

# OBBBA – Reporting Overtime and Overtime Differentials

Division of Finance - Department of Administration



Providing Insight for Alaskans.

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### **Background**



Beginning December 22, 2025 for PSEA employees and December 18, 2025 for ACOA employees, 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** employees in the following categories:

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

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.

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, even if they have an active Letter of Agreement authorizing compensation at 1.5 times their regular rate of pay.

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 can you expect?



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 can you expect?



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.

### 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.

## **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 <u>collective bargaining agreement</u> for details specific to their situation.

#### **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.

### Which premium pays are included?



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

Any Event Type (pay code) that compensates at 1.5 times an employee's regular rate of pay, along with most associated premium pays, is included in this update. Examples include, but are not limited to:

- Overtime
- Holiday Premium pay
- Double Time
- Overtime shift differentials (e.g., Swing OT, Grave OT)
- Recall pay
- SERT pay
- PILOT pay
- Sea Duty
- Academy Overtime

#### 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.

# Which premium pays does this impact?



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
Swing Overtime 1.5	260	260N	260Q
Swing Double	262	262N	262Q
Grave Overtime 1.5	270	270N	270Q
Grave Double	272	272N	272Q
Recall Within 4 Hours	243	243N	243Q
Recall with Minimum Guarantee	244	244N	244Q
SERT Premium Pay Overtime 1.5	234	234N	234Q
PILOT Premium Pay Overtime 1.5	232	232N	232Q
SERT Premium Pay Double	23B	23BN	23BQ
PILOT Premium Pay Double	23C	23CN	23CQ
Academy Overtime	299	299N	299Q

<sup>\*</sup>Changes are also being made to Sea Duty reporting and are detailed on a later slide

<sup>\*\*</sup>This list is not all inclusive of impacted codes

## Qualified vs. non-qualified overtime



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 employees and supervisors use the correct pay code to ensure accurate reporting and compliance with the new procedures.

# 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 the FLSA qualifying overtime threshold within a work period.

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 the FLSA qualifying overtime threshold within the designated work period.

The primary pay codes that should be used to reach an employee's FLSA qualifying overtime 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 the specified FLSA threshold for the work period, or
- The regular hours combined with straight pay reach the FLSA threshold for the work period

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

- Hours at 1.5x or more that are included in reaching the FLSA threshold are considered nonqualified time.
- When non-qualified time is used to reach the threshold, 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 the FLSA threshold, at which point all remaining pay at a rate of 1.5x or more in the week will begin to be considered qualified.

### **Determining the Work Period**



- For law enforcement employees under FLSA Section 7(k), overtime is based on a fixed "work period" of 7 to 28 consecutive days set by the employer, rather than the standard 40-hour week. The work period includes the single rotation of both on and off days.
- The overtime threshold is proportional to 171 hours in a 28-day period, meaning officers earn qualifying overtime after 43 hours for a 7-day work period, after 86 hours in a 14-day work period, or after 171 hours in a 28-day work period.
- The work period covers the entire cycle of workdays and off days
- To identify your work period, look at how your department structures its recurring schedule of on and off days. For example:
  - A 7 day/1-week cycle often follows the pattern of 5 days on/2 days off or 4 days on/3 days off.
  - A 14 day/2-week cycle often follows a pattern of 1 week on/1 week off.
  - A 28 day/4-week cycle often follows a pattern of 2 weeks on/2 weeks off.
- The duration of the work period for different schedules is typically defined in Alternate Work Week agreements or the bargaining unit contract.

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



For overtime and other premium pay types to be considered qualified, an employee must physically work the required number of hours within their designated work period. In which case overtime and applicable premium pay types must be recorded using qualified pay codes.

For ACOA and PSEA, the qualifying threshold differs from the overtime threshold established in the bargaining unit contracts. As a result, employees might first earn non-qualifying overtime hours before reaching the qualifying overtime threshold.

If an employee does not physically work the required number of hours within their designated work period due to leave, holidays, or a shorter workweek requirement, any overtime or applicable premium pay earned during that period must be recorded using non-qualified pay codes.

Accurate recording of qualified versus non-qualified time is essential to ensure compliance with payroll procedures and proper tax reporting.

## Qualified vs. non-qualified overtime



It is important to understand that qualified pay types are not limited only to hours worked after the date of reaching the work period requirement. The timing of when overtime or premium pay occurs does not determine qualification.

What matters is that the employee physically works the required number of hours during their designated work period.

This is an important consideration for employees who are considered daily overtime, receive recall premium pay early on in their workweek, or have an early week holiday. These hours may still be considered qualified, provided the employee physically works at least the required number of hours by the end of their work period.

### 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.

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



Claiming Overtime: ACOA



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### **Claiming Overtime: ACOA**



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

The ACOA contract specifies 2 different schedules; 42-Hour and 84-Hour

- 42-Hour schedule
  - 5 days on/2 days off
  - 1-week work period (Thursday through Wednesday)
  - Threshold for qualifying overtime is 43 hours in 1 week
- 84-Hour schedule
  - 1 week on/1 week off
  - 2-week work period beginning on the first day of the pay period.
  - Threshold for qualifying overtime is 86 hours in 2 weeks

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

## Law Enforcement FLSA Threshold per Work Period Length



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

Work Period	Law Enforcement FLSA Threshold
28 days	171 hours
21 days	128 hours
14 days	86 hours
7 days	43 hours

#### EXAMPLE OF NON-QUALIFYING OVERTIME

#### ALASKA DEPARTMENT OF

#### Corrections

#### Time & Attendance Report

			Pay Period Start Date:	January 29, 2026
			Pay Period End Date:	February 11, 2026
Employee Name: Employee, Alaska	Home Department: 20	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: ZI03	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: ACOA	Comp Time: No	Date:	
	Highlighted week shows employe	e work period	Entered By:	

				Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	HOURS
	Standard	Start / Sto	op Times	01/29	01/30	01/31	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	WORKED
Start		8:00		6:00	6:00	6:00	6:00	6:00	6:00	6:00	6:00								
Stop		12:00		18:00	18:00	18:00	18:00	13:00	18:00	18:00	10:00								
Start		13:00																	
Stop		16:30																	
Start																			
Stop																			
Start																			
Stop																			
Total		7:30		12:00	12:00	12:00	12:00	7:00	12:00	12:00	4:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	83:00
Event		LDP Override/		Thu 01/29	Fri 01/30	Sat 01/31	Sun 02/01	Mon 02/02	Tue 02/03	Wed 02/04	Thu 02/05	Fri 02/06	Sat 02/07	Sun 02/08	Mon 02/09	Tue 02/10	Wed 02/11	Thu 02/12	TOTAL
Code 100	Event Code Description REGULAR PAY	Ref#	LDP Description	12:00	12:00	12:00	12:00	7:00	12:00	12:00	02/03	02/00	02/07	02/00	02/09	02/10	02/11	02/12	HOURS 79:0
	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	0:0
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period.

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Employee Signature: Supervišor Signatur Supervisor Signature:

met the 86-hour threshold for qualifying overtime due to the leave usage, making this non-qualifying overtime (251N)

2 are true and correct.

Date: 1/1/1901 Comments:

Date: 1/1/1901

#### EXAMPLE OF NON-QUALIFYING OVERTIME

#### ALASKA DEPARTMENT OF

#### Corrections

#### Time & Attendance Report

					Pay Period Start Date:	January 29, 2026	
					Pay Period End Date:	February 11, 2026	
Employee Name: Employee, Alaska	Home Department:	20	Alt. Workw	eek: No	Document ID:		
Employee ID: 123456	Home Unit:	ZI03	Overtime Elig	ible: Yes	Certified By:		
Status: Full Time (FR)	Bargaining Unit:	ACOA	Comp Ti	me: No	Date:		
	Highlighted week	shows employee wor	k period		Entered By:		
			-				

				Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	HOURS
	Standard	Start / Sto	p Times	01/29	01/30	01/31	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	WORKED
Start		8:00		6:00	6:00	6:00	6:00	6:00	6:00	6:00	6:00								
Stop		12:00		18:00	18:00	18:00	18:00	13:00	18:00	18:00	10:00								
Start		13:00																	
Stop		16:30																	
Start																			
Stop																			
Start																			
Stop																			
Total		7:30		12:00	12:00	12:00	12:00	7:00	12:00	12:00	4:00	:00 0:00 0:00 0:00 0:00 0:00				0:00	83:00		
Event		LDP Override/	I DD Dawni dia	Thu 01/29	Fri 01/30	Sat 01/31	Sun 02/01	Mon 02/02	Tue 02/03	Wed 02/04	Thu 02/05	Fri 02/06	Sat 02/07	Sun 02/08	Mon 02/09	Tue 02/10	Wed 02/11	Thu 02/12	TOTAL HOURS
	Event Code Description REGULAR PAY	Ref#	LDP Description	12:00	12:00	12:00	12:00	7:00	12:00	12:00	02/03	02.00	0201	02.00	02/03	0210	02/11	02.12	79:00
	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	0:00
	LV PER SK							5:00											5:00
251N	OT 1.5										4:00								4:00
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Date:

This employee took 5 hours of leave during the work period.

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nployee Signature: Employee Gignature

Supervisor Signature: Supervisor Signature

The employee worked overtime within the same work period that they also took leave. The employee had not met the 86-hour threshold for qualifying overtime due to the leave usage, making this non-qualifying overtime (251N)

Use a calculator to total the highlighted hours in the work period.

The employee worked 79 hours in the period, which is 7 hours below the 86-hour threshold required for qualifying overtime. As a result, all 4 overtime hours are coded as non-qualifying (251N)

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#### **EXAMPLE OF QUALIFYING OVERTIME**

#### ALASKA DEPARTMENT OF

#### Corrections

#### Time & Attendance Report

				Pay Period Start Date:	January 29, 2026
				Pay Period End Date:	February 11, 2026
Employee Name: Employee, Alas	ka Home Department:	20	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit:	ZI03	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit:	ACOA	Comp Time: No	Date:	
	Highlighted week shows emp	oloyee work period		Entered By: _	

	Standard	Start / Sto	op Times	Thu 01/29	Fri 01/30	Sat 01/31	Sun 02/01	Mon 02/02	Tue 02/03	Wed 02/04	Thu 02/05	Fri 02/06	Sat 02/07	Sun 02/08	Mon 02/09	Tue 02/10	Wed 02/11	Thu 02/12	HOURS WORKED
Start		8:00		8:00	8:00		6:00	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00		
Stop		12:00		12:00	12:00		18:00	12:00	12:00	12:00	12:00	12:00			12:00	12:00	12:00		
Start		13:00		12:30	12:30			12:30	12:30	12:30	12:30	12:30			12:30	12:30	12:30		
Stop		16:30		17:00	16:30			17:00	17:00	17:00	17:00	16:30			17:00	17:00	17:00		
Start																			
Stop																			
Start																			
Stop																			
Total		7:30		8:30	8:00	0:00	12:00	8:30	8:30	8:30	8:30	8:00	0:00	0:00	8:30	8:30	8:30	0:00	96:00
Event Code	Event Code Description	LDP Override/ Ref#	LDP Description	Thu 01/29	Fri 01/30	Sat 01/31	Sun 02/01	Mon 02/02	Tue 02/03	Wed 02/04	Thu 02/05	Fri 02/06	Sat 02/07	Sun 02/08	Mon 02/09	Tue 02/10	Wed 02/11	Thu 02/12	TOTAL HOURS
100	REGULAR PAY			8:30	8:00			8:30	8:30	8:30	8:30	8:00			8:30	8:30	8:30		84:00
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	0:00
251N	OT 1.5		• • • • • • • • • • • • • • • • • • • •				1:00												1:00
251Q	OT 1.5						11:00												11:00
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	worked only 12			artima a					•				•	•			•	•	

non-qualifying overtime because they worked only 42 hours. That extra hour brings them to the 43-hour threshold where overtime becomes qualifying.

An employee becomes eligible for qualifying overtime once they have physically worked 43 hours in the work period

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Date:

Supervisor Signature: Outprovisor Signature

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Date: 1/1/1901

1/1/1901

Comments:

#### EXAMPLE OF QUALIFYING OVERTIME

#### ALASKA DEPARTMENT OF

#### Corrections

#### Time & Attendance Report

					Pay Period Start Date:	January 29, 2026
					Pay Period End Date:	February 11, 2026
Employee Name:	Employee, Alaska	Home Department:	20	Alt. Workweek: No	Document ID:	
Employee ID:	123456	Home Unit:	ZI03	Overtime Eligible: Yes	Certified By:	
Status:	Full Time (FR)	Bargaining Unit:	ACOA	Comp Time: No	Date:	
		Highlighted week shows emp	lovee work period	1	Entered By:	

				Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	HOURS
	Standard	Start / Sto	p Times	01/29	01/30	01/31	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	WORKED
Start		8:00		8:00	8:00		6:00	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00		
Stop		12:00		12:00	12:00		18:00	12:00	12:00	12:00	12:00	12:00			12:00	12:00	12:00		
Start		13:00		12:30	12:30			12:30	12:30	12:30	12:30	12:30			12:30	12:30	12:30		
Stop		16:30		17:00	16:30			17:00	17:00	17:00	17:00	16:30			17:00	17:00	17:00		
Start																			
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Total		7:30		8:30	8:00	0:00	12:00	8:30	8:30	8:30	8:30 8:30 8:00 0:00 0:00 8:30 8:30 0:0					0:00	96:00		
Event		LDP Override/		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	TOTAL
Code	Event Code Description		LDP Description	01/29	01/30	01/31	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	HOURS
100	REGULAR PAY			8:30	8:00			8:30	8:30	8:30	8:30	8:00			8:30	8:30	8:30		84:00
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	0:00
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																			0:00
																			0:00
														Deeper:					0:00
								Use a calculator to total the highlighted hours in the first work period.						0:00					
														0:00					
	omplovoo rocois								You'll notice the employee works 42 hours of 100 code/regular pay.							0:00			

This employee receives 1 hour of non-qualifying overtime because they worked only 42 hours. That extra hour brings them to the 43hour threshold where overtime becomes qualifying.

