

# Overtime Reporting for CUPF/ICB Activities

Timekeepers – Please be advised that the pay code used to report overtime worked for Community Use of Public Facility activities is determined by the individual’s position (Part-Time BSW, Full-Time BSW, or ICB BSW) in combination with the total number of all hours worked within a day and/or a workweek; use of the correct pay code ensures funds are encumbered from correct accounts.

*Note: Approved overtime authorization documentation should be obtained prior to posting any overtime hours. Unauthorized overtime expenditures will be billed to the individual school for reimbursement of funds.*

## REGULAR BUILDING SERVICE WORKERS – PART TIME\*

CUPF/ICB Overtime Worked on **WEEKEND** (Saturday and Sunday only):

*Example – How to report 9 hours of overtime*

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
REG			4	4	4	4	4
OUR	8						
OUP**	1						

**OUR** (Outside Use Regular) report the number of hours worked as OUR up to the combined total that does not exceed 8 hrs/day, 40 hrs/wk; paid at regular hourly rate.

**OUP** (Outside Use Premium) report the number of hours worked that exceed 8 hrs/day, 40 hrs/wk as OUP; paid at 1 ½ times regular hourly rate.

\* **Part time employees** – Please note, MCPS (nonexempt) employees with two or more permanent and/or temporary positions who work in excess of a combined total of 8 hours a day and/or 40 hours in a workweek are entitled to premium pay for overtime work.

\*\* **OUP must be calculated and manually entered by timekeeper;** PACS system does not automatically convert OUR hours that exceed 8 hrs/day, 40 hrs/wk to OUP hours.

CUPF/ICB Overtime Worked on **WEEKDAY** (Monday through Friday):

*Example – How to report 6 hours of overtime*

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
REG			4	4	4	4	4
OTR***			6				

**OTR** (Overtime Regular) report the number of hours worked that exceeds normal schedule as OTR; paid at regular hourly rate.

\*\*\* PACS system will automatically convert all Overtime Regular (OTR) hours that exceed 8 hrs/day, 40 hrs/wk to Overtime Premium (OTP) hours; paid at 1 ½ times regular hourly rate.

CUPF/ICB Overtime Worked on **HOLIDAY**:

*Example – How to report 6 hours of overtime*

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
REG			4		4	4	4
HOL				4			
WIH				6			

**WIH** (Worked ICB on Holiday) report the number of hours worked for ICB on an Official Board of Education holiday; paid at 1 ½ times hourly rate in addition to holiday (HOL) pay.

# REGULAR BUILDING SERVICE WORKERS – FULL TIME

## CUPF/ICB Overtime Worked on **WEEKEND** (Saturday and Sunday only):

*Example – How to report 6 hours of overtime*

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
REG			8	8	8	8	8
OUR							
OUP*	6						
<b>OUR</b>	(Outside Use Regular) report the number of hours worked as OUR up to the combined total that does not exceed 8 hrs/day, 40 hrs/wk; paid at regular hourly rate.						
<b>OUP</b>	(Outside Use Premium) report the number of hours worked that exceed 8 hrs/day, 40 hrs/wk as OUP; paid at 1 ½ times regular hourly rate.						

\* **OUP must be calculated and manually entered by timekeeper;** PACS system does not automatically convert OUR hours that exceed 8 hrs/day, 40 hrs/wk to OUP hours.

## CUPF/ICB Overtime Worked on **WEEKDAY** (Monday through Friday):

*Example – How to report 6 hours of overtime*

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
REG			8	8	8	8	8
OTR**			6				
<b>OTR</b>	(Overtime Regular) report the number of overtime hours worked past what is normally scheduled as OTR; paid at regular rate.						

\*\* PACS system will automatically convert all Overtime Regular (OTR) hours that exceed 8 hrs/day, 40 hrs/wk to Overtime Premium (OTP) hours; paid at 1 ½ times regular hourly rate.

## CUPF/ICB Overtime Worked on **HOLIDAY**:

*Example – How to report 6 hours of overtime*

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
REG				8	8	8	8
HOL			8				
WIH			6				
<b>WIH</b>	(Worked ICB on Holiday) report the number of hours worked for ICB on an Official Board of Education holiday (i.e.; Election Day, Thanksgiving Day); paid at 1 ½ times hourly rate in addition to holiday (HOL) pay.						

# ICB BUILDING SERVICE WORKERS

## CUPF/ICB Overtime Worked on **WEEKEND** (Friday through Sunday):

*Example – How to report 6 hours of overtime*

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
REG	8	8					4
OTR*	6						
<b>OTR</b>	(Overtime Regular) report the number of overtime hours worked past what is normally scheduled as OTR; paid at regular hourly rate.						

\* PACS system will automatically convert all Overtime Regular (OTR) hours that exceed 8 hrs/day, 40 hrs/wk to Overtime Premium (OTP) hours; paid at 1 ½ times regular hourly rate

## CUPF/ICB Overtime Worked on **WEEKDAY\*\*** (Monday through Thursday):

*Example – How to report 6 hours of overtime*

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
REG	8	8					4
OTR			6				
<b>OTR</b>	(Overtime Regular) report the number of overtime hours worked past what is normally scheduled as OTR; paid at regular hourly rate.						

\*\* Should an ICB worker be asked to substitute for a building service worker on a weekday other than a normally scheduled work day, **the Division of School Plant Operations must be notified** to appropriately track wages of the ICB worker not performing ICB designated work

## CUPF/ICB Overtime Worked on **HOLIDAY** (Friday through Sunday):

*Example – How to report 6 hours of overtime*

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
REG		8					4
HOL	8						
WIH	6						
<b>HOL –</b>	(Holiday) Should Christmas and New Year’s Day occur on a weekend and is an employee’s regularly scheduled day, report the number of hours normally scheduled as HOL; paid at regular hourly rate.						
<b>WIH –</b>	(Worked ICB on Holiday) report the number of hours worked for ICB on an Official Board of Education holiday (and/or Christmas and New Year’s Day when such days fall on a weekend) as WIH; paid at 1 ½ times hourly rate in addition to holiday (HOL) pay.						

## CUPF/ICB Overtime Worked on **HOLIDAY\*\*\*** (Monday through Thursday):

*Example – How to report 6 hours of overtime*

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
REG	8	8					<b>OFF</b>
HOL				4			
WIH				6			
<b>HOL –</b>	(Holiday) when a Board of Education holiday (i.e.; Christmas Day, New Year’s Day) occurs on an employee’s regularly scheduled day, report the number of hours normally scheduled as HOL; paid at regular hourly rate.						

\*\*\* Should a holiday occur on a weekday other than a Friday, the ICB worker is entitled to have their holiday on the Friday within the same week, if possible, and should be scheduled **OFF and no time reported for that day.**