Overview/Description

This process describes the necessary steps to update Positions, Job Data and Time Reporter panels to reflect the new FLSA changes.

Sections

Select the link below to jump to the desired section.

- Position Changes for Exempt (Monthly) moving to Non-Exempt (Biweekly)
- Job Data Changes for Exempt (Monthly) moving to Non-Exempt (Biweekly)
- Maintain Time Reporter Changes for Exempt (Monthly) moving to Non-Exempt (Biweekly)
- Position Changes for Non-Exempt (Biweekly) moving to Exempt (Monthly)
- Job Data Changes for Non-Exempt (Biweekly) moving to Exempt (Monthly)
- Maintain Time Reporter Changes for Non-Exempt (Biweekly) moving to Exempt (Monthly)
- Updating Exempt Salary to New FLSA Threshold

Prerequisite(s)

Refer to the Pay Group Compensation Frequency Matrix for specific information pertaining to compensation frequencies.

https://www.usg.edu/assets/oneusg/documents/HR_RA024_Comp_Frequency_Matrix.pdf

Careers Implication(s)

There may be positions that are currently posted to Careers but not filled that are impacted by the new FLSA guidelines. These positions will need to be updated in OneUSG Connect when they are filled.

Instructions

1. Position Changes for Exempt (Monthly) moving to Non-Exempt (Biweekly).

Example

Employee is changing from pay group XXA to XXH effective 01/01/2020. Position attributes need to be updated in Position Management.

Navigation

NavController > Navigator > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info
! Important

If there are future dated rows in the system, you will need to select Correct History at the bottom of the page and toggle between rows to ensure you are on the current effective dated row. After inserting a new row and entering the changes, be sure to update the future dated row to reflect the data changes.

Take note of the Benefits Service Date, Institution Seniority Date, and USG Service Date before changing over to Correct History mode because you will need to ensure the dates did not reset after using Correct History to make the updates.

1.1. Search for and select the position number.

   a. Enter the Position Number and click Search.

1.2. Insert a new row.

   On the Description tab:

   a. Click “+” to insert a new row.
b. Update the following fields:
   - **Effective Date**: “01/01/2020”
   - **Reason**: “FLS”
   - **Job Code**: Use appropriate code for the *non-exempt* position
   - **Reg/Temp**: Re-enter the Reg/Temp status
   - **Official Title**: Update, if needed
   - **Reports To**: Verify this is populated with a manager’s/supervisor’s position number
   - **Pay Group**: Use appropriate pay group for the *non-exempt* position
   - **Employee Type**: “H”
   - **Budget Amount**: Enter the appropriate amount, if applicable
   - Click the USA flag and verify the FLSA status has changed to “Nonexempt”
On the **Specific Information** tab:

c. Check the **Update Incumbents** box.

d. **Save** the record.
e. You may receive a few warning messages. Be sure to read through and make note of each one in case other updates need to be made.

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**2. Job Data Changes for Exempt (Monthly) moving to Non-Exempt (Biweekly).**

**Example**

Employee is changing from pay group XXA to XXH effective 01/01/2020. Position attributes have been updated in Position Management and need to be updated in Job Data.

**Navigation**

NavController > Navigator > Workforce Administration > Job Information > Job Data

! **Important**

If there are future dated rows in the system, you will need to select [Correct History] at the bottom of the page and toggle between rows to ensure you are on the current effective dated row. After inserting a new row and entering the changes, be sure to update the future dated row to reflect the data changes.

Take note of the **Benefits Service Date**, **Institution Seniority Date** and **USG Service Date** **before** changing over to Correct History mode because you will need to ensure the dates did not reset after using Correct History to make the updates.
2.1. Search for and select the employee.

   a. Enter the **Empl ID** and click **Search**.
   b. If multiple records appear for the employee, select the record that contains the position with the FLSA changes.

2.2. Verify the appropriate changes flowed from **Position Management** to **Job Data**.

On the **Work Location** tab:

   a. If the changes **did not** flow into **Job Data**, you will need to click “+” to insert a row and update the fields listed below.
   
   - **Effective Date**: “01/01/2020”
   - **Effective Sequence**: Use the next available sequence number for the Effective Date
   - **Action**: “Position Change”
   - **Reason**: “Fair Labor Standards Act”
   - **Position Number**: Verify the changes pull into **Job Data** for the position
b. If all the changes do not flow over to Job Data, you will need to refresh the position by following these steps:
- Copy the position number.
- Remove the position number.
- Tab out of the field.
- Go back to the field and repopulate the position number.
- Verify the changes populated after the position was refreshed.
- If the correct Pay Group does not populate, manually change the value to the correct one.

