

# Overtime Guidelines

For overtime payroll allocation WCF Insurance applies guidelines established by the Utah Insurance Department. Under the rule overtime pay is excluded from payroll calculations. Below is a summary of the guidelines.



## OVERTIME

The overtime guidelines describe overtime as any hours worked for which there is an increase in the rate of pay. Examples of overtime pay may include:

- a. Work in any day, or in any week, in excess of the number of hours normally worked
- b. Hours worked in excess of eight hours in any day or 40 hours in any week
- c. Work on Saturday, Sunday, or holidays
- d. In the case of a guaranteed-wage agreement, overtime means only those hours worked in excess of the number specified in a set agreement.

<b>Regular Hourly Wage</b>	\$10.00
<b>Overtime Hourly Wage</b>	\$15.00
<b>Overtime Rate Used for Premium Calculation</b>	\$10.00

## QUALIFICATION

To qualify for the exclusion of extra pay for overtime, the policyholder's books and records must document overtime pay separated by employee and classification.

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### POLICYHOLDER PAYROLL RECORDS

Class Code	Class Code Description	Payroll
2881	Furniture Assembly	\$ 494,693
	*Furniture Assembly Overtime	\$ 36,006
8810	Clerical	\$ 65,739
	*Clerical Overtime	\$ 4,649

\* Amount paid in addition to regular wages for overtime worked.

If completing a WCF payroll report, do not include the additional amount paid for overtime worked.

### WCF PAYROLL REPORT

Class Code	Class Code Description	Payroll
2881	Furniture Assembly	\$ 494,693
8810	Clerical	\$ 65,739

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**TOTAL PAYROLL  
REPORTED TO WCF** \$560,432

**For more information on the overtime guidelines, contact your WCF marketing representative or agent.**