Overview/Description
This checklist will identify 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

! 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.

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

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

Search for and select the position number.

On the Description tab, click “+” to insert a new row.

Update the following fields:
- Effective Date: "01/01/2020"
2020 FLSA Data Changes
Data Entry Checklist
Human Resources Job Aid
HR_JA036
Revision 1 | Date 12/03/2019

## 1. Data Entry Checklist

<table>
<thead>
<tr>
<th>Reason</th>
<th>Job Code</th>
<th>Reg/Temp</th>
<th>Official Title</th>
<th>Reports To</th>
<th>Pay Group</th>
<th>Employee Type</th>
<th>Budget Amount</th>
<th>FLSA Status</th>
<th>Update Incumbents</th>
</tr>
</thead>
<tbody>
<tr>
<td>“FLS”</td>
<td>Use appropriate code for the non-exempt position</td>
<td>Re-enter the Reg/Temp status</td>
<td>Update, if needed</td>
<td>Verify this is populated with a manager’s/supervisor’s position number</td>
<td>Use appropriate pay group for the non-exempt position</td>
<td>“H”</td>
<td>Enter the appropriate amount, if applicable</td>
<td>Click the USA flag and verify the FLSA status has changed to “Nonexempt”</td>
<td></td>
</tr>
</tbody>
</table>

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

### Navigation

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

Search for and select the employee.

If a new row did not populate into Job Data from Position Management, click “+” to insert a new row on the Work Location tab.

Update the following fields:

- 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

On the Job Information tab, verify the following fields:

- Job Code: Appropriate code was used for non-exempt position
- Reports To: Verify a value exists in this field
– Click the USA flag and verify the FLSA status has changed to “Nonexempt”

**On the Payroll tab, 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

**On the Salary Plan tab, update the following fields, if needed:**

– Salary Admin Plan

– Grade

**On the Compensation tab, 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, verify the following field:**

– Verify the Annual Benefits Base Rate (ABBR) is correct

**On the Job Earnings Distribution page, make appropriate updates, if needed.**

Save the record.

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

**Navigation**

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

Search for and select the employee.

**Verify the following fields:**

– Status: “Active”
4. Position Changes for Non-Exempt (Biweekly) moving to Exempt (Monthly)

**Navigation**

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

Search for and select the position number.

On the Description tab, click “+” to insert a new row.

**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’s/supervisor’s position number
- Pay Group: Use appropriate pay group for the exempt position
- Employee Type: “S”
- Budget Amount: Enter the appropriate amount, if applicable
- Click the USA flag and verify the FLSA status has changed to “Exempt”

On the Specific Information Tab, check the Update Incumbents box.

Save the record.

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

**Navigation**

NavBar > Navigator > Workforce Administration > Job Information > Job Data
Search for and select the employee.

If a new row did not populate into Job Data from Position Management, click “+” to insert a new row on the Work Location tab.

Update the following fields:

- 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

On the Job Information tab, verify the following fields:

- Job Code: Appropriate code was used for the exempt position
- Reports To: Verify a value exists in this field
- Click the USA flag and verify the FLSA status has changed to “Administrative”

On the Payroll tab, 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 System): Verify the value matches the employee’s Pay Group

On the Salary Plan tab, update the following fields, if needed:

- Salary Admin Plan
- Grade

On the Compensation tab, 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 monthly rate
- Frequency (Pay Components): “S”
- Click Calculate Compensation
- Verify the Pay Rates are correct

**On the Benefits Program Participation link, verify the following field:**
- Verify the Annual Benefits Base Rate (ABBR) is correct

**On the Job Earnings Distribution page, make appropriate updates, if needed.**
- Save the record.

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

**Navigation**

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

Search for and select the employee.

**Verify the following fields:**
- Status: “Active”
- Workgroup (Salaried)
- Rule Element 3 (Special Accumulator)
- Rule Element 4 (Webclock)
- Time & Absence Approver

### 7. Updating Exempt Salary to New FLSA Threshold

#### 7.1. Updating Budget Amount in Position Management

**Navigation**

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

Search for and select the position.

**On the Description tab, click “+” to insert a new row.**

**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
7.2. Updating Salary in Job Data

**Navigation**

NavBar > Navigator > Workforce Administrative > Job Information > Job Data

Search for and select the employee.

**On the Work Location tab, update the following fields:**

- 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, update the following fields:**

- Comp Rate: Enter the new compensation rate
- Rate Code: Verify data is correct
- Frequency: Verify data is correct
- Click the Calculate Compensation button
- Pay Rates: Verify data is correct

**On the Benefits Program Participation link, verify the following field:**

- Annual Benefits Base Rate (ABBR)

**On the Job Earnings Distribution page, make appropriate updates, if needed.**

Save the record.

7.3. Verify Data on Maintain Time Reporter Panel

**Navigation**

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

Search for and select the employee.
On the Maintain Time Reporter Data panel, verify the following fields:

- Status: “Active”
- Workgroup (Salaried)
- Rule Element 3 (Special Accumulator)
- Rule Element 4 (Webclock)
- Time & Absence Approver