

Insufficient Return Time Scenario Guideline

This guide provides information regarding entry of Insufficient Return Time on the Cross-Application Time Sheet (CATS). Most bargaining agreements address hours of work and rest periods in the same manner for which this guide is based. However, agreements vary, and each agreement should be reviewed for the specifics on hours of work and rest periods. Some variations are included within this guide.

What is Insufficient Return Time

The term Insufficient Return Time is also known as Lap Time, Turnaround Time, Quick Return Time, or the 24-hour Rule. An employee may be eligible for Insufficient Return Time (IT6) at the employee's ½ time rate of pay (0.50) when a change in the employee's work schedule requires the employee to report to work earlier than the start time of the previous calendar day's scheduled shift.

Generally, to avoid insufficient time liability, an employee must be off their regularly scheduled work shift for a minimum of three shifts or the equivalent thereof, unless a scheduled day off occurs between the scheduled shifts. For some bargaining agreements, a minimum of a 24-hour notice and/or a minimum of eight (8) hours are required between the end of one shift and the beginning of the next day's shift. For other bargaining agreements, a break of at least 16 hours must occur, or the employee would be eligible for IT6 for the period between the previous calendar day's start time and the following calendar day's start time.

How to Enter Insufficient Return Time on the CATS

To properly pay an employee for IT6, regular time (RT) must also be entered for the same period worked on the CATS. The entry of "IT6" + "RT" is required to override what would automatically generate for the regular time worked, as IT6 is entered during the planned scheduled shift. For employees who wish to earn compensatory leave in lieu of pay for insufficient return time, RT must also be entered for the same period the compensatory leave (CLE6) was entered.

Things to keep in mind:

- Insufficient return time is only payable for hours worked. If insufficient return time is entered during an absence, an IE, "Abs entry overlaps with Att Entry" message will appear on the Time Evaluation Messages Display (Y_DC1_32000599) Report.
- Insufficient return time is only payable when the scheduled shift change was due to operational reasons. When the reason for a change is to accommodate the employee, reason code "14" (No Lap Time) should be used when creating the work schedule substitution via IT2003.
- Insufficient return time is only payable when the previous calendar day was a scheduled workday. When the previous day is an "off day", "CWSO", or "AWSO" day, it breaks the 24-hour period.
- When the previous calendar day includes paid or unpaid leave that does not count towards hours worked for overtime (i.e., POC, CIVIL, YPAR, YUFO, AO, etc.), the overlapped hours may not meet the 8/40 or 8/80 overtime (OT) calculation rule for payment of insufficient time.
- When additional time worked beyond the shift where insufficient return time occurs, the hours worked during the insufficient return time cannot be counted towards hours worked for overtime (OT) within the same day, week, or pay period. There shall be no duplication or pyramid of any premium pay provided for the same hours worked.
- Employees who request to earn compensatory leave (CLE6) in lieu of being paid (IT6) can request to be paid for overtime worked (T1, T2) on the same day as insufficient return time.
- When insufficient return time occurs on an observed holiday, the time worked is paid as holiday half time (**HT6**+RT), not insufficient return time (IT6+RT). Additionally, for the purpose of determining eligibility for OT pay, all hours worked during the holiday count towards hours worked for OT.

Examples of Allocating Time Worked on the CATS due to Insufficient Return Time:

The following examples are designed to assist timekeepers and time advisors when coding insufficient return time on the CATS. The examples are for employees who are eligible for premium overtime (time and one-half) and follow an 8 hour per day/40 hours per week rule OR an 8 hour per day/80 hours bi-weekly rule for overtime. The [Absences Definitions Table](#) identifies absences that are regarded as hours worked for overtime. The table can be located under the Time Resources area on the [Alerts and Transactions](#) webpage.

Note, time worked is recorded/placed on the CATS on the actual day the time is worked. For most agencies, overtime is based on the 24-hour workday rule which begins at the start of the scheduled shift and ends 24 hours later. For agencies where the workday follows the calendar day rule, overtime is based on hours worked between midnight (0000) and 2400 on the same calendar day.