An employee becomes eligible for qualifying overtime once they have physically worked 43 hours in the work period

on Page 1 and on Page 2 ar

8:30

12:00

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Supervisor Signature:

The employee worked 12 hours of overtime on their RDO.

Because the threshold is 43 hours and the employee has only 42 physically worked, the first overtime hour is non-qualifying (251N). That hour raises the total to 43 hours worked, making all remaining overtime in the work period qualifying.

Notice that the entire work period is considered and qualifying overtime can happen based on time worked later in the week.

0:00

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



#### **Pro Tip!**

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

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

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

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

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

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



#### Example:

An employee physically worked 54:00 hours in a work period and has a FLSA requirement of 43:00 hours.

54:00 - 43:00 = 11:00

54:00 (hours physically worked in a work period) minus 43:00 (FLSA qualified time threshold) = 11:00 hours of qualified time to be recorded on timesheet for that week.

Considering the FLSA threshold for qualified time is 43:00 hours, and a total of 54:00 hours in that work period were worked, 11:00 hours in the work period must be considered qualified – whether that be overtime, holiday premium pay, recall/call back, or double time.

#### EXAMPLE OF QUALIFYING OVERTIME

#### ALASKA DEPARTMENT OF

#### Corrections

#### Time & Attendance Report

			Pay Period Start Date:	January 29, 2026
			Pay Period End Date:	February 11, 2026
Employee Name: Employee, Alasi	ta Home Department: 20	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: ZI03	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: ACOA	Comp Time: No	Date:	
	Highlighted week shows employee work period		Entered By:	

E	n	te	r	e	d	В

				Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	HOURS
	Standard	Start / Sto	p Times	01/29	01/30	01/31	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	WORKED
Start		8:00		8:00	8:00		6:00	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00		
Stop		12:00		12:00	12:00		18:00	12:00	12:00	12:00	12:00	12:00			12:00	12:00	12:00		
Start		13:00		12:30	12:30			12:30	12:30	12:30	12:30	12:30			12:30	12:30	12:30		
Stop		16:30		17:00	16:30			17:00	17:00	17:00	17:00	16:30			17:00	17:00	17:00		
Start																			
Stop																			
Start																			
Stop																			
Total		7:30		8:30	8:00	0:00	12:00	8:30	8:30	8:30	8:30	8:00	0:00	0:00	8:30	8:30	8:30	0:00	96:00
Event		LDP Override/		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	TOTAL
	Event Code Description	Ref#	LDP Description	01/29	01/30	01/31	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	HOURS
100	REGULAR PAY			8:30	8:00			8:30	8:30	8:30	8:30	8:00			8:30	8:30	8:30		86.00
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	0:00
251N	OT 1.5						1:00												1:00
251Q	OT 1.5						11:00												11:00
																			0:00
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			Taking	the cam	a avam	nle the		d math	ad af d	otormin	ina au	olifical a	vortime	can b	a annlia	۸.			0:00

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

The employee is scheduled on a 7-day work period. This means the qualifying overtime threshold will be 43:00 hours physically worked in the period.

- 1. Determine how many hours were physically worked in the work period. In this case, the employee physically worked 54:00 hours.
  - 2. Subtract the applicable FLSA threshold from the number of hours physically worked. (54:00-43:00=11:00). This means the employee must have 11:00 hours of qualifying hours paid at a rate of time and a half.
- 3. Add qualified hours of overtime beginning on the right side of the timesheet until amount in step 2 is met (251Q). Then, code all remaining hours paid at time and a half as non qualifying (251N).

available at row 46 to 69. Total reflect all event rows filled o

Employee Signs

Supervisor Signal

0:00

0:00

0:00

#### EXAMPLE OF QUALIFYING AND NONQUALIFYING OVERTIME

												_							
ALA	SKA DEPART	<b>IMEN</b>	T OF		Correc	tions										Tin	ne & Atí	tendanc	e Report
													I	Pay Period 9	Start Date:	Jan	nary 29, 20	026	
															End Date:		uary 11, 2		
	Emplo	yee Name:	Employee, Alaska			Home De	partment:	20			Alt. V	Vorkweek:	No	Doc	ument ID:		_		
	Em	ployee ID:	123456			Н	lome Unit:	ZI03			Overtim	e Eligible:	Yes						
		Status:	Full Time (FR)			Bargai	ning Unit:	ACOA			Co	mp Time:	No		Date:				
							٦	High	lighted	days sh	ow emp	loyee w	ork per	riod	tered By:				
				Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	
	Standard	l Start / Sto	op Times	01/29	01/30	01/31	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	HOURS WORKED
Start		8:00		Î		6:00					6:00	6:00	6:00	6:00	6:00	6:00	6:00		
Stop		12:00				18:00					18:00	18:00	18:00	18:00	18:00	18:00	18:00		
Start		13:00																	
Stop		16:30																	
Start																			
Stop																			
Start																			
Stop																			
Total		7:30		0:00	0:00	12:00	0:00	0:00	0:00	0:00	12:00	12:00	12:00	12:00	12:00	12:00	12:00	0:00	96:00
Event		LDP Override/		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	TOTAL
Code	Event Code Description	Ref#	LDP Description	01/29	01/30	01/31	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	HOURS
100	REGULAR PAY										12:00	12:00	12:00	12:00	12:00	12:00	12:00		84:00
	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	0:00
	OT 1.5					2:00													2:00
251Q	OT 1.5					10:00									Employ	ee work	ked regu	ular 84:0	10:00
																hour w	ork wee		0:00
					_/									-					0:00
٠,	n this work perio	d the																	0:00
	nployee has 84 h					of regula													0:00
	egular time (100					e) plus 2													0:00
	ore overtime, leav		m <sub>AL</sub>			qualifying		0.00		0.00	74.00	74.00	10.00	20.00	74.00	20.00	70.00	0.00	0:00
	ours short of the		ır		time (25		0:00	0:00	0:00	0:00	12:00	12:00	12:00	12:00	12:00	12:00	12:00	0:00	96:00
	ualifying threshol					es the 8	6-												
	sult, the first 2 ov				ır thresh				N	otico l	our th	0 alla	lificino	ovort	imo o	mac	hoford	tho 1	00
	ours are non-qua		certify that all ti			ime in th		nd on Page 2										e the 1	
			ologee Gianature		ed as qu	therefor	е		CC									d. This	
			pagee signature	Coul	eu as qu	aniying			l b	ecaus	e qual	itying	overti	ıme ıs	deterr	nıned	by tot	tal hou	ırs

Supervisor Signature:

worked across the entire work period, not by the order in which hours are posted.

#### EXAMPLE OF QUALIFYING AND NON QUALIFYING OVERTIME

orrections	Time & Attendance Repor

			Pay Period Start Date:	January 29, 2026	
			Pay Period End Date:	February 11, 2026	
Employee Name: Employee, Alaska	Home Department: 20	Alt. Workweek: No	Document ID:		
Employee ID: 123456	Home Unit: ZI03	Overtime Eligible: Yes	Certified By:		
Status: Full Time (FR)	Bargaining Unit: ACOA	Comp Time: No	Date:		

Highlighted days show employee work period

Entered By:

											_								
				Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	HOURS
	Standard	Start / Sto	p Times	01/29	01/30	01/31	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	WORKED
Start		8:00		8:00		6:00		8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00		
Stop		12:00		12:00		18:00		12:00	12:00	12:00	12:00	12:00			12:00	12:00	12:00		
Start		13:00		12:30				12:30	12:30	12:30	12:30	12:30			12:30	12:30	12:30		
Stop		16:30		17:00				17:00	17:00	17:00	17:00	16:30			17:00	17:00	17:00		
Start																			
Stop																			
Start																			
Stop																			
Total		7:30		8:30	0:00	12:00	0:00	8:30	8:30	8:30	8:30	8:00	0:00	0:00	8:30	8:30	8:30	0:00	88:00
Event		LDP Override/		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	TOTAL
	Event Code Description	Ref#	LDP Description	01/29	01/30	01/31	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	HOURS
100	REGULAR PAY			8:30				8:30	8:30	8:30	8:30	8:00			8:30	8:30	8:30		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	0:00
165SK	LV PER SK				8:00														8:00
251N	OT 1.5					9:00													9:00
251Q	OT 1.5					3:00													3:00
																			0:00
																			0:00
																			0:00
																			0:00
																			0:00
	ded additional event lines are le at row 46 to 69. Totals will		TOTAL	8:30	8:00	12:00	0:00	8:30	8:30	8:30	8:30	8:00	0:00	0:00	8:30	8:30	8:30	0:00	96:00

reflect all event rows filled out.

This employee took leave for their regular shift on 01/30. In the work period, before considering overtime, the employee had only physically worked 34:00 hours which left them 9:00 hours short of the 43:00 hour requirement to earn qualifying overtime. Due to this, the first 9:00 hours of overtime worked on 01/31 were non qualifying (251N).

Employee Signature

ALASKA DEPARTMENT OF

Supervisor Signature

Now, the employee had physically worked 39:00 hours of Regular time and 9:00 of Non Qualifying Overtime, totaling to 43:00 hours in the work period. The employee becomes eligible to earn Qualifying Overtime (251Q) for the remaining 3 hours of overtime earned in the work period.

#### EXAMPLE OF QUALIFYING OVERTIME

			L/(/ (IV)		J1 Q0/	\_II			-												
$\mathbf{AL}A$	SKA DE	PART	MEN'	T OF			Corre	ctions										Tir	ne & At	tendanc	e Repor
															•	Pay Period	Start Date:		uary 29, 20		•
																•	End Date:		ruary 11, 2		
		Employ	ee Name:	Employe	ee, Alaska			Home D	epartment:	20			Alt. V	Vorkweek:	No	Do	cument ID:				•
		Emp	ployee ID:	123456				1	Home Unit:	ZI03			Overtin	ne Eligible:	Yes	C	ertified By:				
			Status:	Full Tin	ne (FR)			Barga	ining Unit:	ACOA			Co	mp Time:	No	_	Date:				
										Highlig	hted da	ys show	employ	ee work	period	E	intered By:				
						Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	HOURS
	9	Standard	Start / Sto	p Times		01/29	01/30	01/31	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	WORKED
Start			8:00			6:00	6:00	6:00	6:00	6:00	6:00	6:00	10:00								
Stop			12:00			18:00	18:00	18:00	18:00	18:00	18:00	18:00	11:00								
Start			13:00																		
Stop			16:30																		
Start																					
Stop																					
Start																					
Stop		Misse	ed Meal Bi	reak		X	X	X	X	X	X	X									
Total			LDP			12:00			12:00		12:00	12:00	1:00	0:00	0:0	+	0:00	0:00	0:00	0:00	85:00
Event Code	Event Code De	carintian	Override/ Ref#	IDDD	escription	Thu 01/29	Fri 01/30	Sat 01/31	Sun 02/01	Mon 02/02	Tue 02/03	Wed 02/04	Thu 02/05	Fri 02/06	Sat 02/07	Sun 02/08	Mon 02/09	Tue 02/10	Wed 02/11	Thu 02/12	TOTAL HOURS
	REGULAR PA		Itel #	LDI D	escription	12:30	12:30	12:30	12:30	12:30	12:30	9:00									84:0
105	REG HOLIDA	AY				0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:0	0:00	0:00	0:00	0:00	0:00	0:0
251N	OT 1.5											2:00									2:0
251Q	OT 1.5											1:30	1:00								2:3
																					0:0
				/																	0:0
Th	ne employe	e recei	ives an	additio	nal half h	our per d	day														0:0
	or a missed																				0:0
Re	egular Pay ι	until the	emplo	yee rea	ches the	establis	hed					neeting t									0:0
	OV	ertime t	thresho	ld of 84	:00 hours	S.						ng overti									0:0
_	lace the em	un la va a	roocho	- 04:00	) hours o	f shusis	30	12:30	12:30			old of 86:		0:00	0:0	0:00	0:00	0:00	0:00	0:00	88:3
qu qu	Ince the em orked time, ualifying ove hours of ov	they ar ertime t	re still <mark>2</mark> threshol	:00 hou ld. As a	rs short or result, th	of the FL ne next 2	.SA :00	1-1-1	D 1 -	e	ohysically employee arn quali 2)	is eligit	ole to				<b>-</b>				0:00
٥٧	vertime (25 efore qualif	1N). No	on qualit	fying ov	ertime sl	hould co	me	orded above	on rage 1 a	nd on I	,-	7.		1901		Comments:					
	Supervisor Si	gnature:		Superviso	r (Signature							Date:	1/1/	1901						ı	

