime for the week.

- Overtime will be automatically calculated when ACT is used. If REG is coded, overtime must be manually coded.

Payroll Calculation:
28-Day Cycle Employees

- Law enforcement (FLSA L) employees accrue overtime by working more than 160 hours based on a 28-day cycle period as compared to a biweekly employee who will accrue overtime based on working more than 40 hours in a seven day period.

- The primary difference between a regular biweekly workweek and the 28 day cycle is the number of actual hours worked must be retained from the first payroll of the 28-day cycle to the second payroll so the final overtime calculations are based on 160 hours.

- These employee must be time sheet required = Y.

- In order to calculate 28-day cycle employee's time, it is necessary to have both the first and second biweekly pay period to compute the formula accurately.

Payroll Calculation: Formula (1st Cycle)

- **Holiday** (HOL): a day of exemption from work, for which employees are paid as if they had worked. Employees receive the same number of holiday hours that they normally would have worked that day.

  - **HNL** (Holiday Not Worked Law): are hours paid at straight time that are not included in the calculation of hours worked or paid. This code was added for Idaho State Police to allow them to pay certain employees for holidays that fall on their regularly scheduled day off. HNL hours will not be counted as hours paid when reducing the employee's paid hours to eighty with RHH (Regular Hours Held). HNL is only used for Idaho State Police.

Payroll Calculation: Formula (1ˢᵗ Cycle)

- **Holiday Overtime** (HOA, HOW): all hours worked on a holiday are compensated as overtime. Since 28-day cycle employees are covered employees, they can accrue or be paid for overtime.

    - **HWL (**Holiday Worked Law): are hours worked that are paid at time and a half. These hours are included in the calculation of hours worked for overtime but are not counted as hours paid when reducing the employee's paid hours to eighty (80) with RHH. HWL is used by the Department of Corrections, Correctional Industries and Idaho State Police.

Payroll Calculation: Formula (1st Cycle)

- **Regular Time** (REG): to determine the amount of regular pay, subtract all overtime hours (regular overtime and holiday overtime) from the total of hours worked (including hours worked on the holiday). All remaining hours worked are compensated at the employee's regular rate of pay. The total hours worked will be carried over as hours accumulated, for the 28-day period, to be used in the calculation of overtime for the second pay period.

- **Overtime** (OTA, OTP): all hours worked (including holiday worked) over 160.

- **Leave taken** (SIC, VAC, CPT, RHT etc.): all paid and unpaid leave is coded on a weekly basis.

Payroll Calculation: Formula (1ˢᵗ Cycle)

- **Regular Hours Held** (RHH): 28-day cycle employees use RHH to reduce the employee's pay check down to 80 hours for the first two weeks. These hours are held as RHH for the second two weeks of the cycle. To determine the amount of RHH, take the total number of hours paid and subtract 80. The difference is the total RHH hours. Finally, the total number of hours entered as RHH must be subtracted from the regular hours in order to come up with a new regular hour amount.

Payroll Calculation: Formula (2nd Cycle)

- **Holiday** (HOL): a day of exemption from work, for which employees are paid as if they had worked. Employees receive the same number of holiday hours that they normally would have worked that day.

  - **HNL** (Holiday Not Worked Law): are hours paid at straight time that are not included in the calculation of hours worked or paid. This code was added for Idaho State Police to allow them to pay certain employees for holidays that fall on their regularly scheduled day off. HNL hours will not be counted as hours paid when reducing the employee's paid hours to eighty with RHH (Regular Hours Held). HNL is only used for Idaho State Police.

Payroll Calculation: Formula (2nd Cycle)

- **Holiday Overtime** (HOA, HOW): all hours worked on a holiday are compensated as overtime. Since 28-day cycle employees are covered employees, they can accrue or be paid for overtime.

  - **HWL (**Holiday Worked Law) are hours worked that are paid at time and a half. These hours are included in the calculation of hours worked for overtime but are not counted as hours paid when reducing the employee's paid hours to eighty (80) with RHH. HWL is used by the Department of Corrections, Correctional Industries and Idaho State Police.

Payroll Calculation: Formula (2nd Cycle)

- **Overtime** (OTA, OTP): Overtime is all hours worked (including holiday worked) over 160. Add all hours worked in the first cycle and second cycle and subtract 160 for hours compensated as overtime accrued or paid.

