

Review FLSA Pay Data Page Overview

The Fair Labor Standards Act (FLSA) requires overtime be paid to nonexempt employees who work more than 40 hours in a week. In Cardinal, the Review FLSA Pay Data page shows all transactions that are included in the FLSA rate calculation for overtime hours by FLSA period. Only paycheck data eligible for FLSA calculations appear on this page.

The FLSA rate calculations are affected by the FLSA periods (7 day, 14 day, and 28 day).

The FLSA rate for overtime hours is recalculated every time there is a change in the employee’s time data or payments impacting FLSA rate calculations for overtime hours (e.g., bonus, differentials, non-productive, etc.).

There is a FLSA Rate Calculator spreadsheet located on the State Payroll Operation website (<https://www.doa.virginia.gov/forms.shtml#payrollop>) under forms.

This job aid provides the steps to access the page and how to utilize the information provided to assist with analyzing the calculated FLSA rate calculation for overtime for employees.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

Table of Contents

Revision History	2
Review the FLSA Data Page	3
Earnings Section.....	5
Other Earnings Section	6
Additional Information Section	7
Scenarios.....	8
Scenario 1 – Employee with 1 Hour of Overtime (OTS).....	8
Scenario 2 – Employee with 1 Hour of Overtime (OTS) and Differential (DFS)	9
Scenario 3 – Employee with Retroactive Call Out Adjustment from Prior Period	10



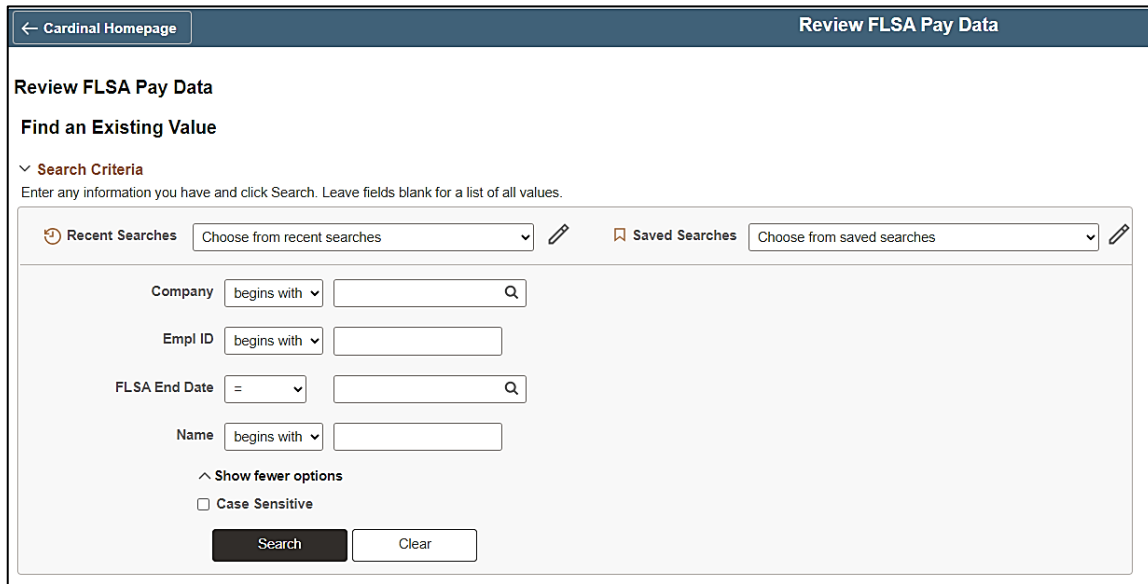
Revision History






Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 1 , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

Review the FLSA Data Page

Step	Action
1.	Navigate to the Review FLSA Pay Data page using the following path: NavBar > Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review FLSA Pay Data

The **Review FLSA Pay Data Find an Existing Value** page displays.



	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.
	The Company fields defaults to the user's three-character Company. If the user has access to more than one Company, this field can be updated as applicable.
2.	Enter the employee's Employee ID in the Empl ID field. 
	Users can also search for the applicable employee the Name field if the Employee ID is not known.
3.	Click the FLSA End Date Look Up icon and select the applicable period to review. 

Step	Action
4.	Click the Search button.

Search

Clear

The **Review FLSA Pay Data** page displays.

Review FLSA Pay Data

Empl ID [REDACTED] Name [REDACTED]
 Company ACS FLSA End Date 06/24/2023

Earnings Q | < | > | 1 of 3 | View All

Pay Group	SM1	Pay Period End	06/24/2023	Page	22	Line	2
Empl Record	0	Add Line Nbr		Reason	Not Specified		
Paycheck Status	Confirmed	Issue Date	07/03/2023	Check Nbr	62088416		
Paycheck Option	Advice	Paysheet Source	Regular Paysheet	<input type="checkbox"/> Off Cycle			
Begin Date	06/18/2023	End Date	06/24/2023	Separate Check			
FLSA Hours Used	Unspecified Salaried Hours						

Salaried

Hours 40.00
 Rate 30.288462
 Earnings 1,312.50
 Rate Code

Hourly

Hours
 Rate
 Earnings
 Rate Code

Overtime

Hours
 Rate
 Earnings
 Rate Code

State VA Locality
 Rate Used Hourly Rate Shift Not Applicable Shift Rate

Other Earnings Q | < | > | 1-1 of 1 | View All

Code	Description	Rate Used	Other Hours	Comp Rate Used	Earnings	Effect on FLSA
VRS	VRS Base	Hrly Rt.			1,250.00	None

Additional Information Q | < | > | 1-1 of 1 | View All

Additional Information 1

Additional Information 2

Type	FLSA Hours	Rate	FLSA Earnings
Weekly Wage Equivalent			1,211.54



Each section and the key fields on this page will be covered in the remaining sections of this Job Aid.



PY381_ Overview of the Review FLSA Pay Data Page

Earnings Section

The section of this page is layout is similar to the **Review Paycheck** page. See the screenshot and table below to review the key fields in this section.

Review FLSA Pay Data

Empl ID [redacted] Name [redacted]
 Company ACS FLSA End Date 06/24/2023

Pay Group SM1 Pay Period End 07/09/2023 Page 23 Line 2
 Empl Record 0 Addl Line Nbr 10 Reason Not Specified
 Paycheck Status Confirmed Issue Date 07/14/2023 Check Nbr 62154146
 Paycheck Option Advice Paysheet Source Regular Paysheet Off Cycle
 Begin Date 06/18/2023 End Date 06/24/2023 Separate Check
 FLSA Hours Used Unspecified Salaried Hours

Salaried	Hourly	Overtime
Hours	Hours	Hours
Rate 30.288462	Rate	Rate
Earnings	Earnings	Earnings
Rate Code	Rate Code	Rate Code

State VA Locality
 Rate Used Hourly Rate Shift Not Applicable Shift Rate

Field	Definition
FLSA End Date	End date of the FLSA period selected
Pay Period End Date	End date for the pay period that the FLSA rate was calculated
Issue Date	Date the check was issued to the employee
Begin Date	Begin date of the FLSA period
End Date	End date of the FLSA period
Rate	Hourly rate from job data (Compensation tab)

PY381_ Overview of the Review FLSA Pay Data Page
Other Earnings Section

This section of the page is where users can review the specific earnings code hours, and earnings. See the table below the screenshot for key fields in this section. See the screenshot and table below to review the key fields in this section.

