

Review FLSA Pay Data Page Overview

The Fair Labor Standards Act (FLSA) requires overtime be paid to nonexempt employees who work more than 40 hours in a week. In Cardinal, the Review FLSA Pay Data page shows all transactions that are included in the FLSA rate calculation for overtime hours by FLSA period. Only paycheck data eligible for FLSA calculations appear on this page.

The FLSA rate calculations are affected by the FLSA periods (7 day, 14 day, and 28 day).

The FLSA rate for overtime hours is recalculated every time there is a change in the employee's time data or payments impacting FLSA rate calculations for overtime hours (e.g., bonus, differentials, non-productive, etc.).

There is an FLSA Rate Calculator spreadsheet located on the State Payroll Operation website (<https://www.doa.virginia.gov/forms.shtml#payrollop>) by selecting **HCM FLSA Calculator** under **Calculation Spreadsheets**.

This Job Aid provides the steps to access the page and how to utilize the information provided to assist with analyzing the calculated FLSA rate calculation for overtime for employees.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to

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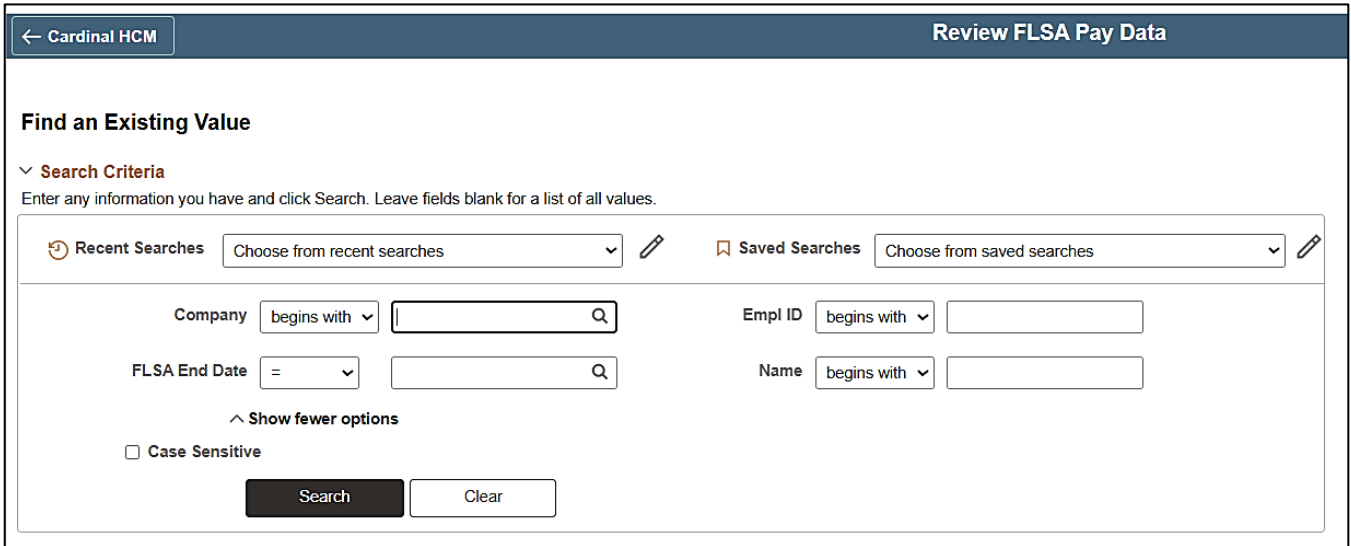
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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshots of the Search pages (Section 1 , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

Review the FLSA Data Page

Step	Action
1.	Navigate to the Review FLSA Pay Data page using the following path: NavBar > Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review FLSA Pay Data
The Review FLSA Pay Data Find an Existing Value Search page displays. 	
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
	The Company fields defaults to the user's three-character Company. If the user has access to more than one Company, this field can be updated as applicable.
2.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID. 
3.	Click the FLSA End Date Look up icon and select the applicable period to review. 