On the Job Information tab:
c. Verify the following information:
- **Job Code**: Appropriate code was used for the non-exempt position.
- **Reports To**: Verify a value exists in this field.
  **Note**: If there is no current value, enter the manager’s/supervisor’s Empl ID in the **Supervisor ID** field.
- **Click the USA flag** and verify the FLSA status has changed to “Nonexempt”
On the **Payroll** tab

**d.** Verify the following information:

- **Pay Group:** Appropriate pay group was used for the *non-exempt* position. If the correct Pay Group does not populate, manually change the value to the correct one.
- **Employee Type:** “H” – Hourly
- **Pay Group** (Absence Management System): Verify the value matches the employee’s Pay Group.

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On the **Salary Plan** tab:

**e.** Update the following fields, if needed:

- **Salary Admin Plan**
- **Grade**
On the **Compensation** tab:
f. Update the following fields:
   - **Frequency** (Compensation Details area): “H” – Hourly
   - **Rate Code**: “NAHRLY”
   - **Comp Rate**: Enter the appropriate hourly rate.
   - **Frequency** (Pay Components): “H”
   - Click **Calculate Compensation**.
   - Verify the **Pay Rates** are correct.

On the **Benefits Program Participation** link:
g. Verify the **Annual Benefits Base Rate (ABBR)** is correct.
On the **Earnings Distribution** link:

h. Update **Job Earnings Distribution** page, if needed.

![Earnings Distribution Image]

i. **Save** the record.

### 3. Maintain Time Reporter Changes for Exempt (Monthly) moving to Non-Exempt (Biweekly).

**Example**

Employee is changing from pay group XXA to XXH effective 01/01/2020. Position Management and Job Data have been updated with the new information. The Maintain Time Reporter panel needs to be reviewed for accuracy and updated if needed.

**Navigation**

NavBar > Navigator > Time and Labor > Enroll Time Reporters > Maintain Time Reporter Data

**Important**

If there are future dated rows in the system, you will need to select [Correct History] at the bottom of the page and toggle between rows to ensure you are on the current effective dated row. After inserting a new row and entering the changes, be sure to update the future dated row to reflect the data changes.

3.1. Search for and select the employee.
a. Enter the **Empl ID** and click **Search**.
b. If multiple records appear for the employee, select the record that contains the position with the FLSA changes.

3.2. Verify information on the Maintain Time Reporter Data panel.

a. You will need to verify that the following data is correct.

   **Note**: If changes need to be made, you will need to click “+” to insert a row and update the fields listed below.

   - **Status**: “Active”
   - **Workgroup** (Hourly)
   - **Rule Element 3** (Special Accumulator)
   - **Rule Element 4** (Webclock)
   - **Time & Absence Approver**
4. Position Changes for Non-Exempt (Biweekly) moving to Exempt (Monthly)

Example
Employee is changing from pay group XXH to XXA effective 01/01/2020. Position attributes need to be updated in Position Management.

Navigation
NavBar > Navigator > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

! Important
If there are future dated rows in the system, you will need to select at the bottom of the page and toggle between rows to ensure you are on the current effective dated row. After inserting a new row and entering the changes, be sure to update the future dated row to reflect the data changes.

Take note of the Benefits Service Date, Institution Seniority Date and USG Service Date before changing over to Correct History mode because you will need to ensure the dates did not reset after using Correct History to make the updates.

4.1. Search for and select the position.
   
a. Enter the Position Number and click Search.

![Position Search](image)

4.2. Insert a new row.

On the Description tab:
   
a. Click “+” to insert a row.

![Description Insert](image)
b. Update the following fields:

- **Effective Date**: “01/01/2020”
- **Reason**: “FLS”
- **Job Code**: Use appropriate code for the **exempt** position.
- **Reg/Temp**: Re-enter the Reg/Temp status.
- **Official Title**: Update, if needed.
- **Reports To**: Verify this is populated with a manager/supervisor’s position number.
- **Pay Group**: Use appropriate pay group for the **exempt** position.
- **Employee Type**: “S”
- **Budget Amount**: Enter the appropriate amount.
- Click the **USA flag** and verify the FLSA status has changed to “Administrative”
On the **Specific Information** tab:

c. Check the **Update Incumbents** box

d. **Save** the record.

e. You may receive a few warning messages. Be sure to read through and make note of each one in case other updates need to be made.

