

FLSA and Pay Frequency Changes in UCPath

Topic Based Zoom

4/5/23





Today's Topics:

- Key Terms & Critical Concepts
- Scenarios
- Resources

Key Terms

Term	Definition
FLSA Status	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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

- 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

Alignment

- 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

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

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*

PayPath Fields | Position Data

Position Data | Job Data | Additional Pay Data

Spencer Liang Employee Empl ID 10000070 Empl Record 0 [Position Data](#)

Position Data [Position Data](#)

Position Number: 40000395 PROD CNTRL ANL 3 Action: POS Position Change

Effective Date: Position Change Reason:

New Values to update	Existing Values
Business Unit: UCOP1 UC Office of President	Business Unit: UCOP1 UC Office of President
Department ID: <input type="text"/> <input type="button" value="Q"/> TECHNOLOGY DELIVERY SVS	Department: 814100 TECHNOLOGY DELIVERY SVS
Location: <input type="text"/> <input type="button" value="Q"/> UCOP - Kaiser Center	Location: KAISER UCOP - Kaiser Center
Job Code: <input type="text"/> <input type="button" value="Q"/> PROD CNTRL ANL 3	Job Code: 004529 PROD CNTRL ANL 3
Union Code: 99 Non-Represented	Union Code: 99 Non-Represented
FLSA Status: <input type="text" value="Exempt"/> <input type="button" value="v"/>	FLSA Status: Exempt
Reports To Position: <input type="text"/> <input type="button" value="Q"/> INFO SYS SUPV 1	Reports To Position: 40000645 INFO SYS SUPV 1
Sal Admin Plan: <input type="text"/> <input type="button" value="Q"/>	Sal Admin Plan: CTOP
Salary Grade: <input type="text"/> <input type="button" value="Q"/>	Salary Grade: 22
Standard Hours: 40.00	Standard Hours: 40.00
FTE: <input type="text"/> <input type="button" value="Q"/>	FTE: 1.000000

PayPath Fields | Job Data

Position Data **Job Data** Additional Pay Data

Spencer Liang Employee Empl ID 10000070 Empl Record 0
 Staff: Career HR Status: Active Payroll Status: Active
[Work Force Job Summary](#)
[Person Org Summary](#)

Job Data Find | View All First 1 of 2

Effective Date: Action:
 Effective Sequence: 1 Action Reason:

Current Effective Date: 09/01/2016 Current Action: POS Position Change
 Current Eff Sequence: 0 Current Action Reason: RTC Reports To Change

Position Number: 40000395 PROD CNTRL ANL 3
 Business Unit: UCOP1 UC Office of President
 Department: 814100 TECHNOLOGY DELIVERY SVS
 Location Code: KAISER UCOP - Kaiser Center
 Job Code: 000534 PROD CNTRL SUPV 2
 Union Code: 99 Non-Represented

Reports To Position Number: 40000645 INFO SYS SUPV 1 10000745 Deja Loomis
 FLSA Status: Exempt

Salary Administration Plan: CTOP Establishment ID: UC Office of the President
 Salary Grade: 24 Step:
 FTE: 1.000000 Employee Class: Staff: Career
 Appointment End Date:

Earnings Distribution Type: None Comp Rate: 5,628.002500 Standard Hours: 40.00 Pay Frequency: Monthly

Pay Components Personalize | Find | First 1 of 1 Last

Rate Code	Comp Rate	Compensation Frequency
1 UCANNL	67,536.030000	Annual

Earnings Distribution Personalize | Find | First 1 of 1 Last

Earnings Code	Comp Rate	Distribution %
1		

UC Job Data

ERIT/Phased Retirement End Dt: Trial Employment End Date:
 Probation Code: None PY Career Duration:
 Location Use End Date: Probation End Date:
 Location Use Type:

Job Data Comments:

[Return to Search](#)

[Position Data](#) | [Job Data](#) | [Additional Pay Data](#)

Template Fields

Smart HR Transactions

Enter Transaction Information

[Click here to Hide Header Details](#)

