

OBBBA – Reporting Overtime and Overtime Differentials

Division of Finance - Department of Administration



Providing Insight for Alaskans.

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Resources



Employees and administrative staff are encouraged to review the following resources for detailed guidance on accurately reporting time on timesheets:

- Collective Bargaining Agreements
 - Review specific provisions related to timekeeping and compensation.
- Personnel Rules
 - Review specific provisions related to timekeeping and compensation.
- Alaska Administrative Manual (AAM)
 - Reference official procedures and standards for state operations.
- Fair Labor Standards Act (FLSA)
 - Learn about federal labor regulations, including overtime eligibility.
- <u>Division of Finance Payroll</u>
 - Use additional resources and references available to State of Alaska employees.
- Department of Law Interpretative Memorandum
 - Use to clarify practice and procedures regarding pay.

Background



Beginning December 22, 2025, the State of Alaska will adopt revised timesheet procedures to align with the requirements of Public Law 119-21 (the One Big Beautiful Bill Act).

This federal law introduced a new tax deduction for eligible overtime earnings through 2028. To support accurate reporting, the State is implementing updated procedures for recording overtime and premium pay.

Who does this material apply to?



The content of this training applies to all **overtime eligible** (FLSA non-exempt) employees in the following categories:

- Exempt or Partially Exempt Service
- Exempt Emergency Fire Fighters (EFF)
- Collective Bargaining Units: GGU, SU, LTC, and CEA

All employees in these groups who are eligible for overtime should review and understand the procedures outlined in this material to ensure time is accurately reported on their timesheet. As well as salaried (FLSA Non-exempt) employees who claim sea duty.

In addition, anyone who supervises, reviews, or approves timesheets for employees in the above categories are required to become familiar with and proficient in the processes described. Accurate timesheet reporting is essential to ensure compliance with updated payroll and tax procedures.

What does this mean for you?



To comply with updated tax regulations, all FLSA non-exempt (overtime eligible) employees must report applicable premium pay codes on their timesheets in a format that supports accurate processing by the Division of Finance.

These procedures do not apply to FLSA-exempt (salaried) employees, unless they are claiming sea duty.

It is essential that supervisors reviewing and certifying employee timesheets are fully informed of the updated procedures to guarantee compliance and accurate payroll processing.

What does this mean for you?



Employees should be aware that overtime earnings will continue to appear as taxed on their paystubs. This is expected and does not indicate an error.

Although certain premium pay types may qualify for a tax credit, this credit will not be reflected in regular payroll withholding. Instead, eligible employees will have the opportunity to claim the credit when filing their annual tax return, using information that will be provided on their W-2 form.

What does this mean for you?



Because eligibility for the credit depends on accurate reporting, it is essential that all applicable premium pay codes are correctly recorded on an employee's timesheets.

Please note: The Division of Finance cannot provide individual tax advice. Employees are encouraged to consult a qualified tax professional for guidance specific to their personal tax situation.

Understanding Pay Typesand Overtime Eligibility



Certain pay types are commonly used to help employees meet their standard workweek requirements but do not count toward the calculation of overtime eligibility. Please note that overtime rules may vary by bargaining unit, so employees should consult their applicable <u>collective bargaining agreement</u> for details specific to their situation.

Examples Of Pay Types That Do Not Count Toward Overtime Thresholds:

- All leave types
- Office Closures
- Regular Holiday Pay (when not worked)

Only hours spent physically working count toward an employee's FLSA overtime threshold.

Qualified vs. Non-Qualified Time



This procedural change applies to a wide range of premium pay codes—not just overtime.

Any pay that compensates at 1.5x or more than an employee's regular rate of pay, along with most associated premium pays, are required to differentiate between qualified and non-qualified time.

Reminder:

These updates apply only to employee's deemed overtime eligible by FLSA standards. These changes to time reporting do not impact salaried (overtime ineligible) employees that may have a Letter of Agreement (LOA) allowing them to earn compensation at 1.5x their regular pay rate.

These changes do however impact how a salaried employee claims their time on sea duty.

Qualified vs. Non-Qualified Time



Not all overtime or premium pay types earned are eligible for the tax credit opportunity. As a result, employees will be required to record overtime and other applicable premium pays on their timesheets using either qualified or non-qualified pay codes, depending on eligibility.

Qualified pay codes will end with the letter "Q"
Non-qualified pay codes will end with the letter "N"

For example:

- Overtime may be recorded using Event Type 251Q (qualified) or 251N (non-qualified)
- Swing Overtime may be recorded using Event Type 260Q (qualified) or 260N (non-qualified)

It is essential that all State of Alaska employees use the correct pay codes to ensure accurate reporting and compliance with the new procedures.

Qualified vs. Non-Qualified Time



Description	Old Event Code	New Event Code (Non-Qualified)	New Event Code (Qualified)
Overtime 1.5	251	251N	251Q
Overtime Double	252	252N	252Q
Holiday Worked	249	249N	249Q
Recall Within 4 Hours	243	243N	243Q
Recall with Minimum Guarantee	244	244N	244Q
Swing Overtime 1.5	260	260N	260Q
Swing Double	262	262N	262Q
Grave Overtime 1.5	270	270N	270Q
Grave Double	272	272N	272Q
Weekend Premium	235	235N	235Q
Overtime 1.5 – On Call	251C	251CN	251CQ
Holiday Worked – On Call	249C	249CN	249CQ

^{*}Changes were also made to Sea Duty and EFF time reporting – see specific section for additional details* 12



Chronologically speaking, it is important to understand that qualified pay types are not limited to hours worked after reaching 40 hours in a workweek.

The day in the week when overtime, holiday premium pay, or recall/call back occur does not determine qualification. What matters is that the employee physically works more than 40 hours within the designated workweek.

The primary pay codes that should be used to reach an employee's 40-hour threshold are event codes that represent physical hours worked at a regular rate of pay.

Event Code 100 (Regular Hours) and Event Code 250 (Straight Pay)

If event codes 100 and 250 do not equal 40 hours within the workweek, then time worked at a rate of 1.5x or more begin to be included, starting with time worked earliest in the week (from left to right).



Employees have the potential to record hours at a pay rate of 1.5x or more on a day that falls before their required workweek hours are reached.

Examples: Overtime (if accrued daily), Holiday Premium Pay, Recall/Call Back

Hours paid at a rate of 1.5x or higher on a day before the workweek requirement is met may still be considered qualified if:

- The employee's regular hours alone total 40 for the week, or
- The regular hours combined with straight pay reach 40

If regular hours and straight pay (if present) do not reach 40, then hours worked at a pay rate of 1.5x or more will begin to be included in reaching the 40 hours needed for qualified time.

- Hours at 1.5x or more that are included in reaching the 40-hour threshold are considered nonqualified time.
- When non-qualified time is used to reach 40, the earliest hours in the week at a pay rate of 1.5x or more will have the non-qualified pay codes applied.
- Hours will continue to be considered non-qualified until they reach 40, at which point all remaining pay at a rate of 1.5x or more in the week will begin to be considered 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 week.

- Add up all hours physically worked during the workweek.
- Exclude any leave or holiday hours only actual time worked counts.

Step 2: Compare Against the 40-Hour FLSA Threshold

- If total hours physically worked exceed 40, the number of hours above 40 should be how many hours are recorded as qualified time within that week.
 - 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 40 or less, all pay at a rate of 1.5x or more is considered non-qualified.



Example:

An employee physically worked 49.75 hours in a workweek.

49.75 - 40 = 9.75

49.75 (hours physically worked in a week) minus 40 (FLSA qualified time threshold) = 9.75 hours of qualified time to be recorded on timesheet for that week.

Considering the FLSA threshold for qualified time is 40 hours, and a total of 49.75 hours in that week were worked, 9.75 hours in the workweek must be considered qualified – whether that be overtime, holiday premium pay, recall/call back, or double time.



Pro Tip x2!

If an employee has <u>not</u> reached the 40-hour FLSA overtime threshold with worked hours that are paid at their regular rate, follow these steps to calculate the number of non-qualified hours that must be recorded before reporting any qualified overtime.

Step 1: Calculate hours physically worked within the week that pay at a normal rate of pay.

- Add up Regular Pay hours (Event Code 100) and if present, Straight Pay hours (Event Code 250)
- Be sure to exclude any leave or holiday hours, or hours that are required to be paid at a rate of 1.5x or more.

Step 2: Compare Against the 40-Hour FLSA Threshold

Subtract the number of hours calculated in Step 1 from 40. The remaining hours represent the
amount of time paid at 1.5x or higher that must be reported as non-qualified before any
qualified time can be recorded.



Example:

Within a workweek, an employee has 34 hours physically worked that pay at their normal rate of pay.

$$40 - 34 = 6$$

40 (FLSA qualified time threshold) minus 34 (hours worked and paid at a normal pay rate) = 6 hours of non-qualified time needed before being eligible to claim qualified time.

In this example, if the employee has hours during the week that must be paid at 1.5x or higher, the first 6 of those hours must be recorded as non-qualified. After recording these 6 non-qualified hours, any additional hours at 1.5x or higher will be considered qualified.

What does all of this look like on a timesheet?



The following slides provide visual examples and additional guidance on properly recording overtime and other premium pay types on a timesheet.

Pay close attention to any bargaining unit specific notes or disclaimers, as procedures may vary depending on employee group.

Disclaimer: These examples are intended as a helpful guide only. They do not cover every possible time reporting situation.



Claiming Overtime:

GGU



Providing Insight for Alaskans.

Claiming Overtime: GGU Event Codes 251N & 251Q



This section includes visual examples of how to correctly record overtime on a timesheet. It is specifically intended for GGU bargaining unit members.

Since GGU's required workweek is only 37.5 hours, they will always be required to have 2.5 hours of non-qualified overtime before they can begin earning qualified overtime.

Disclaimer: These examples are intended as a helpful guide only. They do not cover every possible time reporting situation.

This section does not apply to GGU employees who are subject to a 40-hour workweek requirement. For guidance, refer to the sections for GZ, SU, and CEA.

EXAMPLE OF NON-QUALIFIED OVERTIME

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

													P	ay Period S	Start Date:	Jar	nuary 5, 20)26
														Pay Period	End Date:	Jan	uary 18, 2	.026
	Employ	yee Name:	Employee, Alaska			Home De	epartment:	02			Alt. V	Vorkweek:	No	Doc	ument ID:			
	Emp	ployee ID:	123456			H	Iome Unit:	Z40P			Overtim	e Eligible:	Yes	Ce	rtified By:			
		Status:	Full Time (FR)			Bargai	ining Unit:	GGU			Co	mp Time:	No		Date:			
														E	ntered By:			
				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS
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tart		8:00		8:00	8:00	8:00	8:00	8:00	10:00		7:30	8:00	8:00	8:00	8:00			
Stop		12:00		12:00	12:00	12:00	12:00	12:00	12:00		12:00	12:00	12:00	12:00	12:00			
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vent ode	Event Code Description	Override/ Ref#	LDP Description	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	TOTAL HOURS
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Final determination of pay type and rate of compensation will be made by the Department of Administration

EXAMPLE OF QUALIFIED OVERTIME

ALASKA	DEPAI	RTMEN	ΓOF
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Administration

Time & Attendance Report

considered qualified.

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Start	8:0	00	8:00	8:00	8:00	7:00	8:00	8:00		8:00	7:00	7:30	8:00	7:30	7:00		
Stop	12:	00	12:00	12:00	12:00	12:00	12:00	12:00		12:00	12:00	12:00	12:00	12:00	9:00		
Start	13:	00	13:00	13:00	13:00	13:00	13:00			13:00	13:00	13:00	13:00	13:00			
Stop	16:	30	18:00	17:00	17:30	16:30	18:00			19:00	16:30	17:30	18:30	17:00			
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Event		employee had	fon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
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100	R WO	ork.	9:00	8:00	8:30	8:30	3:30			10:00	8:30	9:00	9:30	0:30			75:00
	REG		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
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EXAMPLE OF QUALIFIED AND NONQUALIFIED

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

Pay Period Start Date:

January 5, 2026

											-				eriod End Date: January 18, 2026				
	Employ	yee Name:	Employee, Alaska			Home De	epartment:	02			Alt. V	Vorkweek:	No	Doc	cument ID:				
	Emp	ployee ID:	123456			I	Iome Unit:	Z40P			Overtim	e Eligible:	Yes	Ce	ertified By:				
		Status:	Full Time (FR)			Barga	ining Unit:	GGU			Co	mp Time:	No		Date:				
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				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS	
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start		8:00		8:00	8:00	8:00	8:00	8:00	9:00		8:00	7:00	8:00	7:30					
Stop		12:00		12:00	12:00	12:00	12:00	12:00	10:00		12:00	12:00	12:00	12:00	12:00				
Start		13:00		13:00	13:00	13:00	13:00	13:00			13:00	13:00	13:00	13:00	13:00				
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100	REGULAR PAY			7:30	7:30	7:30	8:00	7:00			9:00	8:30	9:30	8:00	2:30			75:00	
	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	
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			Supervisor Signature																
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EXAMPLE OF OVERTIME AND LEAVE IN WEEK

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

			Pay Period Start Date:	January 5, 2026
			Pay Period End Date:	January 18, 2026
Employee Name: Employee, Alaska	Home Department: 02	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: GGU	Comp Time: No	Date:	

Mon Tue Wed Thu Fri Sat Sun 01/05 01/06 01/07 01/08 01/09 01/10 01/11 Standard Start / Stop Times 8:00 Start 8:00 8:00 8:00 7:00 8:00 9:30 10:00 12:00 12:00 12:00 12:00 12:00 12:00 15:30 Stop 12:30 13:00 13:00 12:30 Start 13:00 13:00 16:30 16:30 17:30 17:00 16:30 Stop Start Stop Start Stop Total 7:30 7:30 4:00 8:30 9:00 8:00 6:00 2:30 LDP Mon Wed Thu Fri Tue Sat Sun Event Override 01/05 01/06 01/07 01/08 01/09 01/10 01/11 Code **Event Code Description** Ref# LDP Description 100 REGULAR PAY 7:30 8:30 9:00 8:00 1:00 REG HOLIDAY 0:00 0:00 0:00 0:00 0:00 0:00 0:00 165 LV PER 3:30 3:30 250 ADD ST PAY 251N OT 1.5 1:30 1:00 251Q OT 1.5 1:30 TOTAL 7:30 3:30 8:30 9:00 8:00 6:00 2:30 If needed additional event lines are

available at row 46 to 69. Totals will reflect all event rows filled out.

We certify that all time and hours of work recorded above on Page 1 and on Page 2 are true and correct.

Employee Signature: Employee Signature

Supervisor Signature: Outpervisor Dignature

Date:

37.5 Hour Workweek Requirement Met (Codes 100 + 165)

- Code 100 Regular Pay:
 - · 34:00 hours of physically worked time
- Code 165 Personal Leave:
 - · 3:30 hours of paid leave, not physically worked time
- Total: 37:30 hours

Straight Time Pay (Code 250)

- · Code 250 Straight Pay:
 - · 3:30 hours of straight time pay, physically worked hours
- Purpose
 - Used when an employee has not yet reached 37.5 hours of physically worked time
 - These hours are paid at the regular rate and do not count as overtime, but they help the employee reach the 37.5-hour overtime threshold
- In this case:
 - The employee had 34:00 hours of regular pay (Code 100) and the 3:30 hours
 of straight time (Code 250) brought them to 37.5 physically worked hours,
 making them eligible to earn overtime

Non-Qualified Overtime (Code 251N)

- . Code 251N OT 1.5 (Non-qualified Overtime):
 - · 2:30 hours worked after reaching 37.5 hours but before reaching 40 hours
 - These hours are paid at time-and-a-half, but are considered non-qualified OT

Qualified Overtime (Code 251Q)

- Code 251Q (Qualified Overtime):
 - · 1:30 hours worked after reaching 40 hours physically worked
 - These hours are considered qualified overtime

Practice - Use a calculator to see the following:

Codes 100 + 165 = Workweek Requirement Codes 100 + 250 = Overtime Threshold Codes 100 + 250 + 251N = Qualified Overtime Threshold



Claiming Overtime:

EX, PX



Providing Insight for Alaskans.

Claiming Overtime: EX, PX Event Code 251Q



This section provides visual examples of how to accurately record overtime on a timesheet. It is specifically designed for employees in Partially Exempt or Exempt service categories.

These employees are required to meet a 37.5-hour workweek but are only eligible for overtime after reaching 40 hours of physically worked time. As a result, they will not need to use non-qualifying overtime, since their overtime is only earned once the full 40-hour threshold is met.

Disclaimer: These examples are intended as a helpful guide only. They do not cover every possible time reporting situation.

ALASKA DEPARTMENT OF

reflect all event rows filled out.

