Work Periods

Due to the One Big Beautiful Act, we are introducing new work periods that need to be added to the non-exempt employee e-classes on the US regulatory tab on PEAEMPL.

Work Periods Defined

Work Period Code (4 Char)	Work Period Description (30 Char)	Days in Work Period	Max Non-Overtime Hours in a Work Period	Max Non-Overtime Hours for a Day	Examples?	Notes
37.5	37.5 Work Week	7	37.5	7.5		If an employee works over 37.5 hours in week 1 or week 2 of the pay period and/or more than 7.5 hours in a day then Banner will calculate overtime (OVF earn code), if there are no overtime earn codes reported.
40.0	40.0 Work Week	7	40	8		If an employee works over 40 hours in week 1 or week 2 of the pay period and/or more than 8 hours in a day then Banner will calculate overtime (OVF earn code), if there are no overtime earn codes reported.
40ND	40hr NO daily OT	7	40		Groups where daily overtime does not apply. This would be the default for the SA, HA, HG employees. UIUC Police Corporals and Sergeants, UIC unionized students	If an employee works over 40 hours in week 1 or week 2 of the pay period, and there is no overtime earn codes reported, then Banner will calculate weekly overtime (OVF earn code). There will be no daily OT enforced with Banner.
106	106hr BW 12 daily	14	106	12	UIUC Crash Rescue Workers	If an employee works over 106 hours in the pay period and/or more than 12 hours in a day then Banner will calculate overtime (OVF earn code), if there are no overtime earn codes reported.
373D	37.5hr 12.5 daily (3-day wk)	7	37.5	12.5		If an employee works over 37.5 hours in week 1 or week 2 of the pay period and/or more than 12.5 hours in a day then Banner will calculate overtime (OVF earn code), if there are no overtime earn codes reported.
3710	37.5hr 10 daily (Flex-time)	7	37.5	10		If an employee works over 37.5 hours in week 1 or week 2 of the pay period and/or more than 10 hours in a day then Banner will calculate overtime (OVF earn code), if there are no overtime earn codes reported.
3711	37.5hr 11.5 daily	7	37.5	11.5		If an employee works over 37.5 hours in week 1 or week 2 of the pay period and/or more than 11.5 hours in a day then Banner will calculate overtime (OVF earn code), if there are no overtime earn codes reported.
3712	37.5hr 12 daily (Flex-time)	7	37.5	12		If an employee works over 37.5 hours in week 1 or week 2 of the pay period and/or more than 12 hours in a day then Banner will calculate overtime (OVF earn code), if there are no overtime earn codes reported.
3785	37.5hr 8.5 daily (4.5-day wk)	7	37.5	8.5		If an employee works over 37.5 hours in week 1 or week 2 of the pay period and/or more than 8.5 hours in a day then Banner will calculate overtime (OVF earn code), if there are no overtime earn codes reported.
3795	37.5hr 9.5 daily (4-day wk)	7	37.5	9.5		If an employee works over 37.5 hours in week 1 or week 2 of the pay period and/or more than 9.5 hours in a day then Banner will calculate overtime (OVF earn code), if there are no overtime earn codes reported.
4010	40.0hr 10 daily (4-day wk)	7	40	10	UIUC Police Officers UIC Police Telecommunicators Supervisors	If an employee works over 40 hours in week 1 or week 2 of the pay period and/or more than 10 hours in a day then Banner will calculate overtime (OVF earn code), if there are no overtime earn codes reported.
4012	40.0hr 12 daily (Flex-time)	7	40	12	INA Nurses	If an employee works over 40 hours in week 1 or week 2 of the pay period and/or more than 12 hours in a day then Banner will calculate overtime (OVF earn code), if there are no overtime earn codes reported.
8010	80hr BW 10 daily	14	80	10		If an employee works over 80 hours in a pay period and/or more than 10 hours in a day then Banner will calculate overtime (OVF earn code), if there are no overtime earn codes reported.
8012	80hr BW 12 daily	14	80	12	Firefighters, Police, UIUC Powerplant	If an employee works over 80 hours in a pay period and/or more than 12 hours in a day then Banner will calculate overtime (OVF earn code), if there are no overtime earn codes reported.

Work Periods Default Values by E-Class

Every non-exempt e-class has a default work period:

Defaults by E-Class		
E-Class	**E-Class Description**	**Work Period Code**
CA	75NEBE	37.5
CB	75NENB	37.5
CG	80NEBE	40.0
CH	80 NENB	40.0
CL	80ECBE	40.0
CM	80ECNB	40.0
DA	75NEBEFS	37.5
DB	75NENBFS	37.5
DK	80NEBEFS	40.0
DL	80NENBFS	40.0
DR	80ECBEFS	4012
DS	80ECNBFS	4012
EH	ExHelp	40.0
ES	ExHlpSnl	40.0
HA	HLYFACLR	40ND
HG	GrdHrly	40ND
SA	Student	40ND
TR**	Retiree	40.0

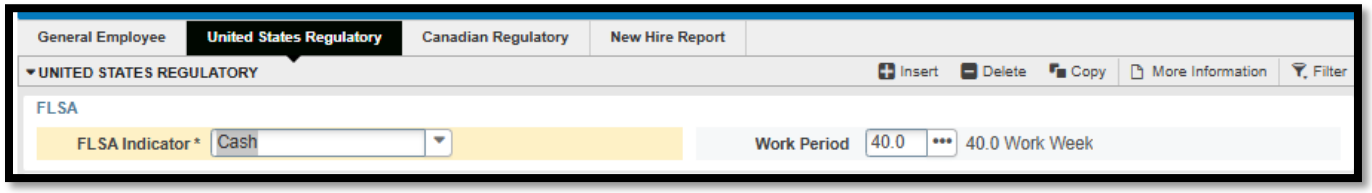
**** Specific information for the TR e-class.** If the PEAEMPL e-class is TR, then the FLSA Indicator and Work Period will be dependent on the **job** e-class. Both the FLSA indicator and Work Period codes will need to be reviewed for all TR e-classes and updated as follows:

Job E-Class	FLSA Indicator	Work Period
A%	None	null (blank)
B%	None	null (blank)
CC	None	null (blank)
CD	None	null (blank)
CE	None	null (blank)
CF	None	null (blank)
CJ	None	null (blank)
CK	None	null (blank)
DD	None	null (blank)
DE	None	null (blank)
DG	None	null (blank)
DH	None	null (blank)
DN	None	null (blank)
DP	None	null (blank)
CA	CASH	The default will be 37.5, but it can be updated to what it should be.
CB	CASH	The default will be 37.5, but it can be updated to what it should be.
CG	CASH	The default will be 40.0, but it can be updated to what it should be.
CH	CASH	The default will be 40.0, but it can be updated to what it should be.
CL	CASH	The default will be 40.0, but it can be updated to what it should be.
CM	CASH	The default will be 40.0, but it can be updated to what it should be.
DA	CASH	The default will be 37.5, but it can be updated to what it should be.
DB	CASH	The default will be 37.5, but it can be updated to what it should be.
DK	CASH	The default will be 40.0, but it can be updated to what it should be.
DL	CASH	The default will be 40.0, but it can be updated to what it should be.
DR	CASH	The default will be 4012, but it can be updated to what it should be.
DS	CASH	The default will be 4012, but it can be updated to what it should be.
EH	CASH	The default of 40.0 will be correct.
ES	CASH	The default of 40.0 will be correct.
HA	CASH	The default will be 40ND, but it can be updated to what it should be.
HG	CASH	The default will be 40ND, but it can be updated to what it should be.
UA	None	null (blank)

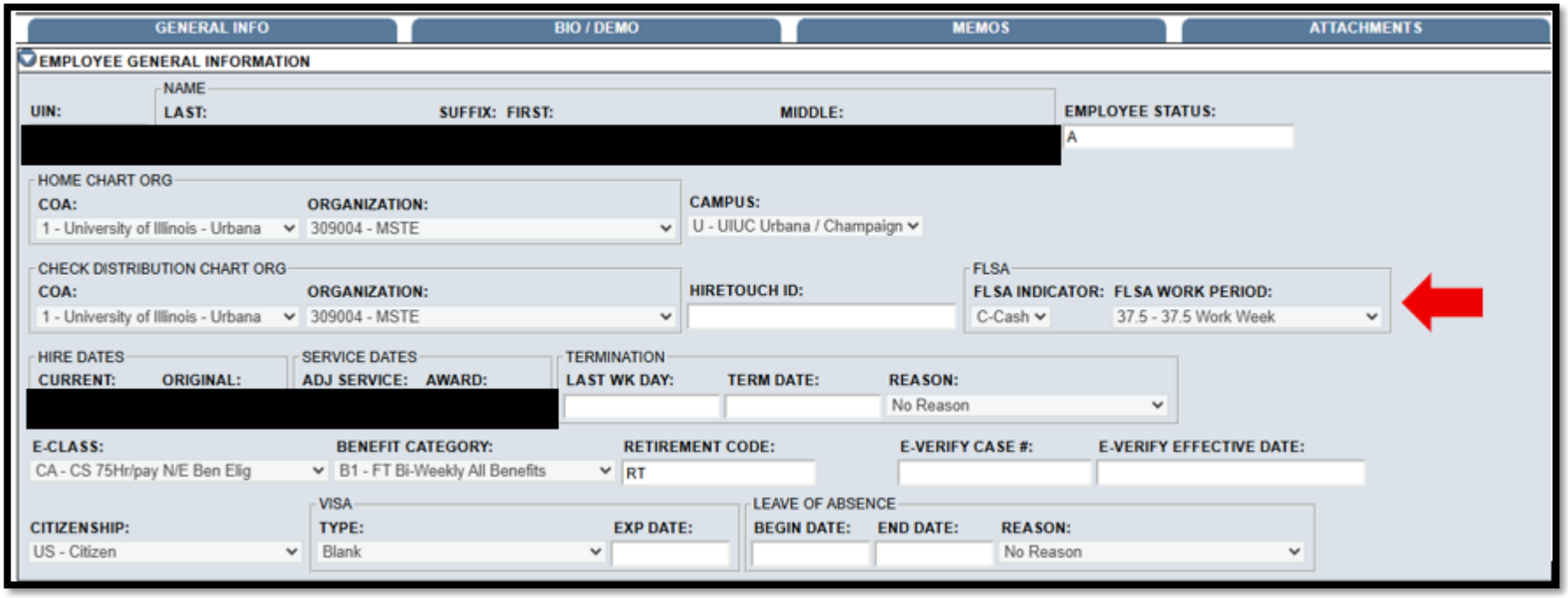
Frequently Asked Questions

- **Q: Where is the work period field located?**

  A: Banner: It is on the PEAEMPL page on the US Regulatory tab.



  HRFE: It is on the General Info tab starting on 11/13/2026:



- **Q: Why do we need work periods if we are reporting overtime correctly for our employees?**

  A: As part of the One Big Beautiful Bill Act implementation new configuration was introduced including these new work periods. When a payroll processes, it will look at these work periods, earn codes, and hours reported to determine the amount of worked hours and non-worked hours. Then it calculates the qualified overtime premium credit that the employee will see on their W2.

- **Q: Do I need to update the work period for every non-exempt employee?**

  A: No, there is a default work period for each of the non-exempt e-classes (*see page 2)*. However, if you have employees that normally work more than 7.5 hours (37.5 a week) or 8 (40.0) hours in a day, then their work period should be reviewed and updated accordingly.

- **Q: How do I update the work period?**
  A: Today – 11/13/2026: Only those that have update access to PEAEMPL will be able to update the work period.
  11/13/2026 – A field for the work period will be added to the General Information tab in HRFE, and it can be viewed and updated there, or it can be updated directly on PEAEMPL.

- **Q: If I have an employee that normally works the 40.0 work period and a situation comes up where they must work 10+ hours a day due to unusual circumstances, do I need to update the work period for that pay period?**

  A: No. The work period can remain whatever their normal work period is and report any overtime worked accordingly with the correct earn codes.

- **Q: What should I do for an Extra-Help (EH) employee that falls into the 37.5-hour work week category?**

  A: The default for the EH e-class is the 40.0 work period so you would need to update the work period for your employee.
