



**Target Audience:** HR Managers & Admins

The new FLSA Overtime Final Rule goes into effect December 1, 2016. Under the new rule, employees must be classified as non-exempt and will be eligible for overtime pay if their annual salary is below \$47,476.00; or below \$913.00 per week; or below \$22.825 per hour.

Agencies must identify and update employees that fall below the new thresholds, and who are currently classified as FLSA Exempt.

A new query has been created for agency use to help identify impacted employees. [NMS\_HR\_UPDATE\_FLSA ]

Depending upon the employee and the agency, there may be three scenarios that require updates to employee data:

1. Only the **FLSA Status** needs updating
2. Only the **Workgroup** needs updating
3. Both **FLSA Status** and **Workgroup** needs updating

If an update is made to the Workgroup, be mindful when choosing between the options of PAY or HRS. You can only choose OT--HRS if the employee has previously agreed to bank their OT hours.

Updates in SHARE pertaining to the new FLSA Overtime rule need to be Effective Dated Saturday, November 19, 2016.

**Note:** there is no automated capability in SHARE to make retroactive changes under this new rule. **Changes must be future dated 11/19/16 in Share.**

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Notice



# Updating FLSA Status

The screenshot shows a web-based HR system interface. At the top, there are tabs for 'Description', 'Specific Information', and 'Budget and Incumbents'. The main content area is titled 'Position Information' and contains several fields: Position Number (with a '+' button), Headcount Status (Filled), Current Head Count (1 out of 1), Effective Date (11/19/2016), Reason (FLS - FLSA Status Update), Position Status (Approved), Status (Active), Action Date (10/27/2016), Status Date (03/28/2016), and a 'Key Position' checkbox. Below this is the 'Job Information' section with fields for Business Unit, Job Code (C20110), Manager Level (Non-Manager), Reg/Temp (Reg/PERM), Full/Part Time (Full-Time), Regular Shift (1), Union Code (CY), Title (ACCTNT & AUDITOR-O), and Short Title (30). The 'Work Location' section includes Reg Region (USA), Department (2001005005), Location (001-000004), Reports To (00004423), and Supervisor Lvl (F). The 'Salary Plan Information' section has fields for Salary Admin Plan (CLSS), Grade (60), Step, Standard Hours (40.00), and Work Period (W). At the bottom, there is a 'FLSA Status' dropdown menu currently set to 'Nonexempt' and a 'Bargaining Unit' field. Navigation buttons like 'Save', 'Return to Search', and 'Add' are at the very bottom.

- Navigate to** Organizational Development > Maintain Position/Budgets > Add/Update Position Information and Enter the Position Number in the search screen
1. Add a row by clicking on the **+** button
  2. Change **Effective Date** to **11/19/16**
  3. Use Reason Code **FLS – FLSA Status Update**
  4. Position Status = **Approved**
  5. Click on **USA**
  6. Under **FLSA Status** click the drop down arrow and change the position data accordingly

**Navigation** = Organizational Development > Maintain Position/Budgets > Add/Update Position Information



# Updating FLSA Status

Description **Specific Information** Budget and Incumbents

Position Number:  7  
 Headcount Status: Filled      Current Head Count: 1 out of 1

**Specific Information**      Find | View All    First 1 of 2 Last

Effective Date: 11/19/2016      Status: Active

Job Profile ID:

Max Head Count:

Mail Drop ID:

Work Phone:

Health Certificate:

Signature Authority:

**Incumbents**

Update Incumbents 8

Include Salary Plan/Grade

Budgeted Position

Confidential Position

Job Sharing Permitted

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**Message**

Warning – Update incumbents flag should be turned off for any reason other than Approved (APR). (0,0)

The PeopleCode program executed a Warning statement, which has produced this message.

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**Message**

This position has 1 incumbents. Do you wish to use a batch process to update incumbent data? (1000,997)

Batch processing is designed for high volume transactions. Please select 'Yes' if you wish to initiate a batch job to perform incumbent updates. If you select 'No' incumbent data will be updated online.

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7. Go to the Specific Information tab at the top of the page;
8. Click the Update Incumbent box
9. SAVE  
You will get a message saying that Update Incumbent should only be used for approved actions
10. Click OK.  
You will get another message asking if you want to use a batch process to update incumbent data?.
11. Click No



## Job Data Validation

Description | Specific Information | **Budget and Incumbents** <sup>12</sup>

Position Number: [redacted]  
 Headcount Status: Filled      Current Head Count: 1 out of 1

Current Budget				
Earnings	Deductions	Tax	Cdn Tax	Total
0.000	0.000	0.000	0.000	0.00

Current Incumbents				
Empl ID	Empl Rcd#	Full/Part	Std Hrs/Wk	Name
[redacted]	0	Full-Time	40.00	[redacted]

Personalize | Find | First 1 of 1 Last

Job Data <sup>13</sup> Job Data

Save | Return to Search | Notify | Previous tab | Next tab | Add | Update/Display | Include History