Administration

Time & Attendance Report

Sun

01/18

HOURS

WORKED

			Pay Period Start Date:	January 5, 2026
			Pay Period End Date:	January 18, 2026
Employee Name: Employee, Alaska	Home Department: 02	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: XE	Comp Time: No	Date:	
			Entered By:	

				Mon	Tue	Wed	Thu	Fri	Sat	St
	Standard	Start / Sto	p Times	01/05	01/06	01/07	01/08	01/09	01/10	01
Start		8:00		8:00	8:00	8:00	8:00	7:30	10:00	
Stop		12:00		12:00	12:00	12:00	12:00	12:00	12:00	
Start		13:00		13:00	13:00	13:00	13:00	13:00		
Stop		16:30		16:30	16:30	18:00	16:30	16:30		Г
Start										
Stop										
Start										
Stop										
Total		7:30		7:30	7:30	9:00	7:30	8:00	2:00	1
		LDP		Mon	Tue	Wed	Thu	Fri	Sat	
Event Code	Event Code Description	Override/ Ref#	LDP Description	01/05	01/06	01/07	01/08	01/09	01/10	
100	REGULAR PAY			7:30	7:30	9:00	7:30	6:00		1
105	REG HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	
250	ADD ST PAY							2:00	0:30	1
251Q	OT 1.5								1:30	
	ded additional event lines are	•	TOTAL	7:30	7:30	9:00	7:30	8:00	2:00	

37.5 Hour Workweek Requirement Met (Code 100)

Code 100 – Regular Pay:

Tue

01/13

8:00

12:00

13:00

· 37:30 hours of physically worked time

Wed

01/14

8:00

12:00

13:00

Straight Time Pay (Code 250)

- Code 250 Straight Pay:
 - · 2:30 hours of straight time pay, physically worked hours

Thu

01/15

8:00

12:00

13:00

Fri

01/16

8:00

12:00

13:00

Sat

01/17

Mon

01/12

8:00

12:00

13:00

- · Used when an employee has not yet reached 40 hours of physically worked
- . These hours are paid at the regular rate and do not count as overtime, but they help the employee reach the 40-hour overtime threshold
- In this case:
 - . The employee had 37:30 hours of regular pay (Code 100) and the 2:30 hours of straight time (Code 250) brought them to 40 physically worked hours, making them eligible to earn overtime

Qualified Overtime (Code 251Q)

- Code 251Q (Qualified Overtime):
 - · 1:30 hours worked after reaching 40 hours physically worked
 - · These hours are considered qualified overtime

0:00We certify that all time and hours of work recorded above on Page 1 and on Page 2 are true and correct. Comments: Employee Signature: Employee Signature Date: 1/1/1901 Supervisor Signature Supervisor Signature: Date: 1/1/1901

ALASKA DEPARTMENT OF

Employee Signature:

Supervisor Signature:

Employee Gignature

Supervisor Signature

Administration

Time & Attendance Report

	DELL DELLING		1 01			2012 11120	**									10 00 110	· cmume	crepare			
													F	ay Period S	start Date:	Ja	nuary 5, 2	026			
														Pay Period	End Date:	Jan	mary 18, 2	2026			
	Employ	yee Name:	Employee, Alaska			Home De	partment:	02			Alt. V	Vorkweek:	No	Doc	ument ID:						
	Emp	ployee ID:	123456			H	Iome Unit:	Z40P			Overtim	e Eligible:	Yes		rtified By:						
		Status:	Full Time (FR)			Bargai	ning Unit:	PX			Co	mp Time:	No								
							_				_			Eı	ntered By:				·		
				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun		ĺ		
	Standard	Start / Sto	op Times	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	HOURS WORKED	i		
Start		8:00		8:00	8:00	8:00	8:00	8:00	9:00		8:00	8:00	8:00	8:00	8:00				l		
Stop		12:00		12:00	12:00	12:30	12:00	12:00	13:00												
Start		13:00		13:00	13:00		13:00	13:00		37.5	Hour Work	week Re	quireme	nt							
Stop		16:30		16:30	16:30		17:30	17:45		•	Code 100) – Regula	ar Pay: 34	1:30 hours	3						
Start											Code 16	- Leave	Pay: 3:00) hours							
Stop											Total: 37:	30 hours	(meets 3	7.5-hour	workwee	k require	ment)				
Start																					
Stop										Strai	ght Time Pa	ay (Code	250)								
Total		7:30		7:30	7:30	4:30	8:30	8:45	4:00	•	Code 250 – Straight Pay: 5:30 hours										
		LDP		Mon	Tue	Wed	Thu	Fri	Sat	1	 2:15 + 3:15 across two days 										
Event Code	Event Code Description	Override/ Ref#	LDP Description	01/05	01/06	01/07	01/08	01/09	01/10		Purpose:										
100	REGULAR PAY			7:30	7:30	4:30	8:30	6:30		1	• Alt	though th	e employ	ee alread	ly met the	37.5-ho	ur require	ement, lea	ve time		
105	REG HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	1	(C	ode 165)	does not	count as	physicall	y worked	l. To reacl	the 40-ho	our		
165	LV PER					3:00				1	ph	ysical wo	rk thresh	old requi	red for qu	alified ov	/ertime, t	he employ	ee		
250	ADD ST PAY							2:15	3:15	1	ne	eded to s	uppleme	nt with st	raight tim	ne (Code	250).				
251Q	OT 1.5								0:45		Physical	y worked	hours:								
										1	• Co	de 100: 3	34:30								
										1	• Co	de 250: 5	5:30								
										1	 To 	tal physic	ally work	ed: 40:00	(34.5 + 5	.5)					
										Qual	ified Overt	ime (Cod	e 251Q)								
If need	led additional event lines are	•	TOTAL	7:30	7:30	7:30	8:30	8:45	4:00	•	Code 251	Q - OT 1	.5 : 0:45 h	ours							
	e at row 46 to 69. Totals will ct all event rows filled out.		•	-		ı	u				• Si	nce the e	mployee	exceeded	40 hours	of phys i	ically wo	rked time	, they		
rene											be	came eli	gible for c	qualified	overtime	, which is	s paid at t	ime-and-a	ı-half.		
			We certify that all tim	e and hours	of work reco	orded above	on Page 1 ar	nd on Page	2 are true ai	nd correct.				omments							

1/1/1901

1/1/1901

Date:

Date:



Claiming Overtime:

SU, CEA, GZ



Providing Insight for Alaskans.

Claiming Overtime: SU, CEA, GZ Event Code 251Q



This section provides visual examples of how to accurately record overtime on a timesheet. It is specifically designed for employees in CEA or SU.

This section also applies to GGU employees who are subject to a 40-hour workweek requirement.

These employees are required to meet a 40-hour workweek and are eligible for overtime after reaching 40 hours of physically worked time. As a result, they will not need to use non-qualifying overtime, since their overtime is only earned once the full 40-hour threshold is met.

Disclaimer: These examples are intended as a helpful guide only. They do not cover every possible time reporting situation.

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

													P	ay Period S	Start Date:	Jaı	mary 5, 20	026
													1	Pay Period	End Date:	Jan	uary 18, 2	026
	Emplo	yee Name:	Employee, Alaska			Home De	partment:	02			Alt. V	Vorkweek:	No	Doc	ument ID:			
	Em	ployee ID:	123456			H	ome Unit:	Z40P			Overtim	e Eligible:	Yes	Cer	rtified By:			
		Status:	Full Time (FR)			Bargai	ning Unit:	KK			Co	mp Time:	No		Date:			
														E	ntered By:			
									1								-	
				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS
_	Standard	Start / Sto	p Times	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	WORKED
Start		8:00		7:00	8:00	7:30	8:00	8:00	11:00		8:00	6:00	8:00	8:00	8:00			
Stop		12:00		12:00	12:00	12:00	12:00	12:00	14:00		12:00	12:00	12:00	12:00	12:00			
Start		13:00		13:00	13:00	13:00	13:00	13:00			13:00	13:00	13:00	13:00	13:00			
Stop		17:00		17:00	17:00	17:00	17:00	17:00			17:00	17:00	17:30	18:00	17:00			
Start																		
Stop																		
Start																		
Stop																		
Total		8:00		9:00	8:00	8:30	8:00	8:00	3:00	0:00	8:00	10:00	8:30	9:00	8:00	0:00	0:00	88:00
Event		LDP Override/		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
Code	Event Code Description	Ref#	LDP Description	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	HOURS
100	REGULAR PAY			9:00	8:00	8:30	8:00	6:30			8:00	10:00	8:30	9:00	4:30			80:00
	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
51Q	T 1.5			• • • • • • •	•••••			1:30	3:00						3:30			8:00
	7																	0:00
																		0:00
										<u> </u>	SU, CE	A and	GZ em	plovee	s			0:00
										_/ `			ne only					0:00
											hysica				in			0:00
										Р					""			0:00
													a resu					0:00
	led additional event lines are		TOTAL	9:00	8:00	8:30	8:00	8:00	3:00				arned w		1	0:00	0:00	88:00
	e at row 46 to 69. Totals will tt all event rows filled out.		·								reporte							,
											251Q, f	or qua	lified o	vertime	€.			0:00
			TT				ъ.	1 5		,								0.00
			We certify that all time	e and hours	of work reco	orded above	on Page 1 a	nd on Page i	2 are true an	d correct.				omments:				
	Employee Signature:		Employee Gignature							Date:	1/1/1	901						
	S		01 01							Deter	41414	1004						
	Supervisor Signature:		Supervisor Signature							Date:	1/1/1	1901						
														I				

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Administration

Time & Attendance Report

January 5, 2026

			Pay Period Start Date:	January 5, 2026
			Pay Period End Date:	January 18, 2026
Employee Name: Employee, Alaska	Home Department: 02	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: SS	Comp Time: No	Date:	
			Entered By:	

			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS	
	Standard	Start / Sto	p Times	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	WORKED
Start		8:00		8:00	8:00	8:00	8:00	8:00	10:00		8:00	7:45	8:00	7:30	8:00	9:00		
Stop		12:00		12:00	12:00	12:00	12:00	12:00	14:00		12:00	12:00	12:00	12:00	12:00	13:00		
Start		13:00		13:00		13:00	13:00	13:00			13:00	13:00	13:00	13:00	13:00			
Stop		17:00		17:00		17:00	18:00	18:15			15:00	17:00	17:00	17:00	17:30			
Start																		
Stop																		
Start																		
Stop																		
Total		8:00		8:00	4:00	8:00	9:00	9:15	4:00	0:00	6:00	8:15	8:00	8:30	8:30	4:00	0:00	85:30
Event		LDP Override/		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
Code	Event Code Description	Ref#	LDP Description	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	TOTAL HOURS
100	REGULAR PAY			8:00	4:00	8:00	9:00	7:00			6:00	8:15	8:00	8:30	7:15			74:00
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				4:00						2:00							6:00
250	ADD ST PAY							2:15	1:45						1:15	0:45		6:00
251Q	OT 1.5								2:15							3:15		5:30
																		0:00

d on Pag

When leave or holiday time occurs, it counts toward the employee's 40-hour workweek requirement. If the employee works additional hours after meeting that requirement - but before physically working 40 hours those hours are claimed as straight time (Event Code 250).

Once the employee has physically worked 40 hours, all subsequent hours in the week are claimed as overtime. For SU and CEA employees, overtime is always reported as qualified overtime using Event Code code 251Q.

Dive Deeper:

Use a calculator to review these hours one week at a time.

Add Event Code 100 + Event Code 165 to determine if the 40-hour workweek requirement is met.

Once the workweek requirement is met, but the employee has not yet physically worked 40 hours, additional hours worked are coded as straight time (Event Code 250).

Add Event Code 100 + Event Code 250 to calculate 40 hours physically worked, which is the overtime threshold.

After 40 hours physically worked is reached, hours are then coded as qualified overtime (251Q) for SU and CEA employees.

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Δ	A or A		AK I I	VIII ZIN	UT

available

Administration

Time & Attendance Report

January 5 2026

			Pay Period End Date:	January 18, 2026
Employee Name: Employee, Alaska	Home Department: 02	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: SS	Comp Time: No	Date:	
			Entered By:	

1:00

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					Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Standard	Start / Sto	p Times	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	HOURS WORKED
Start		8:00		10:30	8:00	7:00	8:00	8:00	9:00		7:00	8:00	7:30	8:00	8:00			
Stop		12:00		12:00	12:00	12:00	12:00	12:30	10:00		12:00	12:00	12:00	12:00	12:00			
Start		13:00		12:30	12:30	13:00	12:30	13:00			13:00	13:00	12:30	13:00	12:30			
Stop		17:00		15:45	17:00	18:00	17:00	17:45			17:00	17:15	16:30	17:00	16:45			
Start																		
Stop																		
Start																		
Stop																		
Total		8:00		4:45	8:30	10:00	8:30	9:15	1:00	0:00	9:00	8:15	8:30	8:00	8:15	0:00	0:00	84:00
Event		LDP Override/		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOT.1
Code	Event Code Description	Ref #	LDP Description	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	TOTAL HOURS
100	REGULAR PAY			4:45	8:00	10:00	8:30	5:30			9:00	8:15	8:30	8:00	6:15			76:45
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			3:15														3:15
250	ADD ST PAY							3:15										3:15
251Q	OT 1.5							0:30	1:00		·		·		2:00			3:30
																		0:00

Notice:

In each week, qualified overtime (Event Code 251Q) is only earned after the employee has physically worked 40 hours.

In the first week, the use of 3 hours and 15 minutes (3:15) of personal leave contributed to meeting the 40-hour workweek requirement, but not the physical work threshold. As a result, straight time (Event Code 250) was used for hours worked beyond the workweek requirement until the physical 40-hour threshold was reached.

Breaking It Down:

Pay Period Start Date:

Event Codes 100 + 165 = 40-hour workweek requirement, which includes both worked hours and paid leave (time not physically worked).

Event Codes 100 + 250 = 40 hours physically worked, which is the threshold for earning overtime.

Once an employee has physically worked 40 hours, all additional hours in the week are recorded as qualified overtime (Event Code 251Q).



Claiming Overtime & Double Time:

LTC



Providing Insight for Alaskans.

Claiming Overtime & Double Time: LTC



This section provides visual examples of how to accurately record overtime and double time on a timesheet. It is specifically designed for employees in LTC.

These employees are required to meet a 40-hour workweek and can accrue daily overtime after physically working their daily scheduled hours. As a result, they may encounter a mix of both qualified and non-qualified overtime in workweeks that include leave used or holidays observed.

Disclaimer: These examples are intended as a helpful guide only. They do not cover every possible time reporting situation.

ALASKA DEPARTMENT	· OF	Ŧ
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Time & Attendance Report

						Pay Period Start Date:	January 5, 2026
						Pay Period End Date:	January 18, 2026
Employee Name:	Employee, Alaska	Home Department:	02		Alt. Workweek: No	Document ID:	
Employee ID:	123456	Home Unit: 2	Z40P	Ov	ertime Eligible: Yes	Certified By:	
Status:	Full Time (FR)	Bargaining Unit:	LL		Comp Time: No	Date:	
						Entered By:	

			-	Mon 01/05	Tue 01/06	Wed 01/07	Thu 01/08	Fri 01/09	Sat 01/10	Sun 01/11	Mon 01/12	Tue 01/13	Wed 01/14	Thu 01/15	Fri 01/16	Sat 01/17	Sun 01/18	HOURS
	Standard	Start / Sto	p 11mes			_			01/10	01/11			_			01/1/	01/10	WORKED
Start		8:00		8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00			
Stop		12:00		12:00	12:00	12:00	12:00	12:00			12:00	12:00	12:00	12:00	12:00			
Start		12:30		12:30	12:30	12:30	12:30	12:30			12:30	12:30	12:30	12:30	12:30			
Stop		16:30			18:30	18:30	16:30	14:30			14:30	16:30	18:30	18:30	18:30			
Start																		
Stop																		
Start																		
Stop																		
Total		8:00		10:00	10:00	10:00	8:00	6:00	0:00	0:00	6:00	8:00	10:00	10:00	10:00	0:00	0:00	88:00
Event		LDP Override/		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
Code	Event Code Description	Ref#	LDP Description	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	HOURS
100	REGULAR PAY			8:00	8:00	8:00	8:00	6:00			6:00	8:00	8:00	8:00	8:00			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	0:00
165	LV PER							2:00			2:00							4:00
251N	OT 1.5			2:00									2:00					4:00
251Q	OT 1.5				2:00	2:00								2:00	2:00			8:00
																		0:00
																		0:00

8:00

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In each week, the employee physically worked 38 regular hours (Event Code 100) and used 2 hours of leave (event Code 165), meeting the 40-hour workweek requirement.

Since LTC employees earn daily overtime, the 2 hours of non-qualified overtime (Event Code 251N) may occur before the full 40 hours of regular work are completed. Since the employee did not have 40 hours of Regular Pay (Event Code 100), the initial 2 hours of overtime are recorded as non-qualified overtime.

Once the employee reaches the 40-hour physical work threshold between Event Codes 100 and 251N, all additional overtime in the week is recorded as qualified overtime (Event Code 251Q).

Breaking It Down:
Event Codes 100 + 165 = 40-hour
workweek requirement

Event Codes 100 + 251N = 40 hours physically worked (FLSA qualified overtime threshold)

All remaining overtime hours recorded in the week after the FLSA overtime threshold is met are recorded as qualified overtime.

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Time & Attendance Report

Tanuary 5, 2026

			Pay Period Start Date:	January 5, 2026
			Pay Period End Date:	January 18, 2026
Employee Name: Employee, Alaska	Home Department: 02	Alt. Workweek: Yes	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: LL	Comp Time: No	Date:	
			Entered By:	

	Standard	Start / Sto	n Times	Mon 01/05	Tue 01/06	Wed 01/07	Thu 01/08	Fri 01/09	Sat 01/10	Sun 01/11	Mon 01/12	Tue 01/13	Wed 01/14	Thu 01/15	Fri 01/16	Sat 01/17	Sun 01/18	HOURS WORKED
Start	Standard	8:00	p Times	8:00	8:00		8:00		9:00		8:00	8:00	8:00	8:00		10:00	10:00	
Stop		12:00		12:00	12:00		12:00		12:00		12:00	12:00	12:00	12:00	12:00	12:00	16:00	
Start		12:30		12:30	12:30		12:30				12:30	12:30	12:30	12:30				
Stop		18:30		22:30	20:00		22:00				18:30	20:30	18:30	19:30				
Start																		
Stop																		
Start																		
Stop																		
Total		10:00		14:00	11:30	0:00	13:30	0:00	3:00	0:00	10:00	12:00	10:00	11:00	4:00	2:00	6:00	97:00
Event Code	Event Code Description	LDP Override/ Ref#	LDP Description	Mon 01/05	Tue 01/06	Wed 01/07	Thu 01/08	Fri 01/09	Sat 01/10	Sun 01/11	Mon 01/12	Tue 01/13	Wed 01/14	Thu 01/15	Fri 01/16	Sat 01/17	Sun 01/18	TOTAL HOURS
	REGULAR PAY			10:00	10:00		10:00				10:00	10:00	10:00	10:00				70:00
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					10:00							Ī					10:00
251N	OT 1.5			4:00	1:30		3:30		1:00									10:00
251Q	OT 1.5								2:00			2:00		1:00	4:00	2:00		11:00
252Q	OT DOUBLE																6:00	6:00
																		0:00
																		0:00

In the first week, the employee used 10 hours of personal leave, which contributed to meeting the 40hour workweek requirement. Because those hours were not physically worked, the first 10 hours of overtime were recorded as non-qualified overtime (Event Code 251N).

Once the combination of Regular Pay (Event Code 100) and Non-Qualified Overtime (Event Code 251N) reached 40 physically worked hours, any remaining overtime in the week was recorded as qualified overtime (Event Code 251Q).

In the second week, the employee did not use any leave, meaning all 40 hours of their workweek requirement were physically worked and recorded under Event Code 100.

As a result, all overtime earned during this week is considered qualified overtime (Event Code 251Q), and any hours that met the double time criteria were recorded as qualified double time (Event Code 252Q).