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### 5. Job Data Changes for Non-Exempt (Biweekly) moving to Exempt (Monthly).

**Example**

Employee is changing from pay group XXH to XXA effective 01/01/2020. Position attributes have been updated in Position Management and need to be updated in Job Data.

**Navigation**

Navbar > Navigator > Workforce Administration > Job Information > Job Data

**Important**

If there are future dated rows in the system, you will need to select ![Correct History](Correct_History.png) at the bottom of the page and toggle between rows to ensure you are on the current effective dated row. After inserting a new row and entering the changes, be sure to update the future dated row to reflect the data changes.

Take note of the **Benefits Service Date**, **Institution Seniority Date** and **USG Service Date** before changing over to Correct History mode because you will need to ensure the dates did not reset after using Correct History to make the updates.
5.1. Search for and select the employee.

a. Enter the Empl ID and click Search.
b. If multiple records appear for the employee, select the record that contains the position with the FLSA changes.

5.2. Verify the appropriate changes flowed from Position Management to Job Data.

On the Work Location tab:

a. If the changes did not flow into Job Data, you will need to click “+” to insert a row and update the fields listed below.
   - **Effective Date**: “01/01/2020”
   - **Effective Sequence**: Use the next available sequence number for the Effective Date
   - **Action**: “Position Change”
   - **Reason**: “Fair Labor Standards Act”
   - **Position Number**: Verify the changes pull into Job Data for the position.
b. If all the changes **do not** flow over to **Job Data**, you will need to refresh the position by following these steps:
   - Copy the position number.
   - Remove the position number.
   - Tab out of the field.
   - Go back to the field and repopulate the position number.
   - Verify the changes populated after the position was refreshed.
   - If the correct Pay Group does not populate, manually change the value to the correct one.

On the **Job Information** tab:

c. Verify the following information:
   - **Job Code**: Appropriate code was used for the **exempt** position.
   - **Reports To**: Verify a value exists in this field.
     - **Note**: If there is no current value, enter the manager’s/supervisor’s Empl ID in the Supervisor ID field.
   - Click the **USA flag** and verify the FLSA status has changed to “Administrative”
On the Payroll tab:

d. Verify the following information:

- **Pay Group**: Appropriate pay group was used for the exempt position. If the correct Pay Group does not populate, manually change the value to the correct one.
- **Employee Type**: “S” – Salaried
- **Pay Group** (Absence Management area): Verify the value matches the employee’s Pay Group.

On the Salary Plan tab:

e. Update the following fields, if needed:

- **Salary Admin Plan**
- **Grade**
On the **Compensation** tab:

f. Update the following fields:
   - **Frequency** (Compensation Details area): Use the appropriate frequency from the Compensation Frequency Matrix.
   - **Rate Code**: Use the appropriate rate code from the Compensation Frequency Matrix.
   - **Comp Rate**: Enter the appropriate compensation rate.
   - **Frequency** (Pay Components): Use the appropriate frequency from the Compensation Frequency Matrix.

g. Click **Calculate Compensation**.

h. Verify the **Pay Rates** are correct.

On the **Benefits Program Participation** link:

i. Verify the **Annual Benefits Base Rate (ABBR)** is correct:
On the Earnings Distribution link:

j. Update Job Earnings Distribution page, if needed:

   ![Earnings Distribution Screen](image)

   k. Save the record.

6. Maintain Time Reporter Changes for Non-Exempt (Biweekly) moving to Exempt (Monthly).

Example

Employee is changing from pay group XXH to XXA effective 01/01/2020. Position attributes have been updated in Position Management and Job Data. The Maintain Time Reporter panel needs to be reviewed for accuracy and updated if needed.

Navigation

NavBar > Navigator > Time and Labor > Enroll Time Reporters > Maintain Time Reporter Data

! Important

If there are future dated rows in the system, you will need to select [Correct History] at the bottom of the page and toggle between rows to ensure you are on the current effective dated row. After inserting a new row and entering the changes, be sure to update the future dated row to reflect the data changes.

6.1. Search for and select the employee.
a. Enter the **Empl ID** and click **Search**.

b. If multiple records appear for the employee, select the record that contains the position with the FLSA changes.

### 6.2. Verify information on the Maintain Time Reporter Data panel.

a. You will need to verify that the following data is correct.