- **Leave Taken** (SIC, VAC, CPT, RHT, etc.): all paid and unpaid leave is coded on a weekly basis.

- **Regular Time (REG):** if the total of hours worked carried over from the first pay period is less than 160 hours, subtract all overtime generated in the first and second biweekly pay periods from the total hours worked in the second pay period. Pay the remaining hours at the regular rate of pay. RHH may be used (RHT or GRT if generated) to bring the employee's paid number of hours up to 80.

Payroll Calculation: Example #1

First Pay Period Cycle

Week One

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT			12.0	8.0	8.0	8.1	8.1	44.2

Week Two

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT			8.0	12.0	8.0	12.0	4.0	44.0

Total Hours = 88.2

Holiday Pay (always paid)	_____ OT Hours	Total Hours	Total Hours
Holiday Overtime (paid or accrue)	_____ ( )	Worked **88.2**	Paid **80.0**
Leave Taken (always paid)	_____		
Regular (always paid)	**80.0** (88.2 – 8.2 = 80.0)		
RHH (Bucket)	**8.2**		

Note: since this is just the first pay period of the 28-day cycle, 8.2 hours are set aside as RHH hours to reduce the employee's hours to 80 for the pay period.

Employee Pay Stub

Time Code	Hours	Rate	Amount
REG	80.0	$10.00	$800.00
RHH	8.2	$10.00	

Payroll Calculation: Example #1

Second Pay Period Cycle

Week One

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT			12.0	8.0	8.0	12.0	8.0	48.0

Week Two

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT			8.0	8.0	12.2	8.0	8.0	44.2

Total Hours = 92.2
(Total hours worked for both pay periods = 180.4)

Holiday Pay (always paid)	_____ OT Hours	**Total Hours**	**Total Hours**
Holiday Overtime (paid or accrue)	_____ ( )	Worked **92.2**	Paid **80.0**
Overtime (paid or accrue)	**20.4** (30.6)		
Leave Taken (always paid)	_____		
Regular (always paid)	**71.8**		
Shift (always paid)	_____		

*See the next slide for detailed calculation and the employee's pay stub

Payroll Calculation: Example #1

Holiday Pay (always paid)	____	OT Hours
Holiday Overtime (paid or accrue)	____	
Overtime (paid or accrue)	**20.4**	**(30.6)**
Leave Taken (always paid)	____	
Regular (always paid)	**71.8**	(92.2 - 8.2 (1st) - 12.2 (2nd) =71.8)

Overtime: all hours worked over 160. Add all hours worked in the first cycle and the second cycle and subtract 160. (88.2 + 92.2 = 180.4; 180.4 – 160 = 20.4). Since this a FLSA covered employee, overtime is accrued or paid at time and a half (20.4 * 1.5 = 30.6).

Regular: if the total number of hours worked carried over from the first pay period is less than 160 hours, subtract all overtime generated in the first and second pay periods from the total hours worked in the second pay period. (92.2 – 20.4 = 71.8).
This leaves 71.8 hours of REG.

Note: since the employee does not have a full 80 hours of pay (with 71.8 hours REG), the system will generate time from the employee's RHH balance to bring the employee up to 80 hours: 8.2 Generated Regular Hours Taken (GRT).

Employee Pay Stub

Time Code	Hours	Rate	Amount
REG	71.8	$10.00	$718.00
OTA	30.6		
GRT	8.2	$10.00	$82.00

Payroll Calculation: Example #2

First Pay Period Cycle

Week One

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT	10.5	10.0				10.0	10.5	41.0

Week Two

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT	9.0	8.7		8.0		8.6	9.5	43.8

Total Hours = 84.8

Holiday Pay (always paid) _____ OT Hours   Total Hours   Total Hours

Holiday Overtime (paid or accrue) _____ (_____)   Worked **84.8**   Paid **80.0**

Leave Taken (always paid) _____

Regular (always paid) **80.0** (84.8 – 4.8 = 80.0)

RHH (Bucket) **4.8**

Note: since this is just the first pay period of the 28-day cycle, 4.8 hours are set aside as RHH hours to reduce the employee's hours to 80 for the pay period.

