FLSA and Pay Frequency Changes in UCPath

Topic Based Zoom

4/5/23

Today's Topics:

- Key Terms & Critical Concepts
- Scenarios
- Resources

UC Path   UC San Diego

Key Terms

Term	Definition
FLSA Status	• The Fair Labor Standards Act (FLSA) is a federal law which establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments • In UCPath FLSA can be set up on Positions as Exempt, Non-Exempt, No FLSA Required and Non Exempt Alt Overtime
Compensation Frequency/ Pay Frequency	• Frequency fields on the Compensation tab and on Smart HR Templates; determines the pay schedule and how the rate is entered into Job Data. • Pay Frequency is used to define compensation rate code such as UCANNL (A- Annual) or UCHRLY (H-Hourly) • Compensation Frequency is used in job to calculate Compensation Rate for pay

FLSA and Pay Frequency Changes

Reclassification	Alignment
• Employee's job duties changed and FLSA status needs to be updated • Reach out to the appropriate Central Office Compensation contact • Can be done through PayPath	• Employee holds more than one position and FLSA needs to be updated • A single FLSA status must be applied to all positions • Reach out to the appropriate Central Office Compensation contact • Can be done through PayPath and Job Data Update form

https://policy.ucop.edu/doc/4010400/PPSM-30

Pay Groups

A logical grouping of employees based on shared characteristics that facilitate payroll processing

Pay Group are set up as 3 alpha numeric characters which reflects the UC Location code, Employee type (salary (S) or hourly), FLSA Status (exempt or non-exempt); Pay Frequency (bi-weekly or monthly)

Examples:

6ME – UCSD Salary Exempt Monthly

6B7 – UCSD 7/40 Non-Exempt Biweekly

6MH – UCSD Hourly Exempt Monthly

- Pay Group is a derived value:
  - Job Code
  - Comp Rate Code
  - Pay Frequency

- Certain Pay Groups require a manual override

UCPath Paygroups Matrix

Override Pay Groups

6MS

FLSA = Exempt
Comp Rate Code = UCANNL
Comp Rate = Annual Rate
Comp Frequency = M

6MH

FLSA = Exempt
Comp Rate Code = UCHRLY
Comp Rate = Hourly Amount
Comp Frequency = M

After updating making the update through PayPath, submit a Job Data Update form to UCPC to override the Pay Group to 6MS/6MH

UCPC Guidance

Effective Date

The effective date of promotional changes should start at the beginning of the pay period to ensure the FLSA weeks are calculated accurately

Timing

Leverage the "Employee Data Change" deadlines listed on the UCPath Payroll Processing Schedule to determine when to submit/approve transactions

Review/Validate

Submitting a change several pay cycles after the effective date can compound the adjustments needing to be made to pay, taxes, deductions and accruals*

Job Aid: Accrual and Leave Accrual Service Credit Processing Guide for Locations

PayPath Fields | Position Data

PayPath Fields | Job Data

Template Fields

Scenarios

- Reclassification
- Alignment – Hiring Department
- Alignment – Existing Department

Scenario 1: Employee's position is being reclassified

A BW hourly employee has taken on extra responsibilities that may qualify them to become Exempt. You reach out to the Central HR Compensation contact listed on the **Resolving FLSA Conflicts** job aid and they confirm that the employee's position should be Exempt.

Steps to Take:

1. Update the position data tab in PayPath to change FLSA Status = Exempt

2. Update the job data tab in PayPath as follows:
    - Comp Rate Code = UCANNL
    - Comp Rate = Annual Rate
    - Comp Frequency = M

Scenario 2: Hiring Department Aligning FLSA

You are hiring a new employee into a Non Exempt Biweekly Hourly position but noticed in Person Org Summary that the employee already has a job in another department with a conflicting FLSA/Pay Frequency of Exempt/ Monthly (6AC). You reach out to the Central HR Compensation contact listed on the **Resolving FLSA Conflicts** job aid and were told that you will need to align to the existing Empl Record.

