

FLSA Overview of System Changes

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FLSA Current v Final Regulation

Element	Current	Final (effective 12/1/16)
1. Duties Test	Primary duties must still be administrative, executive, professional, computer, or related to outside sales	No changes
2. Salary Basis	Predetermined amount of compensation	No changes
3. Minimum Salary Requirement	\$455/week or \$23,660/year (comp-rate) Does not apply to doctors, lawyers, or teachers	\$913/week or \$47,476/year (comp-rate) Does not apply to doctors, lawyers, or teachers
Minimum Salary Requirement Update	No mechanism to update on an annual basis	Every three years based on 40 th percentile of full-time salaried workers in the lowest-wage Census region



UM FLSA Implementation Overview for Current Exempt Jobs

	Current	Future
FLSA Status Designation	Established at the job code level based on Duties test	Applied at the person level based on facts and circumstances (i.e., comp rate or optional unit standard)
Market Title	One job code for each title “Single Job Code”: <ul style="list-style-type: none"> Exempt 	Two job codes for each title “Dual Job Codes”: <ul style="list-style-type: none"> Exempt version Non-Exempt version* *assumes duties test is still met
Payroll Cycle	Monthly	Either monthly or bi-weekly
Policy: Vacation/PTO accrual	Exempt accrual schedule	Either exempt or non-exempt accrual schedule (current will be grandfathered)
Comp-rate Transaction Audit against FLSA salary threshold	None	When using exempt version of job code
Job Postings	One job code	Two job codes Select one at time of hire
Job Code Reports	One job code	Two job codes Select one or both



eRecruit Job Opening Changes

Message received when saving a job opening that contains a dual job code

Message

The job code(s) selected have a dual job code under FLSA regulations and standard language has been added to display in the posting. (0,0)

eRecruit Job Opening Changes Cont.

FLSA posting information inserted when job opening contains a dual job code

Description Type	Additional Information	Template	FLSA Information
Visible	Internal and External		

This position maybe filled using an FLSA exempt or non-exempt designation.

eRecruit Offer Changes

- Job Code finder visible when dual job code found
- Applicant Link added to page
- Job History grid added to all offer pages (when UMID is available)
- FLSA Status added to Job History grid
- Comp Rate increased to 6 decimal places



eRecruit Offer Changes Cont.

Prepare Job Offer

[Return](#) | [Recruiting Home](#)

Posting Title Data Architect Senior
Job Opening Status 010 Open
Appointing Department ITS Administrative Info Svcs (481207)
Job Family Information Technology(210)
Job Title Data Architect Senior
Applicant Name Test Applicant

Job Opening ID 121884
Business Unit UofMD default Bus Unit
FLSA Exempt
Position Number
Applicant ID 121354

Offer Details ? Find | View All First 1 of 1

Offer Details Approvals

Job Opening 121884 Data Architect Senior
*Admin Department 481200 ITSIS Infrastr Svcs & Ops
*Appt Department 481207 ITS Administrative Info Svcs
*Job Code 101913 Data Architect Senior
NEO Date
*Appt Begin Date 10/01/2016
Appt End Date
*Offer Date 08/19/2016
Supervis or ID
HR Employment
Coordinator
Letter Generalist
Date Printed

Generate Letter Upload Letter Email Applicant

Status 006 Pending Approval
Reason
Created By ITS Tester

Job History

Empl ID	Effective Date	Department	Dept Contact	Job Title	Std Hours	Appt End Date	FLSA Status
1 12345678	12/01/2015	ITSIS Infrastr Svcs & Ops	Suzy Contact	Business Proc Consultant Inter	40.00		Exempt

Applicant Link

Save as Draft
Submit for Approval
Add Revised Offer
Delete Offer
Edit Offer

Job Code Finder

Applicant Link



Job History grid displaying active appointments when UMID is available

FLSA Status Added



eRecruit Offer Changes Cont.

Job Details

*Pay Group	MOR 	Monthly & U-Year Appts	Comp Rate now displaying 6 decimal places
*Standard Hours	40.00	FTE 1.000000	
*Comp Rate	35000.000000	Frequency A Annual	
Salary Admin Plan		Salary Grade	
Hourly 16.83	Daily 134.62	Biweekly 1346.15	Monthly 2916.67 Annual 35000.00
*Appointment Period	12 Months 		
*FTR Rate	35000.00		
Unit PCN			



eRecruit Offer Changes Cont.

Look Up *Job Code

Job Opening ID:

121884

Job Code:

begins with

Requirement Sequence:

=

Description:

begins with

Look Up

Clear

Cancel

Basic Lookup

Search Results

View 100

First

1-2 of 2

Last

Job Code	Requirement Sequence	Description
101913	1	Data Architect Senior
401913	1	Data Architect Senior



eRecruit Offer FLSA Error Message 1

- **Job Code is exempt**
- **Standard Hours = 40**
- **Comp Rate is less than the FLSA minimum rate**

Message

The minimum full time annual comp rate for this Job Code is \$47476. This is a non-exempt appointment. Please use Job Code 401913 or increase the annual comp rate to \$47476.

OK



eRecruit Offer FLSA Error Message 2

- **Job Code is exempt**
- **Standard Hours are less than 40**
- **Additional Appointment flag is NOT checked**
- **Comp Rate is less than the FLSA minimum rate**

Message

The sum of the employee's annual comp rate for all active appointments must be greater than or equal to \$47476. If the employee has a concurrent appointment, select "Additional Appointment". If not, this is a non-exempt appointment. Please use Job Code 401913 or increase the annual comp rate to \$47476.

OK



eRecruit Offer FLSA Warning Message

- **Job Code is NON-exempt**
- **Comp Rate is greater than/equal to the FLSA minimum rate**

Message

This exempt Job Code 101913 maybe used for this appointment because the annual comp rate is greater than or equal to the FLSA exempt salary level test of \$47476. (0,0)



PAR Transactions Impacted By FLSA Changes

- Comp Rate Change
- Effort Change
- Reclassification/Transfer/Promotion
- Rehire/New Empl Rcd/Additional Appt
- Return from Unpaid Leave or Work Break



PAR FLSA Error Message 1

- **Job Code is exempt**
- **Standard Hours = 40**
- **Comp Rate is less than the FLSA minimum rate**

Message

The minimum full time annual comp rate for this job code is \$47476. Please increase the annual comp rate to \$47476 or change the appointment to non-exempt using Job Code 401982.

OK



PAR FLSA Warning Message 1

- **Job Code is exempt**
- **Standard Hours are less than 40**
- **Comp Rate is less than the FLSA minimum rate**

Message

If the standard hours are not related to Extended Sick Leave or a phased retirement agreement, the employee's annual comp rate across all active appointments must be greater than or equal to \$47476. If the employee does not have a concurrent appointment, this is a non-exempt appointment. Please increase the annual comp rate to at least \$47476 or change the appointment to non-exempt using Job Code 401983. Click OK to continue or Cancel to correct. (0,428)

OK

Cancel



PAR FLSA Warning Message 2

- **Job Code is NON-exempt**
- **Comp Rate is greater than/equal to the FLSA minimum rate**

Message

WARNING: The exempt Jobcode 101687 may be used for this appointment because the annual comp rate is greater than or equal to the FLSA exempt salary level test of \$47476. Click OK to continue and Cancel to go back and correct. (0,430)



Questions?