### **Holiday Premium Pay**



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

#### EXAMPLE OF NON QUALIFYING HOLIDAY PREMIUM PAY (249)

	2,0 11111 22 31 11311 4	torten internegibre	111211101111111111111111111111111111111
1	ALASKA DEPARTMENT OF	Corrections	

Corrections		Time & Attendance Repor
	Pay Period Start Date:	January 1, 2026

January 14, 2020	ay Period End Date:			
	Document ID:	Alt. Workweek: No	Iome Department: 20	Employee Name: Employee, Alaska
	Certified By:	Overtime Eligible: Yes	Home Unit: ZI03	Employee ID: 123456
	Date:	Comp Time: No	Bargaining Unit: ACOA	Status: Full Time (FR)

Highlighte

ed days shows employee work period	Entered By:

							riigiilig	jiileu ua	iys siloi	ws emp	ioyee w	JIK Peli	ou						
				Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	HOURS
	Standard	Start / Sto	op Times	01/01	01/02	01/03	01/04	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	WORKED
Start		8:00		6:00	6:00	6:00	6:00	6:00	6:00	6:00		10:00							
Stop		12:00		18:00	18:00	18:00	18:00	18:00	18:00	18:00		14:00							
Start		13:00																	
Stop		16:30																	
Start																			
Stop																			
Start																			
Stop																			
Total				12:00	12:00	12:00	12:00	12:00	12:00	12:00	0:00	4:00	0:00	0:00	0:00	0:00	0:00	0:00	76:00
Event		LDP Override/		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	TOTAL
Code	Event Code Description	Ref#	LDP Description	01/01	01/02	01/03	01/04	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	HOURS
100	REGULAR PAY				12:00	12:00	12:00	12:00	12:00	12:00									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	0:00	8:00
249N	HOLIDAY WORKED	<b>4</b>		12:00															0:00
	OT 1.5							****				2:00							2:00
251Q	OT 1.5					***				.,.		2:00							2:00
																			0:00
										<b>—</b>									0:00
The employee worked 4						_												0:00	
On 01/01, the employee worked overtime hours					hours o	n their			ne emplo										0:00
12 holiday hours. Counting RDO. With 72 h							12:0		s 86 hou										0:00
	ır (100 code) pay				gular pay (100) and 12				ally worl		0:00	4:00	0:00	0:00	0:00	0:00	0:00	0:00	84:00
vas 7	2 hours-14 hours	below	the	holiday h	ours cod	ded as		time i	n the wo	ork									

86-hour threshold for qualifying overtime. Because the threshold was not met, the 249 code is recorded as non-qualifying (249N).

non-qualifying (249N), their total is 84-two hours short of the 86-hour threshold. Therefore, the first 2 overtime hours are nonqualifying (251N)

rtify that :

period, any additional overtime

Page 1 is qualifying (251Q).

1/1/1901

Comments:

Date: 1/1/1901

#### EXAMPLE OF NON QUALIFYING HOLIDAY PREMIUM PAY (249)

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#### Time & Attendance Report

Tannam 1 2026

				Fay Feriod Start Date:	January 1, 2020
				Pay Period End Date:	January 14, 2026
Employee Name: Employee, Alaska	Home Department: 2	.0	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: 2	103	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: A	COA	Comp Time: No	Date:	
	I C-LC-L	4		Entered By:	

Highlighted days shows employee work period

							99	mod dd	190 01101	io ompi	0,00 m	ork berr	ou						
				Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	HOURS
	Standard	Start / Sto	p Times	01/01	01/02	01/03	01/04	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	WORKED
Start		8:00		6:00	6:00	6:00	6:00	6:00	6:00	6:00		10:00							
Stop		12:00		18:00	18:00	18:00	18:00	18:00	18:00	18:00		14:00							
Start		13:00																	
Stop		16:30																	
Start																			
Stop																			
Start																			
Stop																			
Total		7:30		12:00	12:00	12:00	12:00	12:00	12:00	12:00	0:00	4:00	0:00	0:00	0:00	0:00	0:00	0:00	76:00
		LDP		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	
Event Code	Event Code Description	Override/ Ref#	LDP Description	01/01	01/02	01/03	01/04	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	TOTAL HOURS
100	REGULAR PAY				12:00	12:00	12:00	12:00	12:00	12:00									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	0:00	8:00
249N	HOLIDAY WORKED	<b>411</b>		12:00															0:00
251N	OT 1.5							****		****		2:00							2:00
251Q	OT 1.5			****				****				2:00							2:00
																			0:00

On 01/01, the employee worked 12 holiday hours. Counting regular (100 code) pay, their total was 72 hours-14 hours below the 86-hour threshold for qualifying overtime. Because the threshold was not met, the 249 code is recorded as non-qualifying (249N).

The employee worked 4 overtime hours on their RDO. With 72 hours of regular pay (100) and 12 holiday hours coded as non-qualifying (249N), their total is 84-two hours short of the 86-hour threshold. Therefore, the first 2 overtime hours are non-

qualifying (251N)

rtify that

Once the employee reaches 86 hours of physically worked time in the work period, any additional overtime

Page 1 is qualifying (251Q).

Date:

#### Dive Deeper:

Use a calculator to total the highlighted hours in the work period. You'll notice the employee only physically works 72 hours of 100 code. This means they are short 14 hours of the 86 hour qualifying OT threshold.

The 249 Holiday Premium Pay of 12 hours is considered nonqualifying (249N) and brings the employee to 84 hours worked (72+12). The employee is now short 2 hours of the 86 hour threshold.

On the Friday RDO, the employee receives 2 hours of nonqualifying OT (251N) to reach the 86 hour threshold. All remaining overtime is qualifying (251Q).

L	EXAMP	LE O	F NON QUA	LIFYIN	IG HO	LIDAY	PREN	/IUM F	PAY										
ALA	SKA DEPART	MEN	T OF		Corre	ctions										Tiı	me & At	tendance	e Report
	Employ	ree Name:	: Employee, Alaska				epartment:	20			Alt. V	Workweek:		Pay Period	Start Date: December 18, 2025 d End Date: December 31, 2025 ocument ID:				
			123456			-	- Iome Unit:				-	ne Eligible:							
		Status:	Full Time (FR)			Barga	ining Unit: ACOA				Comp Time: No			Date:					
						-	ſ	High	nlighted	days sl	how em	ployee	work pe	riod	ered By:				
				Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	
	Standard	Start / St	op Times	12/18	12/19	12/20	12/21	12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31	01/01	HOURS WORKED
Start		8:00	-,								18:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	
Stop		12:00									24:00	6:00	6:00	6:00	6:00	6:00	6:00	6:00	
Start		13:00										18:00	18:00	18:00	18:00	18:00	18:00		
Stop		16:30										24:00	24:00	24:00	24:00	24:00	24:00		
Start																			
Stop																			
Start																			
Stop	p																		
Total					0:00	0:00	0:00	0:00	0:00	0:00	6:00	12:00	12:00	12:00	12:00	12:00	12:00	6:00	84:00
Event Code	Event Code Description	LDP Override/ Ref#	LDP Description	Thu 12/18	Fri 12/19	Sat 12/20	Sun 12/21	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	TOTAL HOURS
100	REGULAR PAY	ICEI #	LDI Description								6:00	12:00	12:00	12:00	12:00	12:00	6:00		72:00
105	REG HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	0:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	8:00
20P	RDO HOLIDAY PAY																		0:00
249N	HOLIDAY WORKED	•									6:00	•					6:00		12:00
249Q	HOLIDAY WORKED																		0:00
280	SWING DIFF										6:00	12:00	12:00	12:00	12:00	12:00	6:00		72:00
260N	SWING DIFF 1.5										6:00	4					6:00		12:00
260Q	SWING DIFF 1.5																		0:00
							Th		oyee is v										0:00
								are (	eligible f	or Holid	lay Pren	nium Pa	y (249)	for time	worked	on each	n holiday	1_	0:00
availab	ded additional event lines are le at row 46 to 69. Totals will		TOTAL	0:00	0:00	0:00		o detern	nine whe	ether the	Holiday	/ Premi	um Pay	should b	e qualif	ying or r	non-qual	ifying,	176:00
refle	reflect all event rows filled out.  We certify that all time and hours of work recorded above.							72:00 h	look at thours of re th a qua	egular ti	me (100	code) a	and has ld of 86:	no othe	r overtin	ne code	s in the	work	0:00
	Employee Signature:		Employee Gignature				short.												
	Supervisor Signature:		The employee has 12:00 hours of Holiday Premium Pay to be coded. Even with these hours considered, the total hours physically worked comes to 84:00 (72+12), which is																

still below the qualifying threshold. Therefore, all 12:00 hours of Holiday Premium Pay should be coded as non-qualifying (249N).

#### EXAMPLE OF QUALIFYING HOLIDAY PREMIUM PAY (249)

Supervisor Signature:

	EXA	WIPLE	OF QUALIF	TING	HOLIL	ATP	KEIVIIU	IVI PA	r (249)			J									
ALA	SKA DEPART	<b>IMEN</b>	T OF		Correc	tions										Tin	ne & Att	tendano	e Report		
														Pay Period	Start Date:	Janı	ary 15, 20	026			
														Pay Period	l End Date:	Janı	ary 28, 20	026			
	Employ	yee Name:	Employee, Alaska			Home De	epartment:	20			Alt. V	Vorkweek:	No	Do	cument ID:						
	Em	ployee ID:	123456				Iome Unit:				Overtin	Overtime Eligible: Yes Certifi					By:				
		Status:	Full Time (FR)			Barga	ining Unit:	ACOA			Co	omp Time:	No	-	Date:						
			[	High	lighted v	veek sh	ows em	ployee	work pe	eriod	Entered By: _										
				Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	HOURS		
	Standard	Start / Sto	op Times	01/15	01/16	01/17	01/18	01/19	01/20	01/21	01/22	01/23	01/24	01/25	01/26	01/27	01/28	01/29	WORKED		
Start		8:00		8:00	8:00			8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00				
Stop		12:00		12:00	12:00			12:00	12:00	12:00	12:00	12:00			12:00	12:00	12:00				
Start		13:00		12:30	12:30			12:30	12:30	12:30	12:30	12:30			12:30	12:30	12:30				
Stop		16:30		17:00	19:00			16:30	17:00	17:00	17:00	17:00			16:30	17:00	17:00				
Start																					
Stop																					
Start																					
Stop Total		7:30		8:30	8:30 10:30 0:00 0:00 8:00 8:30 8:30 42-Hour Workweek Requirement Met (Codes 100 + 10										105)	6:00					
		LDP		Thu	Fri	Sat	Sun	Mon	Tue	Wed	1.	Code	de 100-Regular Pay: 34 hours of physically worked								
Event Code	Event Code Description	Override/ Ref#	LDP Description	01/15	01/16	01/17	01/18	01/19	01/20	01/21	1	time		J	,		,, -		DURS		
100	REGULAR PAY			8:30	8:30				8:30	8:30	1 .	0-4-	40E II-	lidaDa.	0 1 1		:		76:00		
105	REG HOLIDAY			0:00	0:00	0:00	0:00	8:00	0:00	0:00	•	time	105-H0	iliday Pay	y: 8 Hours	s, not pn	ysically v	worked	8:00		
251N	OT 1.5				1:00						]	une							1:00		
251Q	OT 1.5				1:00							Total:	42:00 h	nours					1:00		
249Q	HOLIDAY WORKED							8:00			Qua	lifying C	vertim	e Thres	hold (Co	des 100	+ 249 +	251)	8:00		
											_								0:00		
											┨ .	34:00		i:00 hour	s physica	ally work	ed time	(total of	0:00		
											1		•						0:00		
											- •			00 hours	physical	ly worke	d time (t	otal of	0:00		
If nee	led additional event lines are	TOTAL	8:30	10:30	0:00	0:00	16:00	8:30	8:30	1	42:00	)						94:00			
availab	available at row 46 to 69. Totals will reflect all event rows filled out.											Code	251N-	1:00 phys	sically wo	rked tim	e (total o	of 43:00)			
													Non-qualifying overtime must be recorded first in								
	We certify that all time and hours of work recorded above on Page 1 and on Page 2 are true and correct.												Non-qualifying overtime must be recorded first in chronological order on the timesheet, before any								
	Employee Signature: Employee Gignature Date:											qualifying overtime. That's why 251N is applied on									

Friday, rather than coding an hour of non-qualifying

Holiday Premium Pay on Monday.

## EXAMPLE OF QUALIFYING HOLIDAY PREMIUM PAY

<b>1</b>	Γ Λ	CIZ	A .	$\mathbf{D}\mathbf{F}$	DA	DT	ME	NT	OF	

SWING DIFF 1.5

SWING DIFF 1.5

reflect all event rows filled out.

