HRM FLSA CHANGES

Department Human Resource Administrator's Guide

October 24, 2019

Contents

Section 1. **FLSA Department HR Administrator's Guide Overview**

The FLSA Department HR Administrator's Guide, provides the department a process to review their position and employee data including steps to finalize updates in HRM.

The guide will provide the location of the Advantage HRM Business Intelligence report to determine FLSA designation based only on pay. It will also provide steps to run the report and process HRM documents based on department determinations.

This Guide includes:

- ❖ Navigation in Advantage HRM Business Intelligence:

    - ○ WV-HRM-FLSA-001 FLSA Exemption Report
    - ○ WV-HRM-EMPL Employee Information Report

- ❖ Viewing and Updating Information in HRM:
    - ○ Position Status Maintenance (PSMT)
    - ○ Employee Status Maintenance (ESMT)

More information about the U.S. Department of Labor final rule is available at: https://www.dol.gov/whd/overtime2019/

Section 2.   **Accessing Business Intelligence in MyApps**
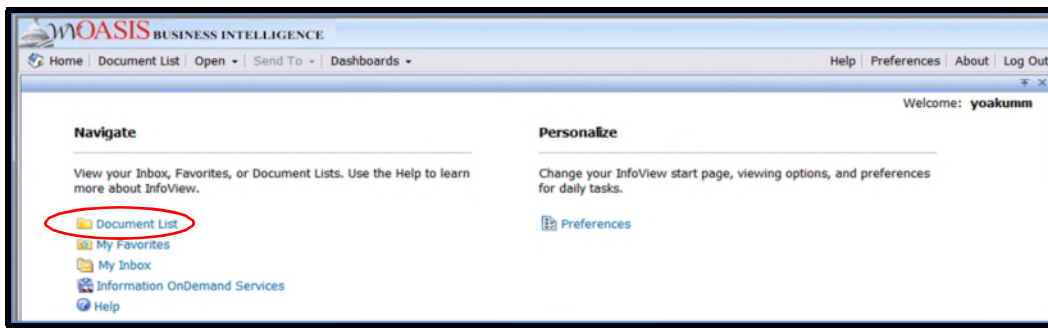

Step 1)   Click the Business Intelligence link:

Step 2)   Click on Business Intelligence Production icon:

Step 3)   The Business Intelligence navigation pageappears, select Document List:

Step 4)   Follow the following path: Public Folders→Advantage HRM→ Real-Time Data Reporting→ Personnel Administration→Agency HR Reports. Then select WV-HRM-FLSA-001 FLSA Exemption Report
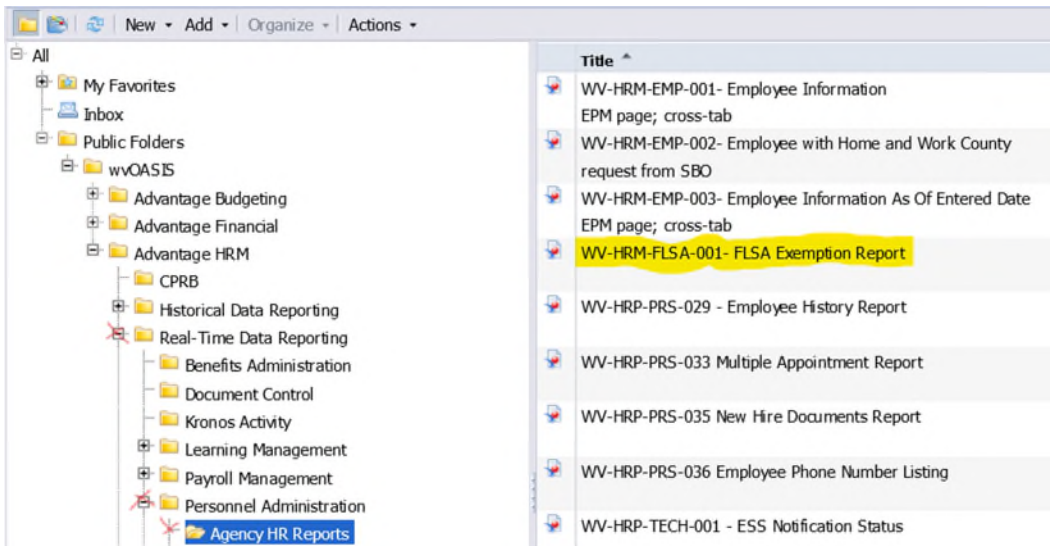
The following fields are currently displayed in the report:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1			Employee Information					Employee Status Maintenance					Pay Parameter		
2	Home Dept	Home Unit	Employee Name	Employee ID	Appointment ID	Employment Status	Title	Last Char Title	Sub-Title	Pay Rule Code	4th Char Pay Rule Code	Pay Type	Amount/Percent Indicator	Amount	Percent

