

FLSA Overtime Payroll Program for Hourly (Non-‘Z’ symbol) Employees

Effective October 20, 2018, the City implemented a new, citywide Fair Labor Standards Act (FLSA) payroll program.

Beginning with payroll issued on Tuesday, November 13, 2018, affected employees will see a new time code on their pay statements (available through the SF Employee Portal or ePayroll) for FLSA overtime. That pay code is “OTF” (i.e., “overtime FLSA”).

This change will affect only employees in hourly classifications (non-“Z” designated), excluding Safety at Police, Fire and Sheriff. Employees in salaried classifications (“Z” designated) are not eligible for FLSA overtime and therefore are not affected by these changes. Information on whether a specific classification is designated non-“Z” or “Z” is available on DHR’s Classification and Compensation Database <https://sfdhr.org/classification-and-compensation-database>

Additionally, the City will review citywide payroll data for all employees in non-Z classifications (excluding Safety at Police, Fire and Sheriff), for the time period October 24, 2015 through October 19, 2018, using the new program. This review may result in payroll corrections for some employees, providing additional overtime pay for the review period. The City will issue any payroll adjustment in the pay issued on April 2, 2019.

Employees will not lose any pay as a result of this review or as a result of the City implementing the new FLSA program.

Employees who have questions about this pay, should contact the payroll office of their own department.