



# Claiming Overtime: PSEA APFO



*Providing Insight  
for Alaskans.*

# Claiming Overtime: PSEA-APFO



This section includes visual examples of how to correctly record nonqualifying and qualifying overtime on a timesheet. It is specifically intended for PSEA bargaining unit members in Department of Transportation and Public Facilities (DOT&PF). APFO will follow either the Law Enforcement or Fire Protection FLSA threshold depending on main job duties and the schedule being worked.

PSEA APFO employees commonly work the following schedules:

- 40 Hour Work Week- Performing mainly Law Enforcement Duties
  - 5 days on/2 days off-Common with Academy
  - FLSA work period is 7 days
  - **Threshold for qualifying overtime is 43:00 hours physically worked in the work period.**
- 80 Hour Work Period-Performing mainly Law Enforcement Duties
  - 6 workdays of 12 hours and 1 workday of 8 hours
  - FLSA work period is 14-days long- Monday at 6am to Monday at 6am
  - **Threshold for qualifying overtime is 86:00 hours physically worked in the work period.**
- 28 Day Work period-performing mainly Fire Protection Job Duties
  - 72:00 hours on duty/144:00 hours off duty consisting of 24:00 hour workdays
  - FLSA work period is 28-days long
  - **Threshold for qualifying overtime is 212:00 hours physically worked in the work period.**

Please note: The following examples are intended as a helpful guide only. They do not cover every possible time-reporting situation.

# FLSA Threshold per Work Period Length and Duties



- The chart below outlines the FLSA qualifying overtime thresholds based on the length of the work period.

Work Period	Fire Protection FLSA Threshold (mainly performing Fire Protection Job Duties- 212 hour schedule only)	Law Enforcement FLSA Threshold (mainly performing Law Enforcement Job Duties- All other schedules)
28 days	212 hours	171 hours
21 days	159 hours	128 hours
14 days	106 hours	86 hours
7 days	53 hours	43 hours

# EXAMPLE OF NON QUALIFYING OVERTIME

ALASKA DEPARTMENT OF

Transportation & Public Fac

Time & Attendance Report

Employee Name: Employee, Alaska

Home Department: 25

Alt. Workweek: No

Employee ID: 123456

Home Unit: Z818

Overtime Eligible: Yes

Status: Full Time (FR)

Bargaining Unit: AA/AP

Comp Time: No

Pay Period Start Date: March 2, 2026

Pay Period End Date: March 15, 2026

Document ID: \_\_\_\_\_

Certified By: \_\_\_\_\_

Date: \_\_\_\_\_

Entered By: \_\_\_\_\_

Highlighted days shows employee work period

Standard Start / Stop Times				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
				03/02	03/03	03/04	03/05	03/06	03/07	03/08	03/09	03/10	03/11	03/12	03/13	03/14	03/15	
Start	8:00					9:00	9:00	6:00	6:00	6:00					6:00	6:00	6:00	
Stop	12:00					16:00	13:00	14:00	18:00	18:00					18:00	18:00	18:00	
Start	12:30																	
Stop	16:30																	
Start																		
Stop																		
Start																		
Stop																		
Total	8:00			0:00	0:00	7:00	4:00	8:00	12:00	12:00	0:00	0:00	0:00	0:00	12:00	12:00	12:00	79:00
Event Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07	Sun 03/08	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14	Sun 03/15	TOTAL HOURS
100	REGULAR PAY							8:00	12:00	12:00					12:00	12:00	12:00	68:00
105	REG HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
165SK	LV PER SK													12:00				12:00
251N	OT 1.5					7:00	4:00											11:00
280	SWING DIFF								2:00	2:00					2:00	2:00	2:00	10:00
290	GRAVE DIFF							2:00	2:00	2:00					2:00	2:00	2:00	12:00
																		0:00
																		0:00
																		0:00
																		0:00
TOTAL				0:00	0:00											16:00	16:00	113:00

If needed additional event lines are available at row 46 to 69. Totals will reflect all event rows filled out.

TOTAL

0:00 0:00

The employee physically worked 68:00 hours (100 Regular Pay) before considering overtime worked.

Since the employee's work period is 14-days, the qualifying overtime threshold is 86:00 hours. The employee is 18:00 hours short of meeting this threshold.

The employee worked 11:00 total hours of overtime in this work period. This totals to 79:00 hours physically worked-still short of the qualifying overtime threshold. Since the employee did not meet the qualifying overtime threshold, all overtime is coded to non qualifying overtime (251N).

Employee Signature: \_\_\_\_\_

Employee Signature

Supervisor Signature: \_\_\_\_\_

Supervisor Signature

0:00





# What determines if it's qualified or non-qualified?



## Pro Tip!

To determine how many hours at a pay rate of 1.5x or more within a week should be considered qualified and verify accurate reporting, proceed with the following steps.

### Step 1: Calculate hours physically worked within the work period.

- Add up all hours physically worked during the workweek.
- Exclude any leave or holiday (code 105) hours – *only actual time worked counts*.

### Step 2: Compare Against the FLSA threshold for the work period length

- If total hours physically worked exceed the threshold, the number of hours above the threshold should be how many hours are recorded as qualified time within that work period.
  - If pay at a rate of 1.5x or higher are included in reaching (but not exceeding) 40 hours, those hours are considered non-qualified.
- If total physical hours worked are less than the FLSA threshold, all pay at a rate of 1.5x or more is considered non-qualified.

