



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.
- **[Division of Finance – Payroll](#)**
 - 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 Types and 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 [collective bargaining agreement](#) 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**

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



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).

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



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 non-qualified 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.

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



Pro Tip!

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

Step 1: Calculate hours physically worked within the 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.

What determines if it's qualified or 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.

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



Pro Tip x2!

If an employee has not 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.

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



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



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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 QUALIFIED OVERTIME

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

Employee Name: Employee, Alaska

Employee ID: 123456

Status: Full Time (FR)

Home Department: 02

Home Unit: Z40P

Bargaining Unit: GGU

Alt. Workweek: No

Overtime Eligible: Yes

Comp Time: No

Pay Period Start Date: January 5, 2026

Pay Period End Date: January 18, 2026

Document ID: _____

Certified By: _____

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 WORKED
Standard Start / Stop Times																
Start	8:00	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			
Start																
Stop																
Start																
Stop																
Total		9:00	8:00	8:30	8:30	9:00	4:00	0:00	10:00	8:30	9:00	9:30	8:30	2:00	0:00	94:30
Event Code		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
100 REG		9:00	8:00	8:30	8:30	3:30			10:00	8:30	9:00	9:30	0:30			75:00
251N	1.5					2:30							2:30			5:00
251Q	1.5					3:00	4:00						5:30	2:00		14:30
																0:00

The first 2.5 hours (2:30) of overtime in each week are considered non-qualified because the employee had not yet reached 40 hours of work.

Since the employee has now completed 40 hours of work within each workweek, all subsequent overtime hours are considered qualified.

Dive Deeper:

Use a calculator to total the highlighted hours—one week at a time.

You'll notice the employee works 37.5 regular hours before overtime begins.

The first 2.5 hours of overtime are recorded as non-qualified, bringing the total to 40 hours.

Once the 40-hour threshold is met, any additional overtime hours in that week are considered qualified.

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

TOTAL

We certify that the time and hours of work recorded above are true and correct.

Employee Signature: Employee Signature

Date: 1/1/26

Supervisor Signature: Supervisor Signature

Date: 1/1/26

Final determination of pay type and rate of compensation will be made by the Department of Administration.

EXAMPLE OF QUALIFIED AND NONQUALIFIED

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

Employee Name: Employee, Alaska

Employee ID: 123456

Status: Full Time (FR)

Home Department: 02

Home Unit: Z40P

Bargaining Unit: GGU

Alt. Workweek: No

Overtime Eligible: Yes

Comp Time: No

Pay Period Start Date: January 5, 2026

Pay Period End Date: January 18, 2026

Document ID: _____

Certified By: _____

Date: _____

Entered By: _____

Standard Start / Stop Times				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
				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	
Start	8:00			8:00	8:00	8:00	8:00	8:00	9:00		8:00	7:00	8:00	7:30	8:00			
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			
Stop	16:30			16:30	16:30	16:30	17:00	17:00			18:00	16:30	18:30	16:30	16:30			
Start																		
Stop																		
Start																		
Stop																		
Total	7:30			7:30	7:30	7:30	8:00	8:00	1:00	0:00	9:00	8:30	9:30	8:00	7:30	0:00	0:00	82:00
Event Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL HOURS
				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	
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
251N	1.5							1:00	1:00					2:30				4:30
251Q	1.5													2:30				2:30
																		0:00
																		0:00
																		0:00
																		0:00

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

Since only 39.5 hours were worked during this week, the additional two hours worked do not meet the 40-hour threshold for qualified overtime. As a result, they must be recorded as non-qualified overtime using Event Code 251N.

A total of 5 hours of overtime were earned. The portion between 37.5 and 40 hours must be recorded as non-qualified overtime using Event Code 251N

Hours after 40 recorded as qualified overtime using Event Code 251Q

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

Date: 1/1/1901

Supervisor Signature: _____

Supervisor Signature

Date: 1/1/1901

Comments: _____

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



Claiming Overtime:

EX, PX



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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

Administration

Time & Attendance Report

Employee Name: Employee, AlaskaEmployee ID: 123456Status: Full Time (FR)Home Department: 02Home Unit: Z40PBargaining Unit: XEAlt. Workweek: NoOvertime Eligible: YesComp Time: NoPay Period Start Date: January 5, 2026Pay Period End Date: January 18, 2026

Document ID: _____

Certified By: _____

Date: _____

Entered By: _____

Standard Start / Stop Times		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
		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	
Start	8:00	8:00	8:00	8:00	8:00	7:30	10:00		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	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	16:30	16:30	16:30	18:00	16:30	16:30										
Start																
Stop																
Start																
Stop																
Total	7:30	7:30	7:30	9:00	7:30	8:00	2:00									
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							
100	REGULAR PAY			7:30	7:30	9:00	7:30	6:00								
105	REG HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00							
250	ADD ST PAY							2:00	0:30							
251Q	OT 1.5								1:30							
TOTAL				7:30	7:30	9:00	7:30	8:00	2:00							

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

37.5 Hour Workweek Requirement Met (Code 100)

- Code 100 – Regular Pay:
 - 37:30 hours of physically worked time

Straight Time Pay (Code 250)

- Code 250 – Straight Pay:
 - 2:30 hours of straight time pay, physically worked hours
- Purpose:
 - Used when an employee has not yet reached 40 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 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

0:00

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 SignatureDate: 1/1/1901

Comments: _____

Supervisor Signature: _____

Supervisor SignatureDate: 1/1/1901

Time & Attendance Report



Claiming Overtime:

SU, CEA, GZ



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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.

Time & Attendance Report

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

Employee Name: Employee, AlaskaHome Department: 02Alt. Workweek: NoPay Period Start Date: January 5, 2026Employee ID: 123456Home Unit: Z40POvertime Eligible: YesPay Period End Date: January 18, 2026Status: Full Time (FR)Bargaining Unit: SSComp Time: No

Document ID: _____

Certified By: _____

Date: _____

Entered By: _____

Standard Start / Stop 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	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 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
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

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.