Template: UC_CONC_HIRE Name: Cheong Yankura
Effective Date: 11/01/2018 Action/Action Reason: HIR/CON (Concurrent Hire - Non Dual Emp)
Employee ID: 10087236 Employee Record:

Personal Data **Job Data** Earns Dist

Employee Information

Work Location - Position Data

*Position Number

Work Location - Job Fields

Business Unit Department
Location Code Establishment ID

Job Information - Job Code

Job Code

Job Information - United States

FLSA Status

Job Labor - Union Code

Union Code

Job Information - Reporting Information

Reports To Position Number

Job Information - Employee Classification

UC Employee Review

Review Type Next Review Date

Job - Salary Plan

Salary Administration Plan STRV Salary Grade 1
Step

Job Compensation - Pay Components

[Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | [1 of 1](#) | [Last](#)

Comp Rate Code	Compensation Rate	Compensation Frequency	Rate Code Source
1	<input type="text"/>	H	<input type="text"/>

Work Location - Expected Job End Date

Expected Job End Date

Job Compensation - Payroll Currency and Frequency

*Compensation Frequency

[Return to Enter Transaction Details Page](#)

 [Supporting documents](#)

Transaction ID: NEW

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](#)

The screenshot displays the UCPath user interface. On the left, a navigation sidebar includes links to 'Dashboard', 'PeopleSoft Homepage', 'Worklist', 'Bookmarks', 'Employee Actions', 'Forms Library', 'Quicklinks', and 'Help / FAQ'. The main dashboard area shows a 'DASHBOARD' title, a search bar, and a 'Log out' button. A large pink banner announces 'How to View and Download Your 2022 UC W-2 Statement' with a 'Read More' button. Below this is a 'Worklist' section with a table of tasks:

Date From	Link	Priority
02/26/2022	UC_SDCMP_ManageAccruals, 49274, UC_SDCMP_ManageAccruals, 2016-01-01, N, 0, UC_TRANSACT_ID:M000055992 SETID:SDCMP DEPTID:000444 EMPL_CLASS:2 RDC:ES,0,A,	
02/26/2022	UC_SDCMP_ManageAccruals, 49275, UC_SDCMP_ManageAccruals, 2016-01-01, N, 0, UC_TRANSACT_ID:M000055993 SETID:SDCMP DEPTID:000444 EMPL_CLASS:2 RDC:ES,0,A,	
02/26/2022	UC_SDCMP_PayrollRequest, 196197, UC_SDCMP_PayrollRequest, 2016-01-01, N, 0, UC_TRANSACT_ID:PR00193074 EMPLID:10414012 EFFDT_NOKEY:2022-02-23 BUSINESS_UNIT:SDCMP RDC:ES,0,A,	

