



County of Riverside
OFFICE OF THE AUDITOR-CONTROLLER
STANDARD PRACTICE MANUAL

		SUBJECT: Time and Labor Adjustments with Fair Labor Standards Act (FLSA) Implications
SECTION:	2	CATEGORY: Payroll
POLICY NUMBER:	204	
EFFECTIVE DATE:	7/1/13	APPROVED BY: <i>Paul Angulo</i>

PURPOSE:

To establish policies, procedures, and to provide guidelines for the processing of prior-period adjustments involving overtime (OVT), compensated time worked (CTW), when a *Fair Labor Standards Act (FLSA)* week is affected.

SCOPE:

Applies to all County departments, agencies, special districts, and authorities—collectively referred to as “entities”—that are governed by the Board of Supervisors or that are considered part of the County reporting entity.

POLICY:

It is the policy of the Auditor-Controller’s Office (ACO) to follow the strict legal requirements set forth in *State and Federal* employment law, FLSA, *Memorandum of Understandings (MOUs)*, and County policy pertaining to time and labor adjustments.

PROCEDURE:

Prior-period adjustments that involve overtime and/or compensated time worked, or affect an FLSA week that has overtime and/or compensated time worked, may need to be adjusted by ACO Payroll Division manually, on the pay lines as follows:

Employee’s Role:

- Employee submits to their supervisor and/or department payroll representative any corrections to their timesheet.

Department’s Role:

- Department enters a prior-period adjustment for the employee into the PeopleSoft Human Resources Management System (HRMS) Time and Labor module using the Rapid Entry *Add* or *Replace* process.
- If the prior-period adjustment involves overtime or compensated time worked, then the department must complete the *FLSA Payroll Adjustment Request*, located on the ACO website, and forward it to the ACO Payroll Division by noon on payday week Wednesday.
- The department must also run the RVTL740 report—FLSA weeks/hours breakdown—for the pay period being corrected and forward it to the ACO Payroll Division.
- FLSA adjustment forms and RVTL740 reports can be sent via central mail or fax, and must be received no later than noon on the Wednesday of the respective pay week. A job aid, *Understanding Time and*

Labor Adjustments with FLSA Implications, is available for reference. This job aid is located at the ACO website at www.auditorcontroller.org.

ACO Payroll Division's Role:

- Requests received after the deadline will be processed during the next pay period.
- ACO Payroll Division will review the *FLSA Payroll Adjustment Request* and RVTL740, and make any necessary adjustments on the pay lines.

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