## Corrections

## Time & Attendance Report

			Pay Period Start Date:	February 12, 2026	
			Pay Period End Date:	February 25, 2026	
Employee, Alaska	Home Department: 20	Alt. Workweek: No	Document ID:		
Employee ID: 123456	Home Unit: ZI03	Overtime Eligible: Yes	Certified By:		
Status: Full Time (FR)	Bargaining Unit: ACOA	Comp Time: No	Date:		
	Highlighted dov	s show employee work period	Entered By:		

12:

									nou duy										
				Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	HOURS
	Standard	Start / Sto	p Times	02/12	02/13	02/14	02/15	02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23	02/24	02/25	02/26	WORKED
Start		8:00		6:00	6:00	6:00	6:00	6:00	6:00	6:00			6:00						
Stop		12:00		18:00	18:00	18:00	18:00	18:00	18:00	18:00			18:00						
Start		13:00		18:00	18:00	18:00	18:00												
Stop		16:30		22:00	22:00	22:00	22:00												
Start																			
Stop																			
Start																			
Stop																			
Total		7:30		16:00	16:00	16:00	16:00	12:00	12:00	12:00	0:00	0:00	12:00	0:00	0:00	0:00	0:00	0:00	112:00
Event		LDP Override/		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	
	Event Code Description		LDP Description	02/12	02/13	02/14	02/15	02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23	02/24	02/25	02/26	TOTAL HOURS
100	REGULAR PAY			12:00	12:00	12:00	12:00		12:00	12:00									72:00
105	REG HOLIDAY			0:00	0:00	0:00	0:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	8:00
251N	OT 1.5			4:00	4:00	4:00	2:00												14:00
251Q	OT 1.5						2:00						12:00						14:00
249Q	HOLIDAY WORKED							12:00											12:00

TOTAL 20:00 20:00 20:00 20:00 20:00 12:00 If needed additional event lines are available at row 46 to 69. Totals will

4:00

4:00

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

4:00

2:00

2:00

Employee Signature: **Employee Signature** 

Supervisor Signature Supervisor Signature:

This employee was placed on 4-hour holds from 02/12 to 02/15. Begin by adding the highlighted 100-code hours to determine total physically worked time, which is 72:00 hours. This leaves the employee 14:00 hours short of the 86:00-hour qualifying overtime threshold.

Next, apply overtime hours in the order they occurred, coding them as non-qualifying overtime (251N) until the threshold is met. This is shown as the highlighted 251N hours. In this case, the threshold is reached on 02/15

Any overtime hours worked after that point should be coded as qualifying (e.g., 251Q, 260Q, 249Q), depending on the type of premium pay. Notice how swing differential (260N and 260Q) correspond with the type of overtime being earned at that time.

# **Shift Differentials and other Premium Pays**



## **Important Clarification:**

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

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

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

## This includes:

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

## Claiming Swing and Grave Shift Differentials



## **Examples**:

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

## Reminder:

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

## **Event Codes – Swing and Grave Shift Differentials**



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

## EXAMPLE OF QUALIFYING SWING DIFFERENTIAL

## rt

DEPARTMENT OF		Correc	tions										Tiı	ne & At	tendanc	e Repo
											Pay Period	Start Date:	Jan	uary 29, 2	026	_
											Pay Period	End Date:	Febr	uary 11, 2	026	
Employee Name: Employee, Alaska			Home D	epartment:	20			Alt. V	Vorkweek:	No	Do	cument ID:				_
Employee ID: 123456			I	Home Unit:	ZI03			Overtin	ne Eligible:	Yes	C	ertified By:				_
Status: Full Time (FR)			Barga	ining Unit:	ACOA			Co	omp Time:	No	_					_
	Highl	ighted w	eek sho	ows emp	loyee w	ork peri	od				E	ntered By:				-
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	
Standard Start / Stop Times	01/29	01/30	01/31	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	HOURS WORKEI
8:00	8:00	8:00	18:00	0:00	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00		
12:00	12:00	12:00	24:00	6:00	12:00	12:00	12:00	12:00	12:00			12:00	12:00	12:00		
13:00	12:30	12:30			12:30	12:30	12:30	12:30	12:30			12:30	12:30	12:30		
16:30	17:00	16:30			17:00	17:00	17:00	17:00	16:30			17:00	17:00	17:00		
														·		

Stop																			
Total		7:30		8:30	8:00	6:00	6:00	8:30	8:30	8:30	8:30	8:00	0:00	0:00	8:30	8:30	8:30	0:00	96:00
Event		LDP Override/		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	
	Event Code Description		LDP Description	01/29	01/30	01/31	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	TOTAL HOURS
100	REGULAR PAY			8:30	8:00			8:30	8:30	8:30	8:30	8:00			8:30	8:30	8:30		84:00
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	0:00
251N	OT 1.5					1:00													1:00
251Q	OT 1.5					11:00													11:00
260N	SWING DIFF 1.5					1:00													1:00
260Q	SWING DIFF 1.5					11:00													11:00

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

Start Stop Start Stop Start Stop Start

> Swing and grave shift differentials are tied to overtime hours. This means these codes will also be split into non qualifying (260N, 270N) and qualifying codes (260Q, 270Q). As shown in the example above, the employee earns non qualifying swing (260N) while earning non qualifying overtime (251N). The employee then earns qualifying grave (260Q) while earning qualifying overtime hours (251Q).

Employee Signature:

Supervisor Signature: Supervisor Signature

1/1/1901 Date:

0:00

0:00

0:00 0:00

0:00

	EXAMPLE O	F QUA	ALIFYING AI	ND NO	N QUA	LIFYI	NG SV	VING [	DIFFE	RENTI	IAL								
ALA	SKA DEPAR	TMEN	T OF	_	Correc	ctions		_		_	_					Tir	ne & At	tendano	e Repoi
														Pay Period	Start Date:		uary 29, 2		•
														•	End Date:		ruary 11, 2		-
	Emplo	yee Name:	Employee, Alaska			Home D	epartment:	20			Alt. V	Vorkweek:	No		cument ID:		, , ,		-
	_	nployee ID:					- Iome Unit:					e Eligible:		_	ertified By:				-
		Status:	Full Time (FR)			Barga	ining Unit:	ACOA			Co	mp Time:	No	_	Date:				-
							٦	High	iahted (	davs sh	ow emp	lovee v	ork pe	riod	tered By:				-
				Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	
	Standard	d Start / Sto	n Times	01/29	01/30	01/31	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	HOURS WORKEI
Start	Standart	8:00	op Times	6:00	6:00	6:00	6:00	6:00	6:00	6:00	02.00	32,00	02.07	02.00	02.00	02.20	02:22	V2.12	WORKEL
Stop		12:00		17:00	18:00	18:00	18:00	18:00	18:00	18:00									
Start		13:00				18:00													
Stop		16:30				22:00													
Start																			
Stop																			
Start																			
Stop																			
Total		7:30		11:00	12:00	16:00	12:00	12:00	12:00	12:00	0:00	0:00	0:0	0:00	0:00	0:00	0:00	0:00	87:00
Event		LDP Override/		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	TOTAL
Code	Event Code Description	1	LDP Description	01/29	01/30	01/31	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	HOURS
100	REGULAR PAY			11:00	12:00	12:00	12:00	12:00	12:00	12:00									83:0
105	REG HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:0	0:00	0:00	0:00	0:00	0:00	0:0
165SK	LV PER SK			1:00														_	1:0
251N	OT 1.5					3:00				84-Ho	ur Worl	kweek l	Reauir	ement N	let (Cod	des 100	+ 1658	:к) 📙	3:0
	OT 1.5	4				1:00									•			· _	1:0
	SWING DIFF 1.5					3:00				•		00-Reg	ular Pa	y: 83:00	hours of	physica	ally work	æd _	3:0
260Q	SWING DIFF 1.5	•				1:00					time							- 1	1:0
		1								•	Code 1	65SK-S	ick lea	ve: 1:00	hour of t	ime not	physica	allv 📙	0:0
		1		_/							worked						, , ,	_	0:0
			TOT.1	_/_	10.00	** **	74.00	70.00	- 10.0		T	4.00						-	0:0
	ded additional event							12:00	12:0	•	Total: 8	4:00						:00	92:0
	ct all event rows fill	e emplo	yee is eligible f	or swind	overtin	ne from :	18-00			Qualif	ying Ov	ertime	Thres	hold (Co	des 10	0 + 251	N)		
			. Swing hours a															. 1	0:0
			and qualifying o					d on Page 2	are true a	•				veek pe				nt	1
			se 251N with 3						- 1		ior qua	iiitying	overtil	ne is 86	.oo nou	rs work	lea.		

Supervisor Sig

hours are recorded as 251Q with 1 hours of 260Q

Code 100- 83:00 hours physically worked time (total of 83:00)

• Code 251N: 3:00 (total of 86:00)

## Recall



- Since Recall time pays at time and a half and corresponds with time worked, it is also subject to nonqualifying and qualifying rules. However, this only applies to the hours of recall spent physically working.
  - Applicable codes for recall within 4 hours of a shift are 243N and 243Q
  - Applicable codes for recall later than 4 hours after completion of shift are 244N, 244Q, and 245
- Recall code 245 used to meet the minimum guarantee of 3:00 hours of pay is not time spent physically working. Therefore, it will not have qualifying or non qualifying codes.

## EXAMPLE OF RECALL

## ALASKA DEPARTMENT OF

Corrections

Time & Attendance Report

94:00

0:00

				Pay Period Start Date: _	January 29, 2026
				Pay Period End Date:	February 11, 2026
Employee Name: Employee, A	laska Home Department	20	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit	ZI03	Overtime Eligible: Yes	Certified By:	
Status: Full Time (F	R) Bargaining Unit	A	Highlighted days show work period	Date: _ Entered By: _	

				Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	HOURS
	Standard	Start / Sto	p Times	01/29	01/30	01/31	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	WORKED
Start		8:00		6:00	6:00	6:00	6:00	6:00	6:00	6:00		9:00		9:00					
Stop		12:00		18:00	18:00	18:00	18:00	18:00	18:00	18:00		12:00		10:00					
Start		13:00		19:00															
Stop		16:30		20:00															
Start																			
Stop																			
Start																			
Stop																			
Total		7:30		13:00	12:00	12:00	12:00	12:00	12:00	12:00	0:00	3:00	0:00	1:00	0:00	0:00	0:00	0:00	89:00
Formet		LDP		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	TOTAL
Event Code	Event Code Description	LDP Override/ Ref#	LDP Description	Thu 01/29	Fri 01/30	Sat 01/31	Sun 02/01	Mon 02/02	Tue 02/03	Wed 02/04	Thu 02/05	Fri 02/06	Sat 02/07	Sun 02/08	Mon 02/09	Tue 02/10	Wed 02/11	Thu 02/12	TOTAL HOURS
Code	Event Code Description REGULAR PAY	Override/	LDP Description				02/01				02/05								
Code 100		Override/	LDP Description	01/29	01/30	01/31	02/01 12:00	02/02	02/03	02/04	02/05				02/09				HOURS
100 105	REGULAR PAY	Override/	LDP Description	01/29 12:00	01/30 12:00	01/31 12:00	02/01 12:00	02/02 12:00	02/03 12:00	02/04 12:00	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	HOURS 84:00 0:00
100 105 243N	REGULAR PAY REG HOLIDAY	Override/	LDP Description	01/29 12:00 0:00	01/30 12:00	01/31 12:00	02/01 12:00	02/02 12:00	02/03 12:00	02/04 12:00	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	HOURS 84:00
100 105 243N 244N	REGULAR PAY REG HOLIDAY RECALL BEFORE	Override/	LDP Description	01/29 12:00 0:00	01/30 12:00	01/31 12:00	02/01 12:00	02/02 12:00	02/03 12:00	02/04 12:00	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	84:00 0:00 1:00 1:00
Code 100 105 243N 244N 244Q	REGULAR PAY REG HOLIDAY RECALL BEFORE RECALL AFTER	Override/	LDP Description	01/29 12:00 0:00	01/30 12:00	01/31 12:00	02/01 12:00	02/02 12:00	02/03 12:00	02/04 12:00	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	84:00 0:00 1:00 1:00
Code 100 105 243N 244N 244Q 245	REGULAR PAY REG HOLIDAY RECALL BEFORE RECALL AFTER RECALL AFTER	Override/	LDP Description	01/29 12:00 0:00	01/30 12:00	01/31 12:00	02/01 12:00	02/02 12:00	02/03 12:00	02/04 12:00	02/05	02/06 0:00 1:00 2:00	02/07	02/08	02/09	02/10	02/11	02/12	84:00 0:00 1:00 1:00 3:00
Code 100 105 243N 244N 244Q 245 260N	REGULAR PAY REG HOLIDAY RECALL BEFORE RECALL AFTER RECALL AFTER RECALL TO MIN	Override/	LDP Description	01/29 12:00 0:00 1:00	01/30 12:00	01/31 12:00	02/01 12:00	02/02 12:00	02/03 12:00	02/04 12:00	02/05	02/06 0:00 1:00 2:00	02/07	02/08	02/09	02/10	02/11	02/12	HOURS 84:00 0:00 1:00 1:00 3:00 4:00
Code 100 105 243N 244N 244Q 245 260N	REGULAR PAY REG HOLIDAY RECALL BEFORE RECALL AFTER RECALL AFTER RECALL TO MIN SWING DIFF 1.5	Override/	LDP Description	01/29 12:00 0:00 1:00	01/30 12:00 0:00	01/31 12:00 0:00	02/01 12:00 0:00	02/02 12:00 0:00	02/03 12:00 0:00	02/04 12:00 0:00	02/05	02/06 0:00 1:00 2:00 1:00	02/07	02/08 0:00 1:00 3:00	02/09	02/10	02/11	02/12	HOURS 84:00 0:00 1:00 1:00 3:00 4:00

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 Gignati

Supervisor Signature:

Supervisor Signa

On 01/29, the employee was recalled within 4 hours of completing their shift. Because they had only accumulated 84:00 hours toward the required 86:00-hour qualifying overtime threshold, this recall time was coded as non-qualifying recall (243N).

