

MULTIPLE FLSA REFERENCE GUIDE STAFF AND ACADEMIC TITLES

The **Fair Labor Standards Act**, governs the process that compensation analysts use to determine whether a position is either eligible for overtime pay for hours worked in excess of 40 per week (non-exempt) or is paid a flat sum for hours worked, even if they exceed 40 hours within a workweek (exempt).

UCPath only allows one **FLSA** and pay period status per employee. An employee with multiple **FLSA** statuses or pay periods will not be able to be paid in UCPath until the differences are resolved. Therefore, it is important as soon as a mismatch is identified to correct it so that the employee will be paid on schedule. This document assists with aligning the **FLSA** and pay schedule for employees with concurrent jobs (appointments).

Mismatches with Student Titles

Example	Title Combinations	Default Properties (mismatches highlighted in red)		How to resolve the conflict(s)
		FLSA	Pay Period	
#1	TA/GSR/Assoc In ____	Exempt	Monthly	<ul style="list-style-type: none"> Change Reader/Tutor pay period to MONTHLY (positive paid)
	Reader/Tutor	Exempt	Biweekly	
#2	TA/GSR/Assoc In ____	Exempt	Monthly	<ul style="list-style-type: none"> Change Student Assistant FLSA status to EXEMPT and Change Student Assistant pay period to MONTHLY (exception pay)
	Student Assistant	Non-Exempt	Biweekly	
#3	Reader/Tutor	Exempt	Biweekly	<ul style="list-style-type: none"> Change Student Assistant FLSA status to EXEMPT (exception pay)
	Student Assistant	Non-Exempt	Biweekly	

Additional Guidelines

- If one of the jobs is WOS, change the WOS job to align with paid job.
- Any Graduate Student with job(s) totaling more than 50% (FTE) during the academic year require an exception from the Graduate Division.

Non-Student Mismatches

- For all other mismatches, **FLSA** Status determined based upon evaluation of combined responsibilities and appointment percentage, duration, and salary. In general, whichever position has the greatest appointment percentage and longest duration will drive the FLSA status and pay period. Contact Academic Personnel if you have any questions.
- Changing FLSA status or pay period for a represented title requires union notification.

Example	Title Combinations	Sample Job FTE	Sample Job Duration	Default Properties (mismatches highlighted in red)		How to resolve the conflict(s)
				FLSA	Pay Period	
#1	Staff	60%	6 months	Non-exempt	Biweekly	<ul style="list-style-type: none"> Change Academic FLSA status to Non-Exempt and Change Academic pay period to Biweekly (positive paid) Academic hours worked cannot exceed hours associated with the job FTE unless pre-authorization is granted by Academic Personnel
	Academic	40%	6 months	Exempt	Monthly	
#2	Staff	50%	6 months	Non-exempt	Biweekly	<ul style="list-style-type: none"> Change Staff FLSA status to EXEMPT and Change Staff pay period to MONTHLY (exception pay)
	Academic	50%	12 months	Exempt	Monthly	
#3	Staff	60%	6 months	Exempt	Monthly	<ul style="list-style-type: none"> If there is an equivalent exempt academic job: <ul style="list-style-type: none"> Change Academic FLSA status to EXEMPT and Change Academic pay period to Monthly (exception pay)
	Academic	40%	12 months	Non-exempt	Biweekly	
#4	Staff	40%	12 months	Exempt	Monthly	<ul style="list-style-type: none"> Change Academic FLSA status to EXEMPT and Change Academic pay period to Monthly (exception pay)
	Academic	60%	6 months	Non-exempt	Biweekly	

Additional Guidelines

- If one of the jobs is WOS, change the WOS job to align with paid job.
- Staff and academic non-teaching positions must meet the salary threshold of \$684 per week or \$35,568 per year to be exempt.
- All academic teaching titles are **FLSA** exempt and do not need to meet any salary thresholds due to the DOL's teaching exemption.