Updating Position and Appointment Records Due to FLSA Changes

PROCESS ON HOLD UNTIL FURTHER NOTICE

FLSA regulations require specific salary thresholds in order for positions to remain exempt. Current thresholds are as follows:

- FLSA salary threshold for those who do not meet any of the exemptions below = $913/week
- Academic Administrative Exemption for those who perform admin functions directly related to the academic instruction or training of students = $618/week
- Teaching Exemption for those in roles comprised of 50% teaching = $250/week
- Teaching Exemption for those in roles comprised of 80% teaching = $170/week
- Student Exemption for those who are students at the University and whose work is supervised research or in direct connection to, and advancement of, their degree program = Minimum wage or stipends
- Exemption for bona fide practitioners of medicine = No salary threshold requirement

If an employee earns less than these regulations, departments must decide whether to a) increase the annual salary or b) allow for overtime pay by updating position and appointment records to reflect nonexempt status. Follow the instructions for each scenario:

**Increase Annual Salary**

Navigate to: **Main Menu > Workforce Administration > Job Information > Job Data**

1. **EmplID** – Enter the Employee ID of the employee on the **Find an Existing Value** tab.
2. Click <Search>.
3. **Empl Record** – Select the appropriate record (i.e., “0” or “1”) if more than one record exists.
4. Update/verify the following fields within the **Job Data** tabs.
   a. **Work Location Tab**
      i. Click the plus sign to add a new row.
      ii. **Effective Date** – Use the beginning date of next unprocessed payroll period.
      iii. **Action** – Select “Data Change” from drop-down menu.
      iv. **Reason** – Select “Overtime Rule” from drop-down menu.
   b. **Job Information Tab**
      i. Do not update any fields on this tab.
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c. Job Labor Tab
   i. Do not update any fields on this tab.

d. Payroll Tab
   i. Do not update any fields on this tab.

e. Salary Plan Tab
   i. Do not update any fields on this tab.

f. Compensation Tab
   i. Update annual salary so it matches or exceeds threshold.
   ii. Click <Calculate Compensation>.
   iii. Click <Save>.

Allow for Overtime Pay

UPDATE POSITION RECORD

Navigate to: Main Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

1. Position Number – Enter existing position number on the Find an Existing Value tab.
2. Click <Search>.
3. Click <Correct History>.
4. Click the plus sign to add a new row.
5. Effective Date – Use the beginning date of next unprocessed payroll period.
6. Reason – Click the magnifying glass and select “OTR (Overtime Rule).”
7. USA – Expand caret to view details in this section.
8. FLSA Status – Select “Nonexempt” from the drop-down menu.
9. Comments – Add this text: “This position is being updated to change the FLSA status to non-exempt in accordance to the overtime rule.”
10. Click <Save>.
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UPDATE APPOINTMENT RECORD

Navigate to: Main Menu > Workforce Administration > Job Information > Job Data

1. EmplID – Enter the Employee ID of the employee on the Find an Existing Value tab.
2. Click <Search>.
3. Empl Record – Select the appropriate record (i.e., “0” or “1”) if more than one record exists.
4. Sequence – Change from “0” to “1” if using the same effective date as the last action date.
5. Update/verify the following fields within the Job Data tabs.
   a. Work Location Tab
      i. Click the plus sign to add a new row.
      ii. Effective Date should be the same date used for the Position Data update.
      iii. Effective Sequence – Update to “1” if the Position change is displayed.
      iv. Action – Select “Data Change” from drop-down menu.
      v. Reason – Select “Overtime Rule” from drop-down menu.

   b. Job Information Tab
      i. USA – Click the caret to expand the section.
      ii. FLSA Status – Verify the FLSA Status field displays “Nonexempt.”

   c. Job Labor Tab
      i. Do not update any fields on this tab.

   d. Payroll Tab
      i. Absence – If display is “Other,” update to “Absence Management.”
      ii. Employee Type – Update from “S = Salaried” to “E = Exception Hourly.”
      iii. Use Pay Group Eligibility – Uncheck box if checked.
      iv. Eligibility Group – Update this field according to these rules:
         1. If field is blank, update to “UMCOMPTIME.”
         2. If current option reads “UMACADEMIC,” update to “UMACADCOMP.”
         3. If current option reads “UMPERSONAL,” update to “UMCMPERSON.”

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e. Salary Plan Tab
   i. Do not update any fields on this tab.

f. Compensation Tab
   i. Rate Code – Click on the magnifying glass and select “HRLY” for hourly.
   ii. Comp Rate – Enter the new hourly compensation rate.
   iii. Frequency – Update display to read “H” for hourly within Pay Components section.
   iv. Click <Calculate Compensation>.
   v. Pay Rates – Expand the caret to verify the calculated annual salary based on the new hourly rate entered. Note: Offline and HRMS calculations should be verified.
   vi. Click <Save>.