

PSW Overtime Information Sheet

for PSW Providers

(v2; 9/29/16)

DD PSWs are eligible to be paid an additional overtime payment for authorized hours worked over 40 hours in a calendar work week. eXPRS has begun processing these overtime payments for PSWs, retroactively for any overtime hours worked back to Jan 1, 2016.

This information sheet is designed to answer many of the common questions ODDS is receiving regarding PSW overtime payments.

- All hours worked by a PSW are first paid against the specific authorization for services to an I/DD individual, at the hourly rate authorized. This is called “straight time” and are the regular paychecks received by the PSW, on the normal PSW pay period schedule, for time worked/services provided.
- Payments for “straight time” (regular PSW paychecks) are paid separately from PSW overtime payments.
- For the hours worked by a PSW that exceed 40 hours in a “work week”, an additional overtime payment to the PSW is calculated.
- A “work week” is defined as 12:00am Sunday through 11:59pm Saturday; a standard calendar, 7-day week.
- PSW overtime payments are calculated based on paid hours per day, within a calendar work week; overtime hours ***are not*** calculated based on a PSW pay period.
- The rate used for PSW overtime payments is a different rate than the PSW’s regular hourly rate. It is a “weighted rate” and is a rate calculation specific to PSW overtime payments. See the [PSW Overtime Rate Calculation Sheet](#) (***also found at the end of this guide***) for examples on how the rate for PSW overtime payment is calculated.

- The claims process for PSW overtime payments runs 1 month late (ie: the end of the month following the month worked), and in conjunction with the PSW Travel Time claims process.
- Paychecks for PSW overtime payments are dated for a full month (eg: Aug 1 - 31, 2016). Please keep in mind, since PSW overtime is calculated based on a calendar “work week” and not the standard PSW pay period, the overtime hours do not exactly match with the PSW pay periods. Pay periods often break mid-week.
- Where the month changes in the middle of a work week, any PSW overtime hours earned for that work week are divided between the two months. The overtime hours/payment is divided in direct proportion to the number of hours worked during the part of week that fell in either month.
- If the PSW works for individuals with I/DD **and** for individuals served by APD or MH in the same work week, overtime payments are further prorated, and then paid out per the payment process for each system. This is called “cross systems” overtime calculations. eXPRS’s portion for “cross systems” overtime payments will be made for the overtime calculated for providing eXPRS authorized services and paid to the PSW by DD payroll vendor. For “cross system” overtime payments for services to individuals from APD or MH, those will be made to the PSW via the APD or MH payment processes.
- If the PSW has identified additional tax or other withholdings from their paychecks, these will be deducted from each check individually, including overtime checks.
- PSW overtime payments are paid in the same check as any PSW Travel Time paid to the provider. Overtime and Travel Time are paid in separate checks from payment for services provided to specific individuals (“straight time”).
- If service hours worked by a PSW are modified for a pay period that has already had overtime payment(s) made, previous payments will be voided, and new totals, weighed rates and prorated hours will be calculated accordingly.

How is my overtime calculated?

The payment for overtime is calculated according to federal and state rules.

The simple calculation is time worked over 40 hours in work week is paid at one and one-half times your hourly wage.

You will receive all of the normal wages in your regular payment. You will receive the one-half portion of your overtime wages in a separate payment.

Example:

Hours worked	• 55 hours in a work week
Hourly wage	• \$14.00 per hour
Overtime wage	• $\$14 \times 1.5 = \21 • $\$21 - \$14 = \$7$ extra per hour over 40
Normal Wage Payment	• $55 \times \$14.00 = \770
Overtime Wage Payment	• $15 \times \$7.00 = \105
Total Paid	• \$875 for the work week

These calculations show gross wages. Net wages will be subject to any applicable withholdings

What if I have more than one hourly wage?

When working as a homecare worker or personal support worker you may have multiple hourly wages. Overtime is calculated on the “weighted” hourly wage. The weighted hourly wage is an average hourly wage proportional to the amount of hours worked in for each wage.

Formula for weighted hourly rate

$$\frac{(\text{Wage A} \times \text{Hours worked at Wage A}) + (\text{Wage B} \times \text{Hours worked at Wage B})}{\text{Total hours worked}}$$

Example

Hours worked	• 55 hours in a work week
Hourly wage	• \$14.00 per hour for 10 hours • \$15.00 per hour for 45 hours
Weighted wage	• $(\$14 \times 10) + (\$15 \times 45) / 55 = \$14.81$ weighted rate
Overtime wage	• \$7.41 extra per hour over 40
Normal Wage Payment	• $10 \times \$14.00 = \140 • $45 \times \$15.00 = \675
Overtime wage Payment	• $15 \times \$7.41 = \111.14
Total Paid	• \$926.14 for the work week

These calculations show gross wages. Net wages will be subject to any applicable withholdings