			0:00
			0:00
			0:00
4:00	2:00	6:00	107:00

0:00

12/7/2025 (Form Revised 01/31/2025)

ALASKA	DEPART	MENT	OF
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Time & Attendance Report

													P	Pay Period S	Start Date:	Jar	nuary 5, 20	026
														Pay Period	End Date:	Jan	mary 18, 2	026
	Employ	ee Name:	Employee, Alaska			Home De	partment:	02			Alt. V	Workweek:	No	Doc	ument ID:			
	Emp	ployee ID:	123456			H	Iome Unit:	Z40P			Overtin	ne Eligible:	Yes	Ce	ertified By:			
		Status:	Full Time (FR)			Bargai	ning Unit:	LL			Co	mp Time:	No		Date:			
														E	ntered By:			
				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS
	Standard	Start / Sto	p Times	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	WORKED
Start		8:00		8:00	8:00	14:30	8:00	8:00	9:00	9:00	8:00	8:00	8:00	8:00	8:00			
Stop		12:00		12:00	12:00	16:30	12:00	12:00	10:00	13:00	12:00	12:00	12:00	12:00	12:00			
Start	t 12:30			12:30			12:30	12:30			12:30	12:30	12:30	12:30	12:30			
Stop	16:30			16:30			16:30	16:30			16:30	16:30	16:30	16:30	16:30			
Start																		
Stop	,																	
Start																		
Stop	P																	
Total	al 8:00 8:0			8:00	4:00	2:00	8:00	8:00	1:00	4:00	8:00	8:00	8:00	8:00	8:00	0:00	0:00	75:00
_ ,		LDP		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Event Code	Event Code Description	Override/ Ref#	LDP Description	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	TOTAL HOURS
100	REGULAR PAY			8:00	4:00	2:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00			70:00
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
65SK	LV PER SK				4:00	6:00												10:00
251N	OT 1.5								1:00									1:00
252N	OT DOUBLE									4:00								4:00
																		0:00
7			Notice:															0:00
	All overtime	and do	ouble time cla	aimed i	n Wee	k 1												0:00
	are considere																	0:00
1																		0:00
If i avai	and 252N) because the employee did not						8:00	8:00	1:00	4:00	8:00	8:00	8:00	8:00	8:00	0:00	0:00	85:00
avai	physically work a full 40 hours during that week.								'				'					
1	Since leave was used within the week, the																	0:00
							1							,				0.00
	employee only physically worked 35 hours					;	on Page 1 and on Page 2 are true and correct.					t. Commen						
(Event Codes 100 + 251N + 252N)						Date: 1/1/1901					l							
	Supervisor Signature:		Supervisor Signature		Date:					te: 1/1/1901			i					

ALASKA DEPARTMEN	T	OF
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Time & Attendance Report

												P	Pay Period S	Start Date:	Jar	nuary 5, 2	026	
													1	Pay Period	End Date:	Jan	uary 18, 2	2026
	Employ	ee Name:	Employee, Alaska			Home De	partment:	02			Alt. V	Workweek:	No	Doc	ument ID:			
	Emp	ployee ID:	123456			Н	Iome Unit:	Z40P			Overtin	ne Eligible:	Yes	Ce	rtified By:			
		Status:	Full Time (FR)			Bargai	ining Unit:	LL			Co	omp Time:	No Date:					
														E	ntered By:			
				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS
	Standard	Start / Sto	p Times	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	WORKED
Start		8:00		8:00	8:00	8:00	8:00	8:00	9:00	8:00	8:00		8:00	8:00	8:00	10:00	9:30	
Stop	12:00			12:00	12:00	12:00	12:00		14:00	12:00	12:00		12:00	12:00	12:00	11:00	12:30	
Start	12:30			12:30	12:30	12:30	12:30				12:30		12:30	12:30	12:30			
Stop	16:30			18:30	16:30	17:30	16:30	16:30			16:30	16:30	16:30	16:30	16:30			
Start																		
Stop																		
Start																		
Stop																		
Fotal				10:00	8:00	9:00	8:00	8:00	5:00	4:00	8:00	8:00	8:00	8:00	8:00	1:00	3:00	96:00
Event		LDP Override/		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
Code	Event Code Description	Ref#	LDP Description	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	HOURS
	REGULAR PAY			8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00			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																	0:00
251Q	OT 1.5			2:00		1:00			5:00							1:00		9:00
252Q	OT DOUBLE									4:00							3:00	7:00
																		0:00
																		0:00
																		0:00
1	a a a la vua a la al	سيما ال				مامانیما	ti		ام میں ماد ن									0:00
	ı each week, al																	0:00
q	ualified becaus	se tne	employee al	d not u	se leav	e or or	oserve	any no	ılıdays.	4:00	8:00	8:00	8:00	8:00	8:00	1:00	3:00	96:00
	heir Regular P									- 1								0.00
F	FLSA physical work requirement for claiming qualified overtime (251Q) an																	0:00
			qualified do							ect.			(Comments:				
										Date:	1/1/	1901	_	, omments.				
_																		
Supervisor Signature: Supervisor Signature									Date:	Date: 1/1/1901								

Alternate Workweek: 14 on, 14 off

Workweek starts and stops at 11:30am on Thursdays

Timesheet Example 1/2

Alaska Department of Transportation & Public Facilities

Time & Attendance Report

Pay Period Ending:

	Employee Name: EMP,	ALASKA			Hom	e Departmer	nt: 25		Alt. Wo	rkweek:	Yes	Doc	ument ID:			
	Employee ID: 12345	6				Home Un	it: Z248		Overtime I	Eligible: Yes	s	Ce	rtified By:			
	Employment Category: Pi				Bs	rgaining Un	it: LL		Seasonal In	dicator: FR			Date:			
						Wage Grad	le: 2HH53			3	_	- 5.5 / 6 •	→			
	074 DT / 070D	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS
	START / STOP	10	11	12	13	14	15	16	17	18	19	20	21	22	23	WORKED
	Start		*						06:00	06:00	06:00	06:00	06:00	06:00	06:00	
	Stop								12:00	12:00	12:00	12:00	12:00	12:00	12:00	9 5 5
	Start								12:30	12:30	12:30	12:30	12:30	12:30	12:30	
	Stop								18:00	18:00	18:00	18:00	18:00	18:00	17:30	13
13	TOTAL			THE REAL PROPERTY.	M SIPE		ATTORISM	Design Francisco	11:30	11:30	11:30	11:30	11:30	11:30	11:00	80:00
Event Code	Event Code Description							22		40				40		TOTAL HOURS
100	Regular								11:30	11:30	11:30	11:30	11:30	11:30	11:00	80:00
	TOTAL		A	CHE !		The same	To See	111111	11:30	11:30	11:30	11:30	11:30	11:30	11:00	80:00
						•				EMPLOY	EE NOT	AVAILAB	LE			-
We cer	tify that the time and hours of w	ork recorded	d above are tr	ue and corre	ct.		Emp	loyee Signat	ure:	FO	RSIGNA	TURE				
	etermination of pay type and rai ment of Administration.	te of compen	sation will be	made by the			Super	visor Signat	ure:							-

COMMENTS: 11/11 - Please add 8 hours to leave bank for Veterans day 11-11-25;

Time worked will only be considered qualified if the total hours for the week that began in the previous pay period equal 40.

If no time was worked, or if fewer than 40 hours were worked, any hours paid at a rate of 1.5x or higher will be treated as non-qualified until the cumulative total reaches 40 hours.

Any pay at a rate of 1.5x or higher in this week will be considered qualified since the employee has met the 40-hour FLSA threshold using their 100 code.

Any pay at a rate of 1.5x or higher in this week will be considered qualified since the employee has met the 40-hour FLSA threshold using their 100 code.

Note: This workweek continues on into next pay period. Overtime worked will be considered qualified.

See the next slide for part 2 of this employee's 14-day schedule!

Premium Pay earned for the rest

of this workweek will be

considered qualified since the

employee has already met the 40-

hour FLSA threshold using their

100 code.

Workweek starts and stops at 11:30am on Thursdays

Timesheet Example 2/2

Alaska Department of Transportation & Public Facilities

Time & Attendance Report

Pay Period Ending:

	Employee Name: EMP, A Employee ID: 12345				Home	Department Home Un		_	Alt. Wor	rkweek: Y			ument ID:	MM202512	073418680	01
	Employment Category: P			 :	Bai	rgaining Un		— ·	Seasonal In	•		Ce	Date:			
					5.5 / 2.5	Wage Grad	-		Jeasonal III	dicutor. 11			Dute			— }
	START / STOP	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS
	OTAKT / OTO	24	25	26	27	28	29	30	1	2	3	4	5	6	7	WORKED
	Start	06:00	06:00	06:00		06:00	06:00	06:00								
	Stop	12:00	12:00	12:00		12:00	12:00	12:00					-			
	Start	12:30	12:30	12:30	06:00	12:30	12:30	12:30								
	Stop	18:00	18:30	18:00	12:00	18:00	18:00	17:30								177-172
	Start				12:30											
	Stop				14:30											E STATE
	TOTAL	11:30	12:00	11:30	08:00	11:30	11:30	11:00		D. R. WALL		THE PARTY NAMED IN	District Co			77:00
vent Code	Event Code Description				(H)											TOTAL HOURS
105	Holiday				08:00											08:00
165	Personal Leave				03:30											03:30
49Q	Holiday Worked				5:30											08:00
51Q	Overtime x (1.5)	11:30	12:00	11:30												69:00
102	TOTAL	11:30	12:00	11:30	19:30	11:30	11:30	11:00	PERSON	Diene			The same of			88:30
19N	7				2:30											
1N						11:30	11:30	11:00								
	/				36.5 Ho	ours phy	sically w	vorked	EM	DI OVEE	NOT AVA	HARIF				
Fina	certify that the time and hours of I determination of pay type and a artment of Administration.							yee Signatur sor Signatur	e:		SIGNATU			-		
COMI	MENTS:												_	-		
	orkweek is continue om last pay period.	d on		Time	worked	(overtim	e and h	eshold to oliday pr	emium p	ay) in th	is week			next	pay per	
Overti	me worked and Holi	dav		are	e conside	ered non		d until th	ey phys	ically wo	ork 40			,		hours mu: ne can be

40 - 36.5 = 3.5 hours needed before eligible to claim qualified

time

Hours worked after 40 will be recorded as qualified time

instead.

considered qualified!

Had the employee worked in this week, time would've been recorded as non-qualified until 40 hours was reached.



Claiming Holiday Premium Pay



Providing Insight for Alaskans.

Claiming Holiday Premium Pay: GGU, SU, LTC, CEA



This section provides visual examples of how to accurately record Holiday Premium Pay (HPP) on a timesheet.

Usage of HPP can vary by bargaining unit, refer to individual collective bargaining agreements for specific information on claiming HPP.

Disclaimer: These examples are intended as a helpful guide only. They do not cover every possible time reporting situation. Pay close attention to bargaining units identified in each example.



Claiming Holiday Premium Pay:

GGU



Providing Insight for Alaskans.

ALASKA	DEPA	RTM	IENT	OF
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Time & Attendance Report

Employee Name: Employee, Alaska Home Department: 02 Alt. Workweek: No Document ID: Employee ID: 123456 Home Unit: Z40P Overtime Eligible: Yes Certified By: Status: Full Time (FR) Bargaining Unit: GGU Comp Time: No Date: Entered By: Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat	ary 4, 2026
Employee ID: 123456	
Status: Full Time (FR) Bargaining Unit: GGU Comp Time: No Date: Entered By:	
Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun	
Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun	
Standard Start / Stop Times 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 Start S:00 Stop 12:00 12:00 12:00 12:00 12:00 12:00 12:00 12:00 12:00 Start 13:00 13:00 13:00 13:00 13:00 13:00 13:00 13:00 13:00 Stop 16:30 16:30 16:30 16:30 16:30 16:30 16:30 Start 13:00 13:00 13:00 13:00 13:00 13:00 13:00 Start 13:00 13:00 13:00 13:00 13:00 13:00 13:00 Start 13:00 13:00 13:00 13:00 13:00 13:00 Start 13:00 13:00 13:00 13:00 13:00 13:00 Start 13:00 Start 13:00 13:00 Start	
Standard Start / Stop Times 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 Start S:00 Stop 12:00 12:00 12:00 12:00 12:00 12:00 12:00 12:00 12:00 Start 13:00 13:00 13:00 13:00 13:00 13:00 13:00 13:00 13:00 Stop 16:30 16:30 16:30 16:30 16:30 16:30 16:30 Start 13:00 13:00 13:00 13:00 13:00 13:00 13:00 Start 13:00 13:00 13:00 13:00 13:00 13:00 13:00 Start 13:00 13:00 13:00 13:00 13:00 13:00 Start 13:00 13:00 13:00 13:00 13:00 13:00 Start 13:00 Start 13:00 13:00 Start	
tart 8:00 <th< th=""><th>Sun</th></th<>	Sun
Stop 12:00	01/04 WORKED
tart 13:00 1	
Stop 16:30 1	
tart Stop Stop Stop Stop Stop Stop Stop Sto	
itop	
tart	
Stop Stop	
fotal 7:30 7:30 7:30 7:30 0:00 7:30 0:00 7:30 <t< td=""><td>0:00 67:30</td></t<>	0:00 67:30
LDP Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat	Sun
vent Override/	01/04 TOTAL HOURS
100 REGULAR PAY 7:30 7:30 7:30 7:30 7:30 7:30 7:30	60:00
105 REG HOLIDAY 0:00 0:00 0:00 7:30 0:00 0:00 0:00 0:00	0:00 15:00
49N HOLIDAY WORKED 7:30	7:30
	0:00
	0.00
In Week 2, the employee worked on the holiday, and those ho	urs were
recorded as non-qualified Holiday Premium Pay (Event Code	
Tecorded as non-qualified Holiday Fremium Fay (Event oode	24014).
Datus on 20 hours of Danulas Day (Frent Code 100) and 7.51	
Between 30 hours of Regular Pay (Event Code 100) and 7.5 l	
wallable at row 46 to 69. Totals will Holling will hollin	
reflect all event rows filled out. hours for the week. Because this falls short of the 40-hour f	FLSA
threshold, all Holiday Premium Pay hours were recorded as non	-qualified,
We certify that all time and hours of work recorded above on as the employee had not yet physically worked enough hours	to earn
qualified Holiday Premium Pay	
Employee Signature: Employee Gignature qualified Floriday Flerification asy.	
Supervisor Signature: Supervisor Signature Date: 1/1/1901	
Superior Significant Superior	

A 1	F A C11	F 7 A	DED	ADTE	ALTON THE	OF
Δ	.A	K A	DF.P.	4 K I N	MENT	()F

Time & Attendance Report

Deer Deede J Chant Deter

Eshaver 16 2026

			Tay Terrou Start Date.	1 Cordary 10, 2020
			Pay Period End Date:	March 1, 2026
Employee Name: Employee, Al	laska Home Department: 02	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FF	R) Bargaining Unit: GGU	Comp Time: No	Date:	
			Entered By:	

				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS
	Standard	Start / Sto	p Times	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	WORKED
Start		8:00		8:00	8:00	8:00	8:00	8:00	9:30		8:00	8:00	8:00	8:00	8:00		10:00	
Stop		12:00		12:00	12:00	12:00	12:00	12:00	15:45		12:00	12:00	12:00	12:00	12:00		12:45	
Start		12:30		12:30	12:30	12:30	12:30	12:30			12:30	12:30	12:30	12:30	12:30			
Stop		16:00		16:00	16:00	16:00	16:00	16:00			16:30	18:00	16:00	17:15	16:00			
Start																		
Stop																		
Start																		
Stop																		
Total		7:30		7:30	7:30	7:30	7:30	7:30	6:15	0:00	8:00	9:30	7:30	8:45	7:30	0:00	2:45	87:45
Event		LDP Override/		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
	Event Code Description	Ref#	LDP Description	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	HOURS
100	REGULAR PAY				7:30	7:30	7:30	7:30			8:00	9:30	7:30	8:45	3:45			67:30
105	REG HOLIDAY			7:30	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	7:30
249N	HOLIDAY WORKED			7:30														7:30
251N	OT 1.5								2:30						2:30			5:00
251Q	OT 1.5								3:45						1:15		2:45	7:45
																		0:00
																		0:00

In the first week, the employee worked on a holiday for 7.5 hours, recorded under Holiday Premium Pay (Event Code 249N), and also worked 30 hours of Regular Pay (Event Code 100). Together, these hours total 37.5, which meets the GGU overtime threshold but not the FLSA threshold of 40 hours.

After reaching 37.5 hours of physically worked time, the next 2.5 hours were paid as non-qualified overtime (Event Code 251N), bringing the employee to 40 hours physically worked. Once the employee reached the 40 hours of actual work, remaining overtime on that day was paid as qualified overtime (Event Code 251Q).

e true and

6:15

In the second week, the employee's Regular Pay (Event Code 100) totaled 37.5 hours, which met the GGU overtime threshold. At that point, overtime began, but it was initially classified as non-qualified overtime (251N) because the employee had not yet reached the FLSA threshold of 40 hours physically worked for qualified overtime.

After 2.5 hours of non-qualified overtime, the employee crossed the 40-hour mark. From that point forward, all additional overtime that week was considered qualified overtime (251Q).

ALASKA DEPARTMENT OF

Administration

Employee Name: Employee, Alaska Home Department: 02 Employee ID: 123456 Home Unit: Z40P Status: Full Time (FR) Bargaining Unit: GGU

				Mon	Tue	Wed	Thu	Fri	Sat	Sun
	Standard	Start / Sto	p Times	12/22	12/23	12/24	12/25	12/26	12/27	12/28
Start		8:00		8:00	8:00	8:00	10:00	8:00	10:00	
Stop		12:00		12:00	12:00	12:00	14:00	12:00	16:00	
Start		12:30		12:30	12:30	12:30		12:30		
Stop		16:00		16:00	16:00	16:00		16:00		
Start										
Stop										
Start										
Stop										
Total		7:30		7:30	7:30	7:30	4:00	7:30	6:00	0:00
Event		LDP Override/		Mon	Tue	Wed	Thu	Fri	Sat	Sun
Code	Event Code Description	Ref#	LDP Description	12/22	12/23	12/24	12/25	12/26	12/27	12/28
100	REGULAR PAY			7:30	7:30	7:30	·	7:30		
105	REG HOLIDAY			0:00	0:00	0:00	7:30	0:00	0:00	0:00
250	ADD ST PAY		•						3:30	
249N	HOLIDAY WORKED		·				4:00			
249Q	HOLIDAY WORKED									
251N	OT 1.5								2:30	
251Q	OT 1.5									
			•							

7:30

In the first week, the employee worked 4 hours on the holiday.

Event Codes 100 + Hol Hrs Wrkd + 250 = 37.5 Since less than 40 hours, all hours worked on holiday are non-qualified (Event Code 249N)

30 hours of Regular Pay (Event Code 100) and 4 hours worked on the holiday, brought their total physically worked hours to 34, still 6 hours short of the 40-hour FLSA threshold for qualified time.

The employee then worked 6 additional hours on Saturday. The first 3 hours were recorded to Straight Pay (Event Code 250) to bring their physical hours worked to 37.5 (their overtime threshold).

The remaining 2.5 hours were recorded as nonqualified overtime (event code 251N) because those 2.5 hours did not exceed 40 hours worked within the week.

Event Codes 100 + 249N + 250 + 251N = 40

If the employee had worked more time on Saturday or Sunday, those hours would have exceeded 40 and would have been paid as qualified overtime (Event Code 251Q).

