<table>
<thead>
<tr>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Locate the employee’s record and initiate an Add a Job transaction</td>
</tr>
<tr>
<td>2</td>
<td>Complete the Employee Class Determination screen</td>
</tr>
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<td>3</td>
<td>Complete the Job Dates screen</td>
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<td>4</td>
<td>Select position and complete the Position Data screen</td>
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Add FLSA Job & Contract Parameters

**Introduction**

This guide will help you understand and process an Add a FLSA Job transaction in the HR Front End. It includes an explanation of the Add a Job transaction, specific to adding a FLSA Time Reporting position for salaried non-exempt staff who don’t otherwise have a timesheet. It also provides instructions on how to edit the contract parameters in the HR Front End specific to the employee’s FLSA status.

*Note: This job aid was originally developed by UI System Offices in 2016, with updates from Urbana campus Illinois HR in June 2024.*
Adding a FLSA Job

The Add a Job transaction is completed through a wizard that guides you through a series of screens. Once all of the screens in the wizard are complete, you are brought back the Employee Record View to review the proposed change and route the transaction on to be reviewed and applied to Banner.

Initiating an Add a Job Transaction

To initiate an Add a Job transaction, you must first open the employee’s record.

1. Click Employee Search in the navigation bar at the top of the screen.
   The Employee Search screen appears.
2. Type or select the search criteria in the available fields and click Search.
   The search results appear in a table at the bottom of the screen.
3. Highlight the desired employee in the results list and click Select.
   The Employee Record View for the selected employee appears.
Add FLSA Job & Contract Parameters

Figure 1: Employee Record View

4. From the Transactions menu, select Add a Job.

   The Employee Class Determination screen of the Add a Job wizard appears.
Determining the Job Employee Class

Use the Employee Class Determination screen to establish the Employee Class for the job being added. The screen automatically refreshes and populates questions based on the Employee Group selected and the previous questions answered.

Figure 2: Employee Class Determination screen

1. Select the appropriate Employee Group of H (Academic Hourly & Grad Hourly) for the job you are adding. You can also enter an FLSA position number here instead of selecting an employee group, if you have one already established.

2. Select Academic on the radio dial.

3. Click Continue.

*The Job Dates screen of the wizard appears.*
Entering Job Dates

The Job Dates screen of the Add a Job wizard confirms the employee class for the new job and allows you to enter the date the new job record begins and ends (if the person’s main job has an end date then your FLSA HA job should have the same end date as well).

![Job Dates Screen]

Figure 3: Job Dates Screen

1. Verify that the correct employee class appears in the Job Employee Class field.
2. Enter the Job Begin Date and the Job End Date (if applicable – the FLSA TIME REPORTING job should match the end date of the primary position, if one is present).
3. Click Continue.

   The Position Selection screen of the wizard appears.
Selecting the Position

The next step in the Add a Job Wizard is the Position Selection screen. This screen offers one to three methods of specifying a position number depending on the Employee Class and your permissions:

1. Directly enter a position number
2. Search for a position
3. Create a new position

Figure 4: Position Selection screen

![Image of Position Selection screen with numbered steps 1, 2, and 3 identified]
Option 1: Entering a Position Number

If you know the FLSA position number, you can enter it directly in the I Have a Position Number field (see Figure 4).

1. Enter the position number in the I Have a Position Number field
2. Click Continue.
   
   The Position Data screen of the wizard appears.

Option 2: Searching for a Position

If you do not have the FLSA position number, you can search for possible positions. Position searches are restricted to the chart of accounts and organizations within your security permissions.

1. Select the COA and ORG in which you want to search (see Figure 4).
2. Click Search.
   
   The matching search results are displayed.
3. Highlight the desired FLSA position.
4. Click Continue.
   
   The Position Data screen of the wizard appears.

Option 3: Creating a New FLSA Position

If you cannot find a position that meets your needs using the search, you also can create a new position.

1. Select the Campus for the new position (see Figure 4).
2. Click Create New Position.
   
   The Position Data screen of the wizard appears.
3. Complete the necessary fields on the Position Data screen.
   a. Position Class should be ZFLSA
   b. Position Title should be FLSA TIME REPORTING (in all upper case letters)
   c. Type should be Pooled
   d. Budget Profile should match the profile code of the budgeted, primary position (or most primary positions in the unit). (Note: This will facilitate the FLSA TIME REPORTING job rate to be updated at the same time as the primary job via salary planner.)
Add FLSA Job & Contract Parameters

Figure 5: Position Data screen

11. Review the Position Data screen.

12. Make any necessary changes in the editable fields. If creating a new position, complete all required fields. (Note: The Position Begin Date must be on or before the desired Job Begin Date.)

