

This document can be found on the UCPath website. [<https://ucpath.uci.edu/user-type/transactional-users.html>]

PURPOSE

This Job Aid explains the details of when and how to identify concurrent jobs and position reclassifications which are in need of FLSA Agreement and the same Payroll Frequency. Included are the steps required.

Concurrent Jobs

Employees cannot have different FLSA statuses or Payroll Frequencies. An employee who has concurrent jobs should not be paid a bi-weekly check and a monthly check for the same pay period dates, as this impacts how taxes, deductions and overtime are calculated.

- **To resolve these conflicts**, transacting departments contacts the appropriate Academic Personal or HR Compensation department prior to submitting transactions. (Academic and staff employee respectively.)
- When an employee no longer has a FLSA mis-match, the position and job FLSA should be changed back.

Resolving FLSA statuses or Payroll Frequencies Conflict

When an employee holds multiple jobs, all of the employee's jobs must be reviewed together to determine the employee's appropriate FLSA designation based on the employee's primary duties.

Please confirm all potential FLSA changes with the offices of Academic Personnel or HR Compensation, as appropriate.

NOTE: This Business Process is for UCI ONLY.

FLSA and Frequency UCPath Center Process

1. Submit Smart HR Template
2. If a frequency change, the template comments should include a request to manually set the Pay Group Override
3. UCPath Center reviews the Template (location includes detailed comments)
4. Reaches out to location template initiator to resolve conflicts
5. Location resubmits Smart HR Template

Re-classify existing Position or Change Pay Frequency

An existing position (Position Tab-PayPath) may require a change which affects the FLSA Status. This may be Exempt to Non-exempt OR Non-exempt to Exempt.

An existing job (Job Data Tab-PayPath) may require a change which affects the Pay Frequency. This may be Monthly to Bi-weekly OR Bi-Weekly to Monthly. This may have downstream effects on other processes, pay and data.

For more information see the Operational Alignment "Dual FLSA and Comp Frequencies"