Employee Pay Stub

Time Code	Hours	Rate	Amount
REG	80.0	$10.00	$800.00
RHH	4.8	$10.00	

Payroll Calculation: Example #2

Second Pay Period Cycle

Week One

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT	10.4	11.4				9.9	10.0	41.7

Week Two

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT	7.7	10.3				10.3		28.3
CPT							10.0	10.0

Total Hours = 80
(Total hours worked for both pay periods = 154.8)

Holiday Pay (always paid) _____ OT Hours
Holiday Overtime (paid or accrue) _____ ( )
Overtime (paid or accrue) _____ ( )
Leave Taken (always paid) **10.0**
Regular (always paid) **70.0**

Total Hours Worked **70.0**

Total Hours Paid **80.0**

Note: since the employee did not work over 160 hours in the cycle, no overtime is generated.

Employee Pay Stub			
Time Code	Hours	Rate	Amount
REG	70.0	$10.00	$700.00
CPT	10.0	$10.00	$100.00

Payroll Calculation: Example #3

First Pay Period Cycle

Week One

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT	8.0		8.0			8.0	8.0	32.0
HWL		8.0						8.0
HOL		8.0						8.0

Week Two

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT	8.0	8.0	8.0			8.0	12.0	44.0

Total Hours = 92.0

		OT Hours		
Holiday Pay (always paid)	8.0		Total Hours	Total Hours
Holiday Overtime (paid or accrue)	8.0	(12.0)	Worked **84.0**	Paid **80.0**
Leave Taken (always paid)				
Regular (always paid)	72.0	(84 - 8 - 4 = 72)		
RHH (bucket)	4.0			

Employee Pay Stub

Time Code	Hours	Rate	Amount
REG	72.0	$10.00	$720.00
RHH	4.0	$10.00	
HWL	12.0	$10.00	$120.00
HOL	8.0	$10.00	$80.00

Note: since this is just the first pay period of the 28-day cycle, 4.0 hours are set aside as RHH hours to reduce the employee's hours to 80 for the pay period. HWL does not count toward the 80 hours paid for RHH purposes so 8 HWL is also subtracted for REG calculation.

Payroll Calculation: Example #3

Second Pay Period Cycle

Week One

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT	8.0	8.0	8.0			8.0	8.0	40.0

Week Two

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT	8.0	8.0	8.0	8.0		8.0	8.0	48.00

Total Hours = 88.0
(Total hours worked for both pay periods = 172)

		OT Hours		
Holiday Pay (always paid)	_____		**Total Hours**	**Total Hours**
Holiday Overtime (paid or accrue)	_____	( )	Worked **88.0**	Paid **80.0**
Overtime (paid or accrue)	**12.0**	**(18.0)**		
Leave Taken (always paid)	_____			
Regular (always paid)	**76.0**			

*See the next slide for detailed calculation and the employee's pay stub

Payroll Calculation: Example #3

	OT Hours
Holiday Pay (always paid)	_____
Holiday Overtime (paid or accrue)	_____ (___)
Overtime (paid or accrue)	__12.0__ **(18.0)**
Leave Taken (always paid)	_____
Regular (always paid)	__76.0__ $(88 - 4\ (1^{st}) - 8\ (2^{nd}) = 76)$

Overtime: all hours worked over 160. Add all hours worked in the first cycle and the second cycle and subtract 160. (84.0 + 88.0 = 172. 172 – 160 = 12.0). Since this a FLSA covered employee, overtime is accrued or paid at time and a half (12.0 * 1.5 = 18.0).

Regular: if the total number of hours worked carried over from the first pay period is less than 160 hours, subtract all overtime generated in the first and second pay periods from the total hours worked in the second pay period. (88 – 12 = 76). This leaves 76.0 hours of REG.

Note: since the employee does not have a full 80 hours of pay (with 76 hours REG), the system will generate time from the employee's RHH balance to bring the employee up to 80 hours: 4.0 Generated Regular Hours Taken (GRT).

Employee Pay Stub

Time Code	Hours	Rate	Amount
REG	76.0	$10.00	$760.00
OTA	18.0		
GRT	4.0	$10.00	$40.00

Payroll Calculation: Example #4

First Pay Period Cycle

Week One

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT			9.5	9.0	12.0	8.5		39.0
HWL		8.0						8.0
HOL		8.0						8.0

Week Two

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT		8.5	6.0	12.0	8.0	8.0		42.5

Total Hours = 97.5

		OT Hours		
Holiday Pay (always paid)	8.0		Total Hours	Total Hours
Holiday Overtime (paid or accrue)	8.0	(12.0)	Worked **89.5**	Paid **80.0**
Leave Taken (always paid)				
Regular (always paid)	72.0	(89.5 - 8 - 9.5)		
RHH (bucket)	9.5			

Note: since this is just the first pay period of the 28-day cycle, 9.5 hours are set aside as RHH hours to reduce the employee's hours to 80 for the pay period. HWL does not count toward the 80 hours paid for RHH purposes so 8 HWL is also subtracted for REG calculation.