# What determines if it's qualified or non-qualified?



Example:

An employee physically worked 96:00 hours in a work period and has a FLSA requirement of 86:00 hours.

$$96:00 - 86:00 = 10:00$$

*96:00 (hours physically worked in a work period) minus 86:00 (FLSA qualified time threshold) = 10:00 hours of qualified time to be recorded on timesheet for that week.*

Considering the FLSA threshold for qualified time is 86:00 hours, and a total of 96:00 hours in that work period were worked, 10:00 hours in the work period must be considered qualified – whether that be overtime, holiday premium pay, recall/call back, or double time.

# EXAMPLE OF QUALIFYING AND NON QUALIFYING OVERTIME

ALASKA DEPARTMENT OF

Transportation & Public Fac

Time & Attendance Report

Pay Period Start Date: March 2, 2026

Pay Period End Date: March 15, 2026

Employee Name: Employee, Alaska

Home Department: 25

Alt. Workweek: No

Document ID:

Employee ID: 123456

Home Unit: Z818

Overtime Eligible: Yes

Certified By:

Status: Full Time (FR)

Bargaining Unit: AA/AP

Comp Time: No

Date:

Highlighted days show employee work period

Entered By:

	Standard Start / Stop Times			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
				03/02	03/03	03/04	03/05	03/06	03/07	03/08	03/09	03/10	03/11	03/12	03/13	03/14	03/15	
Start	8:00			6:00	6:00	6:00	6:00				6:00	6:00	6:00	8:00	8:00			
Stop	12:00			14:00	18:00	18:00	18:00				18:00	18:00	18:00	16:00	16:00			
Start	12:30																	
Stop	16:30																	
Start																		
Stop																		
Start																		
Stop																		
Total	8:00			8:00	12:00	12:00	12:00	0:00	0:00	0:00	12:00	12:00	12:00	8:00	8:00	0:00	0:00	96:00
Event Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL HOURS
				03/02	03/03	03/04	03/05	03/06	03/07	03/08	03/09	03/10	03/11	03/12	03/13	03/14	03/15	
100	REGULAR PAY			8:00	12:00	12:00	12:00				12:00	12:00	12:00					80:00
105	REG HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
251N	OT 1.5													6:00				6:00
251Q	OT 1.5													2:00	8:00			10:00
280	SWING DIFF				2:00	2:00	2:00				2:00	2:00	2:00					12:00
290	GRAVE DIFF			2:00	2:00	2:00	2:00				2:00	2:00	2:00					14:00
100	REGULAR PAY																	0:00
																		0:00
																		0:00
																		0:00
																		0:00
																		122:00

Taking the same example, the second method of determining qualified overtime can be applied:

1. Determine how many hours were physically worked in the work period. In this case, the employee physically worked 96:00 hours.
2. Subtract the applicable FLSA threshold from the number of hours physically worked. (96:00-86:00=10:00). This means the employee must have 10:00 hours of qualifying hours paid at a rate of time and a half.
3. Add qualified hours of overtime beginning on the right side of the timesheet until amount in step 2 is met (251Q). Then, code all remaining hours paid at time and a half as non qualifying (251N).

If needed additional event  
available at row 46 to 69,  
reflect all event rows in

Employee S

Supervisor S

0:00



# Shift Differentials and other Premium Pays



## Important Clarification:

When an employee qualifies for a shift differential (other premium pays that correspond with hours worked) and earns overtime, the shift differential must align with the type of overtime being claimed.

If the overtime is non-qualified, the corresponding shift differential must also be non-qualified. If the overtime is qualified, the shift differential must be qualified as well.

The shift differential and overtime type should always match—they must never be recorded differently.

This includes:

- Swing Differential OT: 260N, 260Q
- Grave Differential OT: 270N, 270Q

# Claiming Shift Differentials and other Premium Pays



## Examples:

- If an employee is claiming swing shift differential in combination with non-qualified overtime (Event Code **251N**), they should claim non-qualified Swing OT (Event Code **260N**).
- If an employee is claiming swing shift differential in combination with qualified overtime (Event Code **251Q**), they should claim qualified Swing OT (Event Code **260Q**).

## Reminder:

They should never be recorded mismatched for the same timeframe. This applies to shift differentials corresponding with Overtime, Double Time, Holiday Premium Pay and Recall hours.

# Event Codes – Swing and Grave Shift Differentials



Shift Type	Pay Rate Being Earned	Qualified Status	Event Code
<b>Swing</b>	Regular Pay Rate	N/A	<b>280</b>
	Overtime Pay Rate (1.5x)	Non-Qualified	<b>260N</b>
	Overtime Pay Rate (1.5x)	Qualified	<b>260Q</b>
	Double Pay Rate (2x)	Non-Qualified	<b>262N</b>
	Double Pay Rate (2x)	Qualified	<b>262Q</b>
<b>Grave</b>	Regular Pay Rate	N/A	<b>290</b>
	Overtime Pay Rate (1.5x)	Non-Qualified	<b>270N</b>
	Overtime Pay Rate (1.5x)	Qualified	<b>270Q</b>
	Double Pay Rate (2x)	Non-Qualified	<b>272N</b>
	Double Pay Rate (2x)	Qualified	<b>272Q</b>

# Work Periods That Cross Multiple Pay Periods/Timesheets



- When an employee's work period is more than 14-days, it will cross multiple pay periods and timesheets.
- For example, employees working the 28-day 212:00 hour schedule for APFO will have at least 2 timesheets that must be considered for a single work period.
- Just as prior timesheets must be reviewed for any carry-forward hours, they must also be reviewed to determine whether the employee used leave or had other non-worked hours. Any non-worked time in earlier timesheets can affect the employee's ability to earn qualifying overtime on subsequent timesheets within the same work period.