12. Click on the Budget and Incumbents tab
13. Click on the Job Data link
14. Verify that a row was added in Job Data
15. Verify the FLSA Status under the Job Information tab reflects the new change

Work Location | **Job Information** <sup>14</sup> | Job Labor | Payroll | Salary Plan | Compensation

EMP      ID: [redacted]      Empl Rcd #: .0

Job Information      Find      First 1 of 2      Last

Effective Date: 11/19/2016      Effective Sequence: 0      Job Indicator: Primary Job  
 Action / Reason: Posn Chg      FLSA Status Update      Future

Job Code: C20110      ACCTNT & AUDITOR-O      Entry Date: 09/12/2015  
 Supervisor Level: F      Level F

Supervisor ID: [redacted]  
 Reports To: 00004423      BUDGET ANALYST SUPV

Regular/Temporary: Reg/PERM      Full/Part: Full-Time  
 Empl Class: [dropdown]      \*Officer Code: Reg/Perm [dropdown]  
 Regular Shift: 1      Shift Rate: [input] / [input]  
 Classified Indc: Classified      Duties Type: [input]

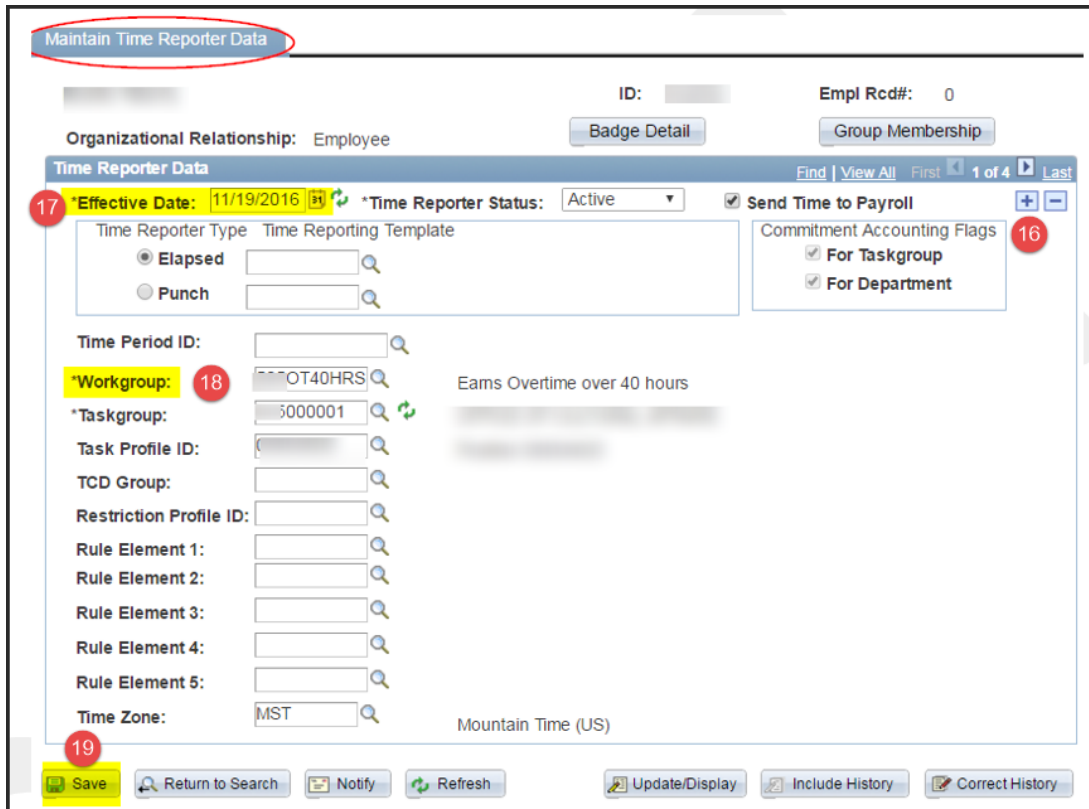
Standard Hours  
 Standard Hours: 40.00  
 Work Period: W      Weekly  
 FTE: 1.000000       Adds to FTE Actual Count?       Encumbrance Override

Contract #  
 Contract Number: [input]      Contract Type: [input]  
 Next Contract Number

USA  
<sup>15</sup> FLSA Status: Nonexempt      \*EEO Class: None [dropdown]      Work Day Hours: [input]

Job Data      Employment Data      Earnings Distribution      Benefits Program Participation

## Updating Workgroup



Navigate to Time and Labor > Enroll Time Reporters > Maintain Time Reporter Data and Enter the Employee ID Number

16. Add a row by clicking on the **+** button
17. Enter the Effective Date

Note: Always use a future effective date. The effective date should be the first day of a pay period. (In this case use 11/19/16)

18. Change the Workgroup as required
19. Click SAVE

**Navigation** = Time and Labor > Enroll Time Reporters > Maintain Time Reporter Data