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: SS

Comp Time: No

Date:

Entered By:

Standard Start / Stop Times				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
				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	
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 Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL HOURS
				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	
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:

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).

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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

Administration

Time & Attendance Report

Employee Name: Employee, AlaskaHome Department: 02Alt. Workweek: NoPay Period Start Date: January 5, 2026Employee ID: 123456Home Unit: Z40POvertime Eligible: YesPay Period End Date: January 18, 2026Status: Full Time (FR)Bargaining Unit: LLComp Time: No

Document ID: _____

Certified By: _____

Date: _____

Entered By: _____

Standard Start / Stop Times				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
				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	
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	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 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
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
																		0:00

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**.

Time & Attendance Report

Entered By:

[illegible]

Regular Days Off - Fri, Sat, Sun

Time & Attendance Report

Entered By:

	Standard Start / Stop Times			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
				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	
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	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																		
Total	8:00			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
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
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
165SK	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
																		0:00
																		0:00
																		0:00
																		0:00
If							8:00	8:00	1:00	4:00	8:00	8:00	8:00	8:00	8:00	0:00	0:00	85:00

Comments:

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

Time & Attendance Report

Entered By: _____

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

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		Home Department: 25		Alt. Workweek: Yes		Document ID: _____	
Employee ID: 123456		Home Unit: Z248		Overtime Eligible: Yes		Certified By: _____	
Employment Category: PE		Bargaining Unit: LL		Seasonal Indicator: FR		Date: _____	
		Wage Grade: 2HH53					

← 5.5 / 6 →

START / STOP	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16	Mon 17	Tue 18	Wed 19	Thu 20	Fri 21	Sat 22	Sun 23	HOURS 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	
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	
TOTAL								11:30	11:30	11:30	11:30	11:30	11:30	11:00	80:00

Event Code	Event Code Description													TOTAL HOURS	
100	Regular								11:30	11:30	11:30	11:30	11:30	11:30	80:00
	TOTAL								11:30	11:30	11:30	11:30	11:30	11:00	80:00

40 40

We certify that the time and hours of work recorded above are true and correct. Final determination of pay type and rate of compensation will be made by the Department of Administration.

Employee Signature: _____

FOR SIGNATURE

Supervisor Signature: _____

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!

Alternate Workweek: 14 on, 14 off

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, ALASKA		Home Department: 25		Alt. Workweek: Yes		Document ID: IMM20251207341868001	
Employee ID: 123456		Home Unit: Z248		Overtime Eligible: Yes		Certified By: _____	
Employment Category: PE		Bargaining Unit: LL		Seasonal Indicator: FR		Date: _____	
		Wage Grade: 2HH53					

5.5 / 2.5 Wage Grade: 2HH53
6 w/ leave

START / STOP	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28	Sat 29	Sun 30	Mon 1	Tue 2	Wed 3	Thu 4	Fri 5	Sat 6	Sun 7	HOURS 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								
Start				12:30											
Stop				14:30											
TOTAL	11:30	12:00	11:30	08:30	11:30	11:30	11:00								77:00

Event Code	Event Code Description														TOTAL HOURS
105	Holiday				08:00										08:00
165	Personal Leave				03:30										03:30
249Q	Holiday Worked				5:30										08:00
251Q	Overtime x (1.5)	11:30	12:00	11:30											69:00
249N	TOTAL	11:30	12:00	11:30	19:30	11:30	11:30	11:00							88:30
251N					2:30										
					11:30	11:30	11:00								

36.5 Hours physically worked

EMPLOYEE NOT AVAILABLE
FOR SIGNATURE

Employee Signature: _____

Supervisor Signature: _____

We certify that the time and hours of work recorded above are true and correct.
Final determination of pay type and rate of compensation will be made by the
Department of Administration.

COMMENTS:

This workweek is continued on
from last pay period.

Overtime worked and Holiday
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.

New week = new 40-hour threshold to meet for qualified time!

Time worked (overtime and holiday premium pay) in this week
are considered non-qualified until they physically work 40
hours.

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

Hours worked after 40 will be recorded as qualified time
instead.

This workweek will continue on into
next pay period.

New week, means 40-hours must be
worked before time can be
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



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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.*

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: GGU

Comp Time: No

Date:

Entered By:

[illegible]

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

Employee Signature:

Employee Signature _____

Supervisor Signature:

Supervisor Signature _____

Date: 1/1/1901

In Week 2, the employee worked on the holiday, and those hours were recorded as **non-qualified Holiday Premium Pay (Event Code 249N)**.

Between 30 hours of Regular Pay (Event Code 100) and 7.5 hours of Holiday Premium Pay, the employee physically worked a total of 37.5 hours for the week. Because this falls short of the 40-hour FLSA threshold, all Holiday Premium Pay hours were recorded as non-qualified, as the employee had not yet physically worked enough hours to earn qualified Holiday Premium Pay.

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

Employee Name: Employee, AlaskaHome Department: 02Alt. Workweek: NoPay Period Start Date: February 16, 2026Employee ID: 123456Home Unit: Z40POvertime Eligible: YesPay Period End Date: March 1, 2026Status: Full Time (FR)Bargaining Unit: GGUComp Time: No

Document ID: _____

Certified By: _____

Date: _____

Entered By: _____

Standard Start / Stop Times				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
				02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23	02/24	02/25	02/26	02/27	02/28	03/01	
Start	8:00			8:00	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 Code	Event Code Description	LDP Override/Ref #	LDP Description	Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21	Sun 02/22	Mon 02/23	Tue 02/24	Wed 02/25	Thu 02/26	Fri 02/27	Sat 02/28	Sun 03/01	TOTAL HOURS
100	REGULAR PAY				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)**.

