Workday@OK

Understanding your Workday@OK Payslip

This document provides insight into understanding your payslip.

What is FLSA base pay rate?

Your FLSA base pay rate is calculated by totaling all your earnings for the month, including hours worked, longevity, one-time payments, shift differential, etc., and dividing that by the number of hours in the month.

> **Example:** Let's say Bob earns $25 per hour, and he worked 160 hours (40 hours per week) in the month of October. Bob also received a cell phone allowance of $50 and his longevity payment of $500. To calculate Bob's monthly rate of pay, add his earnings from time worked to his other earnings for the month. ($25/hr x 160)+$50+$500 = $4,550. There are 168 business hours in the month of October, so Bob's monthly rate will be $4,550/168 = $27.08.

What is a shift differential?

A shift differential is an additional rate of pay for individuals working less desirable shifts. For example, your agency may offer an additional $2 per hour for any employee working the night shift. This amount is then added to your FLSA base pay rate.

> **Example:** Officer Smith works four day shifts and one night shift this week. He makes $20 per hour regular pay, or $160, on a day shift. For a night shift, $2 per hour is added to his rate of pay. Officer Smith receives $22 per hour, making an eight-hour night shift total $176. For the entire week, Officer Smith earns $816, which includes the additional $2 per hour for picking up the night shift.

What is overtime?

FLSA law requires that any non-exempt employee working over 40 hours per week earns overtime pay calculated by dividing all base wages paid in the period by all base hours in the period.

> **Overtime Straight**
>
> This pay covers the FLSA Base Rate portion of any overtime pay. The FLSA Base Rate is determined the same way regardless of the type of overtime.

Overtime Premium

This number is paid at a rate of FLSA Base Rate x .5 for the final portion of overtime, as all overtime hours are required to be paid at 1.5 x FLSA Base Rate. The FLSA Base Rate is calculated the same way regardless of the type of overtime.

Understanding the Payslip

Your payslip in Workday@OK will show earnings categories based on situations occurring during the pay period. This includes your benefit allowance, longevity payments, holiday pay and overtime. A few possible scenarios are:

Benefit allowance − the monthly or biweekly allowance benefit that deposits each period to cover your insurance benefit expenses.

Enforced leave − may be granted when it is necessary for an employee to care for an ill or injured member of the immediate family or household or in the case of death of a member of the immediate family or household, or in the event of personal disaster. Enforced leave is granted up to 80 hours per calendar year, is deducted from sick leave balance, and won't be granted in excess of the sick leave balance.

Holiday payout − amount of money paid to the employee for unused holiday leave.

Holiday pay-hour − amount paid to an hourly employee for holiday hours worked

Holiday pay-salary − amount paid to a salary employee for holiday hours worked.

Longevity − a yearly bonus based on years of service.

Overtime straight − overtime paid at the regular hourly rate of pay.

Overtime-FLSA P − overtime paid at the premium (.5) hourly rate of pay.

Overtime-longevity − overtime paid at the premium (.5) hourly rate of pay based on next year's longevity amount.

Overtime 1.5 − overtime paid at time and one-half (1.5) the regular hourly rate of pay. This is used with timesheet entry of overtime hours.

Salary − indicates the amount of salary paid (prorated by hours) for a specific pay period.

Salary rounding − your total salary expected in a work week compared to your hours worked. If they do not match, salary rounding will make an adjustment. This amount should only be pennies. If you see larger amounts, then you have unapproved or unsubmitted time and the system is trying to make up for that time.

GTL imputed income − GTL stands for Global Term Life. If you are part of the life insurance plan, any amount over a certain limit, if paid for by the employer, is considered taxable income by the IRS. The amount listed in this item tells the IRS that this is considered income. It is matched by a deduction that takes the pay out of the check to pay the insurance provider’s premium.