

BEGINNING IN CALENDAR YEAR 2026

Example of pay stub summary for new overtime reporting for Non- Exempt Educational Support Personnel and Non-Exempt Professional Personnel

Pays Summary									
Description	Rate	Factor/Hours	Amount	Retire Hours	Hours Worked	Period End	Job Code		
ESP 10 MONTH *	20.00	80.00	1,600.00	80.00	80.00	01/16/2026		Change Job Code	Change Assign
HOURLY	20.00	10.00	200.00	10.00	10.00	01/16/2026		Change Job Code	Change Assign
OVERTIME PAY	10.00	10.00	100.00	10.00	10.00	01/16/2026		Change Job Code	Change Assign
		Total:	1,900.00	100.00	100.00				

Beginning in January 2026 overtime pay will be reported on pay stubs as follows;

- Primary pay code (ESP10, 11, 12 or PRF10, 11 12) will be reported for the regular hours worked at the Regular Rate of Pay. The pay code identifies the type of employee (Educational Support or Professional) and the duration of the regular work year, (10, 11 or 12 month).
- Hourly pay code will report the number of hours worked in addition to the regular hours scheduled at the Hourly Rate of Pay. For example, if an employee works over 10 hours in a week they are scheduled to work 40, the Hourly pay code will report 10 hours.
- Overtime pay will be reported as the premium amount only. This is the amount required per Fair Labor Standards Act overtime rules. It is the "half" of the time and a half pay.

There may be other scenarios that occur for employees during the work week, such as a holiday, or using leave. These events impact the overtime pay and may result in different calculations. But the Overtime Pay code should always be reported as the premium only and the number of hours eligible for the premium. All other hours above the regular scheduled work hours will be reported using the Hourly Pay Code at the Hourly Rate of Pay.

FOR CALENDAR YEAR 2025 ONLY

Employees who have been paid overtime pay in calendar year 2025 may view the amount paid for the "premium" by accessing a custom form called 2025 Overtime Premium. You will need to log into Skyward Employee Access and proceed to the Employee Information and Personal Information area and scroll down to the custom forms where you will find the 2025 Overtime Premium form. If an overtime premium was paid in 2025 an amount will be on the form. The overtime premium is the "half" in the time and a half amount. Please contact the Payroll Department if you have a question about the amount on the form. However, we cannot provide tax advice for claiming this deduction on your 2025 tax return. Thank you.

▼ Demographic

Employee Info

Address

▶ Personnel

▶ Payroll

Sub Transactions

AP Payments

Employee Letters

▼ Custom Forms

2025 Overtime Premium

Employee: ZVACANCY BUS OPERATOR

2025 Overtime Premium

2025 Overtime Premium Statement

Employee's ID: 0000054692

Employee's Name Key: ZVACABUS000

Employee's Name: BUS OPERATOR ZVACANCY

2025 Overtime Premium Amt: \$0.00

You may be eligible to deduct the overtime premium (the "half" in time and a half) for qualified overtime required under the Fair Labor Standards Act. Contact a tax professional for assistance with the overtime premium deduction when filing your tax return.