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, AlaskaHome Department: 02Employee ID: 123456Home Unit: Z40PStatus: Full Time (FR)Bargaining Unit: GGU

Standard Start / Stop Times				Mon 12/22	Tue 12/23	Wed 12/24	Thu 12/25	Fri 12/26	Sat 12/27	Sun 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 Code	Event Code Description	LDP Override/Ref #	LDP Description	Mon 12/22	Tue 12/23	Wed 12/24	Thu 12/25	Fri 12/26	Sat 12/27	Sun 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									
TOTAL				7:30	7:30	7:30	11:30	7:30		

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

Employee Signature: _____

Employee Signature

Supervisor Signature: _____

Supervisor Signature

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 non-qualified 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).

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

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

Employee Name: Employee, AlaskaHome Department: 02Alt. Workweek: NoPay Period Start Date: December 22, 2025Employee ID: 123456Home Unit: Z40POvertime Eligible: YesPay Period End Date: January 4, 2026Status: Full Time (FR)Bargaining Unit: GGUComp Time: No

Document ID: _____

Certified By: _____

Date: _____

Entered By: _____

Standard Start / Stop Times		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
		12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31	01/01	01/02	01/03	01/04	
Start	8:00	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	12:00								12:00	12:00	12:00	12:00	12:00	12:00	13:00	
Start	1:00								12:30	12:30	12:30	12:30	12:30			
Stop	1:00								18:00	18:30	19:00	18:00	17:15			
Start																
Stop																
Start																
Stop																
Total									11:30	12:00	11:00	9:30	8:45	2:00	6:00	100:45
Event Code	Event Code Description								Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL HOURS
		12/29	12/30	12/31	01/01	01/02	01/03	01/04								
100	REGULAR PAY	11:30	12:00	6:30												60:00
105	REG HOLIDAY	0:00	0:00	0:00	7:30	0:00	0:00	0:00								15:00
250	ADD ST PAY			4:30												4:30
249N	HOLIDAY WORKED				5:30											9:30
249Q	HOLIDAY WORKED				4:00											4:00
251N	OT 1.5															6:00
251Q	OT 1.5					8:45	2:00	6:00								16:45
																0:00
																0:00
																0:00
		11:30	12:00	11:00	17:00	8:45	2:00	6:00								115:45

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

In the second week, the employee worked extra hours earlier in the week before the Thursday holiday. Because overtime cannot be earned before physically working 37.5 hours, the 7.5 hours of holiday pay (Event Code 105) counts toward the 37.5 hour workweek requirement rather than holiday premium pay for hours worked on the holiday.

After 6.5 hours on Wednesday, the employee had worked **30 hours** claimed as **Regular Pay (Event Code 100)**, and when combined with the **7.5 hours of Holiday Pay (Event Code 105)**, they met the 37.5-hour workweek requirement.

The remaining **4.5 hours** worked on Wednesday were recorded as **Straight Pay (Event Code 250)** because at that point in the week the employee had not yet physically worked 37.5 hours. Overtime cannot be claimed until that threshold is met, which is why straight time was necessary.

On Thursday (the holiday), hours were recorded as Holiday Premium Pay. The first 5.5 hours are considered non-qualified (event code 249N), but the remaining 4 hours are considered qualified Holiday Premium Pay (event code 249Q) because the employee has now physically worked 40 hours

(30 Regular Pay hours + 4.5 Straight Pay hours, and 5.5 non-qualified Holiday Premium Pay hours = 40 hours physically worked).

Starting Friday, since both the union and FLSA overtime thresholds had been met, all remaining hours were recorded as **qualified overtime (event code 251Q)**.

Employee Signature: _____

Supervisor Signature: _____

Comments: _____

1/1/1901

1/1/1901

0:00



Claiming Holiday Premium Pay:

SU, CEA, GZ



*Providing Insight
for Alaskans.*

Time & Attendance Report

Entered By:

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

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)**.

Time & Attendance Report

Entered By:

[illegible]

Comments:

Time & Attendance Report

Entered By:

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).

Time & Attendance Report

Entered By:

[illegible]

EXAMPLE OF QUALIFIED HOLIDAY PREMIUM PAY

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: SS

Comp Time: No

Date:

Entered By:

		Standard Start / Stop Times															HOURS WORKED	
		Mon 06/22	Tue 06/23	Wed 06/24	Thu 06/25	Fri 06/26	Sat 06/27	Sun 06/28	Mon 06/29	Tue 06/30	Wed 07/01	Thu 07/02	Fri 07/03	Sat 07/04	Sun 07/05			
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		
Event Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon 06/22	Tue 06/23	Wed 06/24	Thu 06/25	Fri 06/26	Sat 06/27	Sun 06/28	Mon 06/29	Tue 06/30	Wed 07/01	Thu 07/02	Fri 07/03	Sat 07/04	Sun 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	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
																		0:00
																		0:00
																		0:00
																		106:00

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.

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)**.

If needed additional
available at row 46 to
reflect all event re

Employ

Superv

0:00



Claiming Holiday Premium Pay:

LTC



*Providing Insight
for Alaskans.*

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

Employee Name: Employee, AlaskaHome Department: 02Alt. Workweek: NoPay Period Start Date: February 16, 2026Employee ID: 123456Home Unit: Z40POvertime Eligible: YesPay Period End Date: March 1, 2026Status: Full Time (FR)Bargaining Unit: LLComp Time: No

Document ID: _____

Certified By: _____

Date: _____

Entered By: _____

Standard Start / Stop Times		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
		02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23	02/24	02/25	02/26	02/27	02/28	03/01	
Start	8:00	8:00	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								
Start	13:00	13:00	13:00	13:00	12:30	13:00		13:00								
Stop	17:00	15:00	18:00	17:00	17:15	19:00		15:00								
Start																
Stop																
Start																
Stop																
Total	8:00	6:00	9:00	8:30	8:45	10:00	1:00	6:00								
Event Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21	Sun 02/22						
100	REGULAR PAY				8:00	8:00	8:00	8:00								
105	REG HOLIDAY			8:00	0:00	0:00	0:00	0:00	0:00	0:00						
249N	HOLIDAY WORKED			6:00												
251N	OT 1.5				1:00	0:30	0:30									
251Q	OT 1.5						0:15	2:00	1:00							
252Q	OT DOUBLE									6:00						
TOTAL				14:00	9:00	8:30	8:45	10:00	1:00	6:00						

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

In the first week, all hours worked on the Monday holiday were recorded as Non-Qualified Holiday Premium Pay (Event Code 249N) because the employee had not yet met the 40-hour FLSA overtime threshold required for qualified overtime.