**Report Descriptions Table**

Field	Description
Home Dept	Department employee is assigned to
Home Unit	Unit of the position the employee is assigned to
Employee Name	Last Name, First Name and Middle Initial will be displayed
Employee ID	This is the unique identification number associated with each employee
Appointment ID	Employees assigned to more than one active position at the same time will have a value in this field. For the majority of employees, this will be blank.
Employment Status	The identification code associated with the employment status active code. This code indicates the status of an active employee. This will be either **A=Active, M=Temporary, P=Per Diem (Board members)**
FTE (requested to be added to report)	Full-time equivalent the amount of time the employee works of the work week of the department.
Title	**Title code** represents **the job function** within an organization. The title also designates FLSA. All title codes (except higher education) that end with an E are Exempt from FLSA overtime and if they end with a N are Non-Exempt - eligible for FLSA overtime. There is an additional column beside this one extracting the last digit of the title code field for ease of sorting.
Sub-Title	This is the short description used in wvOASIS to determine pay, leave, and deduction policies. The policies identify what types of pay (FLSA), leave and deduction events the position is eligible.
Pay Class (requested to be added to report)	The code associated with the pay class that groups together employees for whom pay is calculated and paid in an identical manner. (**HRL*or SAL***).
Pay Rule Code	Kronos pay rules are only required for time codes of KR. The pay rule includes the following elements: 1st Character: employee is exception(E) pay or positive (P) pay; 2nd Character: paid, unpaid or no lunch; 3rd Character: length of lunch; 4th Character: overtime method; and 5th Character: length of workweek. The **4th** character (overtime method) is what will be used for the FLSA review – there is an additional column beside this one extracting the **4th** character of this field for ease of sorting.
Pay Type	The Pay Types designated on the Pay Parameter in the Employee Status Maintenance (ESMT) document determines the employee's primary event (REG/TEMP) that will be used to pay them. Based on if an employee is designated as Permanent or Temporary. **Amount does not include increment.**
Amount/Percent Indicator	All with be A.
Amount	The pay type (REG) amount displayed on the employee's current pay parameter.
Annual Increment	The INCR amount displayed on the employee's current pay parameter.
Percent	Column will be blank.

*** The yellow highlighted items have been requested to be added to the report and is in process of being done.*
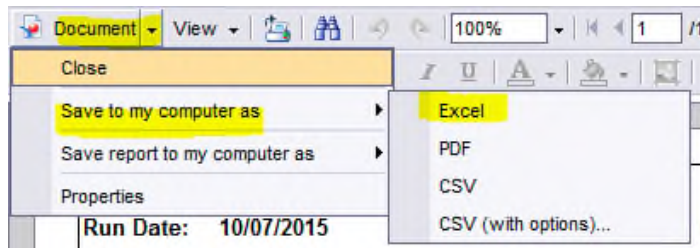
The steps to run/refresh the WV-HRM-FLSA-001 FLSA Exemption Report are:

1. Select Refresh Data, then on the Prompt box enter your four-digit department code and click Run Query
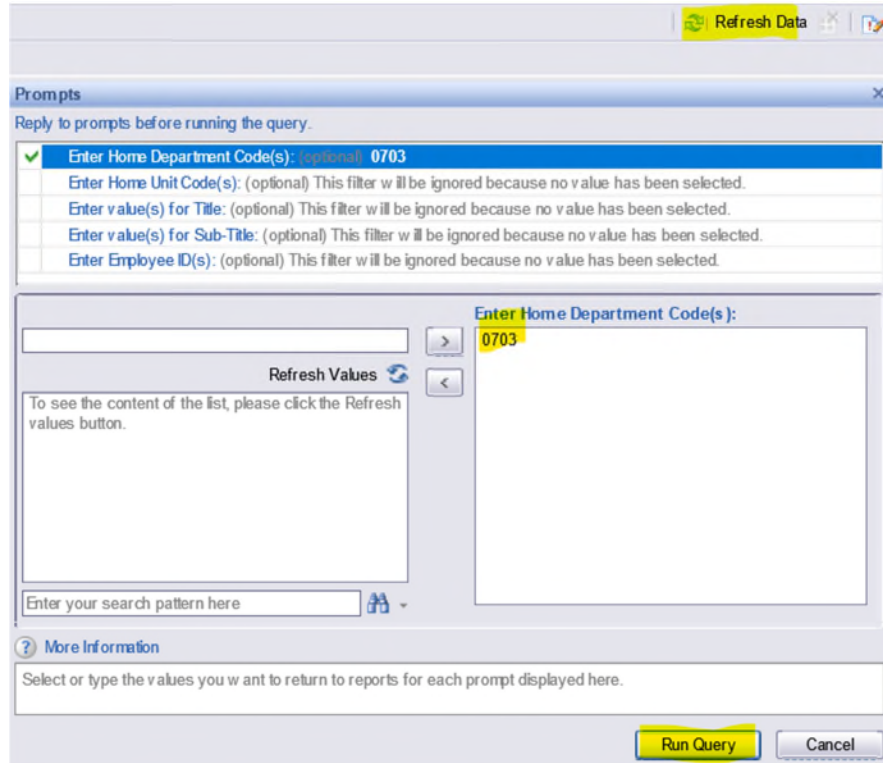

   i.