## Time & Attendance Report

Pay Period Start Date: February 16, 2026

Pay Period End Date:	March 1, 2026
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Employee Name: Employee, Alaska

Home Department: 25

Alt. Workweek: No

Document ID:

Employee ID: 123456

Home Unit: Z833

Overtime Eligible: Yes

**Certified By:**

Status: Full Time (FR)

**Bargaining Unit: AA/AP**

Comp Time: No

Date:

Entered By:

Highlight shows days 1-14 of employee work period

	Standard Start / Stop Times			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
				02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23	02/24	02/25	02/26	02/27	02/28	03/01	
Start	8:00			8:00	0:00	0:00	0:00		16:00	0:00			8:00	0:00	0:00	0:00		
Stop	12:00			24:00	8:00	8:00	8:00		24:00	4:00			24:00	8:00	8:00	12:30		
Start	12:30				8:00	8:00								8:00	8:00			
Stop	16:30				24:00	24:00								24:00	24:00			
Start																		
Stop																		
Start																		
Stop																		
Total	8:00			16:00	24:00	24:00	8:00	0:00	8:00	4:00	0:00	0:00	16:00	24:00	24:00	12:30	0:00	160:30
Event Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21	Sun 02/22	Mon 02/23	Tue 02/24	Wed 02/25	Thu 02/26	Fri 02/27	Sat 02/28	Sun 03/01	TOTAL HOURS
100	REGULAR PAY			16:00	24:00	24:00	8:00						16:00	24:00	24:00	8:00		144:00
105	REG HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
251Q	OT 1.5								8:00	4:00						4:30		16:30
280	SWING DIFF			16:00	24:00	24:00	8:00						16:00	24:00	24:00	8:00		144:00
260Q	SWING DIFF 1.5								8:00	4:00						4:30		16:30
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
													32:00	48:00	48:00	25:00	0:00	321:00

This employee's work period is 28 days long and begins on 2/16. It is anticipated that the employee will physically work their 212:00 hour work schedule during the 28-day work period. The FLSA qualifying threshold for an employee working a 28-day work period is 212:00. This means the employee will meet their qualifying overtime threshold by physically working their regular schedule. As a result, all overtime will be qualifying (unless the timesheet shows that the employee had non-worked hours such as leave).

Because the employee had no leave on this timesheet and earned overtime, that overtime is coded as qualifying (251Q).

0:00

Comments:

Work period 2/16/2026 - 3/16/2026

Supervisor Signature:

Supervisor Signature

Date: 1/1/1901

1/1/1901



## Time & Attendance Report

Pay Period Start Date: March 2, 2026

Pay Period End Date: March 15, 2026

Document ID:

Certified By: \_\_\_\_\_

Date: \_\_\_\_\_

Entered By:

Employee Name: Employee, Alaska

Home Department: 25

Alt. Workweek: No

Employee ID: 123456

Home Unit: Z833

Overtime Eligible: Yes

Status: Full Time (FR)

**Bargaining Unit: AA/AP**

Comp Time: No

Highlight shows days 15-28 of employee work period

				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
	Standard Start / Stop Times			03/02	03/03	03/04	03/05	03/06	03/07	03/08	03/09	03/10	03/11	03/12	03/13	03/14	03/15	
Start	8:00							7:45	0:00	0:00	0:00			8:00				
Stop	12:00							24:00	8:00	8:00	8:00			20:00				
Start	12:30								8:00	8:00								
Stop	16:30								24:00	24:00								
Start																		
Stop																		
Start																		
Stop																		
Total	8:00			0:00	0:00	0:00	0:00	16:15	24:00	24:00	8:00	0:00	0:00	12:00	0:00	0:00	0:00	84:15
Event Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07	Sun 03/08	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14	Sun 03/15	TOTAL HOURS
100	REGULAR PAY							16:00	24:00	24:00	4:00							68:00
105	REG HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
251Q	OT 1.5							0:15			4:00			12:00				16:15
280	SWING DIFF							16:00	24:00	24:00	4:00							68:00
260Q	SWING DIFF 1.5							0:15			4:00			12:00				16:15
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
If needed	This timesheet is for the same employee, but the second half of their work period (days 15-28). The employee worked their regular 24:00 hour schedule as anticipated between this timesheet and the first timesheet (shown on the previous page).																	168:30

If needed  
available  
reflect

This timesheet is for the same employee, but the second half of their work period (days 15-28). The employee worked their regular 212:00 hour schedule as anticipated between this timesheet and the first timesheet (shown on the previous slide). This means they also met the FLSA threshold to earn qualifying overtime.

All overtime continues to be coded as qualifying (251Q).

