



# FLSA Overtime Adjustment Request

Date (Month/Day/Year)

MSC

Employee Name (Last, First, MI)

Social Security No.

P/L

Finance No.

### Check Applicable Boxes

- Adjustment is for hours worked during an FLSA Workweek overlap period.
- Adjustment is for hours worked in an adjoining FLSA Workweek, caused by temporary scheduling or rescheduling, or by overtime work, with no change to the employee's FLSA Workweek.
- See reverse side for related additional hours.

Normal Schedule

New Saturday Starting Time

Hours & Hunds

Old Saturday Starting Time

Hours & Hunds

Enter Base Hours Worked During the Overlap Period or Adjoining Workweek

Card Type	52	Work Hours	53	Overtime	43	Penalty OT	57	Holiday Work	74	Christmas Work	-
		+		-		-		-			
	0										
D/A	RSC	Grade	54	Night Work	73	O-O-S Prem	48	H-S Prem	88	N-B-R Prem	

Overlap Period

New FLSA Workweek

- Friday
- Saturday

Old FLSA Workweek

- Friday
- Saturday

Enter H/L Hours Worked During the Overlap Period or Adjoining Workweek

Card Type	52	Work Hours	53	Overtime	43	Penalty OT	57	Holiday Work	74	Christmas Work	-
		+		-		-		-			
	2										
D/A	RSC	Grade	54	Night Work	73	O-O-S Prem	48	H-S Prem	88	N-B-R Prem	

Weeks to Be Adjusted

Subtract Hours from Paid Week

Year Pay Period Week

Add Hours to Adjoining Week

Year Pay Period Week

Enter H/L Hours Worked During the Overlap Period or Adjoining Workweek

Card Type	52	Work Hours	53	Overtime	43	Penalty OT	57	Holiday Work	74	Christmas Work	-
		+		-		-		-			
	2										
D/A	RSC	Grade	54	Night Work	73	O-O-S Prem	48	H-S Prem	88	N-B-R Prem	

Remarks:

Send to:

**FLSA OVERLAP ADJUSTMENT UNIT  
PAYROLL PROCESSING BRANCH  
MINNEAPOLIS POSTAL DATA CENTER  
TWIN CITIES AMF MN 55111-9630**

Employee's Signature

Date

Adjustment Clerk's Signature

Date

FLSA Coordinator's Signature

Date

FLSA Coordinator's Telephone No.

**Related Additional Hours**

**Adjustment for FLSA Workweek Overlap**

An adjustment may be required if the new FLSA Workweek, based on a permanent change to the employee's schedule, overlaps the old FLSA Workweek. This normally occurs when the new schedule start time is earlier than the start time of the old schedule. The earliest possible start time is 20.00 hours (Tour I); the latest possible start time is 19.99 (Tour III). Later start times may cause an overlap for some (Tour I) PTFs changing to (TOUR I) full time. The adjustment should be processed only if hours were worked during the overlap period and, when added to the hours of the overlapping FLSA Workweek, the total workhours exceed 40.

In some situations, hours worked during the overlap period are worked on two different tours, and paid in different weeks. When this occurs, record the hours (worked during the overlap period) for one tour on the front side of this form, and the hours (worked during the overlap period) for the other tour in the blocks below.

**Adjustment for Hours Worked in an Adjoining FLSA Workweek**

In some situations, hours will be worked in both adjoining FLSA Workweeks. Record the hours being added to the week to be adjusted on the front side of this form, and the hours to be subtracted from the same week in the blocks below. Complete additional Forms 2240-F for each week that is to be adjusted in this manner.

Not Processed. Hours Do Not Exceed 40.

Not Processed. No Additional Premium Due.

Enter Base Hours Worked During the Overlap Period or Adjoining Workweek										
<b>Card Type</b>	52	Work Hours	53	Overtime	43	Penalty OT	57	Holiday Work	74	Christmas Work
0		+		-		-		-		-
<b>D/A</b>	<b>RSC</b>	<b>Grade</b>	54	Night Work	73	O-O-S Prem	48	H-S Prem	88	N-B-R Prem

**Overlap Period**

**New FLSA Workweek**

Friday

Saturday

**Old FLSA Workweek**

Friday

Saturday

Enter H/L Hours Worked During the Overlap Period or Adjoining Workweek										
<b>Card Type</b>	52	Work Hours	53	Overtime	43	Penalty OT	57	Holiday Work	74	Christmas Work
2		+		-		-		-		-
<b>D/A</b>	<b>RSC</b>	<b>Grade</b>	54	Night Work	73	O-O-S Prem	48	H-S Prem	88	N-B-R Prem

**Weeks to Be Adjusted**

**Subtract Hours from Paid Week**

Year	Pay Period	Week

**Add Hours to Adjoining Week**

Year	Pay Period	Week

Enter H/L Hours Worked During the Overlap Period or Adjoining Workweek										
<b>Card Type</b>	52	Work Hours	53	Overtime	43	Penalty OT	57	Holiday Work	74	Christmas Work
2		+		-		-		-		-
<b>D/A</b>	<b>RSC</b>	<b>Grade</b>	54	Night Work	73	O-O-S Prem	48	H-S Prem	88	N-B-R Prem

**Remarks:**

Return to: <i>(Issuing Office Complete this Block)</i>	PDC Payroll Technician's Signature	Date
	PDC Supervisor's Signature	Date
	PDC Payroll Technician's Telephone No.	
	<b>Processed Year/Pay Period:</b>	