

Overtime Earnings Codes in My Leave ^[1]

January 18, 2017 by [Employee Services](#) ^[2]

Based on feedback from meetings held with Payroll Liaisons from all campuses and data found during payroll processing, employees were utilizing overtime codes incorrectly.

Overtime is paid after a non-exempt employee physically works and records over 40 hours in a week. My Leave will calculate overtime after entering regular hours (hourly), student hourly or regular hours salary (non-exempt only), totaling over 40 hours in a week. Employees will need to make sure they have selected either Paid Overtime or Compensatory Time in their Preferences in My Leave for this to calculate correctly. Payroll Liaisons have access to these earnings codes in CU Time within HCM.

If you have additional questions about overtime calculations, please reach out to your department's payroll contact or your campus HR office. You can also contact Employee Services at 303-860-4200, option 2.

[My Leave](#) ^[3], [earnings codes](#) ^[4]

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