0:00

Comments: Work period 2/16/2026 - 3/16/2026

Supervisor Signature:

Supervisor Signature \_\_\_\_\_

Date: 1/1/1901

## TIMESHEET 1 OF 2

Transportation &amp; Public Fac

Pay Period Start Date: February 16, 2026  
Pay Period End Date: March 1, 2026  
Document ID: \_\_\_\_\_  
Certified By: \_\_\_\_\_  
Date: \_\_\_\_\_  
Entered By: \_\_\_\_\_

Highlight shows days 1-14 of employee work period

		REG PAY (100)														HOURS WORKED		
Standard Start / Stop Times				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri		Sat	Sun
				02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23	02/24	02/25	02/26	02/27		02/28	03/01
Start	8:00					8:00	0:00	0:00	0:00						8:00	0:00	0:00	
Stop	12:00					24:00	8:00	8:00	6:00						24:00	8:00	8:00	
Start	12:30						8:00	8:00								8:00	8:00	
Stop	16:30						24:00	24:00								24:00	24:00	
Start																		
Stop																		
Start																		
Stop																		
Total	8:00			0:00	0:00	16:00	24:00	24:00	6:00	0:00	0:00	0:00	0:00	0:00	16:00	24:00	24:00	
Event Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21	Sun 02/22	Mon 02/23	Tue 02/24	Wed 02/25	Thu 02/26	Fri 02/27	Sat 02/28	Sun 03/01	
100	REGULAR PAY					16:00	24:00	24:00	6:00						16:00	24:00	24:00	
105	REG HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	
280	SWING DIFF					16:00	24:00	24:00	6:00						16:00	24:00	24:00	
165SK	LV PER SK								2:00									
251N	OT 1.5																	
251Q	OT 1.5																	
260N	SWING DIFF 1.5																	
260Q	SWING DIFF 1.5																	
This is the first of two timesheets within the 2/16-3/16 work period. On this timesheet, the employee used 2 hours of leave (165SK) and did not work any overtime. Because leave does not count toward the FLSA threshold, the employee will be																		
														0:00	32:00	48:00	48:00	

This is the first of two timesheets within the 2/16-3/16 work period. On this timesheet, the employee used 2 hours of leave (165SK) and did not work any overtime. Because leave does not count toward the FLSA threshold, the employee will be 2 hours short of the 212-hour requirement for the 28-day work period.

If the employee works overtime on the second timesheet associated with this work period, 2 hours of that overtime must be coded as non-qualifying to make up for the 2 hours of leave.

This highlights the importance of reviewing prior timesheets whenever a work period spans multiple pay periods.

Date: 1/1/1901

0:00

Comments:	Work period 2/16-3/16
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## TIMESHEET 2 OF 2

## Transportation & Public Fac

March 2, 2026

March 15, 2026

Reg Pay (100)

0:00

Also note that the overtime shift differentials follow the same pattern, coded as qualifying or non-qualifying to match the type of overtime being earned at that time.

Comments:

Work Period 2/16-3/16

# EXAMPLE OF NON QUALIFYING OVERTIME-FIRST TIMESHEET

## Time & Attendance Report

Pay Period Start Date: February 16, 2026  
 Pay Period End Date: March 1, 2026  
 Document ID: \_\_\_\_\_  
 Certified By: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Entered By: \_\_\_\_\_

Employee Name: Employee, Alaska Home Department: 25 Alt. Workweek: No  
 Employee ID: 123456 Home Unit: Z833 Overtime Eligible: Yes  
 Status: Full Time (FR) Bargaining Unit: AA/AP Comp Time: No

Highlight shows days 1-14 of employee work period

Standard Start / Stop Times				Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21	Sun 02/22	Mon 02/23	Tue 02/24	Wed 02/25	Thu 02/26	Fri 02/27	Sat 02/28	Sun 03/01	HOURS WORKED
Start	8:00								0:00	0:00		8:00		16:00	0:00	8:00	0:00	
Stop	12:00								8:00	8:15		24:00		24:00	4:00	24:00	8:00	
Start	12:30							16:00	8:00								8:00	
Stop	16:30							24:00	24:00								24:00	
Start																		
Stop																		
Start																		
Stop																		
Total	8:00			0:00	0:00	0:00	0:00	8:00	24:00	8:15	0:00	16:00	0:00	8:00	4:00	16:00	24:00	108:15
Event Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21	Sun 02/22	Mon 02/23	Tue 02/24	Wed 02/25	Thu 02/26	Fri 02/27	Sat 02/28	Sun 03/01	TOTAL HOURS
100	REGULAR PAY							8:00	24:00	8:00						16:00	24:00	80:00
105	REG HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
165	LV PER						8:00	10:00										18:00
122	CO TIME NOT WK							6:00										6:00
251N	OT 1.5									0:15		16:00		7:45				24:00
251Q	OT 1.5													0:15	4:00			4:15
280	SWING DIFF							8:00	24:00	8:00						16:00	24:00	80:00
260N	SWING DIFF 1.5									0:15		16:00		7:45				24:00
260Q	SWING DIFF 1.5													0:15	4:00			4:15
																		0:00
														0:00	16:00	8:00	32:00	48:00
																		240:30

On this timesheet, the employee utilizes a total of 24:00 hours of time not worked between **Personal Leave 165** and **Time Not Worked 122**. The employee is expected to work 212:00 hours for their work period and to meet the FLSA qualifying threshold. This leave usage will leave the employee 24:00 hours short of meeting that threshold. They must 'make up' those hours before earning qualifying overtime.

The employee worked a total of 28:15 hours of overtime on this timesheet. The first 24:00 hours are coded as non qualifying (251N). Once the employee makes up for the leave usage earlier on the timesheet, they are eligible to begin earning qualifying overtime (251Q).

