



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
Employee ID: 123456
Status: Full Time (FR)

Home Department: 25
Home Unit: Z818
Bargaining Unit: AA/AP

Alt. Workweek: No
Overtime Eligible: Yes
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

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

TOTAL 0:00 0:

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

EXAMPLE OF QUALIFYING AND NON QUALIFYING OVERTIME

ALASKA DEPARTMENT OF

Transportation & Public Fac

Time & Attendance Report

Employee Name: Employee, Alaska
Employee ID: 123456
Status: Full Time (FR)

Home Department: 25
Home Unit: Z818
Bargaining Unit: AA/AP

Alt. Workweek: No
Overtime Eligible: Yes
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 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				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
100	REGULAR PAY			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	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
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
																		0:00
																		0:00
																		0:00
																		0:00
																		122:00
																		0:00

Determining Qualifying Overtime Threshold:

The employee is scheduled on a 14-day work period. This means the qualifying overtime threshold will be 86:00 hours physically worked in the period.

1. Begin by totaling 100 code Regular Pay (80:00 hours physically worked). This is 6:00 hours short of the qualifying overtime threshold.
2. Begin coding overtime from left to right on the timesheet until the employee has reached 6:00 hours of non qualifying overtime (251N) or run out of overtime to code.
3. Code all remaining overtime on the timesheet as qualifying overtime (251Q).

Employee Signature:

Employee Signature

Date: 1/1/1901

Supervisor Signature:

Supervisor Signature

Date: 1/1/1901

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

Employee Name: Employee, Alaska

Home Department: 25

Alt. Workweek: No

Pay Period Start Date: March 2, 2026

Employee ID: 123456

Home Unit: Z818

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 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				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				14:00
100	REGULAR PAY																	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 rows available at row 46 to 69. reflect all event rows fi

Employee S
Supervisor S

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
Swing	Regular Pay Rate	N/A	280
	Overtime Pay Rate (1.5x)	Non-Qualified	260N
	Overtime Pay Rate (1.5x)	Qualified	260Q
	Double Pay Rate (2x)	Non-Qualified	262N
	Double Pay Rate (2x)	Qualified	262Q
Grave	Regular Pay Rate	N/A	290
	Overtime Pay Rate (1.5x)	Non-Qualified	270N
	Overtime Pay Rate (1.5x)	Qualified	270Q
	Double Pay Rate (2x)	Non-Qualified	272N
	Double Pay Rate (2x)	Qualified	272Q

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.

EXAMPLE OF QUALIFYING OVERTIME-SECOND TIMESHEET

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

	Standard Start / Stop Times			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours Worked
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	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							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

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	24:00	0:00	0:00	0:00	0:00	168:30
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Comments: Work period 2/16/2026 - 3/16/2026

Supervisor Signature:

Supervisor Signature

Date: 1/1/1901

EXAMPLE OF NON QUALIFYING OVERTIME-SECOND
TIMESHEET

ALASKA DEPARTMENT OF

Transportation & Public Fac

TIMESHEET 2 OF 2

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: Yes

Employee ID: 123456

Home Unit: Z833

Overtime Eligible: Yes

Status: Full Time (FR)

Bargaining Unit: AA/AP

Comp Time: No

Partial Week hrs FWD: 136:00

Reg Pay (100)

Highlight shows days 15-28 of 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		0:00							8:00	0:00	0:00	0:00					
Stop	12:00		8:00							24:00	8:00	8:00	12:00					
Start	12:30										8:00	8:00						
Stop	16:30										24:00	24:00						
Start																		
Stop																		
Start																		
Stop																		
Total	8:00		8:00	0:00	0:00	0:00	0:00	0:00	16:00	24:00	24:00	12:00	0:00	0:00	0:00	0:00	84:00	
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							16:00	24:00	24:00	4:00				76:00
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	
251N	OT 1.5													2:00				2:00
251Q	OT 1.5													6:00				6:00
280	SWING DIFF			8:00							16:00	24:00	24:00	4:00				76:00
260N	SWING DIFF 1.5													2:00				2:00
260Q	SWING DIFF 1.5													6:00				6:00
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
																		0:00
																		168:00

This is the second of two timesheets within the 2/16-3/16 work period. When reviewing the prior timesheet (see previous slide), it shows that the employee used 2 hours of leave (165SK). As a result, the employee has physically worked only

210 of the required 212 hours needed to meet the FLSA threshold for the 28-day work period.

Because the employee is 2 hours short of the threshold, the first 2 hours of overtime worked on this timesheet must be coded as non-qualifying (251N). This reinforces the importance of reviewing earlier timesheets whenever a work period spans multiple pay periods.

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

0:00

EXAMPLE OF NON QUALIFYING OVERTIME-FIRST TIMESHEET

Time & Attendance Report

Employee Name: Employee, Alaska
 Employee ID: 123456
 Status: Full Time (FR)

Home Department: 25
 Home Unit: Z833
 Bargaining Unit: AA/AP

Alt. Workweek: No
 Overtime Eligible: Yes
 Comp Time: No

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

	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						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	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
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
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
																	0:00

If no available time, 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).

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

Employee Name: Employee, Alaska
Employee ID: 123456
Status: Full Time (FR)

Home Department: 25
Home Unit: Z818
Bargaining Unit: AA/AP

Alt. Workweek: No
Overtime Eligible: Yes
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					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																		
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	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	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

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.