Steps to Take:

1. Update your position:
   - FLSA Status = Exempt

2. Submit the Concurrent Hire Template:
   - Comp Rate Code = UCHRLY
   - Comp Rate = Hourly amount
   - Comp Frequency = M
   - Enter in the Comments to request a Pay Group Override to the 6MH Pay Group

Scenario 3: Existing Department Aligning FLSA

You are contacted by another department requesting that you align your FLSA/Pay Frequency so that they can hire the student employee into their department with a position with a FLSA/Pay Frequency of Exempt/6AC. The student employee will start working 3/1/23.

Steps to Take:

1. Use 2/19/23 for the Effective Date since this is a pay period begin date that is before the 3/1/23 Effective Date

2. Update the position data tab in PayPath to change FLSA Status = Exempt

3. Update the job data tab in PayPath as follows:
   - Comp Rate Code = UCHRLY
   - Comp Rate = Hourly amount
   - Comp Frequency = M

4. Submit an inquiry to ASK UC Path Center with a Job Data Update form to request a Pay Group Override to the 6MH Pay Group.

Reminder: The hiring department will not be able to hire the employee into their position until you align the FLSA

Resources

- UCPath Center Resources

- Local Resources

- Contacts for policy guidance & escalation

UCPath Center Resources | UCPath Help Site

Location Users (Transactors)

- Job Aid: Pay Group Assignment, Configuration and Code List
- Initiate Multi-Row Job Data Change PayPath Transaction (Staff/Acad)
- Initiate Position Data + Job Data Change PayPath Transaction (Acad)
- Initiate Position Data + Job Data Change PayPath Transaction (Acad HSCP)
- Initiate Position Data + Job Data Change PayPath Transaction (Staff)
- PayPath Action and Reason Codes (Academic)
- PayPath Action and Reason Codes (Staff)
- Templates Action and Reason Codes

https://ucnet.universityofcalifornia.edu/index.html

- PPSM-30

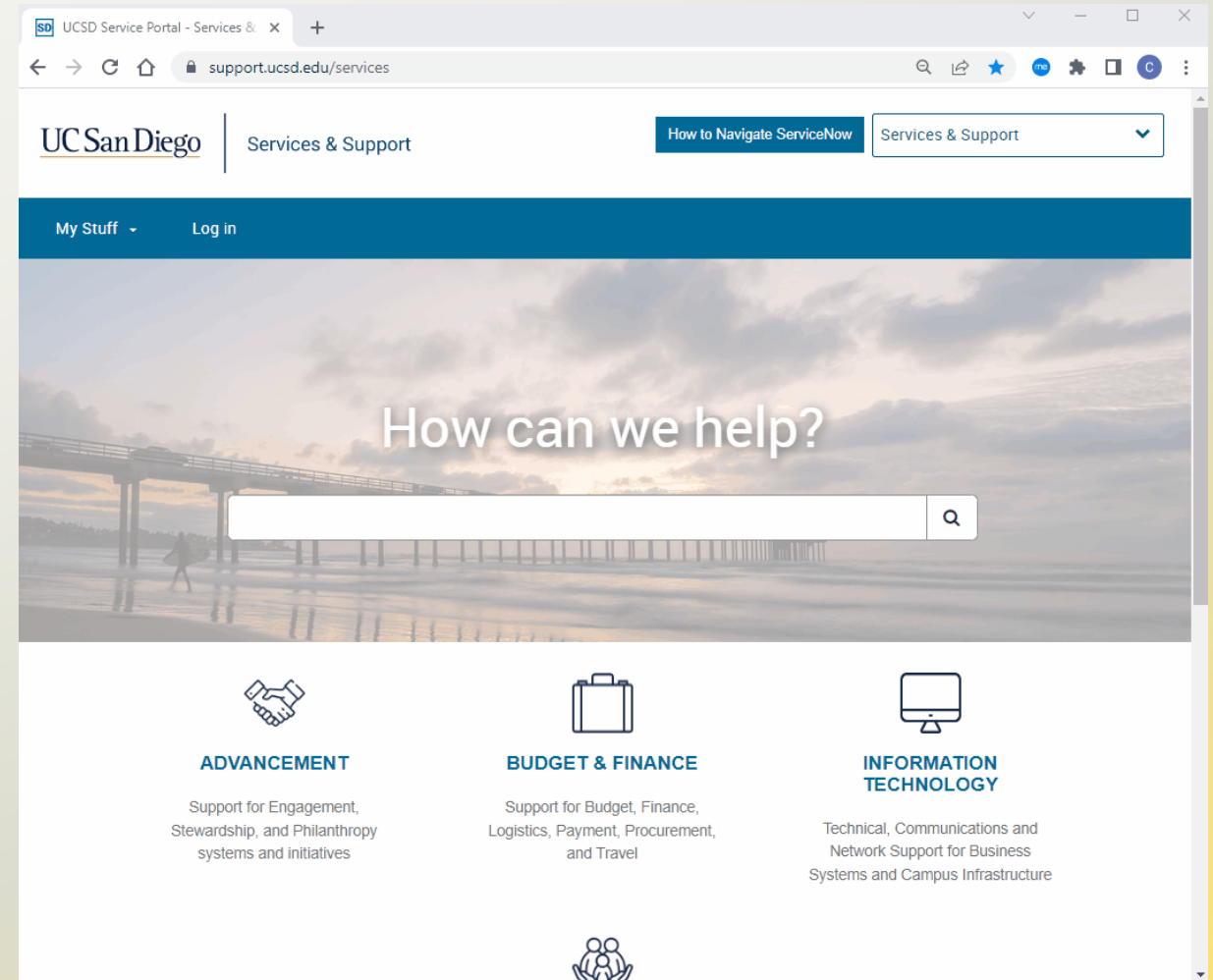# Local Resources | UC San Diego's UCPath Resource Site

