Job Aid - Concurrent Hire FLSA Status at UCLA

Use this Job Aid to determine how to align FLSA status and pay frequency between an employee’s existing job and their additional concurrent job.

Process Steps

1. **Visit the Person Org Summary page** for the employee that you will be adding a concurrent job. Here, you can see the FLSA status (Non-Exempt vs Exempt) for their current job
   a. UCPath Navigation: PeopleSoft Menu > Workforce Administration > Personal Information > Person Organizational Summary

2. **Compare the FLSA status between the two jobs** (this is important because the UCPath Center will not pay employees with conflicting FLSA statuses):
   a. If they match, you should proceed to step 5 to create the position for the concurrent job
   b. If they do not match, you should perform the following steps to align the FLSA status of across all jobs:

3. **Reach out to your appropriate Central HR office** (APO, CHR, Medical Center, etc.) for approval/assistance to determine which FLSA status should be across all jobs

4. **Once approval and a final FLSA status determination is received from your Central HR, you can either update the employee’s current job and/or create the new position with the aligned FLSA status accordingly**
   a. Create the employee’s new position that you will hire them into concurrently. When you enter the job code here, