



LaGov HCM  
**Quick Tips**

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### **Overtime Coding for WAE Appointments**

To ensure all hours worked for classified WAEs and unclassified 4.1(d)1 WAEs with authority granted after 7/1/13 are deducted from the 1245-hour Attendance Quota (Infotype 2007), LaGov HCM Paid agencies are advised to code ZWAE for **all** hours worked.

Any other paid overtime code used, whether system calculated (Z002) or system override (ZA02/ZA03), will **NOT** deduct from the 1245-hour Attendance Quota and will inhibit the ability to monitor hours worked for both the agency and State Civil Service. It is advised that agency personnel discontinue the use of these overtime codes for all WAE appointments under the 1245-hour requirement.

In addition to compensating the employee for regular hours worked and deducting from the 1245-hour Attendance Quota bucket, the ZWAE code is set up to look at the FLSA status of the employee and the working week on the Planned Working Time screen (Infotype 0007) and will automatically compensate the employee at the correct paid overtime rate according to the overtime threshold dictated by the employee's FLSA status. This eliminates the need for the use of any system calculated or system override paid overtime codes.

LaGov HCM Non-Paid/Non-LaGov HCM agencies are advised to track both regular hours worked and any paid overtime hours within their respective payroll system for all WAE appointments to determine when the 1245-hour limit is reached.

**Questions? Call Data Quality Management at (225) 342-8294**