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Step	Action
4.	Click the Search button. Search Clear

The **Review FLSA Pay Data** page displays.

Review FLSA Pay Data

Empl ID Name
Company ACS FLSA End Date 06/24/2023

Earnings Q 1 of 3 View All

Pay Group SM1 Pay Period End 06/24/2023 Page 22 Line 2
Empl Record 0 Addl Line Nbr Reason Not Specified
Paycheck Status Confirmed Issue Date 07/03/2023 Check Nbr 62088416
Paycheck Option Advice Paysheet Source Regular Paysheet Off Cycle
Begin Date 06/18/2023 End Date 06/24/2023 Separate Check
FLSA Hours Used Unspecified Salaried Hours

Salaried

Hours 40.00
Rate 30.288462
Earnings 1,312.50
Rate Code

Hourly

Hours
Rate
Earnings
Rate Code

Overtime

Hours
Rate
Earnings
Rate Code

State VA Locality
Rate Used Hourly Rate
Shift Not Applicable Shift Rate

Other Earnings Q 1-1 of 1 View All

Code	Description	Rate Used	Other Hours	Comp Rate Used	Earnings	Effect on FLSA
VRS	VRS Base	Hrly Rt.			1,250.00	None

Additional Information Q 1-1 of 1 View All

Additional Information 1 **Additional Information 2** ||>

Type	FLSA Hours	Rate	FLSA Earnings
Weekly Wage Equivalent			1,211.54

Each section and the key fields on this page will be covered in the remaining sections of this Job Aid.

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Earnings Section

The section of this page has a layout similar to the **Review Paycheck** page. See the screenshot and table below to review the key fields in this section.

Review FLSA Pay Data

Empl ID Name
Company ACS FLSA End Date 06/24/2023

Pay Group SM1
Empl Record 0
Paycheck Status Confirmed
Paycheck Option Advice
Begin Date 06/18/2023
FLSA Hours Used Unspecified Salaried Hours

Pay Period End 07/09/2023
Addl Line Nbr 10
Issue Date 07/14/2023
Paysheet Source Regular Paysheet
End Date 06/24/2023

Page 23
Reason Not Specified
Check Nbr 62154146
☐ Off Cycle
Separate Check

Salaried

Hours
Rate 30.288462
Earnings
Rate Code

Hourly

Hours
Rate
Earnings
Rate Code

Overtime

Hours
Rate
Earnings
Rate Code

State VA
Rate Used Hourly Rate
Shift Not Applicable

Locality
Shift Rate

Field	Definition
FLSA End Date	End date of the FLSA period selected
Pay Period End Date	End date for the pay period that the FLSA rate was calculated
Issue Date	Date the check was issued to the employee
Begin Date	Begin date of the FLSA period
End Date	End date of the FLSA period
Rate	Hourly rate from Job Data (Compensation tab)

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Other Earnings Section

This section of the page is where users can review the specific earnings code hours, and earnings. See the screenshot and table below to review the key fields in this section.

State VA Locality

Rate Used Hourly Rate
Shift Not Applicable Shift Rate

Other Earnings

1-2 of 2 View 1

Code	Description	Rate Used	Other Hours	Comp Rate Used	Earnings	Effect on FLSA
OSS	OT Strght	Hrly Rt.	8.00	30.288462	242.31	Both
OTS	OT 1.5	FLSA Rt	7.00	30.288511	318.03	Both

