

**Cardinal HCM – Overtime Scenarios
DOF Quick Reference Guide**

Summary

Exempt and non-exempt employees' compensation for overtime hours will depend on whether the reason is an emergency situation or a non-emergency situation, as indicated in the following table:

Employee Classification	Non-Emergency Situations	Emergency Situations
Non-Exempt Employees	<p>Prior approval must be obtained from the immediate supervisor prior to working extra hours.</p> <p>Employees are required to adjust their hours to avoid earning overtime leave whenever possible.</p> <p>Overtime leave is granted for non-emergency situations at one-and-one-half hours for each hour actually worked over 40 within a workweek. The Cardinal HCM Time Reporting Code for Non-emergency Overtime Leave Earned at Time and a Half is OCT.</p>	<p>Prior approval is not required.</p> <p>Overtime pay for each hour actually worked over 40 within a workweek due to emergency situations is compensated at one-and-one-half times the individual's regular hourly rate. The Cardinal HCM Time Reporting Code for Emergency Overtime Paid at Time and a Half is EOT.</p>
Exempt Employees	<p>When required by their immediate supervisor to work hours exceeding their schedule, compensation in the form of compensatory leave may be granted at a rate of one hour for each hour actually worked over 40 within a workweek. The Cardinal HCM Time Reporting Code for Compensatory Leave Earned is OCS.</p>	<p>Area Foresters can earn time and a half pay instead of leave. Overtime pay for each hour actually worked over 40 within a workweek due to emergency situations is compensated at one-and-one-half times the individual's regular hourly rate. The Cardinal HCM Time Reporting Code for Emergency Overtime Paid at Time and a Half is EOT.</p> <p>Other exempt employees can earn hour-for-hour pay. Straight-time pay is granted at a rate of one hour for each hour actually worked over 40 within a workweek for exempt employees not in Area Forester positions who perform active wildland firefighting duties in emergency situations. The Cardinal HCM Time Reporting Code for Emergency Overtime Paid at Straight Time is EOS.</p>

Reference: Policy and Procedure 8-3 Human Resources Compensation Management