1. **How do I record time if I am required to be off for an entire work week, due to flexible scheduling, if I am exempt (salaried)?**

   Each day will be coded to *Flexible Staffing PTO* and/or *Unpaid Flexible Scheduling* through PAWS on your time sheet.

2. **How do I record time if I am required to be off for less than a full work week, due to flexible scheduling, if I am exempt (salaried)?**

   **Paid Status for Entire Work Week**

   If you are using PTO for all of the flexible scheduling hours and have no unpaid time in the work week, you will code hours not worked, to *Flexible Staffing PTO* through PAWS in Web Time Entry.

   **Unpaid Time During Work Week**

   If you will have any unpaid time in a work week, you are considered a non-exempt (hourly) employee that work week and all hours worked each day will be coded to *Hours Worked-Flex Week*, and hours not worked will be coded to *Unpaid Flexible Scheduling* through PAWS on your time sheet.

   If *Hours Worked-Flex Week* exceed 40 hours in a work week, hours worked over 40 hours will be coded as *Overtime at Time and a Half*.

   If total hours recorded are over 40, with actual hours worked less than 40, *Overtime at Regular Rate* will be applicable.

   **Note:** If *Overtime at Time and a Half* or *Overtime at Regular Rate* will be used, the employee should code these as *Other* and they will be moved to the correct code by the timesheet approver.

3. **When does the work week begin and end?**

   The University of South Alabama’s workweek begins Sunday at 12:01 a.m. and ends at midnight the following Saturday.

4. **If I am required to take time off due to “Flexible Scheduling” in less than full work week increments and I will be unpaid for some of the week, why do I have to track my hours worked since I am an exempt (salaried) employee?**

   During this mandatory “Flexible Scheduling” related to COVID–19, the Department of Labor requires that if an exempt employee is unpaid during a workweek, the employee must be converted to non-exempt (hourly) during that workweek. Non-exempt employees must track all hours worked and not worked. Hours worked over 40 hours in a work week will result in overtime paid to the employee at time and one half.

5. **Who do I contact if I have questions about coding time on my time sheet?**

   USA Health Human Resources at (251) 415-1604 or at hrhealth@southalabama.edu
   Payroll at (251) 460-6471 or at payroll@southalabama.edu