0:00

Comments: Work period 2/16/2026 - 3/16/2026

# Double time



- Double time and its corresponding codes are also subject to consideration of being nonqualifying and qualifying.
- This includes the following codes:
  - 252N and 252Q: Double Time
  - 262N and 262Q: Swing Differential
  - 272N and 272Q: Grave Differential



# EXAMPLE OF NON QUALIFYING DOUBLE TIME

ALASKA DEPARTMENT OF

Transportation & Public Fac

Time & Attendance Report

Pay Period Start Date: March 2, 2026

Pay Period End Date: March 15, 2026

Employee Name: Employee, Alaska

Home Department: 25

Alt. Workweek: No

Document ID:

Employee ID: 123456

Home Unit: Z818

Overtime Eligible: Yes

Certified By:

Status: Full Time (FR)

Bargaining Unit: AA/AP

Comp Time: No

Date:

Highlighted days shows employee work period

Entered By:

Standard Start / Stop Times				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
				03/02	03/03	03/04	03/05	03/06	03/07	03/08	03/09	03/10	03/11	03/12	03/13	03/14	03/15	
Start	8:00						6:00	6:00	6:00	6:00					6:00	6:00	6:00	
Stop	12:00						14:00	18:00	18:00	23:00					18:00	18:00	18:00	
Start	12:30																	
Stop	16:30																	
Start																		
Stop																		
Start																		
Stop																		
Total	8:00			0:00	0:00	0:00	8:00	12:00	12:00	17:00	0:00	0:00	0:00	0:00	12:00	12:00	12:00	85:00
Event Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL HOURS
				03/02	03/03	03/04	03/05	03/06	03/07	03/08	03/09	03/10	03/11	03/12	03/13	03/14	03/15	
100	REGULAR PAY						8:00	12:00	12:00	12:00					12:00	12:00	12:00	80:00
105	REG HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
251N	OT 1.5									4:00								4:00
252N	OT DOUBLE									1:00								1:00
290	GRAVE DIFF						2:00	2:00	2:00	2:00					2:00	2:00	2:00	14:00
280	SWING DIFF							2:00	2:00	2:00					2:00	2:00	2:00	12:00
260N	SWING DIFF 1.5									4:00								4:00
262N	SWING DIFF DBL									1:00								1:00
																		0:00
																		0:00
																		116:00

If needed add available at row reflect all ev

Double time follows the same qualifying and non-qualifying rules as overtime (252Q and 252N). In this example, the employee worked 80:00 hours of Regular Pay, leaving them 6:00 hours short of the 86:00-hour qualifying threshold.

The employee also worked 4:00 hours of overtime and 1:00 hour of double time during the work period, bringing their total time physically worked to 85:00 hours, which is still below the qualifying threshold. Because the threshold is not met, all overtime and double time hours are coded as non-qualifying (251N and 252N).

Notice how shift differentials are also coded as non-qualifying, since they correspond to non-qualifying overtime and double time hours.

Em

Sup

0:00

# EXAMPLE OF QUALIFYING DOUBLE TIME

ALASKA DEPARTMENT OF

Transportation & Public Fac

Time & Attendance Report

Employee Name: Employee, Alaska

Home Department: 25

Alt. Workweek: No

Pay Period Start Date: March 2, 2026

Employee ID: 123456

Home Unit: Z40P

Overtime Eligible: Yes

Pay Period End Date: March 15, 2026

Status: Full Time (FR)

Bargaining Unit: AA/AP

Comp Time: No

Document ID: \_\_\_\_\_

Certified By: \_\_\_\_\_

Date: \_\_\_\_\_

Entered By: \_\_\_\_\_

Highlighted days shows employee work period

Standard Start / Stop Times				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
				03/02	03/03	03/04	03/05	03/06	03/07	03/08	03/09	03/10	03/11	03/12	03/13	03/14	03/15	
Start	8:00			6:00	6:00	6:00	6:00	8:00	8:00		6:00	6:00	6:00					
Stop	12:00			14:00	18:00	18:00	18:00	16:00	16:00		18:00	18:00	23:00					
Start	12:30																	
Stop	16:30																	
Start																		
Stop																		
Start																		
Stop																		
Total	8:00			8:00	12:00	12:00	12:00	8:00	8:00	0:00	12:00	12:00	17:00	0:00	0:00	0:00	0:00	101:00
Event Code	Event Code Description	LDP Override/Ref #	LDP Description	Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07	Sun 03/08	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14	Sun 03/15	TOTAL HOURS
100	REGULAR PAY			8:00	12:00	12:00	12:00				12:00	12:00	12:00					80:00
105	REG HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
251N	OT 1.5							6:00										6:00
251Q	OT 1.5							2:00	8:00				4:00					14:00
252Q	OT DOUBLE												1:00					1:00
290	GRAVE DIFF			2:00	2:00	2:00	2:00				2:00	2:00	2:00					14:00
280	SWING DIFF				2:00	2:00	2:00				2:00	2:00	2:00					12:00
260Q	SWING DIFF 1.5												4:00					4:00
262Q	SWING DIFF DBL												1:00					1:00
																		0:00

This employee worked a total of 101:00 hours in the 14-day work period. To determine the amount of qualifying overtime the employee must have the following calculation can be made:

**101-86=15 hours of qualifying overtime/double time**

Next, begin coding overtime and double time as qualifying (251Q and 252Q) from **right to left** on the timesheet until the employee has 15:00 hours of 251Q. Once the employee has 15:00 hours of qualifying overtime, the remainder of overtime from right to left is coded as non qualifying overtime (251N) to ensure the employee meets the qualifying overtime threshold of 86:00 hours.

