Academic Salaried Non-Exempt
Web Time Entry Quick Guide

Below is approximately what an employee will see as options for entering time in the Employee Self-Service web time interface.

For salaried non-exempt employees using web time entry:

- DO NOT choose Regular Pay, Time & Half Overtime, or Voting Leave (the first three lines)
- DO use the codes beginning with “FLSA” as outlined in the Time Reporting Guide
- Only FLSA-PT Add’l Work Hours and FLSA-Time & Half Overtime result in additional pay.
- This timesheet does not replace your existing AVSL process/system.

For supervisors, payroll processors, and others who review web time timesheets:

- DO NOT approve Regular Pay (RGO), Time & Half Overtime (OVR), and Voting Leave (VOT). These codes will over-pay the employee. (OVR does not accurately apply taxes to monthly employees; the FLSA-Time & Half Overtime code (OPS) does.)