

Overtime Resources

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ASAP Online HR Support Center

Note: All ASAP payroll clients have access to this service; contact your account manager for login credentials.

- Calculating Semi-Monthly Overtime
businessasap.myhrsupportcenter.com/app/landing/28/content/6150
- Calculating Overtime for Non-Exempt Employees Who Receive Non-Discretionary Bonuses or Commissions
businessasap.myhrsupportcenter.com/app/landing/28/content/6121
- Exempt vs Non-Exempt (video)
businessasap.myhrsupportcenter.com/app/landing/8/content/6128
- HR 101: Policies & Recordkeeping (video)
businessasap.myhrsupportcenter.com/app/landing/17/content/6071
- Summary of Employment Record Retention Requirements
businessasap.myhrsupportcenter.com/app/landing/28/content/992
- FLSA Changes: Decision-Making Guide
Guidance for complying with proposed changes to the FLSA minimum salary requirements for OT exemption
businessasap.myhrsupportcenter.com/app/landing/28/content/6098

Colorado Department of Labor & Employment Resources

- Schedule #90: Personnel Recordkeeping Requirements
www.colorado.gov/pacific/sites/default/files/Sched90-MunSupp12_1.pdf
- CODLE Overtime Calculations and Examples
www.colorado.gov/pacific/cdle/overtime-calculations
- Colorado Exemptions
<https://www.colorado.gov/pacific/cdle/exemptions>

Fair Labor & Standards Act (Federal) Resources

- Wage and Hour Division (WHD) Overtime Pay Website
www.dol.gov/whd/overtime_pay.htm
 - Resources for employers: www.dol.gov/whd/foremployers.htm
- WHD Overtime Pay Fact Sheets
www.dol.gov/whd/overtime/fact_sheets.htm

(continued on next page)

- Fact Sheet #17A: Exemption for Executive, Administrative, Professional, Computer & Outside Sales Employees Under the Fair Labor Standards Act (FLSA)
www.dol.gov/whd/overtime/fs17a_overview.pdf
- Fact Sheet #21: Recordkeeping Requirements under the Fair Labor Standards Act
www.dol.gov/whd/regs/compliance/whdfs21.pdf
- Fair Labor Standards Act Advisor - Exemptions
webapps.dol.gov/elaws/whd/flsa/screen75.asp
- Minimum Wage Laws in the States Interactive Map (also displays overtime rules for states)
www.dol.gov/whd/minwage/america.htm
- FLSA Overtime Calculator
webapps.dol.gov/elaws/otcalculator.htm
- Wage and Hour Division Regional Office Locator
www.dol.gov/whd/local/index.htm
- Notice of Proposed Rulemaking: Overtime Update
Proposal includes raising the minimum salary level for exempt employees from \$455 to \$679 per week.
<https://www.dol.gov/whd/overtime2019/index.htm>
 - We also recommend this article by Society for Human Resource Management (SHRM) about the proposed rule: www.shrm.org/resourcesandtools/legal-and-compliance/employment-law/pages/flsa-overtime-rule-resources.aspx