On 02/06 and 02/08, the employee was recalled more than 4 hours after completing their last shift. The first hour of recall was coded as non-qualifying (244N) since the employee was still 1 hour short of the 86:00-hour threshold. Once the threshold was met, all remaining recall hours were coded as qualifying recall (244Q).

It is important to note that the Recall Minimum Guarantee (245) is neither qualifying nor non-qualifying. This code represents guaranteed pay at time-and-a-half, but it does not correspond to actual hours worked.

Therefore, it does not require classification as qualifying or non-qualifying overtime.

## **EXAMPLE 2 OF RECALL**

## ALASKA DEPARTMENT OF

## Corrections

## Time & Attendance Report

					Pay Period Start Date:	January 29, 2026
					Pay Period End Date:	February 11, 2026
Employee Name:	Employee, Alaska	Home Department: 20		Alt. Workweek: No	Document ID:	
Employee ID:	123456	Home Unit: ZI03		Overtime Eligible: Yes	Certified By:	
Status:	Full Time (FR)	Bargaining Unit: A	Himblinktod dove	-1	Date:	
			Highlighted days	show work period	Entered By:	

				Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	HOURS
	Standard	Start / Sto	p Times	01/29	01/30	01/31	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	WORKED
Start		8:00		18:00	0:00	0:00	0:00	0:00	0:00	0:00	6:00		19:00						
Stop		12:00		24:00	6:00	6:00	6:00	6:00	6:00	6:00	6:00		24:00						
Start		13:00			18:00	18:00	18:00	18:00	18:00	18:00									
Stop		16:30			24:00	24:00	24:00	24:00	24:00	24:00									
Start																			
Stop																			
Start																			
Stop																			
Total		7:30		6:00	12:00	12:00	12:00	12:00	12:00	12:00	0:00	0:00	5:00	0:00	0:00	0:00	0:00	0:00	83:00
Event		LDP Override/		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	TOTAL
	Event Code Description	Ref#	LDP Description	01/29	01/30	01/31	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	HOURS
100	REGULAR PAY			12:00	12:00	12:00	12:00	12:00	12:00	12:00									84:00
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	0:00
280	SWING DIFF			12:00	12:00	12:00	12:00	12:00	12:00	12:00									84:00
244N	RECALL AFTER												2:00						2:00
244Q	RECALL AFTER												3:00						3:00
260N	SWING DIFF 1.5												2:00						2:00
260Q	SWING DIFF 1.5												3:00						3:00
																			0:00
																			0:00
																			0:00
	ded additional event lines are le at row 46 to 69. Totals will		TOTAL	24:00	24:00	24:00	24:00	24:00	24:00	24:00	0:00	0:00	10:00	0:00	0:00	0:00	0:00	0:00	178:00

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

We certify that :

Employee Signature: Employee Signo

Supervisor Signature:

Supervisor Sign

This employee was recalled for a total of 5:00 hours on 02/07. The employee is paid both 244N and 244Q since the recall happened more than 4 hours after the end of their prior shift. Because the employee exceeded the minimum guarantee of 4:00 paid at the overtime rate, there is no need for 245 Recal Minimum Guarantee.

The employee receives 2:00 hours of Non Qualifying Recall (244N) first since they have only physically worked 84:00 hours in the work period. After adding the 100 code Regular Pay (84:00) and 2:00 hours of 245N Non Qualifying Recall, the employee meets the 86:00 hour threshold to earn qualifying overtime. As a result, the remaining recall hours (3:00) are coded to Qualifying Recall (244Q).



Claiming Overtime: PSEA Troopers



Providing Insight for Alaskans.

# Claiming Overtime: PSEA (DPS Troopers)



This section includes visual examples of how to correctly record nonqualifying and qualifying overtime on a timesheet. <u>It is specifically intended for PSEA bargaining unit members in Department of Public Safety (DPS).</u>

The PSEA contract specifies 1 schedule:

- 40-hour Schedule
  - 5 days on/2 days off or 4 days on/3 days off
  - 1-week work period (Sunday midnight to Sunday midnight)
  - Threshold for qualifying overtime is 43 hours in 1 week

PSEA also follows various alternate work weeks that can affect the work period including:

- 2 week on/2 week off
  - 4-week work period
  - Threshold for qualifying overtime is 171 hours
- 84-Hour (combination of 7 days on/7 days off over 2 week period-12 hour days)
  - 2 week work period from Sunday midnight to Sunday midnight 2 weeks later.
  - Threshold for qualifying overtime is 86 hours

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

# Law Enforcement FLSA Threshold per Work Period Length



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

Work Period	Law Enforcement FLSA Threshold
28 days	171 hours
21 days	128 hours
14 days	86 hours
7 days	43 hours

## EXAMPLE OF NON QUALIFYING OVERTIME

ALASKA	DEPA	RTI	/IFNT	OF

## Public Safety

## Time & Attendance Report

			Pay Period Start Date:	January 19, 2026
			Pay Period End Date:	February 1, 2026
Employee Name: Employee, Alaska	Home Department: 12	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: AA/AP	Comp Time: No	Date:	
	Highlighted week shows employee work period		Entered By:	

				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS
	Standard	Start / Sto	p Times	01/19	01/20	01/21	01/22	01/23	01/24	01/25	01/26	01/27	01/28	01/29	01/30	01/31	02/01	WORKED
Start		8:00			8:00	8:00	8:00	8:00	10:00		8:00	8:00	8:00	8:00	8:00			
Stop		12:00			12:00	12:00	12:00	12:00	16:00		12:00	12:00	12:00	12:00	12:00			
Start		13:00			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																		
Stop																		
Start																		
Stop																		
Total		7:30		0:00	8:00	8:00	8:00	8:00	6:00	0:00	8:00	8:00	8:00	8:00	8:00	0:00	0:00	78:00
Event		LDP Override/		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
Code	Event Code Description	Ref#	LDP Description	01/19	01/20	01/21	01/22	01/23	01/24	01/25	01/26	01/27	01/28	01/29	01/30	01/31	02/01	HOURS
100	REGULAR PAY				8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00			72:00
105	REG HOLIDAY			8:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	8:00
251N	OT 1.5							;	6:00									6:00
																		0:00
																		0:00
																		0:00
	The en	anlove	e observed t	ha 01/	10 holiz	day and	4 L											0:00
	The employee observed the 01/19 holiday and used 105 holiday pay to meet the 40-hour																	
																		0:00
			week. When					8:00	6:00	0:00	8:00	8:00	8:00	8:00	8:00	0:00	0:00	86:00
	le at row on 01/2	24, the	y had not yet	reache	ed 43 h	ours o	f											

physically worked time in the period. With only 38 hours worked (including the overtime) in the work period, all 6 overtime hours are non-qualifying and must be coded as 251N.

e 1 and on Page 2 are true and correct.

1/1/1901 Date:

Date: 1/1/1901 0:00

Comments:	

Emp

Super

## EXAMPLE OF NON QUALIFYING OVERTIME

## ALASKA DEPARTMENT OF

## Public Safety

## Time & Attendance Report

					Pay Period Start Date:	January 19, 2020
					Pay Period End Date:	February 1, 2026
Employee Name: Employee,	Alaska	Home Department:	12	Alt. Workweek: No	O Document ID:	
Employee ID: 123456		Home Unit:	Z40P	Overtime Eligible: Y	es Certified By:	
Status: Full Time	FR)	Bargaining Unit:	AA/AP	Comp Time: N	O Date:	
				_		

Highlighted week shows employee work period

Entered By:		

					_							_					_	
				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS
	Standard	Start / Sto	p Times	01/19	01/20	01/21	01/22	01/23	01/24	01/25	01/26	01/27	01/28	01/29	01/30	01/31	02/01	WORKED
Start		8:00			8:00	8:00	8:00	8:00	10:00		8:00	8:00	8:00	8:00	8:00			
Stop		12:00			12:00	12:00	12:00	12:00	16:00		12:00	12:00	12:00	12:00	12:00			
Start		13:00			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																		
Stop																		
Start																		
Stop																		
Total		7:30		0:00	8:00	8:00	8:00	8:00	6:00	0:00	8:00	8:00	8:00	8:00	8:00	0:00	0:00	78:00
T		LDP		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Event Code	Event Code Description	Override/ Ref#	LDP Description	01/19	01/20	01/21	01/22	01/23	01/24	01/25	01/26	01/27	01/28	01/29	01/30	01/31	02/01	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			, , , , ,					6:00									6:00
																		0:00
																		0:00

If needed addit available at row reflect all eve

Emp

Super

The employee observed the 01/19 holiday and used 105 holiday pay to meet the 40-hour minimum workweek. When they worked overtime on 01/24, they had not yet reached 43 hours of physically worked time in the period. With only 38 hours worked (including the overtime) in the work period, all 6 overtime hours are non-qualifying and must be coded as 251N.

8:00

1 and on Page

Use a calculator to total the highlighted hours in the first work period. The employee physically worked only 32 hours before overtime on their RDO. Holiday pay (105) is not counted as time physically worked and therefore does not apply toward qualifying overtime.

Dive Deeper:

Since the threshold is 43 hours, and the employee has only 32 hours worked, even with 6 hours of overtime they still do not reach the 43hour requirement.

As a result, all 6 overtime hours are non-qualifying.

0:00

0:00 0:00

0:00

0:00

## ALAS

## EXAMPLE OF NON QUALIFYING AND QUALIFYING OVERTIME

## Time & Attendance Report

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

January 18, 2026

	Employe	e Name:	Employee, Alask	a		Home De	partment:	02			Alt. V	Vorkweek:	No	Doc	cument ID:			
	Empl	oyee ID:	123456			Н	ome Unit:	Z40P			Overtim	e Eligible:	Yes	Ce	ertified By:			
		Status:	Full Time (FR)			Bargaii	ning Unit:	AA/AP			Co	mp Time:	No		Date:			
				High	lighted	week sh	ows em	ployee v	work pei	riod	I			E	Entered By:			
				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Standard S	tart / Sto	p Times	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	HOURS WORKED
Start		8:00		7:00	7:00	7:00	7:00				7:00	7:00	7:00	7:00				
Stop		12:00		13:00	13:00	13:00	13:00				13:00	13:00	13:00	13:00				
Start		13:00		14:00	14:00	14:00	14:00				14:00	14:00	14:00	14:00				
Stop		16:30		18:00	19:00	20:00	19:30				18:00	18:00	18:00	18:00				
Start																		
Stop																		
Start																		
Stop																		
Total		7:30		10:00	11:00	12:00	11:30	0:00	0:00	0:00	10:00	10:00	10:00	10:00	0:00	0:00	0:00	84:30
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	Icel #	LDI Dextipuon	10:00	10:00	10:00	10:00				10:00	10:00	10:00	10:00				80:00
105	REG HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
251N	OT 1.5		,		1:00	2:00												3:00
	OT 1.5						1:30											1:30
																		0:00
		7																0:00
	n this work period,	tho																0:00
	nployee has 40 ho			a														0:00
	egular time (100 cc			Counting	i the regi ode) and													0:00
	ring them 3:00 hour		t	ualifying														0:00
	of the 43 hour qualif		TAL		oloyee ha		11:30	0:00	0:00	0:00	10:00	10:00	10:00	10:00	0:00	0:00	0:00	84:30
wor first	ertime threshold fo k period.This result 3 hours of overtime	ts in the e being		reached requiren period. T	the 43:0 nent in th	00 hour ie work			,			,				<u> </u>		0:00
	non qualifying (251	N).	e certify that all	now eligil			Page 1 a	nd on Page	2 are true an	nd correct.			(	Comments:				
	Empioyee Signature:		Employee Gignatu	overt	ime (251	1Q).				Date:	1/1/1	901		Jamatuts.				
	Supervisor Signature:		Supervisor Signatus							Date:	1/1/1	901						

## EXAMPLE OF NON QUALIFYING AND QUALIFYING OVERTIME

requirement of 40 hours.