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

We certify that all time and hours of work recorded above on Page 1 and on Page 2 are

7:30

7:30

11:30

7:30

Employee Signature: Employee Gignature

TOTAL

Supervisor Signature Supervisor Signature:

Breaking It Down:

37.5-Hour Workweek Requirement Event Codes 100 + 105 = 37.5

37.5-Hour Overtime Threshold Event Codes 100 + 249N + 250 = 37.5

40-Hour FLSA Overtime Threshold (Qualified Threshold) Event Codes 100 + 249N + 250 + 251N = 40

Time & Attendance Report

Pay Period Start Date: December 22, 2025

													Pay Period	End Date:	Jar	uary 4, 20	026
	Employee N	Name: Employee, Alaska			Home D	epartment:	02			Alt. V	Vorkweek:	No	Doc	ument ID:			
	Employe	ee ID: 123456			·	Home Unit:	Z40P			Overtim	e Eligible:	Yes	Ce	rtified By:			
	St	atus: Full Time (FR)			Barga	ining Unit:	GGU			Con	mp Time:	No		Date:			
													E	ntered By:			
			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS
	Standard Star	rt / Stop Times	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	WORKED
Start	8:	00	8:00	8:00	8:00	10:00	8:00	10:00		6:00	6:00	7:30	8:00	8:00	10:00	7:00	
Stop	12	•								12:00	12:00	12:00	12:00	12:00	12:00	13:00	
Start	1	In the second we								12:30	12:30	12:30	12:30	12:30			
Stop	1	week before the TI								18:00	18:30	19:00	18:00	17:15			
Start		before physically w Code 105) counts															
Stop		than holiday							iei								
Start		than nonday	premiu	ii pay ic	ii iiouis	worked	JII LIIC IIO	iluay.									
Stop		After 6.5 hours of	n Wedn	esdav. t	he empl	ovee had	d worked	30 hou	rs								
Total		claimed as Regula								11:30	12:00	11:00	9:30	8:45	2:00	6:00	100:45
Event	0	7.5 hours of Hol	iday Pay	(Event	Code 10	05), they	met the	37.5-ho	ur	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
	Event Code Description		WO	rkweek	requirer	nent.				12/29	12/30	12/31	01/01	01/02	01/03	01/04	HOURS
100	REGULAR PAY	- · · ·								11:30	12:00	6:30					60:00
105	REG HOLIDAY	The remaining 4								0:00	0:00	0:00	7:30	0:00	0:00	0:00	15:00
250	ADD ST PAY	Straight Pay (Eve employee had not										4:30					4:30
249N	HOLIDAY WORKED	claimed until th											5:30				9:30
249Q	HOLIDAY WORKED	ciairrica ariar ar	at till Coll		essarv.	ii io wily	Straight	iiiic wa	'				4:00				4:00
251N	OT 1.5			11001	oodij.												6:00
251Q	OT 1.5	On Thursday (the	holiday)), hours	were rec	corded a	s Holida	y Premi	ım					8:45	2:00	6:00	16:45
		Pay. The first 5.															0:00
		249N), but the r															0:00
		Premium Pay (mployee	has no	N								0:00
If needs	ed additional event lines are	(20 Danulas Da			orked 40			F F		11:30	12:00	11:00	17:00	8:45	2:00	6:00	115:45
	at row 46 to 69. Totals will t all event rows filled out.	(30 Regular Pa qualified Holid								<u> </u>		ı		·			
10200	i all event rows index out.	qualified Holic	ay Fiel		ay nour rked).	5 - 40 1	pi	iysicali	′								0.00
				WO	Keuj.												0:00
		Starting Friday, sir	nce both	the unio	n and F	LSA ove	rtime thr	esholds	had			C	omments:				
	Employee Signature:	been met, all rer								1/1/1	1901						
		,			ode 251				_								
	Supervisor Signature:									1/1/1	1901						



Claiming Holiday Premium Pay:

SU, CEA, GZ



Providing Insight for Alaskans.

ΔT.	ΔS	KΔ	DEPA	RTI	TENT	OF
						$\mathbf{v}_{\mathbf{I}}$

Time & Attendance Report

			Pay Period Start Date:	December 22, 2025
			Pay Period End Date:	January 4, 2026
Employee Name: Employee, Alask	Home Department: 02	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: SS	Comp Time: No	Date:	
			Entered By:	

				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Standard	Start / Sto	p Times	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	HOURS WORKED
Start		8:00		8:00	8:00	8:00		8:00			8:00	8:00	8:00	8:00	8:00		10:00	
Stop		12:00		12:00	12:00	12:00		12:00			12:00	12:00	12:00	12:00	12:00		13:15	
Start		13:00		13:00	13:00	13:00		13:00			13:00	13:00	13:00	13:00	13:00			
Stop		17:00		17:00	17:00	17:00		17:00			17:00	17:00	17:00	17:00	17:00			
Start																		
Stop																		
Start																		
Stop																		
Total		8:00		8:00	8:00	8:00	0:00	8:00	0:00	0:00	8:00	8:00	8:00	8:00	8:00	0:00	3:15	75:15
		LDP		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Event Code	Event Code Description	Override/ Ref#	LDP Description	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	TOTAL HOURS
100	REGULAR PAY			8:00	8:00	8:00		8:00			8:00	8:00	8:00		8:00			64:0
105	REG HOLIDAY			0:00	0:00	0:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	8:00	0:00	0:00	0:00	16:0
249N	HOLIDAY WORKED)												8:00				8:0
251Q	OT 1.5																3:15	3:1
																		0:0
																		0:0
										In the	secon	d week	, the er	nploye	e work	ed a fu	ıll day d	on :0 :0 (0 (0 (1) (1) (1) (2) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1
												ay, Jani						0:0
												Holida						1) :0
												en com						ent 0:0
			TOTAL	8:00	8:00	8:00	8:00	8:00		S-C-Cau	JC, WILL		DII 10 0	WILLIA CITE	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	iiui iiot	110 10 10	- III

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

We certify that all time and hours of work recorded above on Page 1 and on Page 2 are tru

Employee Signature: Employee Gignature

Supervisor Signature Supervisor Signature:

the holiday, January 1, 2026. Those hours were recorded as Holiday Premium Pay (event code 249N) because, when combined with their regular hours (event code 100), the total reached 40 hours but did not exceed it.

However, when the employee worked an additional 3 hours and 15 minutes on Sunday, January 4, 2026, all of that time was after working 40 hours. Therefore, those hours were eligible to be recorded as qualified overtime (event code 251Q).

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Time	æ	Atter	ıdar	ice	Re	nor
T 1111		*****			111	77.7

Pay Paried Start Date

February 16, 2026

			Tay Tellou Start Date.	1 Cortairy 10, 2020
			Pay Period End Date:	March 1, 2026
Employee, Alaska	Home Department: 02	Alt. Workweek: No	Document ID:	
123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Full Time (FR)	Bargaining Unit: SS	Comp Time: No	Date:	
			Entered By:	
	123456	123456 Home Unit: Z40P	123456 Home Unit: Z40P Overtime Eligible: Yes	Pay Period End Date: Employee, Alaska Home Department: 02 Alt. Workweek: No Document ID: 123456 Home Unit: Z40P Overtime Eligible: Yes Certified By: Full Time (FR) Bargaining Unit: SS Comp Time: No Date:

				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Standard	Start / Sto	p Times	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	HOURS WORKED
Start		8:00		8:00	8:00	8:00	8:00	8:00	10:00		8:00	8:00	8:00	8:00	8:00	11:30		
Stop		12:00		12:00	12:00	12:00	12:00	12:00	13:00		12:00	12:00	12:00	12:00	12:00	15:00		
Start		13:00		13:00	13:00	13:00	13:00	13:00			13:00	13:00	13:00	13:00	13:00			
Stop		17:00		15:00	17:00	17:00	18:00	17:00			17:00	17:00	17:00	17:00	17:00			
Start																		
Stop																		
Start																		
Stop																		
Total		8:00		6:00	8:00	8:00	9:00	8:00	3:00	0:00	8:00	8:00	8:00	8:00	8:00	3:30	0:00	85:30
		0.00		0.00	0.00	0.00	9.00	8.00	3.00	0.00	8.00	0.00	0.00	0.00	8.00	3.30	0.00	00100
Frant		LDP		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Event Code	Event Code Description	LDP Override/	LDP Description		_						_	_	-	_	_			TOTAL HOURS
Code	Event Code Description REGULAR PAY	LDP Override/	LDP Description	Mon	Tue	Wed	Thu	Fri 02/20	Sat	Sun	Mon	Tue	Wed	Thu	Fri 02/27	Sat	Sun	TOTAL
Code 100		LDP Override/	LDP Description	Mon	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20 7:00	Sat	Sun 02/22	Mon 02/23	Tue 02/24	Wed 02/25	Thu 02/26	Fri 02/27	Sat	Sun 03/01	TOTAL HOURS
100 105	REGULAR PAY	LDP Override/ Ref#	LDP Description	Mon 02/16	Tue 02/17 8:00	Wed 02/18 8:00	Thu 02/19 9:00	Fri 02/20 7:00	Sat 02/21	Sun 02/22	Mon 02/23 8:00	Tue 02/24 8:00	Wed 02/25 8:00	Thu 02/26 8:00	Fri 02/27 8:00	Sat 02/28	Sun 03/01	TOTAL HOURS 72:00
100 105 249N	REGULAR PAY REG HOLIDAY	LDP Override/ Ref#	LDP Description	Mon 02/16 8:00	Tue 02/17 8:00	Wed 02/18 8:00	Thu 02/19 9:00	Fri 02/20 7:00	Sat 02/21	Sun 02/22	Mon 02/23 8:00	Tue 02/24 8:00	Wed 02/25 8:00	Thu 02/26 8:00	Fri 02/27 8:00	Sat 02/28	Sun 03/01	TOTAL HOURS 72:00 8:00
100 105 249N 250	REGULAR PAY REG HOLIDAY HOLIDAY WORKED	LDP Override/ Ref#	LDP Description	Mon 02/16 8:00	Tue 02/17 8:00	Wed 02/18 8:00	Thu 02/19 9:00	Fri 02/20 7:00 0:00	Sat 02/21 0:00	Sun 02/22	Mon 02/23 8:00	Tue 02/24 8:00	Wed 02/25 8:00	Thu 02/26 8:00	Fri 02/27 8:00	Sat 02/28	Sun 03/01	TOTAL HOURS 72:00 8:00 6:00
100 105 249N 250 251Q	REGULAR PAY REG HOLIDAY HOLIDAY WORKED ADD ST PAY OT 1.5	LDP Override/ Ref#	·	Mon 02/16 8:00 6:00	Tue 02/17 8:00 0:00	Wed 02/18 8:00 0:00	Thu 02/19 9:00 0:00	Fri 02/20 7:00 0:00	Sat 02/21 0:00	Sun 02/22	Mon 02/23 8:00	Tue 02/24 8:00	Wed 02/25 8:00	Thu 02/26 8:00	Fri 02/27 8:00	Sat 02/28 0:00	Sun 03/01	TOTAL HOURS 72:00 8:00 6:00 2:00
100 105 249N 250 251Q	REGULAR PAY REG HOLIDAY HOLIDAY WORKED ADD ST PAY	LDP Override/ Ref #	yee's 40-hour w	Mon 02/16 8:00 6:00	Tue 02/17 8:00 0:00	Wed 02/18 8:00 0:00	Thu 02/19 9:00 0:00	Fri 02/20 7:00 0:00	Sat 02/21 0:00	Sun 02/22	Mon 02/23 8:00	Tue 02/24 8:00	Wed 02/25 8:00	Thu 02/26 8:00	Fri 02/27 8:00	Sat 02/28 0:00	Sun 03/01	TOTAL HOURS 72:00 8:00 6:00 2:00 5:30

and 8 hours of Holiday Pay (event code 105).

On Monday, February 16, 2026, the employee worked 6 hours on the holiday, recorded as non-qualified Holiday Premium Pay (event code 249N). These hours were considered non-qualified because, when adding event codes 100 and 249N, the employee had only physically worked 38 hours, making them short of the 40-hour FLSA threshold.

Toward the end of the week, after meeting the 40-hour workweek requirement through event codes 100 and 105, the employee had still only physically worked 38 hours (between event codes 100 and 249N). As a result, the next 2 hours were recorded as straight time (event code 250) to bring the total physically worked hours to 40.

All remaining hours for the week were then recorded as qualified overtime (event code 251Q).

			2:00							3:30		5:30
												0:00
												0:00
)												0:00
												0:00
												0:00
	00	8:00	3:00	0:00	8:00	8:00	8:00	8:00	8:00	3:30	0:00	93:30

1 and on Page 2 are true and correct.		Comments:	
Date:	1/1/1901		
Date	1/1/1901		

ALASKA	DEPART	MENT OF
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Time & Attendance Report

			Pay Period Start Date:	reordary 10, 2020
			Pay Period End Date:	March 1, 2026
Employee Name: Employee, Alaska	Home Department: 02	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: SS	Comp Time: No	Date:	
			Entered By:	

				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS
	Standard	Start / Sto	p Times	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	WORKED
Start		8:00		8:00	8:00	8:00	8:00	8:00	10:00		8:00	8:00	8:00	8:00	8:00	11:30		
Stop		12:00		12:00	12:00	12:00	12:00	12:00	13:00		12:00	12:00	12:00	12:00	12:00	15:00		
Start		13:00		13:00	13:00	13:00	13:00	13:00			13:00	13:00	13:00	13:00	13:00			
Stop		17:00		15:00	17:00	17:00	18:00	17:00			17:00	17:00	17:00	17:00	17:00			
Start																		
Stop																		
Start																		
Stop																		
Total		8:00		6:00	8:00	8:00	9:00	8:00	3:00	0:00	8:00	8:00	8:00	8:00	8:00	3:30	0:00	85:30
Event		LDP Override/		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Event Code Description		LDP Description	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	TOTAL HOURS
100	REGULAR PAY				8:00	8:00	9:00	7:00			8:00	8:00	8:00	8:00	8:00			72:00
105	REG HOLIDAY			8:00	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	8:00
249N	HOLIDAY WORKED			6:00														6:00
250	ADD ST PAY							1:00	1:00									2:00
251Q	OT 1.5								2:00							3:30		5:30
																		0:00
																		0.00

Use a calculator to verify each workweek.

Start by adding Regular Pay (Event Code 100) and Holiday Pay (Event Code 105) to confirm the employee meets the 40-hour workweek requirement.

Next, determine if Holiday Premium Pay is qualified or non-qualified. Add Regular Pay (100) and Holiday Premium Pay (HPP): If the total is less than 40 hours, all HPP hours are non-qualified (Event Code 249N). If the total exceeds 40 hours, any hours beyond 40 may be recorded as qualified holiday premium pay (Event Code 249Q).

Check if straight time (Event Code 250) is needed. Even if the workweek requirement is met, the employee must have physically worked 40 hours to earn qualified overtime. If they've worked less than 40 hours, use straight time to fill the gap.

For example:

If the employee worked 32 hours of regular pay (100) and 6 hours of non-qualified holiday premium pay (249N), they've physically worked 38 hours. They need 2 hours of straight time (250) to reach 40. Once 100 + 249N + 250 = 40, any additional hours can be recorded as qualified overtime (event code 251Q).

If need available reflec

0:00

0:00

0:00 93:30

ALASKA DEPARTMENT C)F	ď
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Time & Attendance Report

December 22, 2025

			Pay Period Start Date:	December 22, 2025
			Pay Period End Date:	January 4, 2026
Employee Name: Employee, Alaska	Home Department: 02	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: SS	Comp Time: No	Date:	
			Entered By:	

				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS
	Standard	Start / Sto	p Times	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	WORKED
Start		8:00		8:00	8:00	8:00		8:00	10:00		8:00	7:45	8:00	11:00	8:00		10:00	
Stop		12:00		12:00	12:00	12:00		12:00	12:00		12:00	12:00	12:00	16:00	12:00		13:15	
Start		13:00		13:00	13:00	13:00		13:00			13:00	13:00	12:30		13:00			
Stop		17:00		17:00	17:00	17:00		17:00			18:00	17:30	17:00		18:15			
Start																		
Stop																		
Start																		
Stop																		
Total		8:00		8:00	8:00	8:00	0:00	8:00	2:00	0:00	9:00	8:45	8:30	5:00	9:15	0:00	3:15	77:45
Event		LDP Override/		Mon 12/22	Tue 12/23	Wed 12/24	Thu 12/25	Fri 12/26	Sat 12/27	Sun 12/28	Mon 12/29	Tue 12/30	Wed 12/31	Thu 01/01	Fri 01/02	Sat 01/03	Sun 01/04	TOTAL
	Event Code Description	Ref#	LDP Description				12/23	8:00	12/2/	12/26				01/01		01/03	01/04	HOURS
100	REGULAR PAY			8:00	8:00	8:00	0.00		0.00	0.00	9:00	8:45	8:30	0.00	5:45	0.00	0.00	64:00
105	REG HOLIDAY			0:00	0:00	0:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	8:00	0:00	0:00	0:00	16:00
249N	HOLIDAY WORKED													5:00				5:00
250	ADD ST PAY								2:00						3:00			5:00
251Q	OT 1.5														0:30		3:15	3:45
																		0:00
																		0:00
	In the Cont	1-	مردام مسم	12-1	_													0:00

8:00

ove on Page 1 and on Page 2 are

8:00

In the first week, the employee did not work enough hours to exceed the 40-hour threshold. As a result, any additional hours worked after meeting the standard workweek requirement were recorded as straight time (event code 250) rather than overtime.

In the second week, after physically working 40 hours, time worked was eligible to be recorded as qualified time.

Make Sense of Week 2 Using a Calculator

Event Codes 100 + 105 = Workweek Requirement Event Codes 100 + 249N + 250 = Overtime Threshold

All hours worked after physically working 40 hours is recorded as qualified overtime (Event Code 251Q).

0:00

0:00

93:45

EXAMPLE OF QUALIFIED HOLIDAY PREMIUM PAY

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

0:00

0:00 0:00

0:00

106:00

0:00

			Pay Period Start Date:	June 22, 2020
			Pay Period End Date:	July 5, 2026
Employee Name: Employee, Alaska	Home Department: 02	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: SS	Comp Time: No	Date:	
			Entered By:	

				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS
	Standard	Start / Sto	p Times	06/22	06/23	06/24	06/25	06/26	06/27	06/28	06/29	06/30	07/01	07/02	07/03	07/04	07/05	WORKED
Start		8:00		8:00	8:00	7:15	8:00	7:30			8:00	8:00	7:15	7:00	6:00		11:15	
Stop		12:00		12:00	12:00	12:00	12:00	12:00			12:00	12:00	12:30	12:00	12:00		15:45	
Start		13:00		13:00	13:00	13:00	12:30	12:30			13:00	12:30	13:00	12:30	13:00			
Stop		17:00		18:00	17:00	17:15	17:00	16:45			20:00	18:15	17:00	17:45	17:00			
Start																		
Stop																		
Start																		
Stop																		
Total		8:00		9:00	8:00	9:00	8:30	8:45	0:00	0:00	11:00	9:45	9:15	10:15	10:00	0:00	4:30	98:00
		LDP		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Event Code	Event Code Description	Override/ Ref#	LDP Description	06/22	06/23	06/24	06/25	06/26	06/27	06/28	06/29	06/30	07/01	07/02	07/03	07/04	07/05	TOTAL HOURS
100	REGULAR PAY			9:00	8:00	9:00	8:30	5:30			11:00	9:45	9:15	2:00				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	0:00	8:00	0:00	0:00	8:00
249Q	HOLIDAY WORKED														10:00			10:00
250	ADD ST PAY													8:00				8:00
251Q	OT 1.5							3:15						0:15			4:30	8:00
																		0:00

If needed addition

available at row 46 reflect all event re

> Employ Supervis

In the second week, the holiday on Friday counted toward the employee's 40-hour workweek requirement. Hours worked on the holiday cannot count towards the employee's workweek in this scenario. If the hours worked on the holiday were counted instead, the employee would have reached overtime before physically working 40 hours, which is not permitted under FLSA rules. This can result in the use of Straight Pay (Event Code 250) if excess hours are worked earlier in the week before the holiday occurs.

On Thursday, after reaching 32 hours of Regular Pay in the week, the next 8 hours were recorded as Straight Pay, bringing their total physically worked hours to 40. The remaining 15 minutes worked that day were eligible for Qualified Overtime (Event Code 251Q).

Since the employee had already physically worked 40 hours, the 10 hours worked on the Friday holiday were recorded as qualified Holiday Premium Pay (Event Code 249Q).

All remaining hours worked after the holiday were also eligible for Qualified Overtime (Event Code 251Q).



Claiming Holiday Premium Pay:

LTC



Providing Insight for Alaskans.