This threshold was reached through a combination of 32 hours of Regular Pay (Event Code 100) that occurred later in the week, 6 hours of Non-Qualified Holiday Premium Pay (Event Code 249N), and 2 hours of Non-Qualified Overtime (Event Code 251N)-totaling 40 hours of physically worked time.

Event Codes **100 + 249N + 251N = 40 hours**

Once this threshold was met, any additional hours worked, including overtime and double time, became eligible to be recorded as Qualified (Event Codes 251Q and 252Q).

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 SignatureDate: 1/1/1901

Supervisor Signature: _____

Supervisor SignatureDate: 1/1/1901

Comments: _____

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

Employee Name: Employee, AlaskaHome Department: 02Alt. Workweek: NoPay Period Start Date: December 22, 2025Employee ID: 123456Home Unit: Z40POvertime Eligible: YesPay Period End Date: January 4, 2026Status: Full Time (FR)Bargaining Unit: LLComp Time: No

Document ID: _____

Certified By: _____

Date: _____

	Standard Start / Stop Times			Mon	Tue	Wed	Thu	Fri	Sat	Sun
				12/22	12/23	12/24	12/25	12/26	12/27	12/28
Start	8:00			7:00	6:00	7:15	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	17:00			19:15	20:00	17:45	18:30	19:30		
Start										
Stop										
Start										
Stop										
Total	8:00			11:15	13:00	9:30	9:30	10:30	0:00	0:00
Event Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon 12/22	Tue 12/23	Wed 12/24	Thu 12/25	Fri 12/26	Sat 12/27	Sun 12/28
100	REGULAR PAY			8:00	8:00	8:00		6:30		
105	REG HOLIDAY			0:00	0:00	0:00	8:00	0:00	0:00	0:00
249N	HOLIDAY WORKED									
251N	OT 1.5			3:15	5:00	1:15				
249Q	HOLIDAY WORKED						9:30			
251Q	OT 1.5					0:15		4:00		

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

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).

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

0:00

Comments:

1/1/1901

1/1/1901

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

Employee Name: Employee, AlaskaHome Department: 02Alt. Workweek: NoPay Period Start Date: December 22, 2025Employee ID: 123456Home Unit: Z40POvertime Eligible: YesPay Period End Date: January 4, 2026Status: Full Time (FR)Bargaining Unit: LLComp Time: No

Document ID: _____

Certified By: _____

Date: _____

Entered By: _____

Standard Start / Stop Times				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
				12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31	01/01	01/02	01/03	01/04	
Start	8:00										8:00	7:00	8:00	7:45	7:30	10:30	8:00	
Stop	12:00										12:00	12:00	12:00	12:00	12:00	13:00	14:00	
Start	13:00										13:00	13:00	12:30	13:00	13:00			
Stop	17:00										18:00	17:00	17:15	17:30	17:45			
Start																		
Stop																		
Start																		
Stop																		
Total	8:00										0:00	9:00	9:00	8:45	8:45	9:15	2:30	6:00
Event Code	Event Code Description	LDP Override/Ref #	LDP Description								Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL HOURS
100	REGULAR PAY										12/29	12/30	12/31	01/01	01/02	01/03	01/04	
105	REG HOLIDAY										8:00	8:00	8:00		7:15			61:45
249N	HOLIDAY WORKED										0:00	0:00	0:00	8:00	0:00	0:00	0:00	16:00
251N	OT 1.5													6:00				6:00
249Q	HOLIDAY WORKED										1:00	1:00	0:45					12:15
251Q	OT 1.5													2:45				12:15
252Q	OT DOUBLE														2:00	2:30		8:45
																	6:00	6:00
																		0:00
																		0:00
																		0:00
TOTAL																	6:00	123:00

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

TOTAL

We certify that all

Employee Signature: _____

Employee Signature: _____

Supervisor Signature: _____

Supervisor Signature: _____

Take note of how 100 code on Friday was reduced from the normal 8 hours to 7.25 with 0.75 hours shifted to overtime. This is the result of the employee working additional time on an observed holiday.

On the holiday, the employee worked 8.75 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 8.75 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 second week, the employee worked on the holiday, and those hours were recorded as a mix of non-qualified Holiday Premium Pay (Event Code 249N) and 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 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 249N), totaling 40 hours of time physically worked.

Event Codes 100 + 251N + 249N = 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.

0:00

01/31/2025)



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	Type	Description	Minimum Guarantee?	Use with Event Code 245?
243N	Non-Qualified	Used to record hours physically worked when recalled/called back within 4 hours of a scheduled shift.	No – paid only for hours worked.	Not eligible to claim with Event Type 245.
243Q	Qualified			
244N	Non-Qualified	Used to record <u>only physically worked hours</u> when recalled/called back more than 4 hours from a scheduled shift.	4-hour minimum pay guarantee at a rate of 1.5x regular pay rate, regardless of hours worked.	Claimed in conjunction with Event Code 245 if worked less than 4 hours.
244Q	Qualified			
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 [Collective Bargaining Agreement](#)
- The Division of Personnel's [Interpretative Memorandum](#)

Time & Attendance Report

12/14/2025 (Form Revised 01/31/2025)

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 / Stop Times		Mon 01/05	Tue 01/06	Wed 01/07	Thu 01/08	Fri 01/09	Sat 01/10	
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			19:00						
Stop			20:30						
Start									
Stop									
Total	7:30		9:00	7:30	8:30	7:30	9:30	0:00	
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
100	REGULAR PAY			7:30	7:30	8:30	7:30	5:00	
105	REG HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00
250	ADD ST PAY							1:30	
251N	OT 1.5							1:00	
251Q	OT 1.5							2:00	
243N	RECALL BEFORE			1:30					

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

Employee Signature:

Employee Signature

Supervisor Signature:

Supervisor Signature

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).

