Resolving FLSA/Pay Group Conflicts

SCENARIO A:
Existing Staff-Student Position + New Exempt Academic Position

When an employee has an existing casual restricted (staff-student) position and adds an exempt academic position, an FLSA override and pay group update are both required. This changes the non-exempt position to exempt monthly paid. Exempt monthly supersedes non-exempt biweekly in most cases.

Process: Submit Job Data Update Form via inquiry to UCPath Center

STEP 1: In UCPath navigate to: Forms Library > Access Forms > Human Resources section > Job Data Update Form

STEP 2: In Section 1 “Key Information” enter data in each field identifying the record you want to update
- Information for this section of the form can be found in UCPath Job Data
  PeopleSoft Menu > Workforce Administration > Job Information > Job Data

STEP 3: In Section 2 “Job Data” enter the following information:
- FLSA status = Exempt
- Pay Group Override = Yes
- Comments Box:
  - **Incumbent has a concurrent exempt academic position. On this staff-student position please override the FLSA to exempt and update the Pay Group to 8MH.**

STEP 4: Open an inquiry on behalf of the employee in UCPath and attach signed form
SCENARIO B:
Existing Exempt Academic Position + New Staff-Student Position

When an employee has an existing exempt academic position and adds a new casual restricted (staff-student) position, an FLSA override and pay group update are required. This changes the non-exempt position to exempt monthly paid. Exempt monthly supersedes non-exempt biweekly in most cases.

Process:
1. Position Control Request to update the FLSA
2. Comments on Smart HR Template requesting Pay Group update

Update the FLSA status on an existing vacant position by navigating to Position Control Request: PeopleSoft Menu > UC Customizations > UC Extensions > Position Control Request

**STEP 1:** Click on update Vacant Position

**STEP 2:** Click Next

**STEP 3:** Enter the effective date

**STEP 4:** Position number (or other search criteria)

**STEP 5:** Click Search

**STEP 6:** Select the position to update
**STEP 7:** On the Description tab select reason code FLS (FLSA Override Due to Review)

**STEP 8:** Change the FLSA status to exempt

**STEP 9:** On the Supporting Documents tab click Save and Submit
2. **After the position update is approved**, hire into the newly exempt staff-student position using the staff concurrent hire template in Smart HR Transactions. 

Reason Code: **Concurrent Hire/Non-Dual Employment.**

*PeopleSoft Menu > Workforce Administration > Smart HR Template > Smart HR Transactions*

Include a note in the comment box (not the initiator/approver comments), explaining that you overrode the FLSA because the student you are hiring has a concurrent exempt academic position and ask them to update the Pay Group to 8MH.

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**ABOUT THE PAY GROUP UPDATE**

- The **Pay Group update** is necessary for all staff student hires with any concurrent exempt academic position except reader/tutor.

- **Reader/Tutors** are in a biweekly Pay Group so **only the FLSA needs to be updated.**

**SAMPLE COMMENT**

“I overrode the FLSA on this staff student position to EXEMPT because of a concurrent exempt Academic position. [Stop here if concurrent position is Reader/Tutor, all others include next paragraph.]”

“Please update the Pay group for this staff student to 8MH so it aligns with the existing EXEMPT Academic position.”