2. Select the Document drop down box located on the left side under the report name. Click on Save to my computer as Excel. This will save all the tabs in the report including the Cover Page.

3. The dialogue box will appear at the bottom of the screen asking, "Do you want to open or save WV-HRM-FLSA-001 FLSA Exemption Report." Select Open.

4. Click the Enable Editing button at top of report. Select the second tab of the report (WV-HRM-FLSA-001 Excel).

5. Highlight (click on) the second row.

6. Select Sort & Filter in the Excel menu in top right. In the drop down click on Filter.
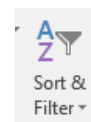
7. Locate the Last Char Title column in the spreadsheet. Click on the Dropdown arrow. In the Search box type E and then hit Enter. All titles that end with E are now displayed and are currently exempt from Overtime.

8. Locate the Amount column in the spreadsheet. Click on the Dropdown arrow. Select Number Filters, then select "is Less Than" and the following dialogue box will appear:
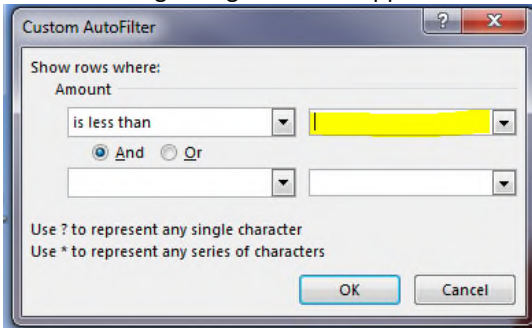
In the yellow highlighted section above, you will enter the following based on how many hours per week your department works:
- The minimum hourly amount for 40-hour work week is $35,568*/2,080 = $17.1000
- The minimum hourly amount for 37.5-hour work week is $35,568*/1,950 = $18.2400
- The minimum hourly amount for 35-hour work week is $35,568*/1,820 = $19.5429
- *This is the amount for the FLSA annual salary overtime exemption at 1 FTE.

Employees that have a salary pay class will also need reviewed to make sure their pay rate at 1.00 FTE is $35,568 or above.

If the above report has not been updated with the new fields/columns when you are ready to begin your analysis, this report is helpful to identify annual increment amounts by employee. If you have other reports you are more comfortable with, you can utilize any tool to help you.
   a. Public Folders→Advantage HRM→ Real-Time Data Reporting→Personnel Administration.
   b. Then select WV-HRM-EMPL.

Report Prompts offer Department and Unit to narrow search criteria.
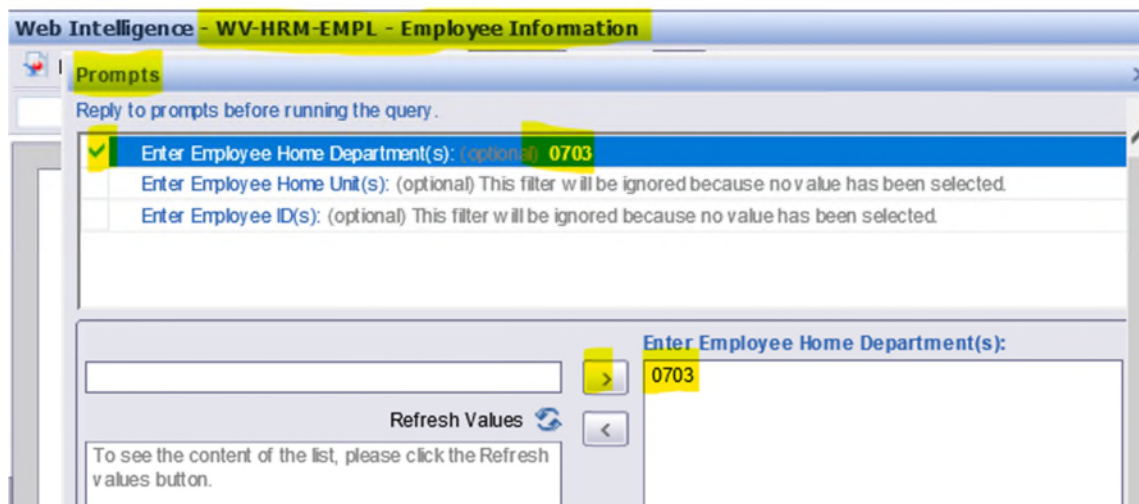
Once the report runs you will focus attention to the Pay Parameter tab:

You can export the report, filter by pay type, use various excel tools to customize the report as it best fits your business needs. Both reports contain Employee ID.