If needed add
available at row
reflect all ev

116:00

0:00

Em
Sup

EXAMPLE OF QUALIFYING DOUBLE TIME

ALASKA DEPARTMENT OF

Transportation & Public Fac

Time & Attendance Report

Employee Name: Employee, Alaska
Employee ID: 123456
Status: Full Time (FR)

Home Department: 25
Home Unit: Z40P
Bargaining Unit: AA/AP

Alt. Workweek: No
Overtime Eligible: Yes
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		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	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	101:00	
Event Code	Event Code Description	LDP Override/Ref #	LDP Description	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	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
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

Document ID:

Certified By:

Dati

Entered By:

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

Highlighted days shows employee work period

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)

ge 1 and on Page 2 are true and correct.

Date: 1/1/1901

Date: 1/1/1901

Comments:

Date: 1/1/1901

Date: 1/1/1901

EXAMPLE OF QUALIFYING HOLIDAY PREMIUM PAY

ALASKA DEPARTMENT OF

Transportation & Public Fac

Time & Attendance Report

Employee Name: Employee, Alaska
Employee ID: 123456
Status: Full Time (FR)

Home Department: 25
Home Unit: Z818
Bargaining Unit: AA/AP

Alt. Workweek: No
Overtime Eligible: Yes
Comp Time: No

Pay Period Start Date: December 22, 2025
Pay Period End Date: January 4, 2026
Document ID:
Certified By:
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	TOTAL HOURS	
				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	
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	

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

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:

149:00

0:00

EXAMPLE OF NONQUALIFYING HOLIDAY PREMIUM PAY

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 above, do

sampled

Entered By:

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	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Hours		
				02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23	02/24	02/25	02/26	02/27			
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	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	
																	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).

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

0:00

EXAMPLE OF ACCRUING PERSONAL LEAVE IN LIEU OF HOLIDAY PREMIUM PAY

TIMESHEET 1 OF 2

Time & Attendance Report

Employee Name: Employee, Alaska

Home Department: 25

Alt. Workweek: No

Good Start Date: February 16, 2026

Pay Period End Date: March 1, 2026

Employee ID: 123456

Home Unit: Z833

Overtime Eligible: Yes

Document ID: _____

Status: Full Time (FR)

Bargaining Unit: AA/AP

Comp Time: No

Date: _____

Highlight shows days 1-14 of employ.

Work period

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			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	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	TOTAL HOURS	
				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	
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
																		0:00
																		0:00
																		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.

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).

Supervisee Information

Supervisor Signature

Page: 11 / 1391

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

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:

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				
Stop	12:00							14:00	18:00	18:00	18:00				11:00		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	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							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							14:00				
280	SWING DIFF							2:00	2:00	2:00								12:00				
																		0:00				
																		0:00				
																		0:00				
																		0:00				
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.																	1:00	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.

Comments: Recall to work 03/11

EXAMPLE OF QUALIFYING RECALL

ALASKA DEPARTMENT OF

Transportation & Public Fac

Time & Attendance Report

Employee Name: Employee, Alaska
Employee ID: 123456
Status: Full Time (FR)

Home Department: 25
Home Unit: Z833
Bargaining Unit: AA/AP

Alt. Workweek: No
Overtime Eligible: Yes
Comp Time: No

ay Period Start Date: March 2, 2026
ay Period End Date: March 15, 2026
Document ID: _____
Certified By: _____
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	LDP Override/Ref #	LDP Description	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	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			16:00	24:00	24:00	8:00						16:00	24:00	24:00	8:00	0:00	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		
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			
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 an additional 2 hours on the second timesheet.															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 EMPLOYEE HAD 68:00 HOURS
PHYSICALLY WORKED OF
CARRY FORWARD FOR 212
HOUR REQUIREMENT

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.

EXAMPLE OF ACADEMY OVERTIME PAY

ALASKA DEPARTMENT OF

Transportation & Public Fac

Time & Attendance Report

Employee Name: Employee, Alaska

Home Department: 25

Alt. Workweek: No

Period Start Date: February 16, 2026

February 16, 2026

Employee ID: 123456

Home Unit: Z818

Overtime Eligible: Yes

Document ID: _____

Status: Full Time (FR)

Bargaining Unit: AA/AP

Comp Time: No

Certified By:

Highlighted

to employee wo

Ends and Box

Highlighted weeks show separate employee work periods

When the employee attends the Academy, they transition to a 7-day work period. Under this schedule, the FLSA qualifying overtime threshold becomes 43 hours per week.

Week 1: The highlighted hours represent the employee's physically worked time that counts toward the 43-hour threshold. The employee worked a total of 72:00 hours. Subtracting the FLSA threshold (72-43) shows that the employee earned 29:00 hours of qualifying Academy Overtime (299Q). All remaining overtime (from right to left on the timesheet) must be coded as non qualifying (299N).

Week 2: The highlighted hours represent the employee's physically worked time that counts toward the 43-hour threshold. The employee physically worked 76:00 hours. Subtracting the threshold again (76-43) shows that the employee earned 33:00 hours of qualifying Academy Overtime (299Q). All remaining overtime (from right to left on the timesheet) must be coded as non qualifying (299N).

If needed additional events available at row 46 to 60 reflect all event rows

Employee Supervisor