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Where to Get Help

If you are unsure how to calculate and/or enter insufficient return time in the system, central agency time advisors may submit questions via an [HR/Pay Help Desk Request](#) in the **Time** Category or call the HRSC, Time Services team at 877.242.6007, Option 2. Field time advisors should direct any questions to their Central Agency Time Advisor.

Insufficient Return Time Examples

1. IT6 when no Absence or Overtime has occurred

Example A – Regular Work Schedule Change

An AFSCME-represented employee's work shift is from 10:00-18:00 (**7.50 hours**). On 2/13, the employee's regular work shift is changed to 06:00-14:00. The employee is only eligible for IT6 from 06:30-10:00 on 2/13. Note, the employee is not due IT6 from 06:00-06:30 because the employee is NOT eligible for premium overtime until after they have worked at least 8.0 hours within a scheduled 24-hour period.

Data Entry Area																
LT	Act...	A/...	O..	Val. basis	P P..	ID	Position	Total	WE	02/12	From	To	TH	02/13	From	To
								67.50	7.50		10:00	18:00	7.50	06:00	14:00	
								6.00	0.00				6.00			
		RT						3.00					3.00	06:30	10:00	
		IT6						3.00					3.00	06:30	10:00	

Pers.N...	Name	Period	Current Date	WT	Wage Type Long Text	Number
202502		02/12/2025	02/12/2025	2100	Normal working hours	7.50
			02/12/2025			7.50
202502		02/13/2025	02/13/2025	2100	Normal working hours	7.50
202502		02/13/2025	02/13/2025	2655	Insuff Time .50-Mandated	3.00
			02/13/2025			10.50

Example B – Temporary Work Shift Change

An AFSCME-represented employee's work shift is from 06:00-14:00 (**7.50 hours**). On 2/12, the employee is required to report to work from 10:00-18:00 due to mandatory training. When the employee reports to work at their regular scheduled start time on 2/13, they are only eligible for IT6 from 06:30-10:00. Note, the employee is not due IT6 from 06:00-06:30 because the employee is NOT eligible for premium overtime until after they have worked at least 8.0 hours within a scheduled 24-hour period.

Data Entry Area																				
LT	Act...	A/...	O..	Val. basis	P P..	ID	Position	Total	TU	02/11	From	To	WE	02/12	From	To	TH	02/13	From	To
								67.50	7.50	06:00	14:00	7.50	10:00	18:00	7.50	06:00	14:00			
								6.00	0.00				0.00				6.00			
		RT		0.00		0	0	3.00									3.00	06:30	10:00	
		IT6		0.00		0	0	3.00									3.00	06:30	10:00	

Pers.N...	Name	Period	Current Date	WT	Wage Type Long Text	Number
202502		02/11/2025	02/11/2025	2100	Normal working hours	7.50
			02/11/2025			7.50
202502		02/12/2025	02/12/2025	2100	Normal working hours	7.50
			02/12/2025			7.50
202502		02/13/2025	02/13/2025	2100	Normal working hours	7.50
202502		02/13/2025	02/13/2025	2655	Insuff Time .50-Mandated	3.00
			02/13/2025			10.50

2. IT6 when Overtime has occurred

Example A –Overtime Worked on the Previous Day

An AFSCME-represented employee’s work shift is from 09:00-17:00 (**7.50 hours**). On 2/25, the employee is required to report to work from 07:30-15:30. The employee worked overtime from 17:00-18:00 on 2/24. The employee is eligible for IT6 for the entire period that overlaps from 07:30-09:00 on 2/25. Note, the employee met the 8.0 hours worked within the 24-hour period that began at 09:00 on 2/24.

