

# —SPS ALERT—

## SPS Alert 269: Timekeeping, Payroll and Benefits Updates

Release Date: 4/8/2026

### NEWS

### SPMS ONLY

- **New Display for Overtime Hours/Pay, Federal Requirements**

Due to a change in Federal reporting requirements for employers, there will be a change in how **Overtime Hours** are reported on the timesheet and pay slip in SPS/Workday.

This change will allow us to properly display overtime hours/pay that are required by FLSA Guidelines (**FLSA Overtime**) and any overtime hours/pay that is being calculated as a result of collective bargaining or Maryland State Laws/Regulations (**NON FLSA Overtime**). It is important to understand the difference between FLSA and NON FLSA Overtime. This change is in display only, there will be no change to how overtime pay or hours are calculated in the system.

***Shared Services will send out an email to cash overtime eligible employees explaining the change and will include an SPS Guide. Please read the following info and attached Guide carefully. Agency Payroll and Timekeeping staff may get questions regarding this change.***

Cash Overtime eligible employees will see some changes in how the overtime hours appear on the timesheet summary when they save and submit timesheets and on the SPS Pay Slip Details In SPS/Workday. **These are display changes only.**

State Regular and Temporary employees will see the changes starting with the Pay Period April 15, 2026, and April 22, 2026 for Contractual employees. Emails from DBM, Shared Services Division will be sent out on April 16 and 20, for each group respectively.

Employees will see overtime hours split between FLSA and Non FLSA Overtime instead of only one Overtime total. There is no change to the overtime calculations. Overtime will continue to be paid the same way and will be calculated the same way.

## **IMPORTANT DEFINITIONS TO NOTE:**

- **FLSA Overtime** includes only hours actually worked (example: Regular Non-Exempt) in determining when an employee exceeds the appropriate overtime threshold (40 hours in a workweek, 8 hours in a day, etc..).
- **NON FLSA Overtime** includes actual hours worked **and** any paid time off and holidays in determining when an employee exceeds the appropriate overtime threshold (40 hours in a workweek, 8 hours in a day, etc..).

Please see the attached Guide for more details on this change.

- [Quick Guide - HR1 FLSA Overtime - Timesheet FINAL.pdf](#)