Employee Pay Stub

Time Code	Hours	Rate	Amount
REG	72.0	$10.00	$720.00
RHH	9.5	$10.00	
HWL	12.0	$10.00	$120.00
HOL	8.0	$10.00	$80.00

Payroll Calculation: Example #4

Second Pay Period Cycle

Week One

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT		8.0	4.0	7.0	9.0	4.5		32.5

Week Two

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT		9.0		12.0	8.0	8.0	6.5	43.5
SIC			4.0					4.0

Total Hours = 80.0
(Total hours worked for both pay periods = 165.5)

		OT Hours		
Holiday Pay (always paid)	_____		Total Hours	Total Hours
Holiday Overtime (paid or accrue)	_____ ( )		Worked **76.0**	Paid **80.0**
Overtime (paid or accrue)	5.5 (8.3)			
Leave Taken (always paid)	4.0			
Regular (always paid)	70.5			

*See the next slide for detailed calculation and the employee's pay stub

Payroll Calculation: Example #4

Holiday Pay (always paid) _____   OT Hours
Holiday Overtime (paid or accrue) _____ (   )
Overtime (paid or accrue) ___**5.5**_ **(8.3)**
Leave Taken (always paid) ___**4.0**_
Regular (always paid) ___**70.5** (76 - 5.5 = 70.5)

Overtime: all hours worked over 160. Add all hours worked in the first cycle and the second cycle and subtract 160. (89.5 + 76.0 = 165.5. 165.5 – 160 = 5.5). Since this a FLSA covered employee, overtime is accrued or paid at time and a half (5.5 * 1.5 = 8.3).

Regular: if the total number of hours worked carried over from the first pay period is less than 160 hours, subtract all overtime generated in the first and second pay periods from the total hours worked in the second pay period. (76 – 5.5 = 70.5). This leaves 70.5 hours of REG.

Note: since the employee does not have a full 80 hours of pay (with 70.5 hours REG and 4.0 SIC), the system will generate time from the employee's RHH balance to bring the employee up to 80 hours: 5.5 Generated Regular Hours Taken (GRT).

Employee Pay Stub			
Time Code	Hours	Rate	Amount
REG	70.5	$10.00	$705.00
OTA	8.3		
SIC	4.0	$10.00	$40.00
GRT	5.5	$10.00	$55.00

Payroll Calculation: Example #5

First Pay Period Cycle

Week One

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT			11.0	9.0	9.0	8.0	4.0	41.0
HOL		8.0						8.0

Week Two

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT		11.5	8.0	8.0	12.5	7.5		47.5

Total Hours = 96.5

Holiday Pay (always paid)	**8.0**	OT Hours
Holiday Overtime (paid or accrue)	_____ ( )	
Leave Taken (always paid)	_____	
Regular (always paid)	**72.0** (88.5 – 8 – 8.5)	
RHH (bucket)	**16.5**	

Total Hours Worked **88.5**   Total Hours Paid **80.0**

Note: remember, the employee cannot have over 80 hours for the pay period. Therefore the employee's hours are reduced by an extra eight hours RHH in order to compensate for the eight hours HOL.

Employee Pay Stub

Time Code	Hours	Rate	Amount
REG	72.0	$10.00	$720.00
RHH	16.5	$10.00	
HOL	8.0	$10.00	$80.00

Payroll Calculation: Example #5

Second Pay Period Cycle

Week One

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT			8.5	10.0	9.0	8.0		35.5

Week Two

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT		8.5	8.5	11.0	8.5	10.0		46.5

Total Hours = 82.0
(Total hours worked for both pay periods =170.5)

		OT Hours		
Holiday Pay (always paid)	_____		Total Hours	Total Hours
Holiday Overtime (paid or accrue)	_____	( )	Worked **82.0**	Paid **80.0**
Overtime (paid or accrue)	**10.5**	**(15.8)**		
Leave Taken (always paid)	_____			
Regular (always paid)	**71.5**			