Data Entry Area														
LT	Act...	A/...	O..	Val. basis	P.P..	ID	Position	Total	MO 02/24	From	To	TU 02/25	From	To
								75.00	7.50	09:00	17:00	7.50	07:30	15:30
								4.00	1.00			3.00		
		T1						0.50	0.50	17:00	17:30			
		T2						0.50	0.50	17:30	18:00			
		RT						1.50				1.50	07:30	09:00
		IT6						1.50				1.50	07:30	09:00

Pers.N...	Name	Period	Date	WT	Wage Type	Long Text	Number
		202502	02/24/2025	2100	Normal working hours		7.50
		202502		2400	OT 1.0		0.50
		202502		2410	OT 1.5		0.50
			02/24/20...				8.50
		202502	02/25/2025	2655	Insuff Time .50-Mandated		1.50
		202502		2100	Normal working hours		7.50
			02/25/20...				9.00

Example B –Overtime Worked on the Same Day as IT6

An AFSCME-represented employee’s work shift is from 09:00-17:00 (**7.50 hours**). On 2/25, the employee is required to report to work from 07:30-15:30. The employee worked overtime from 15:30-19:00 on 2/25. The employee is only eligible for IT6 from 08:00-09:00 on 2/25, T1 from 15:30-17:30, and T2 from 17:30-19:00.

Notes:

- The employee is NOT due IT6 from 07:30-08:00 because the employee is NOT eligible for premium overtime until after they have worked at least 8.0 hours within a scheduled 24-hour period.
- The employee is NOT due T2 from 15:30-17:30 because the employee has not worked at least 8.0 hours within the 24-hour period that began at 09:00 on 2/25.
- Time worked during the insufficient return time cannot be counted towards hours worked for OT within the same day.

Data Entry Area														
LT	Act...	A/...	O..	Val. basis	P.P..	ID	Position	Total	MO 02/24	From	To	TU 02/25	From	To
								75.00	7.50	09:00	17:00	7.50	07:30	15:30
								5.50	0.00			5.50		
		RT						1.00				1.00	08:00	09:00
		IT6						1.00				1.00	08:00	09:00
		T1						2.00				2.00	15:30	17:30
		T2						1.50				1.50	17:30	19:00

Pers.N...	Name	Period	Current Date	WT	Wage Type	Long Text	Number
		202502	02/24/2025	2100	Normal working hours		7.50
			02/24/2025				7.50
		202502	02/25/2025	2100	Normal working hours		7.50
		202502		2655	Insuff Time .50-Mandated		1.00
		202502		2400	OT 1.0		2.00
		202502		2410	OT 1.5		1.50
			02/25/2025				12.00

3. IT6 when an Absence has occurred

Example A – Partial-day Absence during IT6

An AFSCME-represented employee’s work shift is from 06:00-14:00 (**7.50 hours**). On 3/11, the employee is required to report to work from 09:30-17:30. On 3/12, the employee is absent from 06:00-07:00 and uses paid annual leave to cover the absence. The employee is only eligible for IT6 from 07:00-09:30 on 3/12.

Notes:

- The employee is NOT due IT6 from 06:30-07:00 because IT6 is only payable for hours worked.
- Paid annual absences count towards hours worked for overtime calculation.

Absences (2001)

Start Date	End Date	Abs...	Hours	From	To	Att./abs. type text	L	P	Abs....	Ca.l.d...
03/12/2025	03/12/2025	A	1.00	06:00	07:00	Pd-Annual			0.13	0.00

Data Entry Area																	
LT	Act...	A/...	O.	Val. basis	P.P.	ID	Position	Total	MO 03/10	From	To	TU 03/11	From	To	WE 03/12	From	To
								74.00	7.50	06:00	14:00	7.50	09:30	17:30	6.50	06:00	14:00
								5.00	0.00			0.00			5.00		
							IT6	2.50							2.50	07:00	09:30
							RT	2.50							2.50	07:00	09:30