## Time & Attendance Report

			Pay Period Start Date:	January 5, 2026
			Pay Period End Date:	January 18, 2026
Employee Name: Employee, Alaska	Home Department: 12	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: AA	Comp Time: No	Date:	
	Highlighted week shows employee work period		Entered By:	

	Standard	l Start / Sto	Т:	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
Ctont	Standard	8:00	p 11mes				9:00		01/10	01/11						01/1/	01/10	WORKED
Start				6:00	6:00	7:30		7:00			4:30	8:00	8:00	9:00	6:00			
Stop		12:00		13:00	12:00	12:00	18:00	14:00			15:30		12:00	15:00	13:00			
Start		13:00		13:30	12:30	12:30						12:30	12:30					i
Stop	16:30			19:00	15:30	15:30						18:30	18:30					
Start																		
Stop																		
Start																		
Stop																		
Total		7:30		12:30	9:00	7:30	9:00	7:00	0:00	0:00	11:00	10:00	10:00	6:00	7:00	0:00	0:00	89:00
Event		LDP Override/		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
	Event Code Description	Ref#	LDP Description	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	HOURS
100	REGULAR PAY			12:30	9:00	7:30	9:00	2:00			11:00	10:00	10:00	6:00	3:00			80:00
105	REG HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
251N	OT 1.5							3:00							3:00			6:00
251Q	OT 1.5							2:00							1:00			3:00
																		0:00
																		0:00
																		0:00
																		0:00
			1. Code 100-	Regula	r Pay h	ours are	e counte	ed to me	et the	workwe	ek and	overtim	e thresh	nold				0:00
																		4

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

2. Employee worked additional hours in both work periods but had not yet met the 43 hour qualifying overtime threshold. The necessary 3 hours each week to reach the threshold are coded to 251N non qualifying overtime. The employee must meet the qualifying overtime threshold again

in each new work period before any overtime can be considered qualifying.

3. All overtime hours worked after meeting the qualifying overtime threshold are 251Q

Employee Signature:

Supervisor Signature:

0:00

0:00

0:00

## EXAMPLE OF QUALIFYING OVERTIME

## ALASKA DEPARTMENT OF

## Public Safety

## Time & Attendance Report

			Pay Period Start Date:	March 2, 2026
			Pay Period End Date:	March 15, 2026
Employee Name: Employee, Alaska	Home Department: 12	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: AA/AP	Comp Time: No	Date:	

## Highlighted days show 2 separate employee work periods

	Standard	Start / Sto	on Times	Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07	Sun 03/08	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14	Sun 03/15	HOURS WORKED
Start		8:00		8:00	8:00	8:00	8:00	7:00			8:00	8:00	8:00	8:00	7:00			
Stop		12:00		12:00	12:00	12:00	12:00	12:00			12:00	12:00	12:00	12:00	10:00			
Start		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	18:30				18:30	19:30	19:30	19:30				
Start																		
Stop																		
Start																		
Stop																		
Total		8:00		10:00	10:00	10:00	10:00	5:00	0:00	0:00	10:00	11:00	11:00	11:00	3:00	0:00	0:00	91:00
Event	Front Code Bossistics	LDP Override/	I DD Doorie fier	Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07	Sun 03/08	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14	Sun 03/15	TOTAL
Code 100	Event Code Description REGULAR PAY	Ref#	LDP Description	10:00	10:00	10:00		03/00	03/07	03/00	10:00	10:00	10:00	10:00	03/13	03/11	03/13	HOURS 80:00
	REG HOLIDAY			0:00	0:00	0:00		0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
-	OT 1.5							3:00	<b>4</b> 111			1:00	1:00	1:00				6:00
251Q	OT 1.5							2:00							3:00			5:00
																		0:00
																		0:00
																		0:00
							·											0:00
																		0:00
																		0:00
	ded additional event lines are		TOTAL	10:00	10:00	10:00	10:00	5:00	0:00	0:00	10:00	11:00	11:00	11:00	3:00	0:00	0:00	91:00

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

In this example, the employee worked extra hours in both work periods contained on the timesheet. The employee must meet the qualifying overtime threshold before earning qualifying overtime in each work period. Even though the employee met the threshold in the first work period, they must re-meet the threshold in the next period before earning qualifying overtime.

Employee Sign:

Supervisor Signature: Queenvisor (Jignature Date: 1/1/1901

## EXAMPLE OF QUALIFYING OVERTIME

												Tir	ne & At	tendanc	e Report
										P	ay Period	Start Date:	Ja	nuary 5, 2	026
											Pay Period	End Date:	Jaı	nuary 18, 2	2026
Employee Name: Employee, Alaska			Home De	partment:	12			Alt. V	Workweek:	No	Doc	cument ID:			
Employee ID: 123456			H	Iome Unit:	Z40P			Overtim	ne Eligible:	Yes	Ce	ertified By:			
Status: Full Time (FR)			Bargai	ning Unit:	AA			Co	mp Time:	No		Date:			
				H	ighlighte	d days s	show em	ployee w	vork peri	od	E	ntered By:			
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS
Standard Start / Stop Times	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	WORKED
8:00		7:00	7:00	7:00			7:00	7:00	7:00	7:00		10:00			
12:00		19:00	19:00	19:00			19:00	19:00	19:00	19:00		18:00			
13:00															
17:00															

The employee shown is on a two-week work period, which requires a total of 86:00 physically worked hours to earn qualifying overtime.

0:00

0:00

Mon

01/05

12:00

12:00

0:00

Tue

01/06

This employee's regular schedule results in 84:00 hours of 100 code - Regular Pay leaving them 2:00 hours short of the qualifying threshold.

As a result, the first 2:00 hours of overtime must be coded as non-qualifying overtime (251N).

Once meeting the qualifying overtime threshold of 86:00 physically worked, the

12:00

12:00

0:00

Sun

01/11

0:00

0:00

Sat

01/10

12:00

12:00

0:00

Mon

01/12

12:00

12:00

0:00

Tue

01/13

employee is eligible to earn qualifying overtime (251Q).

12:00 12:00 0:00 8:00

12:00

12:00

0:00

Wed

01/14

0:00

0:00

Thu

01/15

8:00

0:00

2:00

6:00

Fri

01/16

0:00

0:00

0:00

Sat

01/17

0:00

0:00

0:00

Sun

01/18

92:00

TOTAL

HOURS

84:00

0:00

2:00

6:00 0:00 0:00 0:00

0:00

0:00

0:00

92:00

0:00

Comments:

empioyee signature:

12:00

12:00

0:00

12:00

orded above on Page 1 and o

Wed

01/07

12:00

12:00

0:00

12:00

Thu

01/08

0:00

0:00

Fri

01/09

Supervisor Signature: Supervisor Signature

8:00

LDP

Override/

Ref#

LDP Description

Start Stop Start Stop Start Stop Start Stop

Total

Event

Code

251N

Event Code Description

REGULAR PAY

REG HOLIDAY

OT 1.5

2510 OT 1.5

Date:

/1/1901 1/1/1901

## **Double time**



- Double time and its corresponding codes are also subject to consideration of being nonqualifying and qualifying.
- This includes the following codes:
  - 252N and 252Q: Double Time
  - 262N and 262Q: Swing Differential
  - 272N and 272Q: Grave Differential
  - 23BN and 23BQ: SERT Premium Pay
  - 23CN and 23CQ: PILOT Premium Pay

## EXAMPLE OF QUALIFYING DOUBLETIME

## Time & Attendance Report

Sun

01/18

0:00

01/18

0:00

HOURS

WORKED

89:30

TOTAL

HOURS 84:00

> 0:00 2:00 2:00

> 2:00 0:00

0:00

0:00 0:00 0:00

90:00

0:00

			Pay Period Start Date:	January 5, 2020
			Pay Period End Date:	January 18, 2026
Employee Name: Employee, Alaska	Home Department: 12	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: AA/AP	Comp Time: No	Date:	
	Highlighted day	ve chow omployoo work porio	Entered By:	

								підіші	jiilea az	ays silov	v emplo	yee wor	k period	-	mereu Dy.	
				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Standard	Start / Sto	op Times	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17
Start		8:00		7:00	7:00	4:00					7:00	7:00	7:00	7:00		
Stop		12:00		19:00	19:00	21:30					19:00	19:00	19:00	19:00		
Start		13:00														
Stop		16:30														
Start																
Stop																
Start																
Stop																
Total		7:30		12:00	12:00	17:30	0:00	0:00	0:00	0:00	12:00	12:00	12:00	12:00	0:00	0:00
Event		LDP Override/		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Code	Event Code Description	Ref#	LDP Description	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17
100	REGULAR PAY			12:00	12:00	12:00					12:00	12:00	12:00	12:00		
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
251N	OT 1.5					2:00										
251Q	OT 1.5					2:00			Thise	employe	e is on a	two-wee	ek work	neriod w	ith a gua	alifying o
252Q	OT DOUBLE					2:00			11115	Simpleye	0 10 011 4		ld of 86:			amymg c
									The	e employ	ee phys	ically wo	rked 84	:00 hour	s of regu	ılar time
									C	ode), fal	ling 2:00				old requ	ired to e
												quali	fying over	ertime.		

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

12:00

18:00

0:00

0:00

12:00

Employee Signature: Employee Gignature

TOTAL

Supervisor Signature Supervisor Signature:

fying overtime

time (100 ed to earn

On 01/07, the employee worked additional overtime hours. The first 2:00 hours of this overtime are coded as non-qualifying overtime (251N) to bring the total physically worked hours to 86:00 (84:00 of 100 code + 2:00 of 251N).

Once the 86-hour threshold is met, the employee becomes eligible for qualifying overtime codes for any remaining overtime hours worked during the period.

This includes double time hours which is coded as 252Q.

## **Holiday Premium Pay**



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

## **EXAMPLE OF HOLIDAY PREMIUM PAY**

## ALASKA

Start Stop Start Stop Start Stop Start Stop Total Event Code

100

105 REG 249N HOL 251N OT 1. 251Q OT 1.

Employee Signati

Supervisor Signature:

Superviśce Signature

$\mathbf{L}^{A}$	SKA DEPAR	TMEN	T OF		Public	Safety									Tin	ae & Att	tendanc	e Report
													F	ay Period S	Start Date:	Feb	ruary 16,	2026
														Pay Period	End Date:	M	Iarch 1, 20	26
	Emple	oyee Name:	Employee, Alaska			Home De	epartment:	12			Alt. V	Vorkweek:	No	Doc	ument ID:			
	En	nployee ID:	123456			I	Iome Unit:	Z40P			Overtin	ne Eligible:	Yes	Ce	rtified By:			
		Status:	Full Time (FR)			Barga	ining Unit:	AA/AP			Co	mp Time:	No		Date:			
				High	hlighted	days sh	now emp	loyee w	ork per	iod				E	ntered By:_			
				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Standar	d Start / Sto	n Times	02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23	02/24	02/25	02/26	02/27	02/28	03/01	HOURS WORKED
Start	Standar	8:00	op Times	8:00	8:00		8:00	8:00	02.22	02.22	8:00	8:00	8:00	8:00	8:00	02.20	00.01	WORKED
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	21:00			16:30	16:30	16:30	16:30	16:30			
Start																		
Stop																		
Start																		
Stop																		
[otal		8:00		8:00	8:00	8:00	8:00	12:30	0:00	0:00	8:00	8:00	8:00	8:00	8:00	0:00	0:00	84:30
ent		LDP Override/		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
Code	Event Code Description	Ref#	LDP Description	02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23	02/24	02/25	02/26	02/27	02/28	03/01	HOURS
100	REGULAR PAY				8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00			72:00
	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
	HOLIDAY WORKER	D		8:00				2.00							<del></del>			8:00
	OT 1.5							3:00										3:00
51Q	OT 1.5							1:30										1:30
															,			0:00
																		0:00
	-	On 0	2/16, the emplo	yee worl	ked 8:00	) hours o	n the ho	liday and	d earned	8:00 ho	ours of H	oliday Pi	remium	Pay. Pri	or to incl	uding thi	is	0:00
	<del> </del>	holid	day pay or any o	vertime,	the emp	oloyee ha	ad only p	hysically	/ worked	32:00 h	ours in t	he work	period.	This left	them 11:	.00 hours	s 🖁	0:00
Tfman	ded additional event lines at	sho	ort of the 43:00-h	hour qual	lifying th	reshold.l	Because	of this s	shortfall,	the first	11:00 hc	ours of ov	/ertime (	on the tir	nesheet	must be	: <del> </del>	92:30
availab	le at row 46 to 69. Totals w	COC	ded as non-qual	lifying. Sp	pecifical	ly, all 8:0	00 hours	of Holid	ay Prem	ium Pay	are cod	ed as 24	19N (nor	n-qualifyi	ng), and	the first	. 4	72.00
refle	ct all event rows filled out.				3:	00 hours	of overt	ime are	coded a	s 251N	(non-qua	alifying).						
																		0:00
			hat point, the en															
	Employee Signate	251	N Overtime. One	ce the thr	eshold i	s met, a	ny additi	onal ove	ertime wo	orked in	the perio	od is cod	led as 2	51Q (qu	alifying c	vertime	).	