State	VA	Locality	
Rate Used	Hourly Rate	Shift Rate	
Shift	Not Applicable		

Other Earnings						
Code	Description	Rate Used	Other Hours	Comp Rate Used	Earnings	Effect on FLSA
OSS	OT Strght	Hrly Rt.	8.00	30.288462	242.31	Both
OTS	OT 1.5	FLSA Rt.	7.00	30.288511	318.03	Both

Field	Definition
Code	Earnings Code
Description	Description of the Earnings Code
Rate Used	<p>Hrly Rt. – Hourly Rate from Job Data (Compensation tab).</p> <p>FLSA Rt. – This is the calculated overtime rate. This rate is used for overtime earnings when there are payments within the same FLSA period that impact the FLSA rate calculations such as differentials, bonus, non-productive time, etc.</p>
Other Hours	Hours associated with the earnings code
Comp Rate Used	Rate used for the hours in the Other Hours field
Earnings	<p>Earnings that display are equal to the Other Hours multiplied by the rate indicated in the Rate Used and/or Comp Rate used fields.</p> <p><u>For this Scenario (screenshot above):</u></p> <p>OSS is 30.288462 x 8 hours = 242.31</p> <p>OTS is 30.288511 x 1.5 x 7 hours = 318.03</p>
Effect on FLSA	<p>There are four options that display regarding the impact the FLSA Rate Calculation for the Earnings Code that displays in the Code field. They are:</p> <ul style="list-style-type: none"> • Both – amounts and hours are used • Amounts only – amounts only are used • Hours only – hours only are used • None – no impact

Additional Information Section

Note: This section only displays values for Semimonthly employees. See the screenshot and table below to review the key fields in this section.

When a pay period has less or more hours based on the FLSA calculation, the following displays:

Additional Information						
Type	FLSA Hours	Rate	FLSA Earnings	Days in Period	Work Day Hours	Pay Period Earnings
Weekly Wage Equivalent			192.30			

Field	Definition
Type	Will always display Weekly Wage Equivalent
FLSA Earnings	<p>This field displays the weekly wage equivalent amount. This is derived by using the following formula:</p> $\text{FLSA Earnings} = \frac{\text{semimonthly pay} \times \text{daily hours (8)} \times \text{number of days in FLSA Period}}{\text{standard hours (86.666)}}$ <p><i>Example 1:</i> Semimonthly Reg Pay = 2083.33 FLSA Period 10/16 – 10/22 = 5 days</p> $\frac{2083.33 \times 8 \times 5}{86.666} = 961.54$ <p><i>Example 2:</i> Semimonthly Reg Pay = 2083.33 FLSA Period 10/23 – 10/24 = 1 day</p> $\frac{2083.33 \times 8 \times 1}{86.666} = 192.30$



PY381_Overview of the Review FLSA Pay Data Page

Scenarios

In this section of the Job Aid, various scenarios are included to show how the FLSA Calculation rate displays on the Review FLSA Pay Data page. The FLSA Rate Calculator is also included to show how they work in tandem.

Scenario 1 – Employee with 1 Hour of Overtime (OTS)

In this scenario, the employee has 1 hour of overtime at time and one half (OTS).

Review FLSA Pay Data

Empl ID [redacted] Name [redacted]
Company ESH FLSA End Date 10/22/2022

Earnings

Pay Group SM1 Pay Period End 10/24/2022 Page 1 Line 1
Empl Record 0 Addl Line Nbr 1 Reason Not Specified
Paycheck Status Calculated Issue Date 10/31/2022 Check Nbr [redacted] Off Cycle
Paycheck Option Check Paysheet Source On-line Paysheet Separate Check
Begin Date 10/16/2022 End Date 10/22/2022
FLSA Hours Used Unspecified Salaried Hours

Salaried	Hourly	Overtime
Hours 40.00	Hours	Hours
Rate 24.038462	Rate	Rate
Earnings 946.97	Earnings	Earnings
Rate Code	Rate Code	Rate Code
State VA	Locality	
Rate Used Hourly Rate		
Shift Not Applicable	Shift Rate	

Other Earnings

Code	Description	Rate Used	Other Hours	Comp Rate Used	Earnings	Effect on FLSA
OTS	Overtime	FLSA Rt	1.00	24.038537	36.06	Both

Additional Information

Type	FLSA Hours	Rate	FLSA Earnings	Days in Period	Work Day Hours	Pay Period Earnings
Weekly Wage Equivalent			961.54			

Return to Search Previous in List Next in List Notify

FLSA Rate Calculator
(Semimonthly/Monthly Employees)

Instructions: Fill in the shaded fields for the earnings codes listed.