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

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

Pay Period Start Date: January 5, 2026Pay Period End Date: January 18, 2026Employee Name: Employee, AlaskaHome Department: 02Employee ID: 123456Home Unit: Z40PStatus: Full Time (FR)Bargaining Unit: GGU

		Standard Start / Stop Times		Mon 01/05	Tue 01/06	Wed 01/07	Thu 01/08	Fri 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
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
100	REGULAR PAY			7:30	7:30	8:30	7:30	2:15
105	REG HOLIDAY			0:00	0:00	0:00	0:00	0:00
250	ADD ST PAY							4:15
251Q	OT 1.5							3:00
243N	RECALL BEFORE			2:30				
243Q	RECALL BEFORE			1:45				

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 are accurate.

Employee Signature: _____

Employee Signature

Supervisor Signature: _____

Supervisor Signature

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

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

Employee Name: Employee, AlaskaEmployee ID: 123456Status: Full Time (FR)Home Department: 02Home Unit: Z40PBargaining Unit: GGUAlt. Workweek: NoOvertime Eligible: YesComp Time: NoPay Period Start Date: February 16, 2026Pay Period End Date: March 1, 2026

Document ID: _____

Certified By: _____

Date: _____

Entered By: _____

Standard Start / Stop Times				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
				02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23	02/24	02/25	02/26	02/27	02/28	03/01	
Start	8:00				8:00	8:00	8:00	8:00	10:00		8:00	8:00	8:00	7:00	8:00		9:00	
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										
Start						20:45												
Stop						22:00												
Start																		
Stop																		
Total	7:30			0:00	7:30	8:45	7:30	7:30	3:00									
Event Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21									
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																	
251Q	OT 1.5																	
TOTAL				7:30	7:30	11:30	7:30	7:30	4:00									

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

Date: _____

Supervisor Signature: _____

Supervisor Signature

Date: _____

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

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).

0:00

Curious about the Straight Pay? See next slide for additional clarification.

Employee Name: Employee, Alaska

Home Department: 02

Employee ID: 123456

Home Unit: Z40P

Status: Full Time (FR)

Bargaining Unit: GGU

	Standard Start / Stop Times			Mon	Tue	Wed	Thu	Fri	Sat
				02/16	02/17	02/18	02/19	02/20	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	12:30	
Stop	16:00				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	3:00
Event Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21
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								
251Q	OT 1.5								
If needed additional event lines are				7:30	7:30	11:30	7:30	7:30	4:00

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 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

3) Non-qualified time is always recorded first, before any qualified hours.

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

Employee Name: Employee, AlaskaEmployee ID: 123456Status: Full Time (FR)Home Department: 02Home Unit: Z40PBargaining Unit: SSAlt. Workweek: NoOvertime Eligible: YesComp Time: NoPay Period Start Date: February 16, 2026Pay Period End Date: March 1, 2026

Document ID: _____

Certified By: _____

Date: _____

Entered By: _____

Standard Start / Stop Times				Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21	Sun 02/22	Mon 02/23	Tue 02/24	Wed 02/25	Thu 02/26	Fri 02/27	Sat 02/28	Sun 03/01	HOURS WORKED
Start	8:00				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
Event Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21	Sun 02/22	Mon 02/23	Tue 02/24	Wed 02/25	Thu 02/26	Fri 02/27	Sat 02/28	Sun 03/01	TOTAL HOURS
100	REGULAR PAY				8:00	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

Time & Attendance Report

Entered By:

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

Employee Name: Employee, AlaskaHome Department: 02Alt. Workweek: NoPay Period Start Date: December 22, 2025Employee ID: 123456Home Unit: Z40POvertime Eligible: YesPay Period End Date: January 4, 2026Status: Full Time (FR)Bargaining Unit: SSComp Time: No

Document ID: _____

Certified By: _____

Date: _____

Entered By: _____

Standard Start / Stop 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	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			
Start									17:45							
Stop									21:00							
Start																
Stop																
Start																
Stop																
Total									11:15	8:00	8:00	8:00	8:00	0:00	0:00	77:30
Event Code	Event Code Description															TOTAL HOURS
100	REGULAR PAY								8:00	8:00	8:00		4:45			58:30
105	REG HOLIDAY								0:00	0:00	0:00	8:00	0:00	0:00	0:00	16:00
250	ADD ST PAY												3:15			5:30
249N	HOLIDAY WORKED											4:45				4:45
249Q	HOLIDAY WORKED											3:15				3:15
243N	RECALL BEFORE								3:15							5:30
																0:00
																0:00
																0:00
									11:15	8:00	8:00	16:00	8:00	0:00	0:00	93:30

In the second week, 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 + Recall Hours = 40

Hours Physically Worked:

Regular Hours + Straight Pay Hours + Recall Hours +
Holiday Hours Worked = 43.25

Determine Total FLSA Qualified Hours:

43.25 - 40 = 3.25 Qualified hours to be recorded on timesheet

The last 3.25 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 meet 40 hours physically worked.

