

FACILITIES MANAGEMENT

AT COLORADO STATE UNIVERSITY

FM WEEKLY
COMMUNICATION

January
19, 2021

Issue 95

Effective February 1, 2021, all non-exempt (overtime eligible) Facilities Management employees who physically report to work will use the time clock device, which allows for easy and accurate reporting of hours worked, break and meal periods, and time worked over 40 hours in a work week. Non-exempt employees who are working remotely will use the Time Clock Plus remote clock in/out feature. Please see attached instructions.

Time Clock Plus (TCP) is CSU's time and attendance system used to track an employee's work time and leave. TCP allows the university to stay in compliance with The Fair Labor Standards Act (FLSA), by meeting employer requirements of recording and maintaining time and pay records accurately for non-exempt employees. FM is streamlining time tracking processes throughout the entire department in order to provide consistency among all sections and to ensure accuracy.

The Fair Labor Standards Act (FLSA) is a Federal Labor Law that establishes minimum wage, overtime pay, equal pay, record keeping, and child labor standards for employees. It also establishes the tests for determining whether a position is subject to or exempt from minimum wage and overtime pay requirements.

All university positions are designated as either exempt or non-exempt indicating if the employee is subject to overtime, and other minimum wage and salary requirements under the FLSA. The exemption status of university positions is determined by the university's Compensation section within the Office of Human Resources and is done in accordance with criteria established by the FLSA. Both Administrative Professional and State Classified positions can be either exempt or non-exempt.

Non-exempt employees are eligible for the overtime provisions of the FLSA and must accurately report all hours worked. Non-exempt employees must be paid for time worked, and must receive overtime compensation or compensatory time off for any hours physically worked in excess of 40 hours per workweek. The established workweek for CSU begins at 12:01am Saturday and concludes the following Friday at midnight. Every non-exempt employee is required to record time worked.

Exempt employees do not track, earn, or receive overtime compensation for hours worked in excess of 40 hours per week. Being exempt from the FLSA generally means that there are no restrictions on the number of hours an exempt employee can work in a week, including hours worked outside of normal university working hours or beyond the normal work schedule. Exempt employees are not required to record work time, but must report time away (exception time) from work (sick, annual, jury duty, etc.) using the Time Clock Plus system.

More information regarding the Fair Labor Standards Act (FLSA) can be found at this link: [Fair Labor Standards Act \(Department of Labor\)](#).

<https://www.fm.colostate.edu/fmNews>
fac_news@mail.colostate.edu