   **Note**: If changes need to be made, you will need to click “+” to insert a row and update the fields listed below.
   - **Status**: “Active”
   - **Workgroup** (Salaried)
   - **Rule Element 3** (Special Accumulator)
   - **Rule Element 4** (Webclock)
   - **Time & Absence Approver**

b. **Save** the record.

### 7. Updating Exempt Salary to New FLSA Threshold.
7.1. Updating Budget Amount in Position Management.

Example
Employee’s salary is being raised to the minimum threshold of $35,568 annually for exempt employees. The position budget needs to be increased in Position Management.

Navigation
NavBar > Navigator > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

! Important
If there are future dated rows in the system, you will need to select Correct History at the bottom of the page and toggle between rows to ensure you are on the current effective dated row. After inserting a new row and entering the changes, be sure to update the future dated row to reflect the data changes.

Take note of the Benefits Service Date, Institution Seniority Date and USG Service Date before changing over to Correct History mode because you will need to ensure the dates did not reset after using Correct History to make the updates.

Be sure to notify Commitment Accounting when making changes to the Budget Amount.

a. Search for and select the position number, enter the Position Number and click Search.

On the Description tab:
a. Click “+” to insert a row.
b. Update the following fields:
   - **Effective Date**: “01/01/2020”
   - **Reason**: “FLS”
   - **Reports To**: Verify this is populated with a manager’s/supervisor’s position number.
   - **Budget Amount**: Enter the appropriate amount.

c. **Save** the record.
d. You may receive a few warning messages. Be sure to read through and make note of each one in case other updates need to be made.
7.2. Updating Salary in Job Data

Example
Employee’s salary is being raised to the minimum threshold of $35,568 annually for exempt employees. The position budget amount has been updated in Position Management and the salary needs to be updated in Job Data.

Navigation
NavBar > Navigator > Workforce Administration > Job Information > Job Data

! Important
If there are future dated rows in the system, you will need to select \[\text{Correct History}\] at the bottom of the page and toggle between rows to ensure you are on the current effective dated row. After inserting a new row and entering the changes, be sure to update the future dated row to reflect the data changes.

Take note of the Benefits Service Date, Institution Seniority Date and USG Service Date before changing over to Correct History mode because you will need to ensure the dates did not reset after using Correct History to make the updates.

Be sure to notify Commitment Accounting when making changes to the employee’s salary.

a. Search for and select the employee, enter the Empl ID and click Search.
b. If multiple records appear for the employee, select the record that contains the position with the FLSA changes.
On the **Work Location** tab:

- **c.** Click “+” to insert a row and update the fields listed below.
  - **Effective Date**: “01/01/2020”
  - **Effective Sequence**: Use the next available sequence number for the Effective Date.
  - **Action**: “Position Change”
  - **Reason**: “Fair Labor Standards Act”

On the **Compensation** tab:

- **d.** Update the following fields:
  - **Comp Rate**: Enter the new compensation rate.
  - **Verify the Rate Code and Frequency fields are correct.**
  - **Click Calculate Compensation.**
  - **Verify the Pay Rates are correct.**
On the **Benefits Program Participation** link:

e. Verify the **Annual Benefits Base Rate (ABBR)** is correct.

On the **Earnings Distribution** link:

f. Update **Job Earnings Distribution** page, if needed.

g. **Save** the record.
### 7.3. Verify Data on Maintain Time Reporter Panel

**Example**

Employee’s salary is being raised to the minimum threshold of $35,568 annually for exempt employees. The position budget amount has been updated in Position Management and the salary updated in Job Data. The Maintain Time Reporter panel needs to be reviewed for accuracy and updated if needed.

**Navigation**

NavBar > Navigator > Time and Labor > Enroll Time Reporters > Maintain Time Reporter Data

**! Important**

If there are future dated rows in the system, you will need to select at the bottom of the page and toggle between rows to ensure you are on the current effective dated row. After inserting a new row and entering the changes, be sure to update the future dated row to reflect the data changes.
a. Search for and select the employee, enter the **Empl ID** and click **Search**.

b. If multiple records appear for the employee, select the record that contains the position with the FLSA changes.

On the **Maintain Time Reporter Data** panel:

c. You will need to verify that the following data is correct.

   **Note:** If changes need to be made, you will need to click “+” to insert a row and update the fields listed below.
   - **Status:** “Active”
   - **Workgroup** (Salaried)
   - **Rule Element 3** (Special Accumulator)
   - **Rule Element 4** (Webclock)
   - **Time & Absence Approver**

d. **Save** the record.