

Fair Labor Standards Act (FLSA) Override

What is FLSA: The Fair Labor Standards Act (FLSA), is a law that defines employee compensation standards for minimum wage, overtime pay and work hours. Determination is founded on specific job duties, compensation and three tests: Salary Basis Test, Salary Level Test and Duties Test.

FLSA Status has two categories:

- **Exempt** – Not entitled to overtime pay
- **Non-exempt** – Entitled to overtime pay at 1.5 times the regular hourly rate for each hour worked over 40 within a rating period

Purpose of FLSA Override: Is implemented to override a positions exemption status to allow entry of overtime payment.

- The position’s job code determines the FLSA status

How to Determine Placement of FLSA Override

| Job Code Status | EE Group | EE Subgroup | Override | Description |
|-----------------|------------------------------|-------------|-----------------------|---|
| Non-exempt | Full-Time | Non-exempt | N/A | |
| Exempt | Part-Time, Limited | Exempt | N/A | |
| Exempt | Full-Time,*Part-Time, Casual | Non-exempt | N-Non-exempt Override | Collect overtime for hours worked over 40 |
| Non-exempt | Full Time | Exempt | N/A | Mismatch should not happen |

How to Submit an FLSA Override Request: A Position Maintain/PAC ISR is submitted after the employee is hired into the position. Update the EE Subgroup status from Exempt to Non-exempt, select change box for EE Group/Subgroup and FLSA Override.

ISR Action - OM-JHU Position Maintain/PAC

Object

Job Short Text: JHU-HRS Change?
 Position Title: Sr. HR Coordinator

Related Object

Organizational Unit: 10002734 SOM Ane Human Resources Change?
 Supervisor's Position #: 50162365 HR Generalist Supervisor Name: [REDACTED]
 Job Code: 50010370 Sr. HR Coordinator
 Exempt/Non-Exempt: 1 Exempt

Planned Compensation

| | |
|---|--|
| <p>Pay Grade</p> <p>Pay grade type: PB Salary range PB Pay grade area: U JHU Pay grade: ATP Pay grade level: 03</p> | <p>Pay Scale</p> <p>Pay scale type: [] Pay Scale Area: [] Pay Scale Group: [] PS level: []</p> |
|---|--|

Account Assignment Features Change? **Home Cost Center** Change?

Personnel area: UN02 School of Medicine Change? Cost Center: 1703010002 ANESTHESIA ADMINISTRATION
 Personnel Subarea: U005 Staff-Admin

| | |
|--|--|
| Employee Group/Subgroup | FLSA Override |
| Employee Group: Full Time Change? <input checked="" type="checkbox"/> | FLSA Override: <input checked="" type="checkbox"/> |
| Employee Subgroup: 02 Salaried Non-exmt | |