Code shift differentials to match the non qualifying or qualifying status that corresponds with the hours the shift differentials were earned.

# Holiday Premium Pay



- Holiday Premium Pay is paid to employees at time and a half for hours worked on the holiday. It will be considered qualifying or non qualifying depending on if the employee has met the work period threshold to earn qualifying overtime.
- In addition, all other codes tied to hours worked on the holiday—such as swing differential or grave differential—will follow the same rules. These hours are treated as non-qualifying until the threshold is reached, and once the threshold is met, they are classified as qualifying

EXAMPLE OF NON QUALIFYING HOLIDAY PREMIUM PAY

## Time & Attendance Report

Pay Period Start Date: February 16, 2026

Pay Period End Date: March 1, 2026

Employee Name: Employee, Alaska

Home Department: 25

Alt. Workweek: No

Document ID:

Employee ID: 123456

Home Unit: Z818

Overtime Eligible: Yes

**Certified By:**

Status: Full Time (FR)

Bargaining Unit: AA/AF

Comp Time: No

Date:

Highlighted days shows employee work period

Entered By:

[illegible]

For an employee to earn qualifying Holiday Premium Pay, an employee must meet the qualifying overtime threshold based on hours physically worked during the work period.

- The employee has 72:00 hours of 100 code Regular Pay which is time physically worked
- The qualifying overtime threshold requires 86:00 hours, so the employee is short by 14:00 hours.
- Even when adding 8:00 hours of Holiday Premium Pay, the total time worked remains below the threshold.

The employee does not meet the qualifying overtime requirement.  
Therefore, all Holiday Premium Pay is non-qualifying (249N).

Notice how grave differential is also coded as non qualifying (270N) since it corresponds with non qualifying Holiday Premium Pay hours worked (249N)

0:00

ge 1 and on Page 2 are true and correct.

Date: 1/1/1901

Date: 1/1/1901

Comments:

S:	
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# EXAMPLE OF QUALIFYING HOLIDAY PREMIUM PAY

ALASKA DEPARTMENT OF

Transportation & Public Fac

Time & Attendance Report

Pay Period Start Date: December 22, 2025

Pay Period End Date: January 4, 2026

Employee Name: Employee, Alaska

Home Department: 25

Alt. Workweek: No

Document ID:

Employee ID: 123456

Home Unit: Z818

Overtime Eligible: Yes

Certified By:

Status: Full Time (FR)

Bargaining Unit: AA/AP

Comp Time: No

Date:

Entered By:

Highlighted week shows employee work period

Standard Start / Stop Times				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
				12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31	01/01	01/02	01/03	01/04	
Start	8:00			6:00	6:00	6:00		0:00			6:00	6:00	6:00	6:00				
Stop	12:00			18:00	18:00	18:00		15:00			14:00	18:00	18:00	18:00				
Start	12:30																	
Stop	16:30																	
Start																		
Stop																		
Start																		
Stop																		
Total	8:00			12:00	12:00	12:00	0:00	15:00	0:00	0:00	8:00	12:00	12:00	12:00	0:00	0:00	0:00	95:00
Event Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL HOURS
100	REGULAR PAY			12:00	12:00	12:00					8:00	12:00	12:00	4:00				72:00
105	REG HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	8:00	0:00	0:00	0:00	8:00
251N	OT 1.5							14:00										14:00
251Q	OT 1.5							1:00										1:00
249Q	HOLIDAY WORKED													8:00				8:00
290	GRAVE DIFF			2:00	2:00	2:00					2:00	2:00	2:00					12:00
280	SWING DIFF			2:00	2:00	2:00						2:00	2:00	2:00				12:00
270N	GRAVE DIFF 1.5							8:00	8:00	4:00								20:00
270Q	GRAVE DIFF 1.5													2:00				2:00
																		0:00
																		149:00

If needed additional event line available at row 46 to 69. Total reflect all event rows filled o

This employee worked a total of 95:00 hours in the work period. The amount of qualifying codes can be determined by subtracting the FLSA qualifying threshold from the number of hours physically worked:

$$95:00-86:00=9:00$$

The 9:00 hours paid at time and a half that happen last in the work period (on the right side of the timesheet) will be coded as qualifying. In this case, this results in 8:00 hours of qualifying Holiday Premium Pay (249Q) and (251Q). All remaining hours paid at time and a half will be coded as non qualifying (251N).

The employee meets the FLSA threshold when considering all 100 Regular Pay and non qualifying overtime (251N).

Employee Sign:

Supervisor Sign:

0:00



## Time & Attendance Report

Pay Period Start Date: February 16, 2026

Pay Period End Date: March 1, 2026

Employee Name: Employee, Alaska

Home Department: 25

Alt. Workweek: No

Document ID:

Employee ID: 123456

Home Unit: Z833

Overtime Eligible: Yes

**Certified By:**

Status: Full Time (FR)

**Bargaining Unit: AA/AP**

Comp Time: No

Date:

Highlight shows days 1-14 of employee work period

Entered By:

	Standard Start / Stop Times			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
				02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23	02/24	02/25	02/26	02/27	02/28	03/01	
Start	8:00						8:00	0:00	0:00	0:00			4:00			7:30	0:00	
Stop	12:00						24:00	8:00	8:00	8:00			12:00			24:00	8:00	
Start	12:30							8:00	8:00								8:00	
Stop	16:30							24:00	24:00								24:00	
Start																		
Stop																		
Start																		
Stop																		
Total	8:00			0:00	0:00	0:00	16:00	24:00	24:00	8:00	0:00	0:00	8:00	0:00	0:00	16:30	24:00	120:30
Event Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21	Sun 02/22	Mon 02/23	Tue 02/24	Wed 02/25	Thu 02/26	Fri 02/27	Sat 02/28	Sun 03/01	TOTAL HOURS
100	REGULAR PAY						8:00	24:00	24:00	8:00						16:00	24:00	104:00
105	REG HOLIDAY			0:00	0:00	0:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	8:00
249N	HOLIDAY WORKED						8:00											8:00
251Q	OT 1.5												8:00			0:30		8:30
280	SWING DIFF						8:00	24:00	24:00	8:00						16:00	24:00	104:00
260N	SWING DIFF 1.5						8:00											8:00
260Q	SWING DIFF 1.5												8:00			0:30		8:30
																		0:00
																		0:00
																		0:00
The employee worked on the holiday observed on 02/19 and elected to receive Holiday Premium Pay. Because those																	0:00	
																	0:00	
																	33:00	
																	48:00	
																	249:00	

The employee worked on the holiday observed on 02/19 and elected to receive Holiday Premium Pay. Because those hours are part of the employee's regular work pattern and will be needed to reach the 212-hour FLSA threshold for the 28-day work period, the Holiday Premium Pay is coded as non-qualifying (249N).

Since the employee is expected to continue working their regular schedule and ultimately meet the full 212-hour threshold, the overtime worked on 02/25 is treated as qualifying overtime (251Q).

0:00

ents: Work period 2/16/2026 - 3/16/2026

## TIMESHEET 1 OF 2

## Time & Attendance Report

Pay Period Start Date: February 16, 2026

Pay Period End Date: March 1, 2026

Employee Name: Employee, Alaska

Home Department: 25

Alt. Workweek: No

Document ID:

Employee ID: 123456

Home Unit: Z833

Overtime Eligible: Yes

**Certified By:**

Status: Full Time (FR)

**Bargaining Unit: AA/AP**

Comp Time: No

Date:

Highlight shows days 1-14 of employee work period

Entered By:

	Standard Start / Stop Times			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED									
				02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23	02/24	02/25	02/26	02/27	02/28	03/01										
Start	8:00						8:00	0:00	0:00	0:00			4:00			8:00	0:00										
Stop	12:00						24:00	8:00	8:00	8:15			16:00			24:00	8:00										
Start	12:30							8:00	8:00								8:00										
Stop	16:30							24:00	24:00								24:00										
Start																											
Stop																											
Start																											
Stop																											
Total	8:00			0:00	0:00	0:00	16:00	24:00	24:00	8:15	0:00	0:00	12:00	0:00	0:00	16:00	24:00	124:15									
Event Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21	Sun 02/22	Mon 02/23	Tue 02/24	Wed 02/25	Thu 02/26	Fri 02/27	Sat 02/28	Sun 03/01	TOTAL HOURS									
100	REGULAR PAY						8:00	24:00	24:00	8:00						16:00	24:00	104:00									
105	REG HOLIDAY			0:00	0:00	0:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	8:00									
251Q	OT 1.5									0:15			12:00					12:15									
280	SWING DIFF						8:00	24:00	24:00	8:00						16:00	24:00	104:00									
260N	SWING DIFF 1.5						8:00											8:00									
260Q	SWING DIFF 1.5									0:15			12:00					12:15									
965	ADJ PER						12:00											12:00									
																		0:00									
	The employee worked on the holiday observed on 02/19 and chose to earn personal leave in lieu of receiving Holiday Premium Pay (249). Even though the hours were converted to personal leave, the time physically worked must still be counted when determining whether the employee meets the FLSA threshold for qualifying overtime.																	0:00									
																											0:00
																											0:00
														0:00	0:00	32:00	48:00	260:30									

The employee worked on the holiday observed on 02/19 and chose to earn personal leave in lieu of receiving Holiday Premium Pay (249). Even though the hours were converted to personal leave, the time physically worked must still be counted when determining whether the employee meets the FLSA threshold for qualifying overtime. Because the Holiday Premium Pay would have been non-qualifying (249N)-as it contributes toward meeting the FLSA threshold as part of the employee's regular schedule-the associated swing differential must also be coded as non-qualifying (260N).

It is expected that the employee will continue working their regular schedule and ultimately meet the 212-hour FLSA threshold for the 28-day work period. Therefore, the remaining overtime on the timesheet is coded as qualifying (251Q).

**Supervisor Signature:**

Supervisor Signature \_\_\_\_\_

Date: 11/17/1901

0:00

nents:

Work period 2/16/2026 - 3/16/2026

# Recall



- Since Recall time pays at time and a half and corresponds with time worked, it is also subject to nonqualifying and qualifying rules. However, this only applies to the hours of recall spent physically working
  - Applicable codes are 244N and 244Q
- Recall code 245 used to meet the minimum guarantee of 3:00 hours of pay is not time spent physically working. Therefore, it will not have qualifying or non qualifying codes.