Job Hourly Rate	Hrs	Rate	Amount
24.038462	40		961.538
Productive Hours (Regular minus Non Productive)			
On Call Pay			
On Call Pay - Time 1/2		24.04	0.00
Shift Diff			
Temp Pay			
Call Out Straight		24.04	0.00
Call Out Amt			
Comp Leave Earned		24.04	0.00
Differentials			
Medication			
Other Pay			
Hours Adjustment			
Overtime - Straight		24.04	0.00
Overtime - Time 1/2	1	24.04	24.04
		41	985.577
FLSA Rate		24.038462	
FLSA Rate		24.038462	
Number of OT Hours	1		
Total Amount (Time 1/2)			36.06



PY381_ Overview of the Review FLSA Pay Data Page

Scenario 2 – Employee with 1 Hour of Overtime (OTS) and Differential (DFS)

In this scenario, the employee has 1 hour of overtime at time and one half (OTS) and a \$400 Differential.

Review FLSA Pay Data

Empl ID [redacted] Name [redacted]
Company ESH FLSA End Date 10/22/2022

Earnings

Pay Group SM1 Pay Period End 10/24/2022 Page 1 Line 1
Empl Record 0 Addl Line Nbr 1 Reason Not Specified
Paycheck Status Calculated Issue Date 10/31/2022 Check Nbr [redacted] Off Cycle
Paycheck Option Check Paysheet Source On-line Paysheet
Begin Date 10/16/2022 End Date 10/22/2022 Separate Check
FLSA Hours Used Unspecified Salaried Hours

Salaried Hourly Overtime

Hours 40.00	Hours	Hours
Rate 24.038462	Rate	Rate
Earnings 946.97	Earnings	Earnings
Rate Code	Rate Code	Rate Code

State VA Locality
Rate Used Hourly Rate Shift Not Applicable Shift Rate

Other Earnings

Code	Description	Rate Used	Other Hours	Comp Rate Used	Earnings	Effect on FLSA
DFS	WKND/HOL	Hrly Rt.			400.00	Amts Only
OTS	Overtime	FLSA Rt	1.00		33.794634	Both
VRS	Cont Base	Hrly Rt.			56.33	None

Additional Information

Type	FLSA Hours	Rate	FLSA Earnings	Days in Period	Work Period Hours	Pay Period Earnings
Weekly Wage Equivalent			961.54			

Return to Search Previous in List Next in List Notify

FLSA Rate Calculator
(Semimonthly/Monthly Employees)

Instructions: Fill in the shaded fields for the earnings codes listed.

	Hrs	Rate	Amount
Job Hourly Rate		24.038462	
Productive Hours (Regular minus Non Productive) <small>(Subtract SCK, HOL, VAC, CCL, OTL, ESL, PHE, OCL)</small>	40		961.538
On Call Pay <small>(OHA, ONH, ONS, OSA)</small>			
On Call Pay - Time 1/2 <small>(ONN)</small>		24.04	0.00
Shift Diff <small>(SD2, SD3, SH2, SH3)</small>			
Temp Pay <small>(TMP, TMN)</small>			
Call Out Straight <small>(COE, COR)</small>		24.04	0.00
Call Out Amt <small>(CHA, CSA)</small>			
Comp Leave Earned <small>(OCN)</small>		24.04	0.00
Differentials <small>(DFH, DFS)</small>			400
Medication <small>(MDH, MDS)</small>			
Other Pay <small>(SPA, AGY, BON, CTP)</small>			
Hours Adjustment <small>(FFA)</small>			
Overtime - Straight <small>(OSS)</small>		24.04	0.00
Overtime - Time 1/2 <small>(OTS, WSO, COH, CON)</small>	1	24.04	24.04
	41		1385.58

FLSA Rate 33.794560

Number of OT Hours 1

Total Amount (Time 1/2) 40.94



PY381_ Overview of the Review FLSA Pay Data Page

Scenario 3 – Employee with Retroactive Call Out Adjustment from Prior Period

In this scenario, there is an adjustment from a prior period.

