



## **Non-Exempt vs Exempt**

**Non-Exempt** employees (include non-exempt A&P (Overtime Eligible), non-exempt USPS, and non-exempt OPS) must record all time worked; to receive an accurate paycheck each pay period. This will ensure a complete and accurate record of all hours worked by non-exempt (hourly) employees [as required by federal law](#).

Employees in positions designated as non-exempt must be paid overtime at the rate of 1.5 times their regular rate of pay for all hours worked beyond 40 in the designated work week (Friday through Thursday). Paid time off and paid holidays do not count toward the calculation of hours worked unless required by university procedure or collective bargaining agreement.

**Exempt** employees (include exempt A&P, exempt USPS, OPS Contract (ex. Graduate Assistants and Post Doctoral Scholars)) only report their exemptions every pay period. They are not eligible for overtime. They are exempt from the maximum hours and overtime pay requirements of the Fair Labor Standards Act (FLSA).