
Cardinal HCM: Time Entry and OT Rates for Non-exempt Employees

1 message

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This communication is being sent to Release 2 Change Network Primary Contacts, TA SMEs, PY SMEs, Timekeepers, Payroll Administrators, and Time Administrators for agencies using Cardinal Payroll.



Understanding time entry and overtime rates for Fair Labor Standards Act (FLSA) **non-exempt salaried** employees is critical to your role in the Cardinal HCM application. Applying this information to timesheet entry and to the Single-Use Payroll Online Tool (SPOT) will help ensure the successful completion of the first Cardinal payrolls. Please review the attached PDF document which outlines important information pertaining to time entry and overtime rates for FLSA non-exempt salaried employees.

If you have any questions related to any of this information, please submit a help desk ticket to vccc@vita.virginia.gov and include the word "Cardinal Payroll - FLSA" in the subject line. Be sure to include your name, email address, and a phone number where you can be reached.

Regards,

The Cardinal Project Team



Cardinal HCM Deployment

Time Entry & OT Rates for Non-Exempt Employees

- Columns highlighted in green (i.e., the last two columns in the table) indicate the FLSA Period where the pay period begin date of the semi-monthly period SM1 (03/25/2022) or SM2 (04/01/2022) falls in between the FLSA Period begin and end dates.

Employees **will not** be able to enter overtime on the Cardinal timesheet for FLSA Periods highlighted in yellow on the table, or for any other prior dates. Payroll Administrators must process the related overtime payment for these timeframes using SPOT in Cardinal Payroll. Cardinal will not have any information about the regular pay, or any other pay augmentation impacting the employee's regular rate (e.g., Temp Pay), for prior pay periods in CIPPS. As a result, for non-exempt employees for these periods:

- Cardinal will not calculate the correct FLSA overtime rate, and only applies the applicable overtime factor (1.5) to the regular hourly rate, and
- When entering overtime hours using SPOT, Payroll Administrators should not leave the rate field blank, and should enter the regular rate based on the VA OT Wage Act. Cardinal will apply the applicable overtime factor to the regular rate provided.

Employees **will** be able to enter overtime on Cardinal timesheets for FLSA Periods highlighted in green on the table, and for any other future dates, **provided the date under report is on or after SM1 (03/25/2022) or SM2 (04/01/2022)**. Cardinal will not have all information about the regular time for the applicable FLSA period, or any other pay augmentation impacting the regular rate (e.g., Temp Pay) that was paid for dates under report prior to SM1 (03/25/2022) or SM2 (04/01/2022) paid in CIPPS. As a result, for non-exempt employees for these periods:

- The Payroll Administrator should review the Cardinal COVA Payroll Register and the CIPPS Payroll Register to determine if any non-exempt employees receiving overtime had additional pay types (e.g., Temp Pay) that impact the FLSA overtime rate.
- If yes, the FLSA overtime rate must be calculated offline and the difference in the overtime pay must be entered in SPOT using the Earnings Code TXB (Miscellaneous Agency Specific Pay).
- For example, if 10 hours of overtime was paid at \$15 per hour and should have been paid at \$16 per hour, then the net difference of \$10 should be entered with the Earnings Code of TXB as a SPOT transaction.



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FLSA Period Begin and End Dates

SETID	FLSA_CALENDAR_ID	FLSA_BEGIN_DT_1	FLSA_END_DT_1	FLSA_BEGIN_DT	FLSA_END_DT
10000	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
10100	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
10700	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
10900	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
11000	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
12200	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
13200	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
14200	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
14700	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
15400	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
15700	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
16100	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
20000	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
20300	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
22600	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
23300	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
24200	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
24500	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
26200	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
26300	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
33000	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
40000	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
42500	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
50600	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
60600	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
70200	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
75100	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
76500	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
77700	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
82000	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
83400	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
83900	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
84100	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
84200	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
84400	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
84700	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
87600	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022



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SETID	FLSA_CALENDAR_ID	FLSA_BEGIN_DT_1	FLSA_END_DT_1	FLSA_BEGIN_DT	FLSA_END_DT
93700	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
96000	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
96100	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
97700	SUNSAT07	3/13/2022	3/19/2022	3/20/2022	3/26/2022
10000	SUNSAT07	3/20/2022	3/26/2022	3/27/2022	4/2/2022
10100	SUNSAT07	3/20/2022	3/26/2022	3/27/2022	4/2/2022
21500	MONSUN14	2/28/2022	3/13/2022	3/14/2022	3/27/2022
24100	MONSUN14	2/28/2022	3/13/2022	3/14/2022	3/27/2022
96100	MONSUN28	1/31/2022	2/27/2022	2/28/2022	3/27/2022
14700	SUNSAT28	1/30/2022	2/26/2022	2/27/2022	3/26/2022
20300	SUNSAT28	1/30/2022	2/26/2022	2/27/2022	3/26/2022
77700	SUNSAT28	1/30/2022	2/26/2022	2/27/2022	3/26/2022
40500	FRITHU07	3/18/2022	3/24/2022	3/25/2022	3/31/2022
10300	MONSUN07	3/14/2022	3/20/2022	3/21/2022	3/27/2022
11100	MONSUN07	3/14/2022	3/20/2022	3/21/2022	3/27/2022
11200	MONSUN07	3/14/2022	3/20/2022	3/21/2022	3/27/2022
11300	MONSUN07	3/14/2022	3/20/2022	3/21/2022	3/27/2022
11400	MONSUN07	3/14/2022	3/20/2022	3/21/2022	3/27/2022
11500	MONSUN07	3/14/2022	3/20/2022	3/21/2022	3/27/2022
11600	MONSUN07	3/14/2022	3/20/2022	3/21/2022	3/27/2022
12500	MONSUN07	3/14/2022	3/20/2022	3/21/2022	3/27/2022
16000	MONSUN07	3/14/2022	3/20/2022	3/21/2022	3/27/2022
20100	MONSUN07	3/14/2022	3/20/2022	3/21/2022	3/27/2022
21500	MONSUN07	3/14/2022	3/20/2022	3/21/2022	3/27/2022
24100	MONSUN07	3/14/2022	3/20/2022	3/21/2022	3/27/2022
88200	MONSUN07	3/14/2022	3/20/2022	3/21/2022	3/27/2022
94800	MONSUN07	3/14/2022	3/20/2022	3/21/2022	3/27/2022
21500	MONSUN07	3/21/2022	3/27/2022	3/28/2022	4/3/2022
19400	SATFRI07	3/12/2022	3/18/2022	3/19/2022	3/25/2022