Employee Signature: _____

Supervisor Signature: _____

Regular Hours + Straight Pay Hours + Recall Hours +
4.75 Holiday Hours Worked = 40

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ate: 1/1/1901ate: 1/1/1901

Comments:

0:00

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

Employee Name: Employee, AlaskaHome Department: 02Alt. Workweek: NoPay Period Start Date: June 22, 2026Employee ID: 123456Home Unit: Z40POvertime Eligible: YesPay Period End Date: July 5, 2026Status: Full Time (FR)Bargaining Unit: SSComp Time: No

Document ID: _____

Certified By: _____

Date: _____

Entered By: _____

Standard Start / Stop Times				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
				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	
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	16:30	16:30	16:30	16:30			16:30	16:30	16:30	16:30	16:30			
Start											21:00							
Stop											22:15							
Start																		
Stop																		
Total	8:00			8:00	8:00	8:00	8:00	8:00		0:00	9:15	8:00	8:00	8:00	8:00	0:00	0:00	81:15
Event Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon 06/22	Tue 06/23	Wed 06/24	Thu 06/25	Fri 06/26	Sat 06/27	Sun 06/28	Mon 06/29	Tue 06/30	Wed 07/01	Thu 07/02	Fri 07/03	Sat 07/04	Sun 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								1:15
245	RECALL TO MIN									2:45								2:45

Reminder: When an employee is eligible to utilize Event Code 245 to meet minimum guarantee obligations, those hours are not included in meeting the 40-Hour FLSA threshold for qualified time.

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

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).

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

TOTAL

We certify that all

Employee Signature: _____

Employee Signature

Supervisor Signature: _____

Supervisor Signature

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

Employee Name: Employee, AlaskaHome Department: 02Alt. Workweek: NoPay Period Start Date: June 22, 2026Employee ID: 123456Home Unit: Z40POvertime Eligible: YesPay Period End Date: July 5, 2026Status: Full Time (FR)Bargaining Unit: SSComm Time: No

Document ID: _____

Certified By: _____

Date: _____

Standard Start / Stop Times				Mon 06/22	Tue 06/23	Wed 06/24	Thu 06/25	Fri 06/26	Sat 06/27	Sun 06/28
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	
Event Code	Event Code Description	LDP Override/Ref #	LDP Description	Mon 06/22	Tue 06/23	Wed 06/24	Thu 06/25	Fri 06/26	Sat 06/27	Sun 06/28
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					3:15				
251Q	OT 1.5							2:00	2:45	
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 correct.

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.

Hours Worked At Regular Rate:

$$\text{Regular Pay Hours} + \text{Straight Pay Hours} = 40$$

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:**

$$\text{Regular Hours} + \text{Recall Hours} = 40$$

40-Hour SU Overtime Threshold:

$$\text{Regular Hours} + \text{Straight Pay Hours} = 40$$

All Hours Physically Worked:

$$\text{Regular Hours} + \text{Straight Pay Hours} + \text{Recall Hours} + \text{Overtime Hours} = 45.5$$

Determine Total FLSA Qualified Hours:

$$45.5 - 40 = 5.5 \text{ Qualified hours to be recorded on timesheet}$$

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

Employee Name: Employee, AlaskaHome Department: 02Alt. Workweek: NoPay Period Start Date: June 22, 2026Employee ID: 123456Home Unit: Z40POvertime Eligible: YesPay Period End Date: July 5, 2026Status: Full Time (FR)Bargaining Unit: SSComp Time: No

Document ID: _____

Certified By: _____

Date: _____

Entered By: _____

Standard Start / Stop Times		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
		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	
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		13:45	
Start									12:30	12:30	12:30	12:30	12:30			
Stop									16:30	16:30	16:30	17:45	16:30			
Start										21:00						
Stop										22:00						
Start																
Stop																
Total									0	8:00	9:00	8:00	9:15	8:00	0:00	3:45
																91:30
Event Code	Event Code Description								Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL HOURS
									06/29	06/30	07/01	07/02	07/03	07/04	07/05	
100	REGULAR PAY								8:00	8:00	8:00	7:00				31:00
105	REG HOLIDAY								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									1:00						1:00
244Q	RECALL AFTER														3:45	3:45
245	RECALL TO MIN									3:00					0:15	3:15
249N	HOLIDAY WORKED												5:45			5:45
249Q	HOLIDAY WORKED												2:15			2:15
																0:00
																0:00
									0	8:00	12:00	8:00	9:15	16:00	0:00	4:00
																57:15

If needed additional event lines are 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 since hours worked at their regular pay rate did not meet the 40-hour FLSA threshold.

40-Hour Workweek Requirement:

Regular Hours + Recall Hours + Holiday Pay = 40

(Holiday Pay is not time physically worked)

Hours Worked At Regular Pay Rate:

Regular Hours + Straight Pay Hours = 33.25

All Hours Physically Worked:

Regular Hours + Straight Pay Hours + Recall Hours +
Holiday Hours Worked = 46

Determine Total FLSA Qualified Hours:

46 - 40 = 6 Qualified hours to be recorded on timesheet

Determine Total FLSA Non-Qualified Hours:

40 - 33.25 = 6.75 Non-Qualified hours to be recorded on timesheet.

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

Date: 1/1/1901

Supervisor Signature: _____

Supervisor Signature

Date: 1/1/1901

Comments: _____

0:00

See next slide for additional insight on applying this information.

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

Employee Name: Employee, AlaskaHome Department: 02Alt. Workweek: NoPay Period Start Date: June 22, 2026Employee ID: 123456Home Unit: Z40POvertime Eligible: YesPay Period End Date: July 5, 2026Status: Full Time (FR)Bargaining Unit: SSComp Time: No