ALASKA	DEPART	MENT OF
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Time & Attendance Report

													P	ay Period	Start Date:	Fel	oruary 16,	2026			
													1	Pay Period	End Date:	N	March 1, 20	026			
	Employ	ee Name:	Employee, Alaska			Home De	partment:	02			Alt.	Workweek:	No	Doo	ument ID:						
	Emp	loyee ID:	123456			H	ome Unit:	Z40P			Overtin	ne Eligible:	Yes	Ce	ertified By:						
		Status:	Full Time (FR)			Bargai	ning Unit:	LL			Co	omp Time:	No		Date:						
														E	ntered By:						
				II														ı			
				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS			
	Standard		op Times	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	WORKED			
Start		8:00		8:00	8:00	7:30	8:00	8:00	9:00	8:30	8:00	8:00	8-00	8-00	8-00						
Stop		12:00		12:00	12:00	12:00	12:00	12:00	10:00	12:30	4	In the first week, all hours worked on the									
Start		13:00		13:00	13:00	13:00	12:30	13:00		13:00	4			,			rded as Non-				
Stop		17:00		15:00	18:00	17:00	17:15	19:00		15:00			d Holida	•							
Start																					
Stop													ecause								
Start											the	e 40-ho	our FLS				ld requ	ired [
Stop											4		for (qualifie	d over	time.		L			
Total		8:00		6:00	9:00	8:30	8:45	10:00	1:00	6:00	4							L			
Event		LDP Override/		Mon	Tue	Wed	Thu	Fri	Sat	Sun	4	This	thresh	old was	s reach	ed thre	ough a				
Code	Event Code Description	Ref#	LDP Description	02/16	02/17	02/18	02/19	02/20	02/21	02/22	🔟 co	mbinat	ion of 3	32 houi	rs of Re	egular	Pay (E	vent 💄			
	REGULAR PAY				8:00	8:00	8:00	8:00			_	code 1	00) that	ccur	red late	er in th	e week	. 6 📙			
	REG HOLIDAY			8:00	0:00	0:00	0:00	0:00	0:00	0:00			Non-Q					· .			
	HOLIDAY WORKED			6:00									t Code			•		- 0			
	OT 1.5				1:00	0:30	0:30					•	Overtir					U			
_	OT 1.5						0:15	2:00	1:00		_ ري			•			,	alling 5			
252Q	OT DOUBLE									6:00	╝	40	hours c	or pnys	ically w	orkea	ume.	0			
																	10.1	0			
											Ev	ent Co	odes 10	00 + 24	49N + 2	251N =	= 40 hc	ours			
																		0			
											(Once th	nis thres	shold v	vas me	t, any	additior	nal 🛚 🖸			
	ed additional event lines are		TOTAL	14:00	9:00	8:30	8:45	10:00	1:00	6:00	h	ours w	orked, i	ncludir	ng over	time a	nd dou	ble 🧧			
	e at row 46 to 69. Totals will t all event rows filled out.										1	time, l	became	e eligib	le to b	e reco	rded as	6			
													ed (Eve	_				_			
			*** *** ****										(,, ,			
			We certify that all tim	e and hours	of work reco	orded above	on Page 1 a	nd on Page	2 are true ar	a correct.				comments:							
	Employee Signature:		Employee Gignature							Date:	1/1/	1901									
	C		01 01							Deter	4/4/	1001									
	Supervisor Signature:		Supervisor Signature		Date:						1901	-									

$\Delta T \cdot \Delta$	SK A	DEP	A R T A	MENT	\mathbf{OF}

Employee Name: Employee, Alaska

Status: Full Time (FR)

Employee ID: 123456

Administration

Home Department: 02

Bargaining Unit: LL

Home Unit: Z40P

Time & Attendance Report

	Pay Period Start Date:	December 22, 2025
	Pay Period End Date:	January 4, 2026
Alt. Workweek: No	Document ID:	
Overtime Eligible: Yes	Certified By:	
Comp Time: No	Date:	

Wed Mon Tue Thu Fri Sat Sun 12/22 12/23 12/24 12/25 12/26 12/27 12/28 Standard Start / Stop Times 8:00 8:00 8:00 Start 7:00 6:00 7:15 Stop 12:00 12:00 12:00 12:00 12:00 12:00 13:00 13:00 13:00 13:00 13:00 13:00 Start 17:00 19:15 20:00 17:45 18:30 19:30 Stop Start Stop Start Stop Total 8:00 11:15 13:00 9:30 9:30 10:30 0:00 0:00 LDP Mon Tue Wed Thu Fri Sat Sun Event 12/22 12/23 12/24 12/25 12/26 12/27 12/28 LDP Description Code REGULAR PAY 8:00 8:00 8:00 6:30 0:00 REG HOLIDAY 0:00 0:00 0:00 8:00 0:00 0:00 249N HOLIDAY WORKED 251N OT 1.5 3:15 5:00 1:15 2490 HOLIDAY WORKED 9.30 251Q OT 1.5 0:15 4.00

Take note of how 100 code on Friday was reduced from the normal 8 hours to 6.5 with 1.5 hours shifted to overtime. This is the result of the employee working additional time on an observed holiday.

On the holiday, the employee worked 9.5 hours of Holiday Premium Pay (HPP). Since the employee worked more hours on the holiday than the standard 8 hours of holiday pay received (Event Code 105), hours worked on the holiday count towards their 40-hour workweek requirement instead of Regular Holiday pay.

HPP of 9.5 Hours > Holiday Pay of 8 Hours

This is standard practice for LTC when hours worked on a holiday are more than the Regular Holiday pay (Event Code 105).

In the first week, the employee worked on the holiday, and those hours were all recorded as qualified Holiday Premium Pay (Event Code 249Q).

This was possible because the employee had reached the 40-hour FLSA threshold for physically worked hours between 30.5 hours of Regular Pay (Event Code 100) and 9.5 hours of Non-Qualified Overtime (Event Code 251N), totaling 40 hours of time physically worked.

Take note that once 9.5 hours of Non-Qualified Overtime (Event Code 251N) was recorded, all remaining hours for the week at a pay rate of 1.5x or more are eligible to be recorded as qualified time. This transition occurred because hours physically worked met the 40-hour FLSA threshold.

Event Codes 100 + 251N = 40

1							
							0:00
							0:00
9:00	9:00	8:45	16:45	9:15	2:30	6:00	123:00

	Comments:	
1/1/1901		
1/1/1901		

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

December 22, 2025

January 4, 2026

Pay Period Start Date:

Pay Period End Date:

	Employee Name: Employee, Alaska Employee ID: 123456 Status: Full Time (FR)					I	epartment: Home Unit: ining Unit:	Z40P			Overtin	Workweek: ne Eligible: omp Time:	Yes	Document ID: Certified By: Date:				
		Status:	Tun Time (FR)			Darga	ining Cint:	LL			_	omp Time:	NO	E	ntered By:			
	Standard	Start / Sto	op Times	Mon 12/22	Tue 12/23	Wed 12/24	Thu 12/25	Fri 12/26	Sat 12/27	Sun 12/28	Mon 12/29	Tue 12/30	Wed 12/31	Thu 01/01	Fri 01/02	Sat 01/03	Sun 01/04	HOURS WORKED
Start		8:00									8:00	7:00	8:00	7:45	7:30	10:30	8:00	
Stop		12:00		Take not							12:00	12:00	12:00	12:00	12:00	13:00	14:00	
Start		13:00						with 0.7			13:00	13:00	12:30	13:00	13:00			
Stop		17:00						e result o			18:00	17:00	17:15	17:30	17:45			
Start				employe	e workir			e on an o	observed									
Stop						non	day.											
Start				On the ho	oliday th	e emplo	vee wor	ked 8 75	5 hours of									
Stop									employee									
Total		8:00		worked m	nore hou	rs on the	holiday	than the	standard	0:0	9:00	9:00	8:45	8:45	9:15	2:30	6:00	107:00
Event		LDP Override/							ode 105),		Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
Code	Event Code Description	Ref#	LDP Description	hours wo						28	12/29	12/30	12/31	01/01	01/02	01/03	01/04	HOURS
100	REGULAR PAY			hour w	orkweek			tead of F	Regular		8:00	8:00	8:00		7:15			61:45
	REG HOLIDAY					Holida	ay pay.			0:0	0:00	0:00	0:00	8:00		0:00	0:00	16:00
	HOLIDAY WORKED			HPP of	8.75 H	ours > F	Holiday	Pay of 8	Hours					6:00				6:00
	OT 1.5							,			1:00	1:00	0:45					12:15
	HOLIDAY WORKED			This is	s standa	rd practi	ce for L	TC when	n hours					2:45				12:15
	OT 1.5			worked				han the F	Regular						2:00	2:30		8:45
252Q	OT DOUBLE				Holida	y pay (Ev	vent Coo	de 105).									6:00	6:00
																		0:00
																		0:00
											day, and t							0:00
availab	ded additional event lines are le at row 46 to 69. Totals will ct all event rows filled out.		TOTAL	OI II	ion-quaii	nea Hoi	day Pre	mium Pa	ay (Event (Event C		249N) ar 49Q).	ia quaiiii	ea Holla	iay Pren	nium Pay	4	6:00	123:00
	et de event 1003 med out.			This	was pos	sible be	cause th	ne emplo	yee had	reach	ed the 40-	-hour FL	SA thres	shold for	physical	lly		0:00
			We certify that all		This was possible because the employee had reached the 40-hour FLSA threshold for physically worked hours between 31.25 hours of Regular Pay (Event Code 100), 2.75 hours of Non-Qualified Overtime (Event Code 251N), and 6 hours of non-qualified Holiday Premium Pay (Event Code													
	Employee Signature:		Employee Gignatu		249N), totaling 40 hours of time physically worked.													
	Supervisor Signature:		Supervisor Signal	4			E	vent Co	odes 100	+ 25	IN + 249I	N = 40						
					Take note that once Non-Qualified Overtime brought hours physically worked to 40, all remaining hours for the week at a pay rate of 1.5x or more were eligible to be recorded as qualified time. This transition occurred because hours physically worked met the 40-hour FLSA threshold.									d 01/31/202	5)			



Claiming Recall/Call Back:

GGU, SU, LTC



Providing Insight for Alaskans.

Claiming Recall/Call Back: GGU, SU, LTC



This section provides visual examples of how to accurately record Recall/Call Back on a timesheet.

Under certain circumstances, a recall or call back may entitle an employee to a guaranteed minimum number of hours paid at 1.5x their regular pay rate, regardless of the number of actual hours worked. Only the time physically worked needs to be categorized as either qualified or non-qualified.

Usage of Recall/Call Back can vary by bargaining unit, refer to individual collective bargaining agreement for specific information on claiming these pay types.

Pro Tip: It can be challenging to determine in advance whether recall hours will be considered qualified or non-qualified for FLSA purposes. To ensure accuracy, it's best to wait until the workweek is complete before categorizing recall hours. This approach provides a full picture of total hours worked and helps ensure proper reporting.

Disclaimer: These examples are intended as a helpful guide only. They do not cover every possible time reporting situation. Pay close attention to bargaining units identified in each example.

Claiming Recall/Call Back: GGU, SU, LTC



Event Code	Туре	Description	Minimum Guarantee?	Use with Event Code 245?
243 N	Non-Qualified	Used to record hours physically worked when recalled/called back	No – paid only for hours worked.	Not eligible to claim with Event Type 245.
243 Q	Qualified	within 4 hours of a scheduled shift.		
244 N	Non-Qualified	Used to record only physically worked hours when	4-hour minimum pay guarantee at a rate of 1.5x regular pay rate,	Claimed in conjunction with Event Code 245 if worked less than 4 hours.
244 Q	Qualified	recalled/called back more than 4 hours from a scheduled shift.	regardless of hours worked.	triair 4 nours.
245	N/A	Used to compensate for minimum 4-hour guarantee when employee worked less than 4 hours.	Event Code used to cover non-worked time to meet 4-hour minimum.	Claimed in conjunction with Event Code 244N or 244Q. Example: Employee worked 1 hour during recall. 244N/Q = 1 hour, 245 = 3 hours

Note: Event Code 245 does **NOT** count towards meeting FLSA qualified time threshold.

Recall Procedures To Keep In Mind for GGU & SU



This section applies specifically to GGU and SU employees who are claiming recall. Time spent physically working during a recall counts toward fulfilling the employee's standard workweek requirement. However, this time does not contribute toward the accumulation of overtime hours.

As a result, employees may need to report some hours as Straight Pay (Event Code 250) before they can begin claiming overtime.

For more detailed guidance on recall procedures, employees should refer to:

- Their <u>Collective Bargaining Agreement</u>
- The Division of Personnel's Interpretative Memorandum

ALASKA	DEPARTN	IENT	OF
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Time & Attendance Report

													P	ay Period S	Start Date:	Jan	uary 5, 20	026
													1	Pay Period	End Date:	Jan	uary 18, 2	026
	Employ	yee Name:	Employee, Alaska			Home De	partment:	02			Alt. V	Vorkweek:	No	Doc	Document ID:			
	Em	ployee ID:	123456			H	ome Unit:	Z40P			Overtim	e Eligible:	Yes	Certified By:				
		Status:	Full Time (FR)			Bargai	ning Unit:	GGU			Co	mp Time:	No		Date:			
														E	ntered By:			
				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Standard	Start / Sto	n Times	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	HOURS WORKED
Start	Standard	8:00	p Times	8:00	8:00	8:00	8:00	8:00	02.20	02/22	8:00	8:00	8:00	8:00	8:00	02/2/	02/20	WORKED
Stop		12:00 12:00 1						12:00			12:00	12:00	12:00	12:00	12:00			
Start		13:00 13:00 13:					12:00 13:00	13:00			13:00	13:00	13:00	13:00	13:00			
Stop		16:30		16:30	16:30	13:00 17:30	16:30	18:30			16:30	16:30	16:30	16:30	16:30			
Start				17:45														
Stop				22:00														
Start																		
Stop																		
Total				11:45	7:30	8:30	7:30	9:30	0:00	0:00	7:30	7:30	7:30	7:30	7:30	0:00	0:00	82:15
	LDP Mon Tue					Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Event Code	Event Code Description	Override/ Ref#	LDP Description	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	TOTAL HOURS
	REGULAR PAY			7:30	7:30	8:30	7:30	2:15			7:30	7:30	7:30	7:30	7:30			70:45
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
250	ADD ST PAY							4:15										4:15
251Q	OT 1.5							3:00										3:00
243N	RECALL BEFORE			2:30														2:30
243Q	RECALL BEFORE			1:45														1:45
																		0:00
							For GG	I I emplo	yees wh	o nhveic	ally worl	c 37 5 hc	oure in					0:00
									king rec									0:00
									onsidere									0:00
	ded additional event lines are		TOTAL	11:45	7:30					243N). İ				7:30	7:30	0:00	0:00	82:15
	de at row 46 to 69. Totals will ect all event rows filled out.		·															•
									e there's									0:00
			TT						SU work					,				
			We certify that all tim	e and nours (or work reco	ord	anu i	ne PLSA	A qualifie	a ume u	resnou	(40 1100	15).	nts:				
Employee Signature: Employee Signature					\perp	Reca	all hours	beyond	the 2.5 r	on-qual	fied will	be						
	Supervisor Signature:		Supervisor Signature				consid	lered qu	alified (E	ent Co	de 2430	2) so lon	g as					
	Superior Signature Systems						the e	mployee	e physica	ılly work	ed 37.5	hours in	the					
		workweek (not including recall hours worked).																

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

Pay Period Start Date: January 5, 2026
Pay Period End Date: January 18, 2026

Employee Name: Employee, Alaska Home Department: 02

Employee ID: 123456 Home Unit: Z40P
Status: Full Time (FR) Bargaining Unit: GGU

	Standard	Start / Sto	n Times	Mon 01/05	Tue 01/06	Wed 01/07	Thu 01/08	Fri 01/09	01/10
Start	Stillatila	8:00	711110	8:00	8:00	8:00	8:00	8:00	
Stop		12:00		12:00	12:00	12:00	12:00	12:00	
Start		13:00		13:00	13:00	13:00	13:00	13:00	
Stop		16:30		16:30	16:30	17:30	16:30	18:30	
Start				19:00					
Stop				20:30					
Start									
Stop									
Total		7:30		9:00	7:30	8:30	7:30	9:30	0
Event Code	Event Code Description	LDP Override/ Ref#	LDP Description	Mon 01/05	Tue 01/06	Wed 01/07	Thu 01/08	Fri 01/00	Sat 01/10
100	REGULAR PAY	200	222 2434,444	7:30	7:30	8:30	7:30	5:00	
105	REG HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:
250	ADD ST PAY							1:30	
251N	OT 1.5							1:00	
251Q	OT 1.5							2:00	
243N	RECALL BEFORE		1	1:30					

This employee was recalled within four hours of completing their shift on Monday and worked 1.5 hours during the recall. These 1.5 hours of recall count toward meeting the 37.5-hour workweek requirement, but do not count toward the GGU overtime threshold of 37.5 hours.

The recall hours are considered non-qualified because the total hours worked between 36 hours of Regular Pay (Event Code 100), 1.5 hours of Straight Pay (Event Code 250), and 1.5 hours of recall do not exceed the 40-hour threshold required by FLSA. As a result, all recall hours are treated as non-qualified.

Event Codes 100 (36) + 250 (1.5) + 243 (1.5) = 39 Hours = Non-Qualified Recall (Event Code 243N) since less than 40 hours

If the combined total of Regular Pay, Straight Pay, and Recall hours had exceeded 40 hours, any recall hours beyond the 40-hour mark would have been considered qualified (Event Code 243Q).

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

We certify that all time and hours of work recorder

9:00

7:30

Employee Signature: Employee Signature

TOTAL

Supervisor Signature: Supervisor Signature

Breaking It Down:

Workweek Requirement Met:

Event Codes 100 + 243N = 37.5 Hour Workweek Requirement

GGU Overtime Threshold Met:

Event Codes 100 + 250 = 37.5 Hour GGU Overtime Threshold

FLSA Qualified Overtime Threshold Met:

Event Codes 100 + 243N + 250 + 251N = 40 Hour FLSA Overtime Threshold

Pay Period Start Date: January 5, 2026

Employee Name: Employee, Alaska Home Department: 02

Employee ID: 123456 Home Unit: Z40P
Status: Full Time (FR) Bargaining Unit: GGU

				Mon	Tue	Wed	Thu	Fri
	Standard	Start / Sto	p Times	01/05	01/06	01/07	01/08	01/09
Start		8:00		8:00	8:00	8:00	8:00	8:00
Stop		12:00		12:00	12:00	12:00	12:00	12:00
Start		13:00		13:00	13:00	13:00	13:00	13:00
Stop		16:30		16:30	16:30	17:30	16:30	18:30
Start				17:45				
Stop				22:00				
Start								
Stop								
Total		7:30		11:45	7:30	8:30	7:30	9:30
		7.50		11.45	7.50	0.50	7.50	7.50
		LDP		Mon	Tue	Wed	Thu	Fri
Event Code	Event Code Description		LDP Description					
Event	Event Code Description REGULAR PAY	LDP Override/	LDP Description	Mon	Tue	Wed	Thu	Fri 01/09
Event Code		LDP Override/		Mon 01/05	Tue 01/06	Wed 01/07	Thu 01/08	Fri 01/09 2:15
Event Code 100	REGULAR PAY	LDP Override/		Mon 01/05 7:30	Tue 01/06 7:30	Wed 01/07 8:30	Thu 01/08 7:30	Fri
Event Code 100 105 250	REGULAR PAY REG HOLIDAY	LDP Override/		Mon 01/05 7:30	Tue 01/06 7:30	Wed 01/07 8:30	Thu 01/08 7:30	Fri 01/09 2:15 0:00
Event Code 100 105 250 251Q	REGULAR PAY REG HOLIDAY ADD ST PAY	LDP Override/		Mon 01/05 7:30 0:00	Tue 01/06 7:30	Wed 01/07 8:30	Thu 01/08 7:30	Fri 01/09 2:15 0:00 4:15
Event Code 100 105 250 251Q 243N	REGULAR PAY REG HOLIDAY ADD ST PAY OT 1.5	LDP Override/		Mon 01/05 7:30 0:00	Tue 01/06 7:30	Wed 01/07 8:30	Thu 01/08 7:30	Fri 01/09 2:15 0:00 4:15
Event Code 100 105 250 251Q 243N	REGULAR PAY REG HOLIDAY ADD ST PAY OT 1.5 RECALL BEFORE	LDP Override/		Mon 01/05 7:30 0:00 2:30 1:45	Tue 01/06 7:30	Wed 01/07 8:30	Thu 01/08 7:30	Fri 01/09 2:15 0:00 4:15
Event Code 100 105 250 251Q 243N	REGULAR PAY REG HOLIDAY ADD ST PAY OT 1.5 RECALL BEFORE	LDP Override/		Mon 01/05 7:30 0:00 2:30 1:45	Tue 01/06 7:30 0:00	Wed 01/07 8:30	Thu 01/08 7:30	Fri 01/09 2:15 0:00 4:15

This employee was recalled within four hours of completing their shift on Monday and worked 4.25 hours during the recall. These 4.25 hours of recall count toward meeting the 37.5-hour workweek requirement, but do not count toward the GGU overtime threshold of 37.5 hours. This results in the need of 4.25 Straight Pay hours before being eligible to earn overtime later in the week.

The recall hours are split between non-qualified and qualified because the total hours worked between 33.25 hours of Regular Pay (Event Code 100), 4.25 hours of Straight Pay (Event Code 250), and 4.25 hours of recall exceed the 40-hour threshold required by FLSA.

Event Codes 100 (33.25) + 250 (4.25) + 243 (4.25) = 41.75 Hours = 1.75 hours of qualified Recall (Event Code 243Q).

As a result, recall hours beyond the 40-hour mark are considered qualified. All other recall hours worked on Monday are considered non-qualified (Event Code 243N). An additional overtime worked later in the week is also considered qualified as the 40-hour FLSA threshold has been met.

Breaking It Down:

Workweek Requirement Met:

Event Codes 100 + 243N + 243Q = 37.5 Hour Workweek Requirement

GGU Overtime Threshold Met:

Event Codes 100 + 250 = 37.5 Hour GGU Overtime Threshold

FLSA Qualified Overtime Threshold Met:

Event Codes 100 + 243N + 250 = 40 Hour FLSA Overtime Threshold

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

We certify that all time and hours of work reco

11:45

7:30

Employee Signature: Employee Signature

TOTAL

Supervisor Signature: Supervisor Signature

00

ALASKA	DEPARTN	MENT O	F

Time & Attendance Report

February 16, 2026

03/01

9:00

WORKED

			Pay Period End Date:	March 1, 2026
Employee Name: Employee, Alaska	Home Department: 02	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: GGU	Comp Time: No	Date:	
			Entered By:	

Mon

02/23

8:00

Tue

02/24

Wed

02/25

8:00

	Standard	Start / Sto	p Times	Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21	_	Sun 02/22
Start		8:00			8:00	8:00	8:00	8:00	10:00		
Stop		12:00			12:00	12:00	12:00	12:00	13:00		
Start		12:30			12:30	12:30	12:30	12:30			
Stop		16:00			16:00	16:00	16:00	16:00			Αl
Start						20:45					Λ.
Stop						22:00					
Start											
Stop											
Total		7:30		0:00	7:30	8:45	7:30	7:30	3:00		
Event		LDP Override/		Mon	Tue	Wed	Thu	Fri	Sat		
Code	Event Code Description	Ref#	LDP Description	02/16	02/17	02/18	02/19	02/20	02/21	Ш	
100	REGULAR PAY				7:30	7:30	7:30	3:15			
105	REG HOLIDAY			7:30	0:00	0:00	0:00	0:00	0:00		
250	ADD ST PAY							4:15			
244N	RECALL AFTER					1:15			3:00		
244Q	RECALL AFTER										
245	RECALL TO MIN					2:45			1:00		
251N	OT 1.5										FL
251Q	OT 1.5										''

All recall hours worked are considered non-qualified due to the employee not exceeding the 40-hour FLSA overtime threshold within the workweek.

Thu

02/26

7:00

Fri

02/27

8:00

Sat

02/28

Pay Period Start Date:

37.5-Hour Workweek Requirement:

Regular Hours + Holiday Pay + Recall Hours = 37.5

40-Hour FLSA Overtime Threshold:

(Only includes hours physically worked)

Regular Hours + Straight Pay Hours + Recall Hours = 34.25

34.25 is less than 40, not reaching the established FLSA threshold for qualified time. All hours paid at a rate of 1.5x or more are considered non-qualified (Event Code 244N).

available at row 46 to 69. Totals will reflect all event rows filled out.

				0.0
	We certify that all time and hours of work recorded above on Page 1 and on Page	2 are true and correct.		
Employee Signature:	Employee Gignature	Date:		
Supervisor Signature:	Supervitor Signature	Date:	Curious about the Straight Pay? See next slide for additional clarification.	

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

 Employee Name:
 Employee, Alaska
 Home Department:
 02

 Employee ID:
 123456
 Home Unit:
 Z40P

 Status:
 Full Time (FR)
 Bargaining Unit:
 GGU

	Standard	Start / Sto	p Times	Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21
Start		8:00			8:00	8:00	8:00	8:00	10:00
Stop		12:00			12:00	12:00	12:00	12:00	13:00
Start			12:30	12:30	12:30	12:30			
Stop			16:00	16:00	16:00	16:00			
Start						20:45			
Stop						22:00			
Start									
Stop									
Total		7:30		0:00	7:30	8:45	7:30	7:30	3:0
Event		LDP Override/		Mon	Tue	Wed	Thu	Fri	Sat
Code	Event Code Description	Ref#	LDP Description	02/16	02/17	02/18	02/19	02/20	02/21
100	REGULAR PAY				7:30	7:30	7:30	3:15	
105	REG HOLIDAY			7:30	0:00	0:00	0:00	0:00	0:0
250	ADD ST PAY							4:15	
244N	RECALL AFTER					1:15			3:0
244Q	RECALL AFTER								
245	RECALL TO MIN					2:45			1:0
251N	OT 1.5								
251Q	OT 1.5								
If noor	ded additional event lines are		TOTAL	7:30	7:30	11:30	7:30	7:30	4:0

available at row 46 to 69. Totals will reflect all event rows filled out.

We certify that all time and hours of work recorded above on Page 1 and on Page 2 are true and c

Employee Signature: Employee Signature

Supervisor Signature: Supervisor Signature

Why Straight Pay (Event Code 250)?

Straight Pay is used to record time worked when an employee has met their workweek requirement but has not yet physically worked enough qualifying hours to earn overtime.

For GGU employees, overtime eligibility requires more than 37.5 hours of actual work (excluding recall hours).

Once the weekly requirement is met, any additional time worked must be recorded as Straight Pay until the overtime threshold is reached.

The overtime threshold is met using a combination of:
Regular Pay Hours - Event Code 100
Straight Pay Hours - Event Code 250
Holiday Hrs Worked - Event Codes 249N and 249Q

In this example, keep in mind the recall hours worked and holiday pay count towards their 37.5-hour workweek.

Recall + Holiday Hours = 11.75

37.5 (workweek requirement) - 11.75 = **25.75** 25.75 Hours of Regular Pay (100 Code) is needed

Any time worked beyond 25.75 hours of regular pay that would normally be classified as regular time (if the holiday and recall had not occurred) must be recorded as Straight Pay until the overtime threshold is reached.

Overtime Threshold (37.5) - Regular Hours (25.75) = a need of 11.75 Straight Pay hours to earn overtime.

Time & Attendance Report

February 16, 2026

Sun

03/01

9:00

12:15

HOURS

WORKED

			Tay I criod Start Date.	1 cortainy 10, 2020
			Pay Period End Date:	March 1, 2026
Employee Name: Employee, Alaska	Home Department: 02	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: GGU	Comp Time: No	Date:	
			Entered By:	

Sat

02/21

10:00

Sun

02/22

Mon

02/23

8:00

12:00

12:30

Tue

02/24

8:00

12:00

12:30

Wed

02/25

8:00

12:00

12:30

	Standard Start / Stop Times
Start	8:00
Stop	12:00
Start	12:

Reminder: Straight time is needed because Recall counts towards their workweek, but not their overtime threshold!

Event		Ove
Code	Event Code Description	R
100	REGULAR PAY	
105	REG HOLIDAY	
250	ADD ST PAY	
244N	RECALL AFTER	
244Q	RECALL AFTER	
245	RECALL TO MIN	
251N	OT 1.5	
251Q	OT 1.5	

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

Employee Signature:

Supervisor Signature:

Time worked at a rate of 1.5x or more is split between both qualified and non-qualified time.

Wed

02/18

8:00

Thu

02/19

8:00

Fri

02/20

8:00

Mon

02/16

Tue

02/17

8:00

37.5-Hour Workweek Requirement: Regular Hours +Recall Hours = 37.5

37.5-Hour GGU Overtime Threshold: Regular Hours + Straight Pay Hours = 37.5

All Hours Physically Worked:

Regular Hours + Straight Pay Hours + Recall Hours + Overtime Hours = 45.75

Determine Total FLSA Qualified Hours:

45.75 - 40 = 5.75 Qualified hours to be recorded on timesheet

The last 5.75 hours earned in the week at a rate of 1.5x or more should be recorded as qualified time. All hours before that earned at a rate of 1.5x or more should be recorded as non-qualified time as those hours were used to reach 40 hours physically worked.

32.75 Regular Hours + 4.75 Straight Pay Hours + 1.5

Recall Hours + 1 Overtime Hour = 40

	16:00	18:00	16:30	16:00	16:00			
	20:15							
	21:45							
Ц								
:00	9:00	9:30	8:00	8:30	7:30	0:00	3:15	80:00
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
	02/23	02/24	02/25	02/26	02/27	02/28	03/01	HOURS
П	7:30	9:30	8:00	7:45				58:30
:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	7:30
П				0:45	4:00			9:00
П	1:30							5:45
							3:15	3:15
П	2:30						0:45	7:00
					1:00			1:00
					2:30			2:30
								0:00
								0:00
:00	11:30	9:30		Key F	Rules		4:00	94:30

Pay Pariod Start Date:

Thu

02/26

7:00

12:00

12:30

Fri

02/27

8:00

12:00

12:30

Sat

02/28

- Hours paid at the regular rate are always counted first toward the 40-hour FLSA threshold.
- 2) If hours paid at 1.5x or more are included in the 40 hours, those hours are non-qualified.
- 3) Non-qualified time is always recorded first, before any qualified hours.

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ALASKA DEPARTMENT	OF
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Time & Attendance Report

February 16, 2026

Pay Period Start Date:

				•	
				Pay Period End Date:	March 1, 2026
Employee Name: Employee, Alaska	Home Department: 02		Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z4	10P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: SS	\$	Comp Time: No	Date:	
				Entered By:	

				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS
	Standard Start / Stop Times			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	WORKED
Start		8:00			8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00			
Stop		12:00			12:00	12:00	12:00	12:00			12:00	12:00	12:00	12:00	12:00			
Start		12:30			12:30	12:30	12:30	12:30			12:30	12:30	12:30	12:30	12:30			
Stop		16:30			16:30	16:30	16:30	16:30			16:30	16:30	16:30	16:30	16:30			
Start							17:00					17:45						
Stop							18:15					20:30						
Start																		
Stop																		
Total		8:00		0:00	8:00	8:00	9:15	8:00	0:00	0:00	8:00	10:45	8:00	8:00	8:00	0:00	0:00	76:00
t		LDP Override/		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Event Code	Event Code Description		LDP Description	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	TOTAL HOURS
100	REGULAR PAY				8:00	8:00	8:00	6:45			8:00	8:00	8:00	8:00	5:15			68:00
105	REG HOLIDAY			8:00	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	8:00
250	ADD ST PAY							1:15							2:45			4:00
243N	RECALL BEFORE						1:15											1:15
243Q	RECALL BEFORE											2:45						2:45
																		0.00

In the first week, all recall hours worked are considered non-qualified due to the employee not exceeding the 40-hour FLSA overtime threshold within the workweek.

40-Hour Workweek Requirement:

Regular Hours + Holiday Pay + Recall Hours = 40

40-Hour FLSA Overtime Threshold:

(Only includes hours physically worked)

Regular Hours + Straight Pay Hours + Recall Hours = 33.25

33.25 is less than 40, not reaching the established FLSA threshold for qualified time. All hours paid at a rate of 1.5x or more are considered non-qualified (Event Codes 243N).

In the second week, all 2.75 recall hours worked are considered qualified.

40-Hour Workweek Requirement:

Regular Hours + Recall Hours = 40

40-Hour FLSA Overtime Threshold:

Regular Hours + Straight Pay Hours = 40

Hours Physically Worked:

Regular Hours + Straight Pay Hours + Recall Hours = 42.75

Determine Total FLSA Qualified Hours:

42.75 - 40 = 2.75 Qualified hours to be recorded on timesheet

ALASKA	DEPA	RTN	IENT	OF
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Time & Attendance Report

													December 22, 2025									
							1	End Date:	e: January 4, 2026													
	Employ	Employee, Alaska	Home De	partment:	02			Alt. V	Vorkweek:	No	Doc	ument ID:										
	Emp	ployee ID:	123456			F	Iome Unit:	Z40P			Overtim	e Eligible:	Yes	Ce	rtified By:							
		Status:	Full Time (FR)			Bargai	ining Unit:	SS			Co	mp Time:	No		Date:							
														E	ntered By:							
	T									1								11 1	ī			
				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS				
	Standard	Start / Sto	op Times	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	WORKED				
Start		8:00		8:00	8:00	8:00		8:00			8:00	8:00	8:00	8:00	8:00							
Stop		12:00		12:00	12:00	12:00		12:00			12:00	12:00	12:00	12:00	12:00							
Start		12:30		12:30	12:30	12:30		12:30			12:30	12:30	12:30	12:30	12:30							
Stop		16:30		16:30	16:30	16:30		16:30			16:30	16:30	16:30	16:30	16:30							
Start						18:00					17:45											
Stop						20:15				•		•			·		•		1			
Start									_ ,							124	5 I - I - I	- 4- 41				
Stop																		e to the				
Total		8:00		8:00	8:00	10:15	0:00	8:00	е	employee not exceeding the 40-hour FLSA overtime									nreshold			
Event		LDP Override/		Mon	Tue	Wed	Thu	Fri				W	ithin th/	e work	week.							
Code	Event Code Description	Ref#	LDP Description	12/22	12/23	12/24	12/25	12/26														
100	REGULAR PAY			8:00	8:00	8:00		5:45			40	-Hour	Worky	week F	Require	ement	:					
105	REG HOLIDAY			0:00	0:00	0:00	8:00	0:00		R	egular l)				
250	ADD ST PAY							2:15			J			, ,								
249N	HOLIDAY WORKED										40-	Hour F	I SA C	vertin	ne Thr	eshol	q.					
249Q	HOLIDAY WORKED														sically w		ч.					
243N	RECALL BEFORE					2:15			1	Poquis	r Hours						oure =	3/1 25				
									1	rteguie	ii i louis	ou c	ilgili F	ay 110u	3 1110	callil	Juis	J4.2J				
										24.05		41 4	0		41	-4-1-1:						
											is less											
									1 1		ld for q											
If need	led additional event lines are		TOTAL	8:00	8:00	10:15	8:00	8:00	more are considered non-qualified (Event 0							ent Co	de 243	3N).				
	e at row 46 to 69. Totals will ct all event rows filled out.		•	ı———ı				I	┪													
rene	et all event rows illied out.																	0.00	ı			
																		0:00				
			We certify that all time	e and hours	of work reco	orded above	on Page 1 a	nd on Page	are true a	nd correct.			C	Comments:					ı			
	Employee Signature:		Employee Signature							Date:	1/1/1	901										
Supervisor Signature: Supervisor Signature								Date:	1/1/1	901												

Time & Attendance Report

Pay Period Start Date: December 22, 2025

													Pay Period	End Date:	Jaı	nuary 4, 20	026
	Employee Name	Home Department: 02						Workweek:		-	ument ID:						
Employee ID: 123456						Iome Unit:					me Eligible:		_ Ce	rtified By:			
	Status:	Full Time (FR)			Barga	ining Unit:	SS			_ (omp Time:	No		Date:			
													E	ntered By:			
			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Standard Start / St	art / Stop Times		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	HOURS WORKED
Start	8:00		8:00	8:00	8:00		8:00			8:0	0 8:00	8:00	8:00	8:00			
Stop	12:00		12:00	12:00	12:00		12:00			12:0	0 12:00	12:00	12:00	12:00			
Start	12:30		12.20	13.20	12.20		12.20			12:3				12:30			
Stop	1	In the econ	ا م مید ام	, time e s		1 -+ - "	-tf 1	Evar	1	16:3		16:30	16:30	16:30			
Start		In the secon								17:4	5						
Stop		more is split	petwee		qualified and non-qualified					21:0	0						
Start				tim	ie.												
Stop									- 1								
Total					ek Requirement:					0 11:1	5 8:00	8:00	8:00	8:00	0:00	0:00	77:30
Event	01	Regular Ho	ours + H	Holiday	Pay +	Recall	Hours	= 40	- 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
Code	Event Code Description								3_	12/29	12/30	12/31	01/01	01/02	01/03	01/04	HOURS
	REGULAR PAY	H	Hours	Physic	ally W	orked/	l:		- 1	8:0		8:00		4:45			58:30
	REG HOLIDAY	Regular Hou	rs + Str	aight P	ay Hou	ırs + R	ecall H	ours +	1	0:0	0:00	0:00	8:00	0:00	0:00	0:00	16:00
	ADD ST PAY	H	oliday I	Hours V	Vorked	= 43.	25		- 1				4.45	3:15			5:30
	HOLIDAY WORKED		•						- 1				4:45				4:45
_	HOLIDAY WORKED	Determ	ine To	tal FLS	SA Qu	alified	Hours	s:	- 1	2.1	5		3:15				3:15
245IN	RECALL BEFORE				d hours to be recorded on					3:1	3						5:30
		10120 10	O.L.O	times													0:00
				unies	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				H								0:00
	<u> </u>	The last 3.25	hours o	arnod	in tha	wook a	t a rato	of 1 5									0:00
		or more shoul								0 11:1	5 8:00	8:00	16:00	8:00	0:00	0:00	93:30
available	e at row 46 to 69. Totals will								· ⊨	11:1	3 8:00	0:00	10:00	0.00	0.00	0:00	93:30
reflec		before that ea							_								
	re	ecorded as no						ere use	a								0:00
		to m	eet 40	hours	physica	ally wo	rked.		et			,	~				
	Employee Signature:								nt	e: 1/1	/1901	,	Comments:				
		Regular Hou		_	-			ours +	ľ								
	Supervisor Signature:	4.7	75 Holid	day Hou	ırs Wo	Worked = 40					/1901						

ALASKA DEPARTI	MENT OF
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Time & Attendance Report

Tuno 22, 2026

			Pay Period Start Date:	June 22, 2026
			Pay Period End Date:	July 5, 2026
Employee Name: Employee, Alaska	Home Department: 02	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: SS	Comp Time: No	Date:	
_			Entered By:	

		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Standard Start / Stop Times	06/22	06/23	06/24	06/25	06/26	06/27	06/28	06/29	06/30	07/01	07/02	07/03	07/04	07/05	HOURS WORKED
Start	8:00	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00			
Stop	12:00	12:00	12:00	12:00	12:00	12:00			12:00	12:00	12:00	12:00	12:00			
Start	12:30	12:30	12:30	12:30	12:30	12:30			12:30	12:30	12:30	12:30	12:30			
Stop	16:30	16:30	10						16:30	16:30	16:30	16:30	16:30			
Start			Re	minder	When	an emp	lovee is		21:00							
Stop		/				vent Co			22:15							
Start			Ĭ			n guara										
Stop						e hours										
Total	8:00	8:0				ng the 4			9:15	8:00	8:00	8:00	8:00	0:00	0:00	81:15
Event	LDP Override/	Mon	FL	SA thres	shold fo	or qualif	ied time		Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Code	Event Code Description Ref # LDP Description	06/22	06-					06/28	06/29	06/30	07/01	07/02	07/03	07/04	07/05	TOTAL HOURS
100	REGULAR PAY	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	6:45				70:45
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	8:00
250	ADD ST PAY											1:15				1:15
244N	RECALL AFTER								1:15							
245	RECALL TO MIN								2:45				R	eminde	r: Straig	ght time

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

We certify that all

TOTAL

Employee Signature: Employee Gignativ

Supervisor Signature: Supervisor Signal All recall hours worked are considered non-qualified due to the employee not exceeding the 40-hour FLSA overtime threshold within the workweek.