Date:

1/1/1901

## EXAMPLE OF HOLIDAY PREMIUM PAY

## ALASKA DEPARTMENT O

ALA	ISKA DEPAK	LIVIEIN	IOF		Public	Salety									1111	ae & An	tendanc	e Keport
													1	Pay Period	Start Date:	Dec	ember 22,	2025
														Pay Period	End Date:	Ja	nuary 4, 2	026
	Emplo	yee Name	Employee, Alaska			Home De	epartment:	12			Alt.	Workweek:	No	Doo	ument ID:			
	Em	ployee ID:	: 123456			F	Iome Unit:	Z40P			Overtin	ne Eligible:	Yes	Ce	ertified By:			
		Status:	Full Time (FR)			Bargai	ining Unit:	AA/AP			Co	omp Time:	No		Date:			
							Highlio	nted da	vs show	v 2 sepa	arate en	ployee	work pe	riods			¬	
					_				_									
	St	. C44 / C4	т:	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
Start	Standard	Start / St 8:00	op 11mes	12/22	4:00	7:00	7:00	7:00	12/2/	12/20	12/27	7:00	7:00			01/03	01/04	WORKED
Stop		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			
Stop		16:30			17:30	22:00	17:30	17:30				17:30	17:30		17:30			
Start		10.00			11.50	22.00	27.50	27.00				11.50	21.20	11.50	27.50			
Stop																		
Start																		
Stop																		
Total		8:00		0:00	13:00	14:30	10:00	10:00	0:00	0:00	0:00	10:00	10:00	10:00	10:00	0:00	0:00	87:30
		LDP		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Event Code	Event Code Description	Override/ Ref #	LDP Description	12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31	01/01	01/02	01/03	01/04	TOTAL HOURS
100	REGULAR PAY				10:00	10:00		10:00				10:00	10:00		10:00			60:00
105	REG HOLIDAY			0:00	0:00	0:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	8:00	0:00	0:00	0:00	16:00
251N	OT 1.5	•			3:00	4:30												7:30
251Q	OT 1.5																	0:00
	HOLIDAY WORKED						5:30							10:00				15:30
249Q	HOLIDAY WORKED	<b>4</b>					4:30							<b>A</b>				4:30
			4															0:00
Thi	is employee both	worked	d on the holiday	and over	rtime													0:00
	ours prior to the																	0:00
	de Regular Pay (										All ho	ours of H	oliday P	remium	Pay on t	his day	_	0:00
	ort of the qualifyin					14:30	18:00	10:00	0:00	0:00					(249N). T		0:00	103:30
the	urs of overtime a work period mu	st be co	oded as non qua	lifying (2	251N						beca	use the e	employe	e only pl	hysicaÍly ort 3:00 h	worked		0:00
thr	d 249N). The emeshold (30:00 of	100 + 7	rneets the quality	9111g ove -30 of 24	IGNE -~	orded above	on Page 1 a	nd on Page	) are true a	nd correct	me	eting the	qualifyi	ng overti	ime thres	shold.		
un	43:00 hours phy					Adda doove	om rage ra	ina on i age.	z are true ar									
	threshold, the er									Date:								
			Pay (249Q).							Date:	1/1/	1901						

## Determining Qualifying Overtime for 14 on/14 off Schedule



- The employee is on a 28-day work period, which begins on the first regularly scheduled workday. To earn qualifying overtime, the employee must physically work 171 hours within that 28-day period.
- A typical schedule of **fourteen consecutive 12-hour days** results in **168 hours** of physically worked time, assuming the full schedule is worked as planned (no leave or holidays taken off). This leaves the employee **3:00 hours short** of the qualifying overtime threshold.
- Because the 28-day work period will span two or three timesheets, it is essential to review prior timesheets when determining whether overtime hours are qualifying or non-qualifying.
- If the employee uses base hours not physically worked (leave, Holiday Pay 105, etc) within the defined 28-day work period, those hours do not count toward the 171-hour qualifying overtime threshold. As a result, the employee will need to work additional non-qualifying overtime hours (e.g., 251N) until they reach 171 physically worked hours. Only after meeting that threshold will any further overtime be eligible for qualifying codes.

## EXAMPLE OF 14 DAYS ON/ 14 DAYS OFF-FIRST TIMESHEET

## Time & Attendance Report

February 16, 2026

Pay Period Start Date:

			- 1 .1.1					10						Pay Period			larch 1, 20	26
		•	Employee, Alaska				epartment:				-	Workweek:			ument ID:			
	Em	ployee ID:					Iome Unit:				•	ne Eligible:		. Ce	rtified By:			
		Status:	Full Time (FR)			Barga	ining Unit:	AA/AP				omp Time:			Date:			_
											L	Highligh	nt shows	first 5 da	ays of 28	3 day wo	ork perio	d
				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Standard	l Start / Sto	on Times	02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23	02/24	02/25	02/26	02/27	02/28	03/01	HOURS WORKED
Start		8:00											7:00	4:00	7:00	7:00	7:00	
Stop		12:00											19:00	19:00	19:00	19:00	19:00	
Start		13:00																
Stop		17:00																
Start																		
Stop																		
Start																		
Stop																		
Total		8:00		0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	12:00	15:00	12:00	12:00	12:00	63:00
Event		LDP Override/		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
Code	Event Code Description		LDP Description	02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23	02/24	02/25	02/26	02/27	02/28	03/01	HOURS
100	REGULAR PAY												12:00	12:00	12:00	12:00	12:00	60:00
20P	RDO HOLIDAY PAY			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													3:00				3:00
																		0:00
																		0:00
																		0:00
	0												14-on/14					0:00
	Once me qualifying												, 02/25. lt					0:00
	threshold						work	tneir tuli s					ing leave. on this tim		sumption	is neces	sary	0:00
	physically w	vorked, t	he 💮	0.00					'	to begin i	county o	verume (	)	iconect.				0:00
If need available	employee is			8:00	0:00	0:00							y worked					71:00
refle	earn qualifyii (251		me										of the 171					
	(231	ω).					thre						ertime wo employee				ın-	0:00
			tify that all tim	e and hours	of work rec	orded above		quai	llyllig ov	erume (z	3 IN) to	neib me e	employee	e reach un	e mesno	JIG.	ŀ	
	Employee Signature:		emptoyee Gignature				On						tly 3:00 h					
	Employee signature:		empugee signature				shou	ıld be co	ded as 2	51N. An	, v overtim	e worked	d after the	ese 3:00	hours ma	ay be coo	ded	
	Supervisor Signature:		Supervisor Signature				as	qualifyir	ig overtir				rovided th		yee work	ເຣ their fu	dl	
										sch	nedule (d	ioes not t	ake leave	e).				

## EXAMPLE OF 14 DAYS ON/ 14 DAYS OFF-SECOND TIMESHEET

$\mathbf{A} \mathbf{L} \mathbf{J}$	ASE	$\mathbf{A}$	DEP/	$\mathbf{x}$	l Of

## Public Safety

## Time & Attendance Report

Pay Period Start Date:

nts:

March 2, 2026

				In I think bill Date			
				Pay Period End Date	e:	March 15, 2026	
Employee Name: Employee, Alaska	Home Department:	12	Alt. Workweek: No	Document ID	D:		
Employee ID: 123456	Home Unit:	Z40P	Overtime Eligible: Yes	Certified By	y:		
Status: Full Time (FR)	Rargaining Unit	AA/AP	Comp Time: No	Date	e:		
	Highlight	t shows days 6 through	19 of the 28 day work	period By	y:		

			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS
Standard	Start / Sto	p Times	03/02	03/03	03/04	03/05	03/06	03/07	03/08	03/09	03/10	03/11	03/12	03/13	03/14	03/15	WORKED
	5:00		7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00		10:00				
	9:00		19:00	19:00	19:00	19:00	19:00	19:00	19:00	19:00	19:00		12:00				
	9:30							21:00									
	13:00							22:00									
	7:30		12:00	12:00	12:00	12:00	12:00	13:00	12:00	12:00	12:00	0:00	2:00	0:00	0:00	0:00	111:00
	LDP		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
Event Code Description	Ref#	LDP Description	03/02	03/03	03/04	03/05	03/06	03/07	03/08	03/09	03/10	03/11	03/12	03/13	03/14	03/15	HOURS
REGULAR PAY			12:00	12:00	12:00	12:00	12:00	12:00	12:00	12:00	12:00						108:00
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
OT 1.5								1:00					2:00				3:00
GRAVE DIFF 1.5								1:00									1:00
																	0:00
																	0:00
																	0:00
																	0:00
																	0:00
														0:00	0:00		0:00
		7:30  Event Code Description  REGULAR PAY  REG HOLIDAY  OT 1.5	9:00 9:30 13:00  7:30  LDP Override/ Ref # LDP Description  REGULAR PAY  REG HOLIDAY  OT 1.5		5:00   7:00   7:00   9:00   9:00   19:00   19:00   9:30	Similar   Simi							Similar   Simi		Sind   Sind	Single   S	Single   S

reflect all event rows filled out.

We certify that all time

Employee Signature: Employee Signature

Supervisor Signature: Supervisor Signature

The employee from the previous example continues to work their regular schedule of 14 days on. Because the employee worked 3:00 hours of non qualifying overtime (251N) on the prior timesheet (within the same work period), they are eligible to earn qualifying overtime (251Q) on this timesheet without working additional nonqualifying overtime hours.

## EXAMPLE OF 14 DAYS ON/ 14 DAYS OFF-THIRD TIMESHEET

										_								
$\mathbf{AL}A$	SKA DEPART	TMEN'	T OF		Public	Safety									Tir	ne & Att	tendance	Renor
		ployee ID:	Employee, Alaska 123456 Full Time (FR)	R	ed highl	H Rarga	epartment: Home Unit: Ining Unit: WS days	Z40P AA/AP	ough 28	of the 2	Overtin	Workweek: ne Eligible: nmn Time: /OFK	No Yes	. Ce	End Sh	ow the b ext work oes not worl	hlighted beginning period affect the k period.	g of the which e prior
				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Standard	Start / Sto	op Times	03/16	03/17	03/18	03/19	03/20	03/21	03/22	03/23	03/24	03/25	03/26	03/27	03/28	03/29	HOURS WORKED
Start		5:00	•	7:00		3:00							7:00	7:00	7:00	7:00	7:00	
Stop		9:00		14:00		10:00							19:00	19:00	19:00	19:00	19:00	
Start		9:30																
Stop		13:00																
Start																		
Stop																		
Start																		
Stop																		
Total		7:30		7:00	0:00	7:00	0:00	0:00	0:00	0:00	0:00	0:00	12:00	12:00	12:00	12:00	12:00	74:00
Event Code	Event Code Description	LDP Override/ Ref#	LDP Description	Mon 03/16	Tue 03/17	Wed 03/18	Thu 03/19	Fri 03/20	Sat 03/21	Sun 03/22	Mon 03/23	Tue 03/24	Wed 03/25	Thu 03/26	Fri 03/27	Sat 03/28	Sun 03/29	TOTAL HOURS
100	REGULAR PAY	ICEI #	LDI Descripcion										12:00	12:00	12:00	12:00	12:00	60:0
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	0:0
251Q	OT 1.5			7:00		7:00												14:0
270Q	GRAVE DIFF 1.5					7:00												7:0
																		0:0
																		0:00
																		0:00
																		0:00
		1																
																		0:00
																		0:00
	led additional event lines are		TOTAL						arn quali					:00	12:00	12:00	12:00	
availab!	ie at row 46 to 69. Totals will ct all event rows filled out.		We certify that all tim	peri of	oay perio od. Hou the work need	od, havings record resperiod defor add	g met th led as n contribu itional n	e 171:00 on-qualit ted towa on-qualit	0 hour th fying ove ard meet fying ove	reshold ertime (2 ing this t ertime in	during th 51N) on hreshold the curre	ne 28-da the first d, elimina ent perio	y work timeshe ating the d.	et	12:00	12:00	12:00	0:0
availab!	le at row 46 to 69. Totals will			peri of Whe	oay perio od. Hour the work need	od, havings record reperiod d for add	g met th led as n contribu itional n d spans	e 171:00 on-qualit ted towa on-qualit s across	0 hour th fying ove ord meet	reshold ertime (2 ing this t ertime in	during th 51N) on hreshold the curre heets, i	ne 28-da the first d, elimina ent perio <b>t is ess</b> e	y work timeshe ating the d. ential th	et 1ts:	12:00	12:00	12:00	0:00 81:00

# **Shift Differentials and other Premium Pays**



## **Important Clarification:**

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

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

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

## This includes:

- Swing Differential: 260N, 260Q
- Grave Differential: 270N, 270Q
- SERT pay: 234N, 234Q, 23BN, 23BQ
- PILOT pay: 232N, 232Q, 23CN, 23CQ

## Claiming Swing and Grave Shift Differentials



## **Examples:**

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

## Reminder:

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

## **Event Codes – Swing and Grave Shift Differentials**



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

## EXAMPLE OF NON QUALIFYING AND QUALIFYING SERT PAY

## 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:	Comp Time: No	Date:	
		Highlighted wook shows ampleyed work	noriod	Entared By	

mignilighted week shows employee work period

											•							
				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS
	Standard	l Start / Sto	p Times	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	WORKED
Start		8:00		6:00	6:00	7:30	9:00	7:00			4:30	8:00	8:00	9:00	6:00			
Stop		12:00		13:00	12:00	12:00	18:00	14:00			15:30	12:00	12:00	15:00	13:00			
Start		13:00		13:30	12:30	12:30						12:30	12:30					
Stop		16:30		19:00	15:30	15:30						18:30	18:30					
Start																		
Stop																		
Start																		
Stop																		
Total		7:30		12:30	9:00	7:30	9:00	7:00	0:00	0:00	11:00	10:00	10:00	6:00	7:00	0:00	0:00	89:00
Event		LDP Override/		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
Code	Event Code Description		LDP Description	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	TOTAL HOURS
100	REGULAR PAY			12:30	9:00	7:30	9:00	2:00			11:00	10:00	10:00	6:00	3:00			80:00
105	REG HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
251N	OT 1.5							3:00							3:00			6:00
251Q	OT 1.5							2:00							1:00			3:00
224	SERT PREMIUM			12:30	9:00	7:30	9:00	2:00			11:00	10:00	10:00	6:00	3:00			80:00
234N	SERT PREM OT							3:00							3:00			6:00
234Q	SERT PREM OT							2:00							1:00			3:00
																		0:00
			If the emp	lovee f	rom th	ne pre	vious	examn	le is e	liaible	for SE	RT nr	emium	nav	those			0:0
		_	uio cinp	, 1			·.vus	-Aump		9.0.0		PI	villiall	. puj,				

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

hours follow the same qualifying rules as overtime. Since SERT (234) is tied to overtime hours, it uses non-qualifying (234N) and qualifying (234Q) codes.