After the 10/24/2022 Payroll was confirmed, the employee had a retroactive Call Out Amount (CSA) adjustment for the FLSA week ending 10/22/2022.

This employee’s Review FLSA Pay Data is broken out over 4 pages. All pages will be shown for this scenario.

Page 1

Shows the information from the previous pay period for FLSA week 10/16 – 10/22. This page shows the information from the Pay Period ending 10/24 which was confirmed.

Review FLSA Pay Data

Empl ID [redacted] Name [redacted]
 Company ESH FLSA End Date 10/22/2022

Earnings 1 of 4

Pay Group SM1 Pay Period End 10/24/2022 Page 1 Line 1
 Empl Record 0 Addl Line Nbr 1 Reason Not Specified
 Paycheck Status Confirmed Issue Date 10/31/2022 Check Nbr 70013050
 Paycheck Option Check Paysheet Source On-line Paysheet Off Cycle
 Begin Date 10/16/2022 End Date 10/22/2022 Separate Check
 FLSA Hours Used Unspecified Salaried Hours

Salaried	Hourly	Overtime
Hours 40.00	Hours	Hours
Rate 24.038462	Rate	Rate
Earnings 946.97	Earnings	Earnings
Rate 24.038462	Rate	Rate
Earnings 946.97	Earnings	Earnings
Rate Code	Rate Code	Rate Code

State VA Locality
 Rate Used Hourly Rate
 Shift Not Applicable Shift Rate

Other Earnings 1-3 of 3

Code	Description	Rate Used	Other Hours	Comp Rate Used	Earnings	Effect on FLSA
DFS	WKND/HOL	Hrly Rt.			400.00	Amts Only
OTS	Overtime	FLSA Rt	1.00	33.794634	40.94	Both
VRS	Cont Base	Hrly Rt.			856.33	None

Additional Information 1-1 of 1

Type	FLSA Hours	Rate	FLSA Earnings
Weekly Wage Equivalent			961.54

Return to Search Notify



PY381_ Overview of the Review FLSA Pay Data Page

Page 2

This page shows the Call Out amount that was added in the current period (pay period ending 11/09) which was effective in the prior FLSA period of 10/16-10/22.

Review FLSA Pay Data

Empl ID [REDACTED] Name [REDACTED]
 Company ESH FLSA End Date 10/22/2022

Earnings 2 of 4 | View All

Pay Group SM1 **Pay Period End 11/09/2022** Page 1 Line 1
 Empl Record 0 Addl Line Nbr 4 Reason Not Specified
 Paycheck Status Calculated Issue Date 11/16/2022 Check Nbr Off Cycle
 Paycheck Option Check Paysheet Source On-line Paysheet
Begin Date 10/16/2022 End Date 10/22/2022 Separate Check
 FLSA Hours Used Unspecified Salaried Hours

Salaried

Hours
Rate 24.038462
Earnings
Rate Code

Hourly

Hours
Rate
Earnings
Rate Code

Overtime

Hours
Rate
Earnings
Rate Code

State VA Locality
 Rate Used Hourly Rate Shift Not Applicable Shift Rate

Other Earnings 1-1 of 1 | View All

Code	Description	Rate Used	Other Hours	Comp Rate Used	Earnings	Effect on FLSA
CSA	Call Out	Hrly Rt.			300.00	Amts Only

Additional Information 1-1 of 1 | View All

Additional Information 1 | Additional Information 2

Type	FLSA Hours	Rate	FLSA Earnings

[Return to Search](#) [Notify](#)



PY381_ Overview of the Review FLSA Pay Data Page

Page 3

This page shows the adjusted overtime rate as a result of the Call Out pay that was added in the current period for that previous FLSA period of 10/16-10/22.