Pers.N...	Name	Period	Current Date	WT	Wage Type Long Text	Number
202503		03/10/2025	03/10/2025	2100	Normal working hours	7.50
202503		03/11/2025	03/11/2025	2100	Normal working hours	7.50
202503		03/12/2025	03/12/2025	2800	Annual Leave Pay	1.00
202503		03/12/2025	03/12/2025	2655	Insuff Time .50-Mandated	2.50
202503		03/12/2025	03/12/2025	2100	Normal working hours	6.50
						10.00

Example B – Full-day Absence during IT6

An AFSCME-represented employee’s work shift is from 06:00-14:00 (**7.50 hours**). On 3/11 the employee is required to report to work from 09:30-17:30. On 3/12, the employee is absent all day and uses paid sick leave to cover the absence. The employee is NOT due IT6 from 06:30-09:30 because IT6 is only payable for hours worked.

Absences (2001)

Start Date	End Date	Abs...	Hours	From	To	Att./abs. type text	L	P	Abs....
03/12/2025	03/12/2025	S	7.50			Pd-Sick			1.00

Data Entry Area																	
LT	Act...	A/...	O.	Val. basis	P.P.	ID	Position	Total	MO 03/10	From	To	TU 03/11	From	To	WE 03/12	From	To
								67.50	7.50	06:00	14:00	7.50	09:30	17:30	0.00	06:00	14:00
								0.00	0.00			0.00			0.00		
							IT6	0.00							0.00		
							RT	0.00							0.00		

Pers.No.	Name	Period	Date	WT	Wage Type Long Te...	Number
202503		03/10/2025	03/10/2025	2100	Normal working hours	7.50
202503		03/11/2025	03/11/2025	2100	Normal working hours	7.50
202503		03/12/2025	03/12/2025	2810	Sick Leave Pay	7.50
						7.50

Example C – Late Arrival during IT6

An AFSCME-represented employee’s work shift is from 06:00-14:00 (**7.50 hours**). On 3/11, the employee is required to report to work from 09:30-17:30. On 3/12, the employee is absent from 06:00-06:15 and uses paid annual leave to cover their late arrival. The employee is only eligible for IT6 from 06:30-09:30 on 3/12. Notes:

- The employee is not due IT6 from 06:00-06:30 because the employee is NOT eligible for premium overtime until after they have worked at least 8.0 hours within a scheduled 24-hour period.
- Paid annual absences count towards hours worked for overtime calculation.

Absences (2001)

Start Date	End Date	Abs...	Hours	From	To	Att./abs. type text	L	P Abs....	Ca.l.d...
03/12/2025	03/12/2025	A	0.25	06:00	06:15	Pd-Annual		0.03	0.00

Data Entry Area																	
LT	Act...	A/...	O.	Val. basis	P P.	ID	Position	Total	MO 03/10	From	To	TU 03/11	From	To	WE 03/12	From	To
								74.75	7.50	06:00	14:00	7.50	09:30	17:30	7.25	06:00	14:00
								6.00	0.00			0.00			6.00		
		IT6						3.00							3.00	06:30	09:30
		RT						3.00							3.00	06:30	09:30

Pers.N...	Name	Period	Current Date	WT	Wage Type Long Text	Number
		202503	03/10/2025	2100	Normal working hours	7.50
			03/10/2025			7.50
		202503	03/11/2025	2100	Normal working hours	7.50
			03/11/2025			7.50
		202503	03/12/2025	2800	Annual Leave Pay	0.25
		202503		2100	Normal working hours	7.25
		202503		2655	Insuff Time .50-Mandated	3.00
			03/12/2025			10.50

4. IT6 when an Absence and Overtime has occurred

Example A – Overtime Worked on the Previous Day and Partial-day Absence during IT6

An AFSCME-represented employee’s work shift is from 13:00-21:00 (**7.50 hours**). On 3/25, the employee is required to report to work from 07:30-15:30. The employee worked overtime from 21:00-22:00 on 3/24. On 3/25, the employee is absent from 07:30-07:45 and uses paid annual leave to cover the absence. The employee is only eligible for IT6 from 07:45-13:00 on 3/25.

