

FLSA – Fair Labor Standards Act

FLSA (Fair Labor Standards Act)

FLSA –establishes minimum wage & overtime pay for the following agencies:



Private



Federal



State



Local

The new threshold was effective

January 1, 2020

annually

\$35, 568

Per week

\$684

Those that do not meet the new FLSA threshold or meet the Department of Labor duties test or exemptions are considered Non-Exempt/Hourly

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WHAT IS THE DIFFERENCE BETWEEN EXEMPT AND NON-EXEMPT EMPLOYEES?

Exempt

- Salaried & Hourly
- Do NOT earn overtime for hours over 40 in a workweek. Earn straight time for hours worked
- Perform certain duties to qualify as exempt and meet salary threshold

Non-Exempt

- Wage Earning
- Earn overtime for hours worked in excess of 40 in a workweek
- Perform certain duties to qualify as non-exempt or do not meet salary threshold

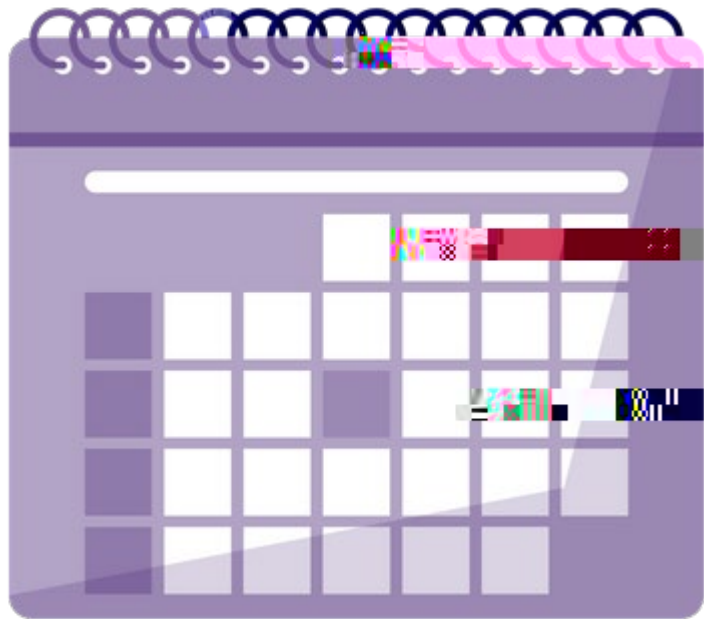
FLSA (Fair Labor Standards Act)

Example

FLSA does not take into consideration the proration of FTE: .381 407.96
\$25,000 salary at 50% effort.
Given this does not meet the threshold, the position must be hourly – -

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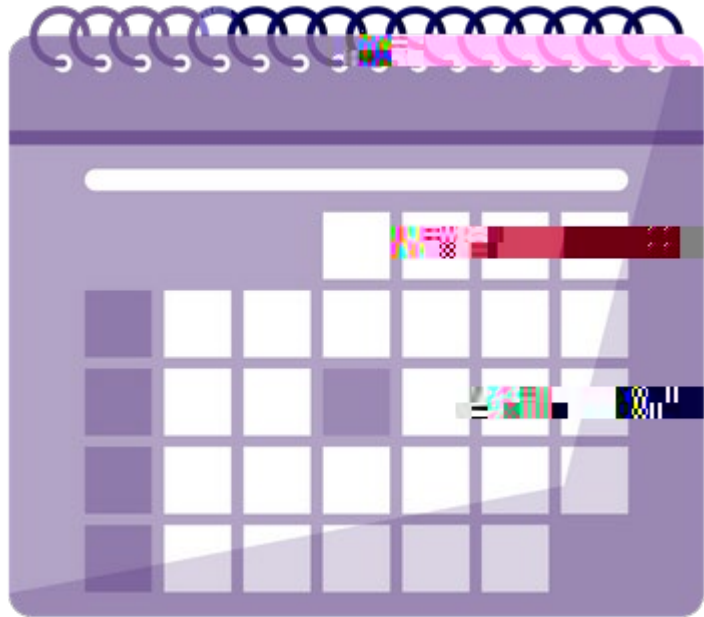
Employee Information



- Employees that do not meet the salary and/or the duties threshold are classified as non-exempt hourly workers
- Hours worked beyond a normal 40 within a work week will result in overtime
- Employees must enter time in Workday as the official system of record. This ensures proper calculations for accurate timekeeping & payroll.

FLSA (Fair Labor Standards Act)

Employee Information



- Employees are still considered Professional/Unclassified

FLSA (Fair Labor Standards Act)/Time Entry

Supervisor Information



- Time must be submitted, reviewed and approved by the employee's supervisor in a timely manner in order for the employee to be paid accurately and on time.
- Workday is the system of record
- Overtime must be approved before work commences

FLSA (Fair Labor Standards Act)/Time Entry

Supervisor Information



- Supervisors must ensure the correctness and appropriateness to not only ensure proper pay but to also mitigate payroll fraud.
- Supervisors should maintain records that provide support for overtime or premium pay
- Correct time entry codes must be used per guidelines as noted in recent audit findings.

FLSA (Fair Labor Standards Act)/Time Entry

Supervisor Information



- Compensatory time can be substituted for overtime payments
- Compensatory time (K-Time) is earned as a result of working overtime and serves in place of actual payment for performing OT work.
- Must be requested, recorded and used in a similar manner as annual leave

Essential Employee Personnel FASOP HR:01

- Maintain written departmental emergency response plan
- Review and update plan annually or as needed with employees
- Plan should clearly identify primary and secondary employees
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Time Reporting



Helpful Reports:

- Time not submitted
- Time not approved
- Time Block Detail by Entry Code or Calc Tag

Questions?

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