Document ID: _____

Certified By: _____

Date: _____

Entered By: _____

Standard Start / Stop Times		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED		
		Determining Your Approach:							06/27	06/28	06/29	06/30	07/01	07/02	07/03	07/04	07/05	
Start	8:00	<div>Working Forward (Left to Right)</div> <p>Based on calculations previously shown, we know 33.25 hours worked paid at their regular rate.</p> <p>40 - 33.25 = 6.75</p> <p>The first 6.75 hours paid at 1.5x will be considered non-qualified time. All hours worked after 6.75 at 1.5x rate will be considered qualified.</p>							8:00	8:00	8:00	8:00	8:00		10:00			
Stop									12:00	12:00	12:00	12:00	12:00		13:45			
Start									12:30	12:30	12:30	12:30	12:30					
Stop									16:30	16:30	16:30	17:45	16:30					
Start										21:00								
Stop										22:00								
Start		<div>Working Backwards (Right to Left)</div> <p>Based on calculations previously shown, we know 6 hours paid at 1.5x are considered qualified.</p> <p>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</p>																
Stop																		
Start																		
Stop																		
Start																		
Stop																		
Total									0	8:00	9:00	8:00	9:15	8:00	0:00	3:45	91:30	
Event Code	Event Code Description								Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL HOURS		
100	REGULAR PAY								06/29	06/30	07/01	07/02	07/03	07/04	07/05	31:00		
105	REG HOLIDAY								8:00	8:00	8:00	7:00						
250	ADD ST PAY								0	0:00	0:00	0:00	0:00	8:00	0:00	8:00		
244N	RECALL AFTER											2:15				2:15		
244Q	RECALL AFTER									1:00						1:00		
245	RECALL TO MIN										3:00				3:45	3:45		
249N	HOLIDAY WORKED												5:45		0:15	3:15		
249Q	HOLIDAY WORKED												2:15			5:45		
																2:15		
																0:00		
																0:00		
									8:00	12:00	8:00	9:15	16:00	0:00	4:00	57:15		

If needed additional event lines are

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

0:00

Employee Signature: _____

Employee SignatureDate: 1/1/1901

Supervisor Signature: _____

Supervisor SignatureDate: 1/1/1901

Comments: _____

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

Employee Name: Employee, AlaskaEmployee ID: 123456Status: Full Time (FR)Home Department: 02Home Unit: Z40PBargaining Unit: LLAlt. Workweek: NoOvertime Eligible: YesComp Time: NoPay Period Start Date: February 16, 2026Pay Period End Date: March 1, 2026

Document ID: _____

Certified By: _____

Date: _____

Entered By: _____

Standard Start / Stop Times				Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21	Sun 02/22	Mon 02/23	Tue 02/24	Wed 02/25	Thu 02/26	Fri 02/27	Sat 02/28	Sun 03/01	HOURS WORKED
Start	8:00				8:00	7:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00			
Stop	12:00				12:00	8:00	12:00	12:00			12:00	12:00	12:00	12:00	12:00			
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 Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21	Sun 02/22	Mon 02/23	Tue 02/24	Wed 02/25	Thu 02/26	Fri 02/27	Sat 02/28	Sun 03/01	TOTAL HOURS
100	REGULAR PAY				8:00	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
251Q	OT 1.5														3:30			3:30
243N	RECALL BEFORE					1:00												1:00
243Q	RECALL BEFORE													3:00				3:00
																		0:00

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 DEPARTMENT OF

Administration

Time & Attendance Report

Employee Name: Employee, AlaskaHome Department: 02Alt. Workweek: NoPay Period Start Date: December 22, 2025Employee ID: 123456Home Unit: Z40POvertime Eligible: YesPay Period End Date: January 4, 2026Status: Full Time (FR)Bargaining Unit: LLComp Time: No

Document ID: _____

Certified By: _____

Date: _____

Entered By: _____

Standard Start / Stop Times				Mon 12/22	Tue 12/23	Wed 12/24	Thu 12/25	Fri 12/26	Sat 12/27	Sun 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 Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon 12/22	Tue 12/23	Wed 12/24	Thu 12/25	Fri 12/26	Sat 12/27	Sun 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									
TOTAL				8:00	8:00	8:00	8:00	8:45	4:00	6:00

If needed additional event lines are 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

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 SignatureDate: 1/1/1901

Comments: _____

Supervisor Signature: _____

Supervisor SignatureDate: 1/1/1901

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

Employee Name: Employee, AlaskaHome Department: 02Alt. Workweek: NoPay Period Start Date: December 22, 2025Employee ID: 123456Home Unit: Z40POvertime Eligible: YesPay Period End Date: January 4, 2026Status: Full Time (FR)Bargaining Unit: LLComp Time: No

Document ID: _____

Certified By: _____

Date: _____

Entered By: _____

	Standard Start /	
Start	8:00	
Stop	12:00	
Start	12:30	
Stop	16:30	
Start		
Stop		
Start		
Stop		
Total	8:00	
Event Code	Event Code Description	LDP Overri 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 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 + 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 WORKED
12/29	12/30	12/31	01/01	01/02	01/03	01/04	
8:00	8:00	8:00	8:00	8:00	7:00	7:30	
12:00	12:00	12:00	12:00	12:00	12:00	13:00	
12:30	12:30	12:30	12:30	12:30			
16:30	17:45	18:30	16:30	16:30			
17:00				19:00			
18:00				21:15			
9:00	9:15	10:00	8:00	10:15	5:00	5:30	99:45
Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL HOURS
12/29	12/30	12/31	01/01	01/02	01/03	01/04	
8:00	8:00	8:00		8:00			64:00
0:00	0:00	0:00	8:00	0:00	0:00	0:00	16:00
1:00							1:45
				2:15			2:15
			3:45				3:45
			4:15				4:15
	1:15	2:00					10:30
					5:00		7:45
						5:30	5:30
							0:00
9:00	9:15	10:00	16:00	10:15	5:00	5:30	115:45

0:00

Comments: _____

e: 1/1/1901e: 1/1/1901

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

Employee Name: Employee, AlaskaHome Department: 02Alt. Workweek: NoPay Period Start Date: December 22, 2025Employee ID: 123456Home Unit: Z40POvertime Eligible: YesPay Period End Date: January 4, 2026Status: Full Time (FR)Bargaining Unit: LLComp Time: No

