

Salary, Compensatory and Overtime Payout Timelines for Monthly Non-Exempt Staff - 2019

What is Included in My Pay?			
Pay Date	Hours Worked	Compensatory Hours*	Overtime Hours**
1/31	1/1 - 1/31	12/1 - 12/31 if not taken by 01/19	12/9-1/19
2/28	2/1 - 2/28	1/1 - 1/31 if not taken by 2/16	1/20-2/16
3/29	3/1 - 3/31	2/1 - 2/28 if not taken by 3/16	2/17-3/16
4/30	4/1 - 4/30	3/1 - 3/31 if not taken by 4/20	3/17-4/20
5/31	5/1 - 5/31	4/1 - 4/30 if not taken by 5/18	4/21-5/18
6/28	6/1 - 6/30	5/1 - 5/31 if not taken by 6/15	5/19-6/15
7/31	7/1 - 7/31	6/1 - 6/30 if not taken by 7/20	6/16-7/20
8/30	8/1 - 8/31	7/1 - 7/31 if not taken by 8/17	7/21-8/17
9/30	9/1 - 9/30	8/1 - 8/31 if not taken by 9/14	8/18-9/21
10/31	10/1 - 10/31	9/1 - 9/30 if not taken by 10/19	9/15-10/19
11/27	11/1 - 11/30	10/1 - 10/31 if not taken by 11/16	10/20-11/16
12/31	12/1 - 12/31	11/1 - 11/30 if not taken by 12/7	11/17-12/7

Please Note: The dates above are accurate only if the PRISM TRKS timecards are submitted and approved before the noon deadline each Monday.

* **Compensatory time is automatically calculated when hours worked exceeds 37.5 . No more than 2.5 hours of compensatory time can be accrued in one week. Please refer to University policy 07-04-01 for a description of the types of hours that count towards compensatory time. See your supervisor for the compensatory time accrual and pay out policy for your department.**

** **Overtime is automatically calculated when hours worked exceeds 40 per week. Please refer to University policy 07-04-01 for a description of the types of hours that count towards overtime.**