The previous FLSA overtime rate for the pay period ending 10/24 was **33.794634**.

With the Call Out pay adjustment that was made, the updated FLSA overtime rate is **41.111707**.

Review FLSA Pay Data

Empl ID [redacted] Name [redacted]
Company ESH FLSA End Date 10/22/2022

Earnings 3 of 4

Pay Group SM1 Pay Period End 11/09/2022 Page 1 Line 1
Empl Record 0 Add Line Nbr 5 Reason Not Specified
Paycheck Status Calculated Issue Date 11/10/2022 Check Nbr [redacted]
Paycheck Option Check Paysheet Source FLSA Paysheet
Begin Date 10/16/2022 End Date 10/22/2022 Separate Check
FLSA Hours Used Unspecified Salaried Hours

Salaried	Hourly	Overtime
Hours 24.038462	Hours	Hours
Rate 24.038462	Rate	Rate
Earnings	Earnings	Earnings
Rate Code	Rate Code	Rate Code

State VA Locality

Rate Used Hourly Rate Shift Not Applicable Shift Rate

Other Earnings

Code	Description	Rate Used	Other Hours	Comp Rate Used	Earnings	Effect on FLSA
OTS	Overtime	FLSA Rt	1.00	41.111707	44.59	Both

Additional Information

Type	FLSA Hours	Rate	FLSA Earnings

Return to Search Notify

FLSA Rate Calculator (Semimonthly/Monthly Employees)

Instructions: Fill in the shaded fields for the earnings codes listed.

Job Hourly Rate	Hrs	Rate	Amount
24.038607	40		961.54
Productive Hours (Regular minus Non Productive)			
On Call Pay			
On Call Pay - Time 1/2		24.04	0.00
Shift Diff			
Temp Pay			
Call Out Straight		24.04	0.00
Call Out Amt			300
Comp Leave Earned		24.04	0.00
Differentials			400
Medication			
Other Pay			
Hours Adjustment			
Overtime - Straight		24.04	0.00
Overtime - Time 1/2	1	24.04	24.04
	41		1685.58
FLSA Rate		41.111673	
Number of OT Hours	1		
Total Amount (Time 1/2)			44.59



Page 4

This page shows the reversal of the previous overtime rate from the prior period 10/16-10/22.

Review FLSA Pay Data

Empl ID [REDACTED] Name [REDACTED]
 Company ESH FLSA End Date 10/22/2022

Earnings 4 of 4 [View All](#)

Pay Group SM1 **Pay Period End 11/09/2022** Page 1 Line 1
 Empl Record 0 Addl Line Nbr 6 Reason Not Specified
 Paycheck Status Calculated **Issue Date 11/18/2022** Check Nbr Off Cycle
 Paycheck Option Check Paysheet Source FLSA Paysheet Separate Check
Begin Date 10/16/2022 End Date 10/22/2022
 FLSA Hours Used Unspecified Salaried Hours

Salaried

Hours
Rate 24.038462
Earnings
Rate Code

Hourly

Hours
Rate
Earnings
Rate Code

Overtime

Hours
Rate
Earnings
Rate Code

State VA Locality
 Rate Used Hourly Rate Shift Not Applicable Shift Rate

Other Earnings 1-1 of 1 [View All](#)

Code	Description	Rate Used	Other Hours	Comp Rate Used	Earnings	Effect on FLSA
OTS	Overtime	FLSA Rt	-1.00	33.794634	-40.94	Both

Additional Information 1-1 of 1 [View All](#)

Additional Information 1 Additional Information 2

Type	FLSA Hours	Rate	FLSA Earnings

[Return to Search](#) [Notify](#)