

FLSA

FLSA ASSIGNMENT MULTIPLE JOBS ROAD MAP

Roadmap presents the most common business case.

Department reaches out to AP/HR Central Office to assess and align the appointees FLSA status prior to entering/ updating UCPATH data.*



CENTRAL OFFICE

AP/HR Central Office determines the FLSA status for the employee and send to the Transactional Unit for processing.



TRANSACTIONAL UNIT

Scenario 1

Scenario 2



COMPLETE

SSC checks attachments and reviews/approves transaction and now it is committed to the database.



SHARED SERVICE CENTER

If this is a new job Transactional Unit will update the FLSA status via position control and create the new hire template. Transactional Unit initiator will add notes to the template alerting UCPC that the FLSA status has been updated to match current existing job.

If this is not a new job and updates are being made to the existing job, Transactional Unit will update FLSA status via PayPath or work with the department responsible for the existing job to update the FLSA status.

 =Handoff

*Two academic jobs - AP consult only | *Two staff jobs - HR consult only | *One academic/one staff job - AP and HR consult

IF EXEMPT:

Non-Exempt Hourly job is changed via Paypath or position control (POS/FLS) to Exempt. Pay group is changed on Hourly job to an Hourly Exempt Pay group (5MH or 5BH) by UCPC. The hourly job can report hours as an exempt EE.

IF NON-EXEMPT:

Exempt job compensation is converted to hourly pay. Pay group is changed to an Hourly Non-Exempt Pay group (5ST) by UCPC, both jobs submit hours.

REVERTING FLSA: When one of the job ends the FLSA status on the existing job may be reverted back in Paypath (POS/FL3). Please reach out to AP/HR central office if you need guidance on the reversal.