Section 3. _Viewing and Updating Information in HRM_

A.   Complete the updates in HRM for the applicable positions/employees that need the FLSA designation changed.

Position Status Maintenance (PSMT) required updates:
1.   Go to the Position Management (POSM) activity folder and locate the applicable position. Select Position Status Maintenance (PSMT) on the Secondary Navigation Panel. Click on the link at the bottom of the page - Modify Position Status Maintenance

2.   Once the draft PSMT appears on the General Information Tab update the **From Date**: First day of the **pay period** in which the change will be effective (cannot be a closed pay period).

3.   On the Position Attributes tab, enter the **Position Action – TITLE** and the **Position Action Reason – FLS**. This means the title is only changing for FLSA reason (title not actually changing, just the FLSA designation of the code)

4.   On the **Title field**, change the last character "E" to a" N". (except Higher Education)

5.   **Sub-title** will need updated. Note: If a title/sub-title combination does not exist in the reference table (STTL) contact HRMPayroll@wvsao.gov and provide the title code and sub-title you need paired. FLSA of title code and sub-title must be the same.

6.   **Pay Class** may be changing (salary to hourly), this is a department decision. FLSA Exempt positions can have an hourly pay class.

7.   Validate and Submit the PSMT into workflow.

Reminder: Once the PSMT has received **final approval** then the Employee Status Maintenance (ESMT) can be modified with the new title/sub-title and/or pay class and pay rule(s).

Employee Status Maintenance (ESMT) required updates:
1.   **ESMT** items to complete:
     a.   Go to the Employee Profile Management (EPM) activity folder– locate the Employee via search prompt.
     b.   Select Employee Status Maintenance on the Secondary Navigation Panel.
     c.   Click on the link, at the bottom of the page, to Modify Employee Status Maintenance.
     (Alternatively, you can start from the POSM and verify that the position has been updated, go to Position Employee Roster in the secondary navigation panel, then click the link at the bottom and it will take you directly to the employee's EPM, then follow step c above.)

2.   Once the draft ESMT appears, on the General Information Tab update the **From Date**: First day of the **pay period** in which the change will be effective. This date must match the date used on the PSMT to change the FLSA.

3. Assignment Information Tab – Use the Personnel Action Code **(PACT) of FLSA** and Personnel Action Reason Code **(PART) FFL** (Federal FLSA Law).

4. Classification Attribute Tab – 1. Clear Position Attributes; 2. Clear Position Overrides and 3. Infer From Sub-Title (buttons in bottom left of document). The title and sub-title should update. The pay class may
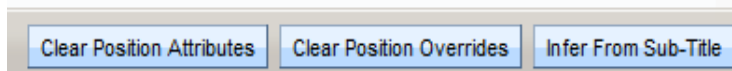
also change if it was updated on the position.

Update the Pay Rule Code field. Use your department's applicable pay rule for the FLSA of the position/employee assignment.

See myApps→Enterprise Readiness→Training→HRM/Payroll & Supplemental Training Aids/Guides for the Pay Rule Guide.

5. Parameters Section Attribute Tab must have the **From Date**: First day of the current or open pay period for *each line* agree with the Employee Section General Information tab. If the pay class changes, the pay parameter **MUST BE** converted to match pay class.

6. Validate and Submit the ESMT to workflow.

B. For those employees that are getting a pay increase to meet the new FLSA salary threshold minimum - only an ESMT needs processed:

Employee Status Maintenance (ESMT) required updates:
1. **ESMT** items to complete:
   a. Go to the Employee Profile Management (EPM) activity folder– locate the Employee via search prompt.
   b. Select Employee Status Maintenance on the Secondary Navigation Panel.
   c. Click on the link, at the bottom of the page, to Modify Employee Status Maintenance.

2. Once the draft ESMT appears, on the General Information Tab update the **From Date**: as determined by department.

3. Assignment Information Tab – Use the Personnel Action Code **(PACT) of SADJ** and Personnel Action Reason Code **(PART) FFL** (Federal FLSA Law).

4. Parameters Section Attribute Tab must have the **From Date**: for *each line* must agree with the Employee Section, General Information tab from date.

5. Validate and Submit the ESMT to workflow.

Any questions concerning functional document process please contact: HRMPayroll@wvsao.gov