Notes:

- The employee is NOT due IT6 from 07:30-07:45 because IT6 is only payable for hours worked.
- Paid annual absences count towards hours worked for overtime calculation.
- The employee met the 8.0 hours worked within the 24-hour period that began at 13:00 on 3/24.

Absences (2001)

Start Date	End Date	Abs...	Hours	From	To	Att./abs. type text	L	P	Abs....
03/25/2025	03/25/2025	A	0.25	07:30	07:45	Pd-Annual			0.03

Data Entry Area																
LT	Act...	A/...	O..	Val. basis	P P..	ID	Position	Total	MO	03/24	From	To	TU	03/25	From	To
								74.75		7.50	13:00	21:00		7.25	07:30	15:30
								11.50		2.00				9.50		
		T1						0.50		0.50	21:00	21:30				
		DIFF			P3	1		0.50		0.50	21:00	21:30				
		T2						0.50		0.50	21:30	22:00				
		DIFF			P5	1		0.50		0.50	21:30	22:00				
		IT6						4.75						4.75	07:45	13:00
		RT						4.75						4.75	07:45	13:00

Pers.N...	Name	Period	Current Date	WT	Wage Type	Long Text	Number
		202503	03/24/2025	2681	SDiff 1.0	Prem-Mandated	7.50
		202503		2100	Normal working hours		7.50
		202503		2400	OT 1.0		0.50
		202503		2481	SDiff 1.0	Prem	0.50
		202503		2410	OT 1.5		0.50
		202503		2487	SDiff 1.5	Prem	0.50
			03/24/2025				17.00
		202503	03/25/2025	2800	Annual Leave Pay		0.25
		202503		2655	Insuff Time .50-Mandated		4.75
		202503		2100	Normal working hours		7.25
			03/25/2025				12.25

Example B – Full-day Absence on the Previous Day, Partial-day Absence during IT6, and Overtime Worked on the Same Day as IT6

An AFSCME-represented employee’s work shift is from 13:00-21:00 (**7.50 hours**). On 3/25, the employee is required to report to work from 07:30-15:30. The employee worked overtime from 15:30-19:00 on 3/25 (including the lunch period). On 3/24, the employee is absent all day and uses paid sick leave to cover the absence. On 3/25, the employee is absent from 07:30-09:30 and uses paid sick leave to cover the absence. The employee is only eligible for IT6 from 09:30-13:00, and CLE1 from 15:30-19:00 on 3/25.

Notes:

- The employee is NOT due IT6 from 07:30-09:30 because IT6 is only payable for hours worked.
- Paid sick absences count towards hours worked for overtime calculation.
- The employee met the 8.0 hours worked within the 24-hour period that began at 13:00 on 3/24.
- The employee can request to earn comp in lieu of being paid for the OT assignment on the same day as IT6.

Absences (2001)

Start Date	End Date	Abs...	Hours	From	To	Att./abs. type text	L	P	Abs....
03/25/2025	03/25/2025	S	2.00	07:30	09:30	Pd-Sick			0.27
03/24/2025	03/24/2025	S	7.50			Pd-Sick			1.00

Data Entry Area

LT	Act...	A/...	O..	Val. basis	P P..	ID	Position	Total	MO	03/24	From	To	TU	03/25	From	To
								65.50		0.00	3:00	21:00		5.50	07:30	15:30
								9.50		0.00				9.50		
<input type="checkbox"/>							IT6	3.00						3.00	09:30	13:00
<input type="checkbox"/>							RT	3.00						3.00	09:30	13:00
<input type="checkbox"/>							CLE1	1.50						1.50	15:30	17:00
<input type="checkbox"/>							WBC1	0.50						0.50	17:00	17:30
<input type="checkbox"/>							CLE1	1.50						1.50	17:30	19:00