https://ucpath.ucsd.edu/

- UCPath Paygroups Matrix

- Employee Classifications & Job End Dates

- Using Effective Dates in UCPath

- UCPath vs Campus Ecotime Matrix – What To Do Where

- Resolving SSN/Name Audit Discrepancies in UCPath

- Resolving FLSA Conflicts

- Smart HR Templates Matrix

Local Resources | UC San Diego Services & Support

- https://support.ucsd.edu/
- Knowledge Base Articles
- Browse by category or search by keyword
- KBA: How to Pay Hours Unpaid Due to Pay Frequency Change

Local Resources | Blink

- https://blink.ucsd.edu/sponsor/hr/divisions-units/programs-rewards/compensation.html
- https://blink.ucsd.edu/HR/comp-class/compensation/index.html
- https://blink.ucsd.edu/HR/policies/personnel.html

Resources | Comp Policy Experts

Reach out to appropriate **Central HR Office** for approval/assistance in determining which FLSA status should be applied across all jobs and if changes required to **Pay Group** or compensation:

- Graduate Student Hires – Grad Student Employment Office (grademployment@ucsd.edu)

- Undergraduate Student Hires or Staff Hires – Kenric Yu, Central HR
  - Complete this form prior to reaching out to Central HR
    https://blink.ucsd.edu/HR/comp-class/compensation/index.html#Forms

- Non-Student Academic Hires – Academic Personnel Office academicpersonnel@ucsd.edu

- Health Staff Hires – HHR 619-543-3200

- Health Academic, MD, and Faculty Hires – ARC https://ucsdhealth.service-now.com/arc_request

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Notes

- If I have a grad student (not my dept.) who has an active employ right now as (E) 6MH 3% appt. can I go ahead and hire them now for a 50% apt. under a (E)BX 6AC 50% FTE. **Yes, these are both Monthly exempt pay frequencies.**

- **Payroll Adjustment Form Now in UCPath Forms Library**

- **UCPath added the Payroll Adjustment Form Excel template to the UCPath Forms library. This form is required when submitting a payroll adjustment request via a case inquiry. Previously, the form had to be provided by UCPath to requesters.**

  - **Navigation: Log in to UCPath > Forms Library > Access Forms > Payroll > Payroll Adjustment Form Template**

  - **Submit a completed Payroll Adjustment Form by logging in to UCPath and clicking "Ask UCPath." Use the following options when creating your inquiry:**

  - **Topic: Payroll**

  - **Category: Select "Submit Form – Payroll Administration"**

- **Instructions for completing the form under different adjustment scenarios can be found in the Payroll Adjustment Scenarios presentation in the UCPath Location Support Site (Navigation: Operational Alignment > Payroll Adjustment Scenarios)**

Notes

- If an employee reduces their time via ERIT and fall under the exempt salary threshold, do we need to change them to 6BH temporarily? **Check with the Central Office Compensation contacts. Kenric: It goes by how much they make a week.**