Local Resources | UC San Diego's UCPATH Resource Site

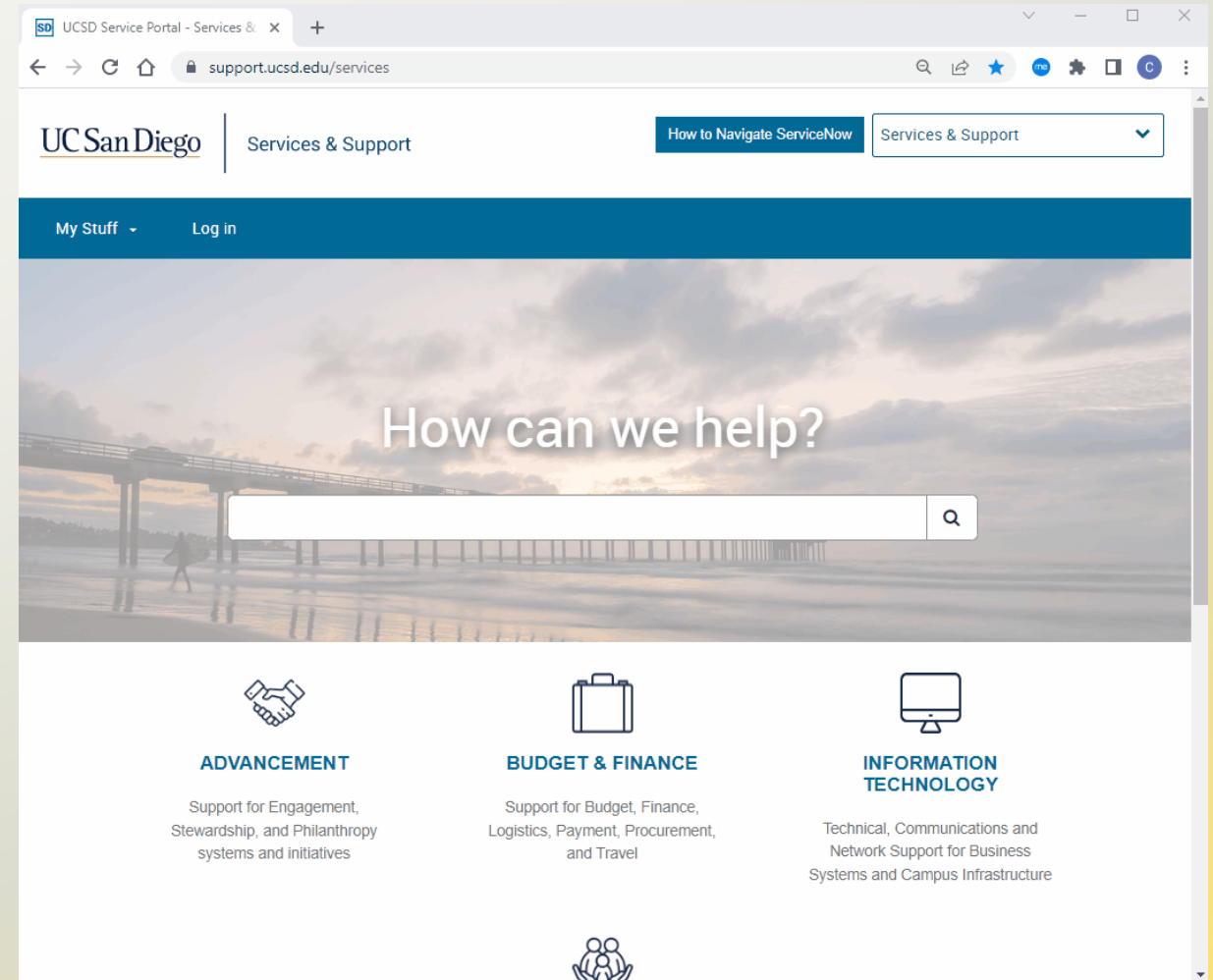
<https://ucpath.ucsd.edu/>

- [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/class/compensation/index.html>
- <https://blink.ucsd.edu/HR/policies/personnel.html>

The screenshot displays the UC San Diego Blink website. At the top, there is a COVID-19 update banner. Below it, the UC San Diego logo and the Blink logo are visible, along with a system status indicator that reads "System Status: All Services are operating normally." A search bar is present with options to search for "Blink" or "Faculty/Staff". A navigation menu includes categories like "BUDGET & FINANCE", "FACILITIES & SERVICES", "FACULTY & INSTRUCTION", "HUMAN RESOURCES", "IT SERVICES", "RESEARCH", "SAFETY", and "BLINK RESOURCES". Below the navigation menu, there are tool icons for "Personal", "Business", "Instruction", "Research", and "Resources for". The main content area shows the breadcrumb "Faculty & Staff Home / Links / Human Resources / Domains and Units / People Programs and Rewards / Compensation and Classification". The page title is "Compensation and Classification", last updated on February 8, 2023. A sidebar on the left lists "People Programs and Rewards" with sub-items: "Benefits", "Compensation and Classification" (highlighted), "Disability Counseling and Consulting", "FSAP", "Employee Programs & Recognition", and "Retirement Resource Center". The main text under "What We Do" describes the unit's role in supporting a diverse workforce.

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



UC San Diego



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.**