Field	Definition
Code	Earnings Code
Description	Description of the Earnings Code
Rate Used	Hrly Rt. – Hourly Rate from Job Data (Compensation tab). FLSA Rt. – The calculated overtime rate used for overtime earnings when there are payments within the same FLSA period that impact the FLSA rate calculations such as differentials, bonus, non-productive time, etc.
Other Hours	Hours associated with the earnings code
Comp Rate Used	Rate used for the hours in the Other Hours field
Earnings	Earnings that display are equal to the Other Hours multiplied by the rate indicated in the Rate Used and/or Comp Rate used fields <u>For this Scenario (screenshot above):</u> OSS is 30.288462 x 8 hours = 242.31 OTS is 30.288511 x 1.5 x 7 hours = 318.03
Effect on FLSA	There are four options that display regarding the impact the FLSA Rate Calculation for the Earnings Code that displays in the Code field: • Both – amounts and hours are used • Amounts only – amounts only are used • Hours only – hours only are used • None – no impact



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Additional Information Section

Note: This section only displays values for Semimonthly employees. See the screenshot and table below to review the key fields in this section.

When a pay period has less or more hours based on the FLSA calculation, the following displays:

Additional Information						
1-1 of 1 View All						
Type	FLSA Hours	Rate	FLSA Earnings	Days in Period	Work Day Hours	Pay Period Earnings
Weekly Wage Equivalent			192.30			

Field	Definition
Type	Will always display Weekly Wage Equivalent
FLSA Earnings	This field displays the weekly wage equivalent amount and is derived by using the following formula: $\text{FLSA Earnings} = \frac{\text{semimonthly pay} \times \text{daily hours (8)} \times \text{number of days in FLSA Period}}{\text{standard hours (86.666)}}$ <u>Example 1:</u> Semimonthly Reg Pay = 2083.33 FLSA Period 10/16 – 10/22 = 5 days $\frac{2083.33 \times 8 \times 5}{86.666} = 961.54$ <u>Example 2:</u> Semimonthly Reg Pay = 2083.33 FLSA Period 10/23 – 10/24 = 1 day $\frac{2083.33 \times 8 \times 1}{86.666} = 192.30$



Payroll Job Aid

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Scenarios

In this section of the Job Aid, various scenarios are included to show how the FLSA Calculation rate displays on the **Review FLSA Pay Data** page. The **FLSA Rate Calculator** is also included to show how they work in tandem.

Scenario 1 – Employee with 1 Hour of Overtime (OTS)

In this scenario, the employee has 1 hour of overtime at time and one half (OTS).

Review FLSA Pay Data

Empl ID: [REDACTED] Name: [REDACTED]
Company: ESH FLSA End Date: 10/22/2022

Earnings

Pay Group: SM1 Pay Period End: 10/24/2022 Page: 1 Line: 1
Empl Record: 0 Addl Line Nbr: 1 Reason: Not Specified
Paycheck Status: Calculated Issue Date: 10/31/2022 Check Nbr: [REDACTED] Off Cycle: [REDACTED]
Paycheck Option: Check Paysheet Source: On-line Paysheet
Begin Date: 10/16/2022 End Date: 10/22/2022 Separate Check: [REDACTED]
FLSA Hours Used: Unspecified Salaried Hours

Salaried Hours: 40.00 Rate: 24.038462 Earnings: 946.97 Rate Code: [REDACTED]
Hourly Hours: [REDACTED] Rate: [REDACTED] Earnings: [REDACTED] Rate Code: [REDACTED]
Overtime Hours: [REDACTED] Rate: [REDACTED] Earnings: [REDACTED] Rate Code: [REDACTED]

State: VA Locality: [REDACTED]
Rate Used: Hourly Rate Shift: Not Applicable Shift Rate: [REDACTED]

Other Earnings

Code	Description	Rate Used	Other Hours	Comp Rate Used	Earnings	Effect on FLSA
OTS	Overtime	FLSA Rt	1.00	24.038537	36.06	Both

Additional Information

Type	FLSA Hours	Rate	FLSA Earnings	Days in Period	Work Day Hours	Pay Period Earnings
Weekly Wage Equivalent			961.54			

FLSA Rate Calculator (Semimonthly/Monthly Employees)

Instructions: Fill in the shaded fields for the earnings codes listed.

