

Overtime Lag Overview

The Fair Labor Standards Act (FLSA) establishes a minimum wage, overtime pay, record keeping, and child labor standards which affect full-time and part-time workers in the private sector as well as in Federal, State, and Local governments.

A non-exempt employee under the FLSA may work overtime hours only as authorized by his or her supervisor/manager at each Agency.

In Cardinal, approved salaried overtime and shift differential for completed FLSA periods will be released on the first business day following the check date of the previous pay period. The released hours will be loaded to payroll by the Load Time & Labor Process in Payroll during the open pay period once paysheets are created and the hours will be paid on the next check date.

The date Overtime and Shift Differential hours are approved is the date that drives when time will be released and paid rather than the date that the hours were worked. It is important for employees to submit their timesheets on time and for supervisors to review and approve hours in a timely manner to ensure employees are paid without delay.

For time reported online, payable overtime and shift differential Time Reporting Codes in the “Needs Approval (NA)” Payable Status are changed to the “Overtime Hold (VH)” Payable Status upon approval. For interfaced time, the Time Administration process will automatically set the Payable Status of Overtime and Shift Differential Time Reporting Codes to the “Overtime Hold (VH)” Payable Status. For the FLSA periods that are completed before the pay period begin date of the current open pay period, the nightly Overtime Lag batch job releases time in the “Overtime Hold (VH)” Payable Status for payroll processing by changing it to the “Approved (AP) or Estimated (ES)” Payable Status. Payable time in the Approved (AP) and Estimated (ES) Payable Status are picked up in the next Load Time & Labor Process in Payroll.

Note: Refer to SPO’s HCM SM Payroll Schedule for specific dates related to payroll processing.

Revision History

Revision Date	Summary of Changes
9/1/2026	Reviewed and validated in conjunction with the Cardinal system upgrades; content remains unchanged.
6/6/2023	Baseline



Time & Attendance Job Aid

TA372 Overtime Lag Overview

Overtime Lag Examples

4/30	5/1	5/2	5/3	5/4	5/5	5/6	5/7	5/8	5/9	5/10	5/11	5/12	5/13	5/14	5/15	5/16	5/17	5/18	5/19	5/20	5/21	5/22	5/23	5/24	5/25	5/26	5/27	5/28	5/29	5/30	5/31	6/1	6/2		
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri		
	Payday							Data Freeze (noon)								Payday							Data Freeze (noon)									Payday			
	Create Paysheets															Create Paysheets																Create Paysheets			
FLSA Period Example A																	OT Release															OT Payout			
							FLSA Period Example B																											OT Release	
														FLSA Period Example C																					OT Release

Approved overtime for completed FLSA periods will be released on the first business day following the check date of the previous pay period and the hours will be paid on the following check date.

Example	FLSA Calendar ID	FLSA Begin Date	FLSA End Date	Previous Pay Period End Date	Previous Pay Period Check Date	Overtime Release	Overtime Payout
A	SUNSAT07	04/30/2023	05/06/2023	04/24/2023	05/01/2023	05/17/2023	06/01/2023
B	SUNSAT07	05/07/2023	05/13/2023	05/09/2023	05/16/2023	06/02/2023	06/16/2023
C	SUNSAT07	05/14/2023	05/20/2023	05/09/2023	06/01/2023	06/02/2023	06/16/2023



Time & Attendance Job Aid

TA372 Overtime Lag Overview

Overtime Lag Example A

4/30	5/1	5/2	5/3	5/4	5/5	5/6	5/7	5/8	5/9	5/10	5/11	5/12	5/13	5/14	5/15	5/16	5/17	5/18	5/19	5/20	5/21	5/22	5/23	5/24	5/25	5/26	5/27	5/28	5/29	5/30	5/31	6/1
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
	Payday							Data Freeze (noon)								Payday							Data Freeze (noon)									Payday
	Create Paysheets															Create Paysheets																Create Paysheets
FLSA Period																	OT Release															OT Payout

The employee has a seven-day FLSA period (4/30-5/6) that begins on Sunday and ends within the pay period ending 5/9. Therefore, the approved overtime hours will be released on the business day following the payday (5/17) of the pay period ending 5/9. The employee will be paid for the overtime on the following payday (6/1).

Overtime Lag Example B

5/7	5/8	5/9	5/10	5/11	5/12	5/13	5/14	5/15	5/16	5/17	5/18	5/19	5/20	5/21	5/22	5/23	5/24	5/25	5/26	5/27	5/28	5/29	5/30	5/31	6/1	6/2	6/3	6/4	6/5	6/6	6/7	6/8	6/9	6/10	6/11	6/12	6/13	6/14	6/15	6/16
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	Data Freeze (noon)								Payday							Data Freeze (noon)									Payday							Data Freeze							Payday	
									Create Paysheets																Create Paysheets														Create Paysheets	
FLSA Period																										OT Release												Create OT Payout		

The employee has a seven-day FLSA period (5/7-5/13) that begins on Sunday and ends within the pay period ending 5/24. Therefore, the approved overtime hours will be released on the business day following the payday (6/2) of the pay period ending 5/24. The employee will be paid for the overtime hours on the following payday (6/16).

Note: When an FLSA period spans two pay periods it is the FLSA end date that is key in determining when the overtime hours will be released. Approved overtime will be released on the first business day following the check date after the pay period where the FLSA end date falls and the hours will be paid on the following payday.



Time & Attendance Job Aid

TA372 Overtime Lag Overview

Overtime Lag Example C

5/14	5/15	5/16	5/17	5/18	5/19	5/20	5/21	5/22	5/23	5/24	5/25	5/26	5/27	5/28	5/29	5/30	5/31	6/1	6/2	6/3	6/4	6/5	6/6	6/7	6/8	6/9	6/10	6/11	6/12	6/13	6/14	6/15	6/16	6/17
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		Payday							Data Freeze (noon)									Payday							Data Freeze (noon)								Payday	
		Create Paysheets																Create Paysheets														Create Paysheets		
FLSA Period																			OT Release														OT Payout	

The employee has a seven-day **FLSA period (5/14-5/20)** that begins on Sunday and ends within the pay period ending 5/24. Therefore, the approved overtime hours will be released on the business day following the payday (**6/2**) of the pay period ending 5/24. The employee will be paid for the overtime hours on the following payday (**6/16**).