40-Hour Workweek Requirement:

Regular Hours + Holiday Pay + Recall Hours = 40

40-Hour FLSA Overtime Threshold:

(Only includes hours physically worked)

Regular Hours + Straight Pay Hours + Recall Hours = 33.25

33.25 is less than 40, not reaching the established FLSA threshold for qualified time. All hours paid at a rate of 1.5x or more are considered non-qualified (Event Code 244N).

Reminder: Straight time is needed because Recall counts towards their workweek, but not their overtime threshold!

			v:00	ĺ
8:00	0:00	0:00	84:00	•

0:00

025 (Form Revised 01/31/2025)

ALASKA	DEPART	MENT	OF
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Time & Attendance Report

June 22, 2026

			Pay Period End Date:	July 5, 2026
Employee Name: Employee, Alaska	Home Department: 02	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: SS	Comp Time: No	Date	

				Mon	Tue	Wed	Thu	Fri	Sat	
	Standard	Start / Sto	p Times	06/22	06/23	06/24	06/25	06/26	06/27	0
Start		8:00		8:00	8:00	8:00	8:00	8:00	10:00	
Stop		12:00		12:00	12:00	12:00	12:00	12:00	12:45	
Start		12:30		12:30	12:30	12:30	12:30	12:30		
Stop		16:30		16:30	17:00	16:30	18:00	16:30		
Start						22:00				
Stop						22:45				
Start										
Stop										
Total	8:00		8:00	8:30	8:45	9:30	8:00	2:45		
		LDP		Mon	Tue	Wed	Thu	Fri	Sat	
Event Code	Event Code Description	Override/ Ref#	LDP Description	06/22	06/23	06/24	06/25	06/26	06/27	0
100	REGULAR PAY			8:00	8:30	8:00	9:30	5:15		
105	REG HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	
250	ADD ST PAY							0:45		
244Q	RECALL AFTER					0:45				
245	RECALL TO MIN				Ī	3:15				_
251Q	OT 1.5							2:00	2:45	Γ
										-
If noor	ded additional event lines are		TOTAL	8:00	8:30	12:00	9:30	8:00	2:45	_

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

We certify that all time and hours of work recorded above on Page 1 and on Page 2 are true and con-

Employee Signature: Employee Signature

Supervisor Signature: Supervisor Signature

All time worked at a rate of 1.5x or higher is considered qualified because the employee has already met the FLSA 40-hour threshold with regular rate hours.

Pay Period Start Date:

Hours Worked At Regular Rate:
Regular Pay Hours + Straight Pay Hours = 40

If an employee's regular rate hours within a week have not yet met the 40-hour FLSA threshold, any time paid at 1.5x must be classified as non-qualified until the 40-hour requirement is reached.

Hours paid at the regular rate within a week are always counted first toward the 40-hour FLSA threshold.

Breaking It Down:

40-Hour Workweek Requirement: Regular Hours +Recall Hours = 40

40-Hour SU Overtime Threshold: Regular Hours + Straight Pay Hours = 40

All Hours Physically Worked:

Regular Hours + Straight Pay Hours + Recall Hours + Overtime Hours = 45.5

Determine Total FLSA Qualified Hours:

45.5 - 40 = 5.5 Qualified hours to be recorded on timesheet

ALASKA DEPARTMEN	IT	OF
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Time & Attendance Report

												P	ay Period ?	Start Date:	Ju	me 22, 20	26
]	Pay Period	End Date:	J	uly 5, 202	6
	Employee	Name: Employee, Alaska			Home De	partment:	02			Alt. V	Vorkweek:	No	Doc	ument ID:			
	Emplo	yee ID: 123456			I	Iome Unit:	Z40P			Overtim	e Eligible:	Yes	Ce	ertified By:			
	5	Status: Full Time (FR)			Barga	ining Unit:	SS			Co	mp Time:	No		Date:			
											-		E	ntered By:			
			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Standard St	art / Stop Times	06/22	06/23	06/24	06/25	06/26	06/27	06/28	06/29	06/30	07/01	07/02	07/03	07/04	07/05	HOURS WORKED
Start	8	3								8:00	8:00	8:00	8:00	8:00		10:00	
Stop		Time worked at	a rate	of 1.5x	or mo	re is si	olit bet	ween b	oth	12:00	12:00	12:00	12:00	12:00		13:45	
Start		qualified and no								12:30	12:30	12:30	12:30	12:30			
Stop		regular pay rate								16:30	16:30	16:30	17:45	16:30			
Start		regular pay rate	s ala ili	ot mee	1 1110 40	/ IIOui	LOA		۱ ۵ .		21:00						
Stop		40.1	Jaur M	lorkw	ok Bo	auiron	nont:				22:00						
Start			lour W					_ 40									
Stop		Regular Ho						= 40									
Total		(Holi	day Pay	is not ti	me phys	ically w	orkea)		0	8:00	9:00	8:00	9:15	8:00	0:00	3:45	91:30
Event	,					_				Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Code	Event Code Description		s Worl							06/29	06/30	07/01	07/02	07/03	07/04	07/05	TOTAL HOURS
100	REGULAR PAY	Regular	Hours	+ Strai	ght Pa	y Hours	s = 33.	25	П	8:00	8:00	8:00	7:00				31:00
105	REG HOLIDAY								0	0:00	0:00	0:00	0:00	8:00	0:00	0:00	8:00
250	ADD ST PAY	Α	II Hour	s Phys	sically	Work	ed:		П				2:15				2:15
244N	RECALL AFTER	Regular Hou	ırs + St	raight F	Pay Ho	urs + F	Recall F	Hours +	П		1:00						1:00
244Q	RECALL AFTER		Holida													3:45	3:45
245	RECALL TO MIN			,					П		3:00					0:15	3:15
249N	HOLIDAY WORKED	Detern	nine To	otal FI	SA OI	alified	Hour	٠.						5:45			5:45
249Q	HOLIDAY WORKED	46 - 40 = 6 Qu							٦,					2:15			2:15
		40 - 40 = 0 Q	uaiiiieu	nours	to be it	scorae	d On th	ilesile	- T								0:00
		Determin	o Toto	LELG	Mon	Ouglifi	. 서 니스										0:00
	ed additional event lines are								0	8:00	12:00	8:00	9:15	16:00	0:00	4:00	57:15
	e at row 46 to 69. Totals will et all event rows filled out.	40 - 33.25 = 6	ON C1.		nea no sheet.	urs to	pe rec	oraea (on F								
				uiiie.	sileet.												0:00
		We certify that all tim	e and hours	of work rec	orded above	on Page 1 a	and on Page	2 are true ar	id correct.			_	comments:				
	Employee Signature:	Employee Signature						_	Date:	1/1/1	901		omments:				
	Supervisor Simetro	Ol v Ol v							Dates	1/1/1	1001						
	Supervisor Signature:	Supervisor Signature	'						Date:	1/1/1	1901						
												See	next s	slide fo	r addi	tional	insight
												c	n app	lying t	this inf	ormat	ion.
														_			

Start Stop Start Stop Start Stop Start Stop Total Event Code

ADD ST 244N RECALI RECALI RECALL TO MIN

249N HOLIDAY WORKED

249Q HOLIDAY WORKED

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

Employee Signature:

Supervisor Signature:

Employee Gignature

Supervisor Signature

Based on calculations previously shown, we know 6 hours

paid at 1.5x are considered qualified.

Looking at the week as a whole, we can apply qualified pay

codes to the last 6 hours in the week that pay at 1.5x. All time paid at 1.5x before the 6 qualified hours will have

non-qualified pay codes applied.

3:15

5:45

2:15 0:00

0:00

57:15

0:00

3:00

12:00

8:00

9:15

Comments:

8:00

1/1/1901

1/1/1901

Date:

Date:

												P	ay Period S	Start Date:	Jı	une 22, 20	26
												1	Pay Period	End Date:	J	July 5, 202	6
	Employee	e Na	nme: Employee, A	A1aska		Home Depar	tment: 02			Alt.	Workweek:	No	Doc	ument ID:			
	Emple	oyee	EID: 123456			Home Unit: Z40P				Overtin	ne Eligible:	Yes	Ce	rtified By:			
	1	Sta	tus: Full Time (I	FR)		Bargaining	g Unit: SS			Co	omp Time:	No		Date:			
													E	ntered By:			
								1									
			_	Mon	Tue		Thn Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS
		tart 8-0	/ Stop Times	Determi	ning Y	our App	roach:	06/27	06/28	06/29	06/30	07/01	07/02	07/03	07/04	07/05	WORKED
Start	-	8-11								8:00		8:00	8:00	8:00	 	10:00	
Stop				Working	Forwa	rd (Left t	to Right)			12:00		12:00	12:00	12:00	ļ [!]	13:45	
Start		1				-				12:30		12:30	12:30	12:30			
Stop		1	Based on calculations previously shown, we know 33.25						16:30	16:30	16:30	17:45	16:30				
Start					•	at their regular rate.				21:00							
Stop			'	louis worke	a paid	at their re	egulai Tale	•			22:00						
Start						05 - 6 75											
Stop				4	0 - 33	25 = 6.75)										
Total		Ι.								00:8	9:00	8:00	9:15	8:00	0:00	3:45	91:30
Event		IJ	The fire	st 6.75 hour	rs paid	at 1.5x w	ill be cons	idered		Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
	Event Code Description	1	non-qualifi	ied time. All	hours	worked a	fter 6.75 a	t 1.5x r	ate	06/29	06/30	07/01	07/02	07/03	07/04	07/05	HOURS
100	REGULAR PAY	П		will be	consid	lered qua	lified.			8:00	8:00	8:00	7:00				31:00
105	REG HOLIDAY	V								0:00	0:00	0:00	0:00	8:00	0:00	0:00	8:00
250	ADD ST PAY												2:15				2:15
244N	RECALL AFTER		,	Working B	ackwa	ards (Ria	ht to Left)				1:00						1:00
244Q	RECALL AFTER			TTO KING D	uckwe	ii us (ixig	rds (Right to Left)			,		-				3:45	3:45

5:45

2:15

16:00

0:00

4:00

ALASKA	DEPA	RTN	MENT	OF
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Time & Attendance Report

February 16, 2026

Pay Period Start Date:

			,	
			Pay Period End Date:	March 1, 2026
Employee Name: Employee, Alaska	Home Department: 02	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: LL	Comp Time: No	Date:	
			Entered By:	

	Ct 1 1	S44 / S4-	Т:	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
Start	Standard	Start / Sto 8:00	op 11mes	02/10	8:00	7:00	8:00	_	02/21	02/22	8:00	8:00	8:00	8:00		02/20	03/01	WORKED
		12:00			12:00	8:00	12:00	12:00			12:00	12:00	12:00	12:00				
Stop																		
Start		12:30			12:30	8:00	12:30	12:30			12:30	12:30	12:30	12:30	12:30			
Stop		16:30			16:30	12:00	16:30	18:00			16:30	16:30	16:30	16:30	20:00			
Start						12:30								17:00				
Stop						16:30								20:00				
Start																		
Stop																		
Total		8:00		0:00	8:00	9:00	8:00	9:30	0:00	0:00	8:00	8:00	8:00	11:00	11:30	0:00	0:00	81:00
Event		LDP Override/		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
Code	Event Code Description	Ref #	LDP Description	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	TOTAL HOURS
100	REGULAR PAY				8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00			72:00
105	REG HOLIDAY			8:00	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	8:00
251N	OT 1.5							1:30										1:30
	OT 1.5 OT 1.5							1:30							3:30			1:30 3:30
251Q						1:00		1:30							3:30			
251Q 243N	OT 1.5					1:00		1:30						3:00	3:30			3:30

In the first week, all overtime and call back hours are considered non-qualified due to the employee not exceeding the 40-hour FLSA overtime threshold within the workweek.

Hours Physically Worked:

Regular Hours + Call Back Hours + Overtime Hours = 34.5

34.5 is less than 40, hence, all hours paid at a rate of 1.5x or more are considered non-qualified (Event Codes 243N and 251N).

In the second week, all overtime and call back hours are considered qualified.

40-Hour FLSA Threshold:

Met entirely with Regular Pay (Event Code 100)

Hours Physically Worked:

Regular Hours + Call Back Hours + Overtime Hours = 46.5

Determine Total FLSA Qualified Hours:

46.5 - 40 = 6.5 Qualified hours to be recorded on timesheet

ALASKA	DEPART	MENT OF
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Time & Attendance Report

			Pay Period Start Date:	December 22, 2025
			Pay Period End Date:	January 4, 2026
Employee Name: Employee, Alaska	Home Department: 02	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: LL	Comp Time: No	Date:	
	- -		Entered Ry	

				Mon	Tue	Wed	Thu	Fri	Sat	Sun
	Standard	Start / Sto	p Times	12/22	12/23	12/24	12/25	12/26	12/27	12/28
Start		8:00		8:00	8:00	8:00		8:00	10:00	9:00
Stop		12:00		12:00	12:00	12:00		12:00	14:00	15:00
Start		12:30		12:30	12:30	12:30		12:30		
Stop		16:30		16:30	16:30	16:30		16:30		
Start								18:15		
Stop								19:00		
Start										
Stop										
Total	8:00			8:00	8:00	8:00	0:00	8:45	4:00	6:00
Event	LDP Override/		Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Code	Event Code Description	Ref#	LDP Description	12/22	12/23	12/24	12/25	12/26	12/27	12/28
100	REGULAR PAY			8:00	8:00	8:00		8:00		
105	REG HOLIDAY			0:00	0:00	0:00	8:00	0:00	0:00	0:00
243N	RECALL BEFORE							0:45		
243Q	RECALL BEFORE									
249N	HOLIDAY WORKED									
249Q	HOLIDAY WORKED									
251N	OT 1.5								4:00	3:15
251Q	OT 1.5									2:45
252Q	OT DOUBLE									
If need	led additional event lines are		TOTAL	8:00	8:00	8:00	8:00	8:45	4:00	6:00

available at row 46 to 69. Totals will reflect all event rows filled out.

Time worked at a rate of 1.5x or more is split between both qualified and non-qualified time.

40-Hour Workweek Requirement: Regular Hours + Holiday Pay = 40

Hours Physically Worked:

Regular Hours + Recall Hours + Overtime Hours = 42.75

Determine Total FLSA Qualified Hours:

42.75 - 40 = 2.75 Qualified hours to be recorded on timesheet

The last 2.75 hours earned in the week at a rate of 1.5x or more should be recorded as qualified time.

All hours before that earned at a rate of 1.5x or more should be recorded as non-qualified time as those hours were used to reach 40 hours physically worked.

Regular Hours + Recall Hours + 7.25 Overtime Hours = 40

Comments:

We certify that all time and hours of work recorded above on Page 1 and on Page 2 are true and correct.

Employee Signature: Employee Gignature Date: 1/1/1901 Supervisor Signature: Supervisor Signature Date: 1/1/1901

Time & Attendance Report

December 22, 2025

				2 *************************************
			Pay Period End Date:	January 4, 2026
Employee Name: Employee, Alaska	Home Department: 02	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: LL	Comp Time: No	Date:	
			Entered By:	

	Standard	Start /
Start	Standard	8:00
Stop		12:00
Start		12:30
Stop		16:30
Start		10.50
Stop		_
Start		
		_
Stop		0.00
Total		8:00
Event		LDP Overri
Code	Event Code Description	Ref #
100	REGULAR PAY	
105	REG HOLIDAY	
243N	RECALL BEFORE	
243Q	RECALL BEFORE	
249N	HOLIDAY WORKED	
249Q	HOLIDAY WORKED	
251N	OT 1.5	
251Q	OT 1.5	
252Q	OT DOUBLE	

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

Employee Signature:

Supervisor Signature:

Time worked	at a rate of	f 1.5x or more	is split between
both	qualified a	nd non-qualifi	ed time.

40-Hour Workweek Requirement: Regular Hours + Holiday Pay = 40

Hours Physically Worked:

Regular Hours + Recall Hours + Overtime Hours + Holiday Hours Worked + Double Time = 57

Determine Total FLSA Qualified Hours:

57 - 40 = 17 Qualified hours to be recorded on timesheet

The last 17 hours earned in the week at a rate of 1.5x or more should be recorded as qualified time. All hours before that earned at a rate of 1.5x or more should be recorded as non-qualified time as those hours were used to reach 40 hours physically worked.