### EXAMPLE OF NON QUALIFYING RECALL

ALASKA DEPARTMENT OF

## Transportation & Public Fac

## Time & Attendance Report

Employee Name: Employee, Alaska

Home Department: 25

Alt. Workweek: No

Pay Period Start Date: March 2, 2026

Pay Period End Date: March 15, 2026

Document ID:

Employee ID: 123456

Home Unit: Z818

Overtime Eligible: Yes

**Certified By:**

Status: Full Time (FR)

**Bargaining Unit: AA/AP**

Comp Time: No

Date:

Entered By:

Highlighted days show employee work period

Standard Start / Stop Times				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
				03/02	03/03	03/04	03/05	03/06	03/07	03/08	03/09	03/10	03/11	03/12	03/13	03/14	03/15	
Start	8:00						6:00	6:00	6:00	6:00			9:00		6:00	6:00	6:00	
Stop	12:00						14:00	18:00	18:00	18:00			11:00		18:00	18:00	18:00	
Start	12:30																	
Stop	16:30																	
Start																		
Stop																		
Start																		
Stop																		
Total	8:00			0:00	0:00	0:00	8:00	12:00	12:00	12:00	0:00	0:00	2:00	0:00	12:00	12:00	12:00	82:00
Event Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07	Sun 03/08	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14	Sun 03/15	TOTAL HOURS
100	REGULAR PAY						8:00	12:00	12:00	12:00					12:00	12:00	12:00	80:00
105	REG HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
244N	RECALL AFTER												2:00					2:00
245	RECALL TO MIN												1:00					1:00
290	GRAVE DIFF						2:00	2:00	2:00	2:00					2:00	2:00	2:00	14:00
280	SWING DIFF							2:00	2:00	2:00					2:00	2:00	2:00	12:00
																		0:00
																		0:00
																		0:00
																		0:00
													5:00	0:00	16:00	16:00	16:00	109:00

The employee was recalled to work on 03/11. They physically worked 2 hours during the recall, and an additional 1 hour was coded to meet the 3-hour minimum guarantee at the overtime rate.

Because 244 Recall applies to hours the employee actually worked, it must be evaluated for qualifying versus non-qualifying overtime. In this case, the employee had not yet reached the 86:00 hour FLSA threshold for the work period, so the recall hours worked were coded as non-qualifying (244N).

245 Recall Minimum Guarantee does not represent hours physically worked. For that reason, it is **not** subject to qualifying or non-qualifying distinctions. The correct code for this time is simply 245.

0:00

Comments:	Recall to work 03/11
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### EXAMPLE OF QUALIFYING RECALL

ALASKA DEPARTMENT OF Transportation & Public Fac

## Transportation & Public Fac

### Time & Attendance Report

Pay Period Start Date: March 2, 2026

Pay Period End Date: March 15, 2026

Employee Name: Employee, Alaska

Home Department: 25

Alt. Workweek: No

Document ID:

Employee ID: 123456

Home Unit: Z833

Overtime Eligible: Yes

Certified By: \_\_\_\_\_

Status: Full Time (FR)

**Bargaining Unit: AA/AP**

Comp Time: No

Date: \_\_\_\_\_

Entered By: \_\_\_\_\_

Highlight shows days 15-28 of work period

	Standard Start / Stop Times			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
				03/02	03/03	03/04	03/05	03/06	03/07	03/08	03/09	03/10	03/11	03/12	03/13	03/14	03/15	
Start	8:00			8:00	0:00	0:00	0:00				6:00		8:00	0:00	0:00	0:00		
Stop	12:00			24:00	8:00	8:00	8:00				8:00		24:00	8:00	8:00	8:00		
Start	12:30				8:00	8:00								8:00	8:00			
Stop	16:30				24:00	24:00								24:00	24:00			
Start																		
Stop																		
Start																		
Stop																		
Total	8:00			16:00	24:00	24:00	8:00	0:00	0:00	0:00	2:00	0:00	16:00	24:00	24:00	8:00	0:00	146:00
Event Code	Event Code Description	IDP Override/ Ref #	LDP Description	Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07	Sun 03/08	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14	Sun 03/15	TOTAL HOURS
100	REGULAR PAY			16:00	24:00	24:00	8:00						16:00	24:00	24:00	8:00		144:00
105	REG HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
244Q	RECALL AFTER										2:00							2:00
245	RECALL TO MIN										1:00							1:00
280	SWING DIFF			16:00	24:00	24:00	8:00						16:00	24:00	24:00	8:00		144:00
260Q	SWING DIFF 1.5										2:00							2:00
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
													32:00	48:00	48:00	16:00	0:00	293:00

In this example, the employee was recalled on a regular day off for 2 hours. This occurred on the second timesheet of the work period. After reviewing the previous timesheet, it was confirmed that the employee had physically worked their regular 68 hours. The employee then continued working their regular schedule and ultimately physically worked a total of 212 hours in the full work period.

Because the employee met the full 212-hour FLSA threshold through physical work, all hours paid at time-and-a-half are considered qualifying overtime (244Q).

The Recall Minimum Guarantee (245) is different. Since it does not represent hours physically worked and is used solely to meet the 3-hour minimum guarantee, it is coded simply as 245. There are no qualifying or non-qualifying distinctions for this code.

### Comments



# Academy Pay



- Regular Academy Pay (109) will not utilize nonqualifying or qualifying codes since it is paid at the regular rate of pay.
- Academy Pay Overtime will be coded as nonqualifying (299N) and qualifying (299Q) depending on if the employee has met the qualifying overtime threshold for their work period. This is because Academy Pay Overtime is hours worked at the time and a half rate.