Pers.N...	Name	Period	Current Date	WT	Wage Type	Long Text	± Number
		202503	03/24/2025	2810	Sick Leave Pay		7.50
			03/24/2025				7.50
		202503	03/25/2025	2810	Sick Leave Pay		2.00
		202503		2655	Insuff Time .50-Mandated		3.00
		202503		2100	Normal working hours		5.50
			03/25/2025				10.50

Pers.N...	Name	Period	Current Date	TmTy...	Time type descript.	± Numb...
		202503	03/25/2025	4004	Comp Accrual - Voluntary	3.00
		202503	03/25/2025	4015	Comp Accrual - Mandatory	0.50

5. IT6 when Holiday has occurred

Example A – Time Worked on a Holiday during Schedule Shift

An AFSCME-represented employee’s work shift is from 10:00-18:00 (**7.50 hours**). On 6/19, the employee is required to report to work from 08:00-16:00. The employee is eligible for HT6 from 0800-1000 and for the rest of their scheduled shift on 6/19. Note, time worked on a holiday within an employee’s scheduled shift is paid as holiday half time (HT6), not insufficient return time (IT6).

LT	Act...	A/...	O..	Val. basis	P P..	ID	Position	Total	WE 06/18	From	To	TH 06/19	From	To
								75.00	7.50	10:00	18:00	7.50	08:00	16:00
								15.00	0.00			15.00		
								7.50				7.50	08:00	16:00
								7.50				7.50	08:00	16:00

Pers.N...	Name	Period	Current Date	WT	Wage Type	Long Te...	Number
202506		06/18/2025	06/18/2025	2100	Normal working hours		7.50
			06/18/2025				7.50
202506		06/19/2025	06/19/2025	2643	Hol .50-Mandated		7.50
202506		06/19/2025	06/19/2025	2100	Normal working hours		7.50
			06/19/2025				15.00

Example B – Overtime Worked on the Previous Day and Same Day as Holiday Worked

An AFSCME-represented employee’s work shift is from 10:00-18:00 (**7.50 hours**). On 6/19, the employee is required to report to work from 08:00-16:00. The employee worked overtime from 18:00-19:00 on 6/18, and from 16:00-17:00 on 6/19.

Notes:

- Time worked on a holiday within the scheduled shift is paid as holiday half time (HT6), not insufficient return time (IT6).
- Time worked on a holiday outside the scheduled shift is paid at the holiday time and one-half rate.

LT	Act...	A/...	O..	Val. basis	P P..	ID	Position	Total	WE 06/18	From	To	TH 06/19	From	To
								75.00	7.50	10:00	18:00	7.50	08:00	16:00
								17.00	1.00			16.00		
							T1	0.50	0.50	18:00	18:30			
							T2	0.50	0.50	18:30	19:00			
							HT6	7.50				7.50	08:00	16:00
							RT	7.50				7.50	08:00	16:00
							HT2	1.00				1.00	16:00	17:00

Pers.N...	Name	Period	Current Date	WT	Wage Type	Long Te...	Number
202506		06/18/2025	06/18/2025	2100	Normal working hours		7.50
202506		06/18/2025	06/18/2025	2400	OT 1.0		0.50
202506		06/18/2025	06/18/2025	2410	OT 1.5		0.50
			06/18/2025				8.50
202506		06/19/2025	06/19/2025	2643	Hol .50-Mandated		7.50
202506		06/19/2025	06/19/2025	2100	Normal working hours		7.50
202506		06/19/2025	06/19/2025	2446	Hol 1.5		1.00
			06/19/2025				16.00

6. IT6 when an Absence that does NOT count towards Overtime has occurred

Example A – Overtime Worked and Paid Office Closing on Same Day as IT6

An AFSCME-represented employee's work shift is from 10:00-18:00 (**7.50 hours**). On 1/21, the employee is required to report to work from 08:00-16:00. The employee worked overtime from 16:00-19:00 on 1/21. On 1/21, the employee is absent from 08:00-09:00 due to a paid office closing (POC). The employee is only eligible for IT6 from 09:30-10:00, T1 from 16:00-18:30, and T2 from 18:30-19:00 on 1/21.