Job Hourly Rate	Hrs	Rate	Amount
24.038462	40		961.538
Productive Hours (Regular minus Non Productive) (Subtract SCK, HOL, VAC, CCL, OTL, ESL, PHE, OCL)			
On Call Pay (CHA, ONH, ONS, OSA)		24.04	0.00
On Call Pay - Time 1/2 (ONN)			
Shift Diff (SD2, SD3, SH2, SH3)			
Temp Pay (TMP, TMN)			
Call Out Straight (COE, COR)		24.04	0.00
Call Out Amt (CHA, CSA)			
Comp Leave Earned (OCN)		24.04	0.00
Differentials (DFH, DFS)			
Medication (MDH, MDS)			
Other Pay (SPA, AGY, BON, CTP)			
Hours Adjustment (FFA)			
Overtime - Straight (OSS)		24.04	0.00
Overtime - Time 1/2 (OTS, WSO, COH, CON)	1	24.04	24.04
	41		985.577
FLSA Rate		24.038462	
FLSA Rate		24.038462	
Number of OT Hours	1		
Total Amount (Time 1/2)			36.06



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Scenario 2 – Employee with 1 Hour of Overtime (OTS) and Differential (DFS)

In this scenario, the employee has 1 hour of overtime at time and one half (OTS) and a \$400 Differential.

Review FLSA Pay Data

Emp ID Name
Company ESH FLSA End Date 10/22/2022

Earnings

Pay Group SM1 Pay Period End 10/24/2022 Page 1 Line 1
Emp Record 0 Add Line Nbr 1 Reason Not Specified
Paycheck Status Calculated Issue Date 10/10/2022 Check Nbr
Paycheck Option Check Paysheet Source On-line Paysheet ☐ Off Cycle
Begin Date 10/16/2022 End Date 10/22/2022 Separate Check
FLSA Hours Used Unspecified Salaried Hours

Salaried Hours 40.00
Rate 24.038462
Earnings 961.54
Rate Code
State VA Locality
Rate Used Hourly Rate
Shift Not Applicable

Hourly Hours
Rate
Earnings
Rate Code
Shift Rate

Overtime Hours
Rate
Earnings
Rate Code

Other Earnings

Code	Description	Rate Used	Other Hours	Comp Rate Used	Earnings	Effect on FLSA
DFS	WKND/HOL	Hrly Rt.			400.00	Amts Only
OTS	Overtime	FLSA Rt	1.00	33.794560	40.94	Both
VRS	Cont Base	Hrly Rt.			56.33	None

Additional Information

Type	FLSA Hours	Rate	FLSA Earnings	De Min Period	Work D	Hours	Pay Period Earnings
Equivalent			961.54				

FLSA Rate Calculator
(Semimonthly/Monthly Employees)
Instructions: Fill in the shaded fields for the earnings codes listed.

	Hrs	Rate	Amount
Job Hourly Rate		24.038462	
Productive Hours (Regular minus Non Productive) (Subtract SCK, HOL, VAC, CCL, OTL, ESI, PHE, OCL)	40		961.538
On Call Pay (OHA, ONH, ONS, OSA)			
On Call Pay - Time 1/2 (ONN)		24.04	0.00
Shift Diff (SD2, SD3, SH2, SH3)			
Temp Pay (TMP, TMN)			
Call Out Straight (COE, COR)		24.04	0.00
Call Out Amt (CHA, CSA)			
Comp Leave Earned (OCN)		24.04	0.00
Differentials (DFH, DFS)			400
Medication (MDH, MDS)			
Other Pay (SPA, AGY, BON, CTP)			
Hours Adjustment (FFA)			
Overtime - Straight (OSS)		24.04	0.00
Overtime - Time 1/2 (OTS, WSO, COH, CON)	1	24.04	24.04
	41		1385.58
FLSA Rate		33.794560	
Number of OT Hours	1		
Total Amount (Time 1/2)			40.94

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Scenario 3 – Employee with Retroactive Call Out Adjustment from Prior Period

In this scenario, there is an adjustment from a prior period.