While the employee is earning non-qualifying overtime (251N), they also earn nonqualifying SERT (234N).

Employee Signature:

Supervisor Signature:

Once the 43-hour threshold for qualifying overtime is met, the employee earns qualifying overtime (251Q) together with qualifying SERT (234Q).

178:00

## EXAMPLE OF NON QUALIFYING AND QUALIFYING GRAVE DIFFERENTIAL

## Time & Attendance Report

0:00

170:00

0:00

0:00

			Pay Period Start Date:	January 5, 2020
			Pay Period End Date:	January 18, 2026
Employee Name: Employee, Alaska	Home Department: 12	Alt. Workweek: No	Document ID:	
Employee ID: 123456	Home Unit: Z40P	Overtime Eligible: Yes	Certified By:	
Status: Full Time (FR)	Bargaining Unit: AA/AP	Comp Time: No	Date:	
			Entered By:	

				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	HOURS
	Standard	l Start / Sto	p Times	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	WORKED
Start		8:00			3:00	3:00	3:00	3:00				3:00	3:00	3:00	3:00			
Stop		12:00			13:00	13:00	18:00	13:00				13:00	13:00	13:00	13:00			
Start		13:00																
Stop		16:30																
Start																		
Stop																		
Start																		
Stop																		
Total		7:30		0:00	10:00	10:00	15:00	10:00	0:00	0:00	0:00	10:00	10:00	10:00	10:00	0:00	0:00	85:00
Front		LDP Override/		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
Event Code	Event Code Description	Override/	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
	Event Code Description	Override/	LDP Description	$\overline{}$				01/09						01/15	01/16	01/17		
Code 100		Override/	LDP Description	$\overline{}$	01/06 10:00	01/07	01/08	01/09 10:00		01/11	01/12	01/13 10:00	01/14	01/15 10:00	01/16	01/17	01/18	HOURS 80:00
100 105	REGULAR PAY REG HOLIDAY	Override/	LDP Description	01/05	01/06 10:00	01/07 10:00	01/08 10:00	01/09 10:00	01/10	01/11	01/12	01/13 10:00	01/14 10:00	01/15 10:00	01/16 10:00	01/17	01/18	HOURS 80:00
100 105 251N	REGULAR PAY REG HOLIDAY	Override/	LDP Description	01/05	01/06 10:00	01/07 10:00	01/08 10:00 0:00	01/09 10:00	01/10	01/11	01/12	01/13 10:00	01/14 10:00	01/15 10:00	01/16 10:00	01/17	01/18	80:00 0:00
100 105 251N	REGULAR PAY REG HOLIDAY OT 1.5	Override/	LDP Description	01/05	01/06 10:00	01/07 10:00	01/08 10:00 0:00 3:00	01/09 10:00 0:00	01/10	01/11	01/12	01/13 10:00	01/14 10:00	01/15 10:00 0:00	01/16 10:00 0:00	01/17	01/18	80:00 0:00 3:00
100 105 251N 251Q	REGULAR PAY REG HOLIDAY OT 1.5 OT 1.5	Override/	LDP Description	01/05	01/06 10:00 0:00	01/07 10:00 0:00	01/08 10:00 0:00 3:00 2:00	01/09 10:00 0:00	01/10	01/11	01/12	01/13 10:00 0:00	01/14 10:00 0:00	01/15 10:00 0:00	01/16 10:00 0:00	01/17	01/18	80:00 0:00 3:00 2:00
100 105 251N 251Q 290 270N	REGULAR PAY REG HOLIDAY OT 1.5 OT 1.5 GRAVE DIFF	Override/	LDP Description	01/05	01/06 10:00 0:00	01/07 10:00 0:00	01/08 10:00 0:00 3:00 2:00 10:00	01/09 10:00 0:00	01/10	01/11	01/12	01/13 10:00 0:00	01/14 10:00 0:00	01/15 10:00 0:00	01/16 10:00 0:00	01/17	01/18	80:00 0:00 3:00 2:00 80:00
100 105 251N 251Q 290 270N	REGULAR PAY REG HOLIDAY OT 1.5 OT 1.5 GRAVE DIFF GRAVE DIFF 1.5	Override/	LDP Description	01/05	01/06 10:00 0:00	01/07 10:00 0:00	01/08 10:00 0:00 3:00 2:00 10:00 3:00	01/09 10:00 0:00	01/10	01/11	01/12	01/13 10:00 0:00	01/14 10:00 0:00	01/15 10:00 0:00	01/16 10:00 0:00	01/17	01/18	80:00 0:00 3:00 2:00 80:00 3:00

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

Employee Signature: 8

TO

Supervisor Signature:

Similar to the example regarding SERT Premium Pay, swing and grave shift differentials are also tied to overtime hours. This means these codes will also be split into non qualifying (260N, 270N) and qualifying codes (260Q, 270Q). As shown in the example above, the employee earns non qualifying grave (270N) while earning non qualifying overtime (251N). The employee then earns qualifying grave (270Q) while earning qualifying overtime hours (251Q).

## Recall



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

## EXAMPLE OF NON QUALIFYING AND QUALIFYING RECALL

ALASKA 1	$\mathbf{DEP}_{A}$	RTV	IENT	OF
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## **Public Safety**

## Time & Attendance Report

											Pay Period	Start Date:	Ja	nuary 5, 2	026
											Pay Period	l End Date:	Jar	uary 18, 2	2026
Employee Name: Employee, Alaska			Home D	epartment:	12			Alt.	Workweek:	No	Do	cument ID:			
Employee ID: 123456			Home Unit: Z40P					Overtin	ne Eligible:	Yes		ertified By:			
Status: Full Time (FR)			Barga	Bargaining Unit: AA/AP					Comp Time: No						
	High	lighted v	week sh	ows em	ployee v	work pe				I	Entered By:				
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	

	Standard	Start / Sto	on Times	Mon 01/05	Tue 01/06	Wed 01/07	Thu 01/08	Fri 01/09	Sat 01/10	Sun 01/11
Start	Standard	8:00	p Times	6:00	6:00	6:00	6:00	21:00	20:00	
Stop		12:00		16:00	16:00	16:00	16:00	23:00	22:00	
Start		13:00			23:00					
Stop		16:30			24:00					
Start										
Stop										
Start	Employee	was rec	alled for							
Stop	highlig	ghted h	ours							
Total				10:00	11:00	10:00	10:00	2:00	2:00	0:0
		LDP		Mon	Tue	Wed	Thu	Fri	Sat	Sun
Event Code	Event Code Description	Override/ Ref#	LDP Description	01/05	01/06	01/07	01/08	01/09	01/10	01/11
100	REGULAR PAY			10:00	10:00	10:00	10:00			
105	REG HOLIDAY			0:00	0:00	0:00	0:00	0:00	0:00	0:0
244N	RECALL AFTER				1:00			2:00		
244Q	RECALL AFTER								2:00	
245	RECALL TO MIN				2:00			1:00	1:00	
270N	GRAVE DIFF 1.5				1:00			2:00		
270Q	GRAVE DIFF 1.5								2:00	
If nee	ded additional event lines are		TOTAL	10:00	14:00	10:00	10:00	5:00	5:00	0:0

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: Jupervisor Signature

Recall Time Worked is paid at the overtime rate and corresponds with actual hours worked. Because of this, it includes both non-qualifying (244N) and qualifying (244Q) codes.

01/15 01/16 01/15 01/10

## In the example:

Date

Date

- The employee worked 40 hours of regular time (100 code). However, the work period requires 43 physically worked hours before qualifying overtime codes can be applied.
- Therefore, the first 3 hours of recall time worked (spread across 01/06 and 01/09) must be coded as nonqualifying recall (244N).
- Once the employee reaches the 43-hour threshold (40 hours of 100 code + 3 hours of 244N), any additional recall or overtime hours will be coded as qualifying recall (244Q) as seen on 01/10.
- Notice how non qualifying and qualifying shift differentials correspond with the type of recall being earned at that time.
- 245 is used to fill the employee to the minimum guarantee of hours for recall and does not correspond with time spent physically working. Because of this, there are no qualifying or non qualifying codes for 245.

## **Academy Pay**



- Regular Academy Pay (109) will not utilize nonqualifying or qualifying codes since it is paid at the regular rate of pay.
- Academy Pay Overtime will be coded as nonqualifying (299N) and qualifying (299Q) depending on if the employee has met the qualifying overtime threshold for their work period. This is because Academy Pay Overtime is hours worked at the time and a half rate.
- Academy Pay will continue to be paid based on Collective Bargaining Agreement calculated rates rather than the employee's typical hourly rate. Academy Pay Overtime will also be based off this calculated rate. For more information, see PSEA Contract Article 15.02.B.4.

## EXAMPLE OF ACADEMY PAY

## ALASKA DEPARTMENT OF

## Public Safety

## Time & Attendance Report

	Pay Period Start Date:	February 16, 2026
	Pay Period End Date:	March 1, 2026
k: No	Document ID:	

Employee Name: Employee, Alaska Home Department: 12 Alt. Workweel Employee ID: 123456 Home Unit: Z40P Overtime Eligible: Yes

Certified By: Status: Full Time (FR)

Boxes show 2 work periods contained on timesheet

												_	_	_	_			
				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Standard	Start / Sto	op Times	02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23	02/24	02/25	02/26	02/27	02/28	03/01	HOURS WORKED
Start		5:00		8:00	6:00	6:00	6:00	6:00	8:00	8:00	6:00	6:00	6:00	6:00	6:00	8:00	8:00	
Stop		9:00		16:00	18:00	18:00	18:00	18:00	16:00	16:00	18:00	18:00	18:00	18:00	18:00	16:00	16:00	
Start		9:30																
Stop		13:00																
Start																		
Stop																		
Start																		
Stop																		
Total		7:30		8:00	12:00	12:00	12:00	12:00	8:00	8:00	12:00	12:00	12:00	12:00	12:00	8:00	8:00	148:00
Event		LDP Override/		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Code	Event Code Description	Ref #	LDP Description	02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23	02/24	02/25	02/26	02/27	02/28	03/01	TOTAL HOURS
100	REGULAR PAY																	0:00
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
109	ACADEMY PAY				8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00			72:00
299N	ACADEMY PAY OT			8:00	3:00						3:00							14:00
299Q	ACADEMY PAY OT				1:00	4:00	4:00	4:00	8:00	8:00	1:00	4:00	4:00	4:00	4:00	8:00	8:00	62:00
																		0:00
																		0:00
																		0:00
																		0:00
					The h	ighlighte	d hours	show ho	w to cal	culate th	e qualify	ing over	time thre	shold fo	r			0:00
	ded additional event lines are		TOTAL	16:00	an er	nployee						n both a	work pe	riod with	2:00	8:00	8:00	156:00
	le at row 46 to 69. Totals will ct all event rows filled out.						a no	oliday an	u a work	срепоа	with no	noliday.						

Once the employee has met the qualifying overtime threshold of 43:00 hours in the work period (made up of 109 Academy Pay and 299N non qualifying Academy Pay Overtime), they are eligible to begin earning qualifying Academy Pay Overtime (299Q) for the remainder of the work period.

We certify that all time and hours

Employee Signature: Employee Signature

Supervisor Signature: Supervisor Signature

## **PSEA- DOT APFO Specific Information**



 Guidance specific to PSEA employees within the Department of Transportation will be provided in a future update.