Document ID: _____

Certified By: _____

Date: _____

Entered By: _____

Standard Start / Stop Times		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED	
		12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31	01/01	01/02	01/03	01/04		
Start	8:00	8:00	8:00	8:00		8:00	10:00	9:00	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	15:00	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						18:00			18:00				21:15				
Start																	
Stop																	
Total	8:00								00	9:00	9:15	10:00	8:00	10:15	5:00	5:30	99:45
Event Code	Event Code Description	LDP Override/ Ref #								Mon 12/29	Tue 12/30	Wed 12/31	Thu 01/01	Fri 01/02	Sat 01/03	Sun 01/04	TOTAL HOURS
100	REGULAR PAY								8:00	8:00	8:00		8:00				64:00
105	REG HOLIDAY								0:00	0:00	0:00	8:00	0:00	0:00	0:00		16:00
243N	RECALL BEFORE								1:00								1:45
243Q	RECALL BEFORE												2:15				2:15
249N	HOLIDAY WORKED											3:45					3:45
249Q	HOLIDAY WORKED											4:15					4:15
251N	OT 1.5									1:15	2:00						10:30
251Q	OT 1.5													5:00			7:45
252Q	OT DOUBLE														5:30		5:30
																	0:00
									00	9:00	9:15	10:00	16:00	10:15	5:00	5:30	115:45

An Alternative Perspective:

Keep in mind that hours physically worked at a regular pay rate will always be used first to see if the 40-Hour FLSA Overtime Threshold has been met.

This employee has 32 hours present that reflect hours physically worked at a regular rate of pay.

40 - 32 = 8 hours needed before being eligible to earn qualified time.

As a result, the first 8 hours physically worked in the week at a pay rate of 1.5x or more are considered

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

TO

An Alternative Perspective:

Keep in mind that hours physically worked at a regular pay rate will always be used first to see if the 40-Hour FLSA Overtime Threshold has been met.

This employee has 32 hours present that reflect hours physically worked at a regular rate of pay.

40 - 32 = 8 hours needed before being eligible to earn qualified time.

As a result, the first 8 hours physically worked in the week at a pay rate of 1.5x or more are considered non-qualified time.

0:00

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 SignatureDate: 1/1/1901

Supervisor Signature: _____

Supervisor SignatureDate: 1/1/1901

Comments: _____

ALASKA DEPARTMENT OF

Administration

Time & Attendance Report

Employee Name: Employee, AlaskaHome Department: 02Alt. Workweek: NoPay Period Start Date: February 16, 2026Employee ID: 123456Home Unit: Z40POvertime Eligible: YesPay Period End Date: March 1, 2026Status: Full Time (FR)Bargaining Unit: LLComp Time: No

Document ID: _____

Certified By: _____

Date: _____

Entered By: _____

Standard Start / Stop Times		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED		
		02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23	02/24	02/25	02/26	02/27	02/28	03/01			
Start	8:00		8:00	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			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																		
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 Code	Event Code Description	LDP Override Ref	LDP Description	Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21	Sun 02/22	Mon 02/23	Tue 02/24	Wed 02/25	Thu 02/26	Fri 02/27	Sat 02/28	Sun 03/01	TOTAL HOURS
100	REGULAR PAY				8:00	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
244N	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

Reminder: When an employee is eligible to utilize Event Code 245 to meet minimum guarantee obligations, those hours are not included in meeting the 40-Hour FLSA threshold for qualified time.

In the first week, all 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 = **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 non-qualified, the corresponding shift differential must also be non-qualified.
- If the overtime is qualified, the corresponding shift differential must also be qualified.

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

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:

	Standard Start / Stop Times		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED	
			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		
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	
Event Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon 06/22	Tue 06/23	Wed 06/24	Thu 06/25	Fri 06/26	Sat 06/27	Sun 06/28	Mon 06/29	Tue 06/30	Wed 07/01	Thu 07/02	Fri 07/03	Sat 07/04	Sun 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 needed 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

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

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

Employee Signature

Non-Qualified Time (N)

Date: 1/

Supervisor Signature

Qualified time (Q)

Date: 1/

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

Pay Period Start Date: February 16, 2026

Pay Period End Date: March 1, 2026

Document ID:

Certified By:

Date:

Entered By:

Employee Name: Employee, Alaska

Employee ID: 123456

Status: Full Time (FR)

Home Department: 02

Home Unit: Z40P

Bargaining Unit: GGU

Alt. Workweek: No

Overtime Eligible: Yes

Comp Time: No

Standard Start / Stop Times				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
				02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23	02/24	02/25	02/26	02/27	02/28	03/01	
Start	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 Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21	Sun 02/22	Mon 02/23	Tue 02/24	Wed 02/25	Thu 02/26	Fri 02/27	Sat 02/28	Sun 03/01	TOTAL HOURS
100	REGULAR PAY				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
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

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

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

Employee Signature

Supervisor Signature

Non-Qualified Time (N)

Qualified time (Q)

Date: 1/1/1901

Date: 1/1/1901

Comments:

0:00

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: LL

Comp Time: No

Date:

Entered By:

Standard Start / Stop Times				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS WORKED
				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	
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
Event Code	Event Code Description	LDP Override/ Ref #	LDP Description	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL HOURS
				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	
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
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

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

Non-Qualified Time (N)

Qualified time (Q)

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

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 Premium
	FOTAQ	Qualified	
POTA	POTAN	Non-Qualified	Incentive/PCT 2.5% (x1.5) Differential – OT Premium
	POTAQ	Qualified	
POTB	POTBN	Non-Qualified	Incentive/PCT 4.5% (x1.5) Differential – OT Premium
	POTBQ	Qualified	
POTC	POTCN	Non-Qualified	Incentive/PCT 50% (x1.5) Differential – OT Premium
	POTCQ	Qualified	

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 non-qualified, the corresponding incentive pay must also be non-qualified.
- If the overtime is qualified, the corresponding incentive pay must also be qualified.

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 non-qualified 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



*Providing Insight
for Alaskans.*

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