After the 10/24/2022 Payroll was confirmed, the employee had a retroactive Call Out Amount (CSA) adjustment for the FLSA week ending 10/22/2022.

This employee's Review FLSA Pay Data is broken out over 4 pages. All pages will be shown for this scenario.

Page 1

Shows the information from the previous pay period for FLSA week 10/16 – 10/22. This page shows the information from the Pay Period ending 10/24 which was confirmed.

Review FLSA Pay Data
Empl ID [REDACTED] Name [REDACTED]
Company ESH FLSA End Date 10/22/2022

Earnings 1 of 4 [View All](#)
Pay Group SM1 **Pay Period End 10/24/2022** Page 1 Line 1
Empl Record 0 Addl Line Nbr 1 Reason Not Specified
Paycheck Status Confirmed **Issue Date 10/31/2022** Check Nbr 70013050
Paycheck Option Check Paysheet Source On-line Paysheet ☒ Off Cycle
Begin Date 10/16/2022 End Date 10/22/2022 Separate Check
FLSA Hours Used Unspecified Salaried Hours

Salaried

Hours	40.00
Rate	24.038462
Earnings	946.97
Rate	24.038462
Earnings	946.97
Rate Code	

Hourly

Hours	
Rate	
Earnings	
Rate	
Earnings	
Rate Code	

Overtime

Hours	
Rate	
Earnings	
Rate	
Earnings	
Rate Code	

State VA Locality
Rate Used Hourly Rate
Shift Not Applicable Shift Rate

Other Earnings 1-3 of 3 [View 1](#)

Code	Description	Rate Used	Other Hours	Comp Rate Used	Earnings	Effect on FLSA
DFS	WKND/HOL	Hrly Rt.			400.00	Amts Only
OTS	Overtime	FLSA Rt	1.00	33.794634	40.94	Both
VRS	Cont Base	Hrly Rt.			856.33	None

Additional Information 1-1 of 1 [View All](#)

Additional Information 1 Additional Information 2 [▶▶](#)

Type	FLSA Hours	Rate	FLSA Earnings
Weekly Wage Equivalent			961.54



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Page 2

This page shows the Call Out amount that was added in the current period (pay period ending 11/09) which was effective in the prior FLSA period of 10/16-10/22.

Review FLSA Pay Data
Empl ID [REDACTED] Name [REDACTED]
Company ESH FLSA End Date 10/22/2022

Earnings 2 of 4 [View All](#)
Pay Group SM1 **Pay Period End 11/09/2022** Page 1 Line 1
Empl Record 0 Addl Line Nbr 4 Reason Not Specified
Paycheck Status Calculated Issue Date 11/16/2022 Check Nbr ☒ Off Cycle
Paycheck Option Check Paysheet Source On-line Paysheet
Begin Date 10/16/2022 End Date 10/22/2022 Separate Check
FLSA Hours Used Unspecified Salaried Hours

Salaried
Hours
Rate 24.038462
Earnings
Rate Code

Hourly
Hours
Rate
Earnings
Rate Code

Overtime
Hours
Rate
Earnings
Rate Code

State VA Locality
Rate Used Hourly Rate
Shift Not Applicable Shift Rate

Other Earnings 1-1 of 1 [View All](#)

Code	Description	Rate Used	Other Hours	Comp Rate Used	Earnings	Effect on FLSA
CSA	Call Out	Hrly Rt.			300.00	Amts Only

Additional Information 1-1 of 1 [View All](#)

Additional Information 1 Additional Information 2

Type	FLSA Hours	Rate	FLSA Earnings



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Page 3

This page shows the adjusted overtime rate as a result of the “Call Out” pay that was added in the current period for that previous FLSA period of 10/16-10/22.

The previous FLSA overtime rate for the pay period ending 10/24 was **33.794634**.