*See the next slide for detailed calculation and the employee's pay stub

Payroll Calculation: Example #5

Holiday Pay (always paid) _____ OT Hours
Holiday Overtime (paid or accrue) _____ ( )
Overtime (paid or accrue) **10.5** **(15.8)**
Leave Taken (always paid) _____
Regular (always paid) **71.5** (82 − 8.5 (1st) - 2.0 (2nd) = 71.5)

Overtime: all hours worked over 160. Add all hours worked in the first cycle and the second cycle and subtract 160. (88.5 + 82.0 = 170.5. 170.5 − 160 = 10.5). Since this a FLSA covered employee, overtime is accrued or paid at time and a half (10.5 * 1.5 = 15.8).

Regular: if the total number of hours worked carried over from the first pay period is less than 160 hours, subtract all overtime generated in the first and second pay periods from the total hours worked in the second pay period. (76 − 10.5 = 71.5). This leaves 71.5 hours of REG.

Note: since the employee does not have a full 80 hours of pay and only has 71.5 hours REG, the system will generate time from the employee's RHH balance to bring the employee up to 80 hours: 8.5 Generated Regular Hours Taken (GRT).

Employee Pay Stub

Time Code	Hours	Rate	Amount
REG	71.5	$10.00	$715.00
OTA	15.8		
GRT	8.5	$10.00	$85.00

Payroll Calculation: Example #6

First Pay Period Cycle

Week One

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT			10.0	11.0	10.0	10.5		41.5
HNL		8.0						8.0

Week Two

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT		2.0	10.3	10.0	10.0	7.0		39.3

Total Hours = 88.8

Holiday Pay (always paid)	8.0	OT Hours	Total Hours
Holiday Overtime (paid or accrue)		( )	Worked **80.8**
Leave Taken (always paid)			Total Hours
Regular (always paid)	80.0 (80.8 – 0.8)		Paid **88.0**
RHH (bucket)	0.8		

Note: HNL hours are not included in the calculation of hours worked or paid (and are not counted as hours paid when reducing the employee's paid hours to 80 with RHH). HNL can only be coded by Idaho State Police.

Employee Pay Stub			
Time Code	Hours	Rate	Amount
REG	80.0	$10.00	$800.00
RHH	0.8	$10.00	
HNL	8.0	$10.00	$80.00

Payroll Calculation: Example #6

Second Pay Period Cycle

Week One

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT	10.0	9.0	9.0	10.0	9.0	12.5		59.5

Week Two

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT			11.7		10.2			21.9

Total Hours = 81.4
(Total hours worked for both pay periods = 162.2)

	OT Hours		
Holiday Pay (always paid)	_____	Total Hours	Total Hours
Holiday Overtime (paid or accrue)	_____ ( )	Worked **81.4**	Paid **80.0**
Overtime (paid or accrue)	**2.2** (3.3)		
Leave Taken (always paid)	_____		
Regular (always paid)	**79.2**		

*See the next slide for detailed calculation and the employee's pay stub

Payroll Calculation: Example #6

Holiday Pay (always paid) _____ OT Hours

Holiday Overtime (paid or accrue) _____ ( )

Overtime (paid or accrue) __2.2__ (3.3)

Leave Taken (always paid) _____

Regular (always paid) __79.2__ $(81.4 - 0.8\ (1^{st}) - 1.4\ (2^{nd}) = 79.2)$

Overtime: all hours worked over 160. Add all hours worked in the first cycle and the second cycle and subtract 160. (80.8 + 81.4 = 162.2. 162.2 – 160 = 2.2). Since this a FLSA covered employee, overtime is accrued or paid at time and a half (2.2 * 1.5 = 3.3).

Regular: if the total number of hours worked carried over from the first pay period is less than 160 hours, subtract all overtime generated in the first and second pay periods from the total hours worked in the second pay period. (81.4 – 2.2 = 79.2). This leaves 79.2 hours of REG.

Note: since the employee does not have a full 80 hours of pay and only has 79.2 hours REG, the system will generate time from the employee's RHH balance to bring the employee up to 80 hours: 0.8 Generated Regular Hours Taken (GRT).

Employee Pay Stub			
Time Code	Hours	Rate	Amount
REG	79.2	$10.00	$792.00
OTA	3.3		
GRT	0.8	$10.00	$8.00

Thank You for Participating!

If you have additional questions that were not included in this online session, please utilize the following options:

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