32 Regular Hours + 1 Recall Hour + 3.25 Overtime
Hours + 3.75 Holiday Hours Worked = 40

Non-Qualified time will always be recorded first in the week, before Qualified hours are recorded.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS
L	12/29	12/30	12/31	01/01	01/02	01/03	01/04	WORKED
0	8:00	8:00	8:00	8:00	8:00	7:00	7:30	
0	12:00	12:00	12:00	12:00	12:00	12:00	13:00	
Г	12:30	12:30	12:30	12:30	12:30			
Г	16:30	17:45	18:30	16:30	16:30			
Г	17:00				19:00			
	18:00				21:15			
Г								
Г								
0	9:00	9:15	10:00	8:00	10:15	5:00	5:30	99:45
Г	Mon	Tue	Wed	Thu	Fri	Sat	Sun	70747
	12/29	12/30	12/31	01/01	01/02	01/03	01/04	TOTAL HOURS
Г	8:00	8:00	8:00		8:00			64:00
0	0:00	0:00	0:00	8:00	0:00	0:00	0:00	16:00
Г	1:00							1:45
Г					2:15			2:15
Г				3:45				3:45
Г				4:15				4:15
Г		1:15	2:00					10:30
Г						5:00		7:45
Г							5:30	5:30
Г								0:00
0	9:00	9:15	10:00	16:00	10:15	5:00	5:30	115:45
Г								

Pay Period Start Date:

		Comments:	
_	1/1/1901		
_	1/1/1901		

0:00

ALASKA	DEPART	MENT OF
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Time & Attendance Report

												P	ay Period S	Start Date:	Dece	ember 22,	2025
												1	Pay Period	End Date:	Jar	nuary 4, 20	026
	Employee Name: E	mployee, Alaska			Home De	partment:	02			Alt.	Workweek:	No	Doc	ument ID:			
	Employee ID: 1	23456			I	Iome Unit:	Z40P			Overtin	ne Eligible:	Yes	Ce	rtified By:			
	Status: F	ull Time (FR)			Barga	ining Unit:	LL			C	Comp Time: No			Date:			
	_									_			E	ntered By:			
			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS
	Standard Start / Stop	Times	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	WORKED
Start	8:00		8:00	8:00	8:00		8:00	10:00	9:0	0 8:00	8:00	8:00	8:00	8:00	7:00	7:30	
Stop	12:00		12:00	12:00	12:00		12:00	14:00	15:0	0 12:00	12:00	12:00	12:00	12:00	12:00	13:00	
Start	12:30		12:30	12:30	12:30		12:30			12:30	12:30	12:30	12:30	12:30			
Stop	16:30		16:30	16:30	16:30		16:30			16:30	17:45	18:30	16:30	16:30			
Start							18:15			17:00				19:00			
Stop							10-00			18:00				21:15			
Start		(A n. A	Itorno	tivo D	rono	ativo.		1								
Stop			All A	illerna	tive Pe	sisped	cuve.										
Total	8:00								0	9:00	9:15	10:00	8:00	10:15	5:00	5:30	99:45
- ,	LDP		in mind			•	•		. Г	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Event Code	Event Code Description Override/ Ref # regular pay rate will always be used first to									12/29	12/30	12/31	01/01	01/02	01/03	01/04	TOTAL HOURS
100	REGULAR PAY	40-Hour	FLSA	Overti	me Thr	esholo	d has b	een me	et.	8:00	8:00	8:00		8:00			64:00
105	REG HOLIDAY	1							o	0:00	0:00	0:00	8:00	0:00	0:00	0:00	16:00
243N	RECALL BEFORE	This er	nplove	e has 3	32 hour	s pres	ent tha	t reflec	t	1:00							1:45
243Q	RECALL BEFORE	hours												2:15			2:15
	HOLIDAY WORKED		J, J	,		g		ر عام . د					3:45				3:45
249Q	HOLIDAY WORKED	40 - 32	= 8 ho	ire noc	ded b	ofore b	oeina e	liaible t	_				4:15				4:15
	OT 1.5	40-32	- 6 1100				_	iigibie i			1:15	2:00					10:30
251Q	OT 1.5	1		eam	qualified	a ume.									5:00		7:45
252Q	OT DOUBLE	1.														5:30	5:30
_		As a res															0:00
If need	ded additional event lines are T	week at	a pay r				are co	nsidere	ed 📗	9:00	9:15	10:00	16:00	10:15	5:00	5:30	115:45
	le at row 46 to 69. Totals will			non-q	ualified	l time.					L		I				
геце	ct all event rows filled out.																
																	0:00
	VI	Ve certify that all tim	e and hours	of work reco	orded above	on Page 1 a	and on Page	2 are true ar	ıd correct.				omments:				
	Employee Signature: &	mployee Signature							Date	: 1/1/	1901		ominents.				
	· · · · <u>-</u>							•		-							
	Supervisor Signature:	Supervisor Signature							Date	: <u>1/1/</u>	1901						

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Time & Attendance Report

			Pay Period Start Date:	February 16, 2026
			Pay Period End Date:	March 1, 2026
Employee Name: Employee, Alaska	Home Department: 02	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: LL	Comp Time: No	Date:	
			Entered By:	

		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS
	Standard Start / Stop Times	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	WORKED
Start	8:00		8:00	8:00	8:00	8:00	10:00	9:00	8:00	8:00	8:00	8:00	8:00		10:00	
Stop			12:00	12:00	12:00	12:00	15:00	10:00	12:00	12:00	12:00	12:00	12:00		12:30	
Start	Reminder: When an employee is		12:30	12:30	12:30	12:30			12:30	12:30	12:30	12:30	12:30			
Stop	eligible to utilize Event Code 245		16:30	16:30	16:30	16:30			16:30	16:30	16:30	16:30	16:30			
Start	to meet minimum guarantee															
Stop	obligations, those hours are not															
Start	included in meeting the 40-Hour															
Stop	FLSA threshold for qualified time.															
Total		0:00	8:00	8:00	8:00	8:00	5:00	1:00	8:00	8:00	8:00	8:00	8:00	0:00	2:30	80:30
Event	LDP Overrie	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
Code	Event Code Description Ref DP Description	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	HOURS
100	REGULAR PAY		8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00			72:00
105	REG HOLIDAY	8:00	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	8:00
	RECALL AFTER						5:00	1:00								6:00
244Q	RECALL AFTER														2:30	2:30
245	RECALL TO MIN	+				→	0:00	3:00							1:30	4:30
																0:00
					·				·							0:00
																0:00
																0:00

In the first week, all call back hours are considered nonqualified due to the employee not exceeding the 40-hour FLSA overtime threshold within the workweek.

Hours Physically Worked:

Regular Hours + Call Back Hours = 38

38 is less than 40, hence, all hours paid at a rate of 1.5x or more are considered non-qualified (Event Code 244N).

In the second week, all call back hours are considered qualified.

40-Hour FLSA Threshold:

Met entirely with Regular Pay (Event Code 100)

Hours Physically Worked:

Regular Hours + Call Back Hours = 42.5

Determine Total FLSA Qualified Hours:

42.5 - 40 = 2.5 Qualified hours to be recorded on timesheet.



Claiming Swing and Grave Shift Differentials:

GGU, SU, LTC, CEA



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Claiming Swing and Grave Shift Differentials



This section provides visual examples of how to accurately record Swing and Grave differentials on a timesheet.

Usage of Swing and Grave differentials can vary by bargaining unit. Refer to individual collective bargaining agreements for specific information on claiming these premium pays.

Disclaimer: These examples are intended as a helpful guide only. They do not cover every possible time reporting situation. Pay close attention to bargaining units identified in each example.

Claiming Swing and Grave Shift Differentials



Important Clarification:

When an employee qualifies for a shift differential and earns overtime, the shift differential must align with the type of overtime being claimed.

- If the overtime is <u>non-qualified</u>, the corresponding shift differential must also be <u>non-qualified</u>.
- If the overtime is <u>qualified</u>, the corresponding shift differential must also be <u>qualified</u>.

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

Claiming Swing and Grave Shift Differentials



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/Callback hours.

Event Codes – Swing and Grave Shift Differentials



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

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

			Pay Period Start Date:	June 22, 2026
			Pay Period End Date:	July 5, 2026
Employee Name: Employee, Alaska	Home Department: 02	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: GGU	Comp Time: No	Date:	
			Entered By:	

				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Standard	Start / Sto	p Times	06/22	06/23	06/24	06/25	06/26	06/27	06/28	06/29	06/30	07/01	07/02	07/03	07/04	07/05	HOURS WORKED
Start		12:00		12:00	12:00	12:00	12:00	12:00	12:00		12:00	12:00	12:00	12:00	12:00	14:00		
Stop		16:00		16:00	16:00	16:00	16:00	16:00	16:00		16:00	16:00	16:00	16:00	16:00	20:00		
Start		16:30		16:30	16:30	16:30	16:30	16:30			16:30	16:30	16:30	16:30	16:30			
Stop		20:00		20:00	20:00	20:00	20:00	20:00			22:00	21:00	20:15	21:30	20:00			
Start																		
Stop																		
Start																		
Stop																		
Total		7:30		7:30	7:30	7:30	7:30	7:30	4:00	0:00	9:30	8:30	7:45	9:00	7:30	6:00	0:00	89:45
_ ,		LDP		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Event Code	Event Code Description	Override/ Ref#	LDP Description	06/22	06/23	06/24	06/25	06/26	06/27	06/28	06/29	06/30	07/01	07/02	07/03	07/04	07/05	TOTAL HOURS
100	REGULAR PAY			7:30	7:30	7:30	7:30	7:30			9:30	8:30	7:45	4:15				67:30
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	7:30	0:00	0:00	7:30
250	ADD ST PAY													4:45				4:45
249N	HOLIDAY WORKED														5:15			5:15
249Q	HOLIDAY WORKED														2:15			2:15
251N	OT 1.5								2:30									2:30
251Q	OT 1.5								1:30							6:00		7:30
280	SWING DIFF			7:30	7:30	7:30	7:30	7:30			9:30	8:30	7:45	4:15				67:30
260N	SWING DIFF 1.5								2:30						5:15			7:45
260Q	SWING DIFF 1.5								1:30						2:15	6:00		9:45
If need	led additional event lines are		TOTAL	15:00	15:00	15:00	15:00	15:00	8:00	0:00	19:00	17:00	15:30	13:15	22:30	12:00	0:00	182:15

available at row 46 to 69. Totals will reflect all event rows filled out.

of work recorded above on Page 1 and on Page 2 are true and correct.

Employee

Supervisor S

Qualified time (Q)

Non-Qualified Time (N)

Date:

Date:

Notice:

Non-qualified Overtime and Holiday Premium Pay have corresponding Non-qualified Swing OT pay

Qualified Overtime and Holiday Premium Pay have corresponding Qualified Swing OT pay.

0:00

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

			Pay Period Start Date:	February 16, 2026
			Pay Period End Date:	March 1, 2026
Employee Name: Employee, Alaska	Home Department: 02	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: GGU	Comp Time: No	Date:	
			Entered By:	

				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Standard	Start / Sto	p Times	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	HOURS WORKED
Start		5:00		5:00	5:00	5:00	5:00	5:00	5:00		5:00	5:00	5:00	5:00	5:00			
Stop		9:00		9:00	9:00	9:00	9:00	9:00	9:00		9:00	9:00	9:00	9:00	9:00			
Start		9:30		9:30	9:30	9:30	9:30	9:30	9:30		9:30	9:30	9:30	9:30	9:30			
Stop		13:00		13:00	13:00	13:00	13:00	13:00	13:00		14:00	15:15	14:30	16:45	13:00			
Start																		
Stop																		
Start																		
Stop																		
Total		7:30		7:30	7:30	7:30	7:30	7:30	7:30	0:00	8:30	9:45	9:00	11:15	7:30	0:00	0:00	91:00
Event		LDP Override/		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
	Event Code Description	Ref#	LDP Description	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	HOURS
100	REGULAR PAY				7:30	7:30	7:30	7:30			8:30	9:45	9:00	10:15				67:30
105	REG HOLIDAY			7:30	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	7:30
249N	HOLIDAY WORKED			7:30														7:30
251N	OT 1.5								2:30					1:00	1:30			5:00
251Q	OT 1.5								5:00						6:00			11:00
290	GRAVE DIFF				7:30	7:30	7:30	7:30			8:30	9:45	9:00	10:15				67:30
270N	GRAVE DIFF 1.5			7:30					2:30					1:00	1:30			12:30
270Q	GRAVE DIFF 1.5								5:00						6:00			11:00
																		0:00
																		0:00
If need	led additional event lines are		TOTAL	22:30	15:00	15:00	15:00	15:00	15:00	0:00	17:00	19:30	18:00	22:30	15:00	0:00	0:00	189:30

available at row 46 to 69. Totals will reflect all event rows filled out.

		<u> </u>		0:00
		work recorded above on Page 1 and on Page 2 are true and correct.	Comments:	
Employee Si	Non-Qualified Time (N)	Date:	1/1/1901	
Supervisor Si	Qualified time (Q)	Date: _	1/1/1901	
		1		

ALASK	I DEPART	MENT OF
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Time & Attendance Report

Pay Period Start Date:

January 5, 2026

				2 -
			Pay Period End Date:	January 18, 2026
Employee Name: Employee, Alaska	Home Department: 02	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: LL	Comp Time: No	Date:	
			Entered By:	

				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Standard	Start / Sto	p Times	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	HOURS WORKED
Start		5:00		5:00	5:00	5:00	5:00	5:00	5:00	20:00	5:00	5:00	5:00	5:00	5:00	20:00	5:00	
Stop		9:00		9:00	9:00	9:00	9:00	9:00	6:00	22:00	9:00	9:00	9:00	9:00	9:00	21:00	10:00	
Start		9:30		9:30	9:30	9:30		9:30			9:30	9:30	9:30	9:30	9:30			
Stop		13:30		13:30	13:30	13:30		13:30			13:30	13:30	14:00	13:30	13:30			
Start																		
Stop																		
Start																		
Stop																		
Total		8:00		8:00	8:00	8:00	4:00	8:00	1:00	2:00	8:00	8:00	8:30	8:00	8:00	1:00	5:00	85:30
_ ,		LDP		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Event Code	Event Code Description	Override/ Ref#	LDP Description	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	TOTAL HOURS
100	REGULAR PAY			8:00	8:00	8:00	4:00	8:00			8:00	8:00	8:00	8:00	8:00			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	0:00
165	LV PER						4:00											4:00
251N	OT 1.5								1:00									1:00
251Q	OT 1.5												0:30			1:00		1:30
252N	OT DOUBLE									2:00								2:00
252Q	OT DOUBLE																5:00	5:00
290	GRAVE DIFF			8:00	8:00	8:00	4:00	8:00			8:00	8:00	8:00	8:00	8:00			76:00
270N	GRAVE DIFF 1.5								1:00									1:00
270Q	GRAVE DIFF 1.5												0:30			1:00		1:30
272N	GRAVE DIFF DBL									2:00								2:00
272Q	GRAVE DIFF DBL																5:00	5:00
If need	led additional event lines are		TOTAL	16:00	16:00	16:00	12:00	16:00	2:00	4:00	16:00	16:00	17:00	16:00	16:00	2:00	10:00	175:00

available at row 46 to 69. Totals will reflect all event rows filled out.

Non-Qualified Time (N)

Supervisor Sig

Qualified time (Q)

work recorded above on Page 1 and on

Take Note:

In Week 1, all overtime, double time, and their related shift differentials are classified as non-qualified. This is because the employee took leave during the workweek and did not physically work more than 40 hours, which is required to meet the FLSA threshold for qualified overtime.

In contrast, in Week 2, all overtime, double time, and corresponding shift differentials are qualified. This is due to the absence of leave or holidays, allowing the employee's Regular Pay (Event Code 100) to reach the full 40-hour FLSA threshold, making all additional hours eligible for qualified status.



Claiming Weekend Premium Pay:

GGU, SU



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Claiming Weekend Premium Pay: GGU, SU



This section provides explanation of how to accurately record weekend premium pay on a timesheet.

Usage of weekend premium pay can vary by bargaining unit, refer to individual collective bargaining agreements for specific information on claiming weekend premium pay.

Please note: This guidance is intended as a helpful guide only. It does not cover every possible time-reporting situation.

Claiming Weekend Premium Pay: GGU, SU



Important Clarification:

When an employee qualifies for a weekend premium pay and earns overtime, the pay type must align with the type of overtime being claimed – regarding qualified or non-qualified.

- If the overtime is <u>non-qualified</u>, the corresponding weekend premium pay must also be <u>non-qualified</u>.
- If the overtime is <u>qualified</u>, the corresponding weekend premium pay must also be <u>qualified</u>.

The weekend premium pay and overtime type should always match—they must never be recorded differently for the same timeframe.

Claiming Weekend Premium Pay: GGU, SU



Examples:

- If an employee is claiming weekend premium pay in combination with non-qualified overtime (Event Code 251N), they should claim non-qualified weekend premium pay (Event Code 235N).
- If an employee is claiming weekend premium pay in combination with qualified overtime (Event Code **251Q**), they should claim qualified weekend premium pay (Event Code **235Q**).

Reminder:

They should never be recorded mismatched for the same timeframe. This applies to weekend premium pay corresponding with pay type used to record hours at a pay rate of 1.5x or more than an employee's regular rate of pay.



Claiming Miscellaneous Incentive Pay Types

FOTA, POTA, POTB, POTC



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Claiming Miscellaneous Incentive Pay Types



Employees eligible for the incentive types listed below must now distinguish between qualified and non-qualified incentives.

Former Event Codes	Replacement Event Codes	FLSA Type	Description					
FOTA	FOTAN	Non-Qualified	Incentive/Flat \$1.50/HR (x1.5) – OT					
FOIA	FOTAQ	Qualified	Premium					
DOTA	POTAN	Non-Qualified	Incentive/PCT 2.5% (x1.5) Differential					
POTA	POTAQ	Qualified	– OT Premium					
DOTE	POTBN	Non-Qualified	Incentive/PCT 4.5% (x1.5) Differential					
РОТВ	POTBQ	Qualified	– OT Premium					
DOTC	POTCN	Non-Qualified	Incentive/PCT 50% (x1.5) Differential					
POTC	POTCQ	Qualified	– OT Premium					

Claiming Miscellaneous Incentive Pay Types



Important Clarification:

When an employee qualifies for one of the previously mentioned incentive pays and earns overtime, the pay type must align with the type of overtime being claimed – regarding qualified or non-qualified.

- If the overtime is <u>non-qualified</u>, the corresponding incentive pay must also be <u>non-qualified</u>.
- If the overtime is <u>qualified</u>, the corresponding incentive pay must also be <u>qualified</u>.

The incentive pay and overtime type should always match—they must never be recorded differently for the same timeframe.

Claiming Miscellaneous Incentive Pay Types



Examples:

- If an employee is claiming an incentive pay in combination with non-qualified overtime (Event Code 251N), they should claim nonqualified incentive pay (Event Code FOTAN).
- If an employee is claiming incentive pay in combination with qualified overtime (Event Code **251Q**), they should claim qualified incentive pay (Event Code **FOTAQ**).

Reminder:

They should never be recorded mismatched for the same timeframe. This applies to incentive pays corresponding with any pay types used to record hours at a pay rate of 1.5x or more than an employee's regular rate of pay.



Claiming Time as an Emergency Fire Fighter:

EFF



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Emergency Fire Fighters (EFF) – Time Reporting



EFF Overtime Rules

- Standard Overtime Threshold: 40 hours
- FLSA Overtime Threshold: 53 hours

What does this mean for time reporting?

- 1. First 40 hours Paid at the regular rate.
- 2. Hours 40:30 to 53 Paid at 1.5x rate and classified as non-qualified time.
- 3. Hours beyond 53 Paid at 1.5x rate and classified as qualified overtime.

Emergency Fire Fighters (EFF) – Event Codes



Event Code	Description	FLSA Type	Pay Rate
116	EFF Regular	N/A	Regular Pay Rate
255N	Overtime EFF	Non-Qualified	Overtime Pay Rate (1.5x)
255FN	EFF Overtime Adjustment	Non-Qualified	Flat Amount
255Q	Overtime EFF	Qualified	Overtime Pay Rate (1.5x)
255FQ	EFF Overtime Adjustment	Qualified	Flat Amount