Notes:

- The employee is NOT due IT6 from 08:30-09:00 because IT6 is only payable for hours worked.
- The employee is NOT due IT6 from 09:00-09:30 because the employee is NOT eligible for premium overtime until after they have worked at least 8.0 hours within a scheduled 24-hour period.
- POC absences do NOT count as hours worked for overtime calculations.
- The employee is NOT due T2 from 16:00-18:30 because the employee has not worked at least 8.0 hours within the 24-hour period that began at 08:00 on 1/21.
- Time worked during the insufficient return time cannot be counted towards hours worked for OT within the same day.

Absences (2001)

Start Date	End Date	Abs...	Hours	From	To	Att./abs. type text	L	P	Abs....
01/21/2025	01/21/2025	POC	1.00	08:00	09:00	Pd-Office Closing			0.13

Data Entry Area

LT	Act...	AI...	O..	Val. basis	P P..	ID	Position	Total	MO	01/20	From	To	TU	01/21	From	To
								74.00		7.50	10:00	18:00		6.50	08:00	16:00
								4.00		0.00				4.00		
		IT6						0.50						0.50	09:30	10:00
		RT						0.50						0.50	09:30	10:00
		T1						2.50						2.50	16:00	18:30
		T2						0.50						0.50	18:30	19:00

Pers.N...	Empl./appl.name	Period	Current Date	WT	Wage Type Long Text	Number
		202501	01/20/2025	2100	Normal working hours	7.50
			01/20/2025			7.50
		202501	01/21/2025	2807	Paid-Office Closing	1.00
		202501		2100	Normal working hours	6.50
		202501		2655	Insuff Time .50-Mandated	0.50
		202501		2400	OT 1.0	2.50
		202501		2410	OT 1.5	0.50
			01/21/2025			11.00

Example B – Overtime Worked and Paid CIVIL Leave on Same Day as IT6

An AFSCME-represented employee’s work shift is from 10:00-18:00 (**7.50 hours**). On 1/21, the employee is required to report to work from 08:00-16:00. The employee worked overtime from 18:00-19:00 on 1/20. On 1/21, the employee is absent from 08:00-09:00 and uses civil leave to cover their absence. The employee is only eligible for IT6 from 09:00-10:00.

Notes:

- The employee is NOT due IT6 from 08:30-09:00 because IT6 is only payable for hours worked.
- CIVL absences do NOT count as hours worked for overtime calculations.
- The employee met the 8.0 hours worked within the 24-hour period that began at 10:00 on 1/20.

Absences (2001)

Start Date	End Date	Abs...	Hours	From	To	Att./abs. type text	L	P	Abs....
01/21/2025	01/21/2025	CIVL	1.00	08:00	09:00	Pd-Civil			0.13

Data Entry Area

LT	Act...	AI...	O..	Val. basis	P P..	ID	Position	Total	MO	01/20	From	To	TU	01/21	From	To
								74.00	7.50		10:00	18:00		6.50	08:00	16:00
								3.00	1.00					2.00		
		T1						0.50	0.50		18:00	18:30				
		T2						0.50	0.50		18:30	19:00				
		IT6						1.00						1.00	09:00	10:00
		RT						1.00						1.00	09:00	10:00

Pers.N...	Empl./appl.name	Period	Current Date	WT	Wage Type Long Text	Number
202501		202501	01/20/2025	2100	Normal working hours	7.50
202501		202501		2400	OT 1.0	0.50
202501		202501		2410	OT 1.5	0.50
						8.50
202501		202501	01/21/2025	2850	Civil Leave	1.00
202501		202501		2655	Insuff Time .50-Mandated	1.00
202501		202501		2100	Normal working hours	6.50
						8.50

Example C – Unpaid Absence on the Previous Day

An AFSCME-represented employee’s work shift is from 10:00-18:00 (**7.50 hours**). On 2/4, the employee is required to report to work from 08:00-16:00. On 2/3, the employee is absent all day and used unpaid sick leave to cover the absence. The employee is NOT eligible for IT6 from 08:30-10:00.