With the Call Out pay adjustment that was made, the updated FLSA overtime rate is **41.111707**.

Review FLSA Pay Data

Empl ID Name
Company ESH FLSA End Date 10/22/2022

Earnings

Pay Group SM1 Pay Period End 11/09/2022 Page 1 Line 1
Empl Record 0 Add Line Nbr 5 Reason Not Specified
Paycheck Status Calculated Issue Date 11/10/2022 Check Nbr
Paycheck Option Check Paysheet Source FLSA Paysheet Off Cycle
Begin Date 10/16/2022 End Date 10/22/2022 Separate Check
FLSA Hours Used Unspecified Salaried Hours

Salaried

Hours
Rate 24.038462
Earnings
Rate Code

Hourly

Hours
Rate
Earnings
Rate Code

Overtime

Hours
Rate
Earnings
Rate Code

State VA Locality
Rate Used Hourly Rate Shift Not Applicable Shift Rate

Other Earnings

Code	Description	Rate Used	Other Hours	Comp Rate Used	Earnings	Effect on FLSA
OTS	Overtime	FLSA Rt	1.00	41.111707	44.59	Both

Additional Information

Type	FLSA Hours	Rate	FLSA Earnings

FLSA Rate Calculator

(Semimonthly/Monthly Employees)

Instructions: Fill in the shaded fields for the earnings codes listed.

Job Hourly Rate			
		24.038607	
Productive Hours	(RGS, WSS, RTR)	Hrs 40	Rate Amount 961.54
(Regular minus Non Productive)	(Subtract SCK, HOL, VAC, CCL, OTL, ESL, PHE, OCL)		
On Call Pay	(OHA, ONH, ONS, OSA)		
On Call Pay - Time 1/2	(ONN)	24.04	0.00
Shift Diff	(SD2, SD3, SH2, SH3)		
Temp Pay	(TMP, TMN)		
Call Out Straight	(COE, COR)	24.04	0.00
Call Out Amt	(CHA, CSA)		300
Comp Leave Earned	(OCN)	24.04	0.00
Differentials	(DPH, DFS)		400
Medication	(MDH, MDS)		
Other Pay	(SPA, AGY, BON, CTP)		
Hours Adjustment	(FFA)		
Overtime - Straight	(OSS)	24.04	0.00
Overtime - Time 1/2	(OTS, WSO, COH, CON)	1 24.04	24.04
		41	1685.58
FLSA Rate		41.111673	
Number of OT Hours		1	
Total Amount (Time 1/2)		44.59	

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Page 4

This page shows the reversal of the previous overtime rate from the prior period 10/16-10/22.

Review FLSA Pay Data
Empl ID Name
Company ESH FLSA End Date 10/22/2022

Earnings 4 of 4 [View All](#)
Pay Group SM1 **Pay Period End 11/09/2022** Page 1 Line 1
Empl Record 0 Addl Line Nbr 6 Reason Not Specified
Paycheck Status Calculated **Issue Date 11/16/2022** Check Nbr ☒ Off Cycle
Paycheck Option Check Paysheet Source FLSA Paysheet
Begin Date 10/16/2022 End Date 10/22/2022 Separate Check
FLSA Hours Used Unspecified Salaried Hours

Salaried
Hours
Rate 24.038462
Earnings
Rate Code

Hourly
Hours
Rate
Earnings
Rate Code

Overtime
Hours
Rate
Earnings
Rate Code

State VA Locality
Rate Used Hourly Rate
Shift Not Applicable Shift Rate

Other Earnings 1-1 of 1 [View All](#)

Code	Description	Rate Used	Other Hours	Comp Rate Used	Earnings	Effect on FLSA
OTS	Overtime	FLSA Rt	-1.00	33.794634	-40.94	Both

Additional Information 1-1 of 1 [View All](#)

Additional Information 1 Additional Information 2 [»](#)

Type	FLSA Hours	Rate	FLSA Earnings