13. Click Continue.

Editing Job Data

The final step in the Add a Job Wizard is the Job Data screen. This screen is used to capture the most important information related to an employee's job. The majority of the fields on this screen populate based on the Position Data screen. Fields that can be edited for Job Data are dependent on the E-Class and may include: Suffix, Job Title, Job FTE, Pay Rate, Job Change Reason, Timesheet COA and ORG, Time Entry Method, Leave Category, Accrue Leave, job Labor Distributions, and Job Comments.
Add FLSA Job & Contract Parameters

Figure 6: Job Data Screen

1. Review the Job Data screen.
2. Edit any fields that require changes.
   1. Hourly rate should be equivalent to primary job, except for 9- or 10-month academic employees. For those employees, the calculation to determine the hourly rate is Annual Salary / Service Basis 9 or 10 / (173.33 * FTE).
   2. Position will be Overload
   3. Position Suffix will be F1
   4. Timesheet Entry Method (Web, Department, or Payroll time entry)
   5. Job Change Reason code JB014-Add FLSA Hourly Job
3. Enter comments in the Job Comments field.
4. Click Add Comment.
   The Job Comment is saved.
5. Click Continue.
   The Employee Record View appears.
Add FLSA Job & Contract Parameters

![Figure 7: Adding Job Comments](image)

<table>
<thead>
<tr>
<th>Comments</th>
<th>MWD</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adding FLSA job for time reporting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>rejection</td>
<td></td>
<td>10:30-20:00 6/0 08:45:00</td>
</tr>
<tr>
<td>rejection</td>
<td></td>
<td>11:30-22:00 8/45:15</td>
</tr>
</tbody>
</table>
Employee Record View

After the last screen of the wizard is completed, the Employee Record View displays the state of the employee as of the Job Begin Date entered into the wizard.

1. Ensure the hourly rate on the FLSA job matches the hourly rate on the primary job. (For 9- or 10-month academic employees, the hourly rate must be calculated and will not match the primary job. The calculation is Annual Salary / Service Basis 9 or 10 / (173.33 * FTE).)

2. Tie the FLSA position to the primary position by entering position number and suffix in the "FLSA Primary Position" Field. Enter the primary position number and suffix (for example, U40117-00) in the FLSA Primary Position field on the Academic Hourly FLSA Time Reporting job.

Figure 8: Employee Record View after Add a Job Wizard

If you fail to do this step, you will receive an error upon routing:

Figure 9: Error message if the FLSA Primary Position is blank
Figure 10: Combination of user-edited fields and system-defaulted fields for Leave Category and Accrue Leave

Note: FLSA TIME REPORTING jobs are set not to accrue leave because the employee accrues leave on their primary position. Other HA jobs accrue leave based on Illinois paid leave state law.

Routing the Transaction

To move the transaction to the next stop on the route path:

3. Click Route

Any informational or error messages are displayed in the yellow message area in the Employee Record View. If transaction is routed successfully, message will display showing the routing destination.
Adding an FLSA Contract Parameter

The FLSA Contract Parameter will be added for NOA and/or reporting purposes at the APPLY stop.

- Use FLSN for Academic Professionals that have an HA job added or CS employees that do not meet the salary threshold.
- Use FLSD for salaried non-exempt employees that are below the salary threshold but are not eligible for overtime due to another exemption, such as duties.
- Use FLSE for employees that are currently salaried non-exempt and their employment status changes such that their salary exceeds the salary threshold.

From the Employee Record View for the selected employee follow the steps below (these steps should be performed at the APPLY stop only):

1. Click Add Change.
2. Enter in the view date and click View.
3. From the Transactions menu, select Employee Job Record Change.

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1. Click Add Change.
2. Enter in the view date and click View.
3. From the Transactions menu, select Employee Job Record Change.
Add FLSA Job & Contract Parameters

1. Update the SERVICE BEGIN DATE field with the date you need to use for the contract parameter.

2. Under the Service Dates and Contract Parameters accordion for the primary position, select the appropriate FLSA Contract Parameter.

3. Click SAVE (once ERV refreshes the effective date will show the date entered in step 1.

4. Click APPLY when ready.