Notes:

- YUSO absences do NOT count as hours worked for overtime calculations
- The employee is NOT due IT6 from 08:30-10:00 because the employee did NOT meet the 8.0 hours worked within the 24-hour period that began at 10:00 on 2/3.

Absences (2001)

Start Date	End Date	Abs...	Hours	From	To	Att./abs. type text	L	P	Abs....
02/03/2025	02/03/2025	YUSO	7.50			FMLA/SPF UnPd-Sick			1.00

Data Entry Area

LT	Act...	AI...	O..	Val. basis	P P..	ID	Position	Total	MO	02/03	From	To	TU	02/04	From	To
								67.50	0.00		10:00	18:00		7.50	08:00	16:00
								0.00	0.00					0.00		
		IT6						0.00						0.00		
		RT						0.00						0.00		

Pers.N...	Empl./appl.name	Period	Current Date	WT	Wage Type Long Te...	Number
202502		202502	02/03/2025	2944	FMLA/SPF UnPd-Sick	7.50
						7.50
202502		202502	02/04/2025	2100	Normal working hours	7.50
						7.50

Example D – Overtime Worked and Unpaid Absence on Same Day as IT6

An AFSCME-represented employee’s work shift is from 10:00-18:00 (**7.50 hours**). On 2/4, the employee is required to report to work from 08:00-16:00. The employee worked overtime from 18:00-19:00 on 2/3. The employee is absent from 10:00-11:00 on 2/3 and from 08:00-09:00 on 2/4 and used unpaid sick leave to cover the absence. The employee is only eligible for CLE6 from 09:30-10:00.

Notes:

- The employee is NOT due CLE6 from 08:30-09:00 because IT6 is only payable for hours worked.
- YUSO absences do NOT count as hours worked for overtime calculations.
- The employee is NOT due CLE6 from 09:00-09:30 because the employee is NOT eligible for premium overtime until after they have worked at least 8.0 hours within a scheduled 24-hour period.

Absences (2001)

Start Date	End Date	Abs...	Hours	From	To	Att./abs. type text	L	P	Abs....	C
02/04/2025	02/04/2025	YUSO	1.00	08:00	09:00	FMLA/SPF UnPd...				0.13
02/03/2025	02/03/2025	YUSO	1.00	10:00	11:00	FMLA/SPF UnPd...				0.13

Data Entry Area

LT	Act...	A/...	O..	Val. basis	P	P..	ID	Position	Total	MO	02/03	From	To	TU	02/04	From	To	V
									73.00		6.50	10:00	18:00		6.50	08:00	16:00	
									2.00		1.00				1.00			
<input type="checkbox"/>		CLE1							1.00		1.00	18:00	19:00					
<input type="checkbox"/>		CLE6							0.50						0.50	09:30	10:00	
<input type="checkbox"/>		RT							0.50						0.50	09:30	10:00	

Pers.N...	Empl./appl.name	Period	Date	WT	Wage Type	Long Te...	Number
2944	UnPd-Sick	202502	02/03/2025		FMLA/SPF UnPd-Sick		1.00
2100	Normal working hours	202502			Normal working hours		6.50
		02/03/20...					7.50
2944	UnPd-Sick	202502	02/04/2025		FMLA/SPF UnPd-Sick		1.00
2100	Normal working hours	202502			Normal working hours		6.50
		02/04/20...					7.50

Pers....	Empl./appl.name	Period	Current Date	TmTy...	Time type descript.	Number
4004	Comp Accrual - Voluntary	202502	02/03/2025		Comp Accrual - Voluntary	1.00
4004	Comp Accrual - Voluntary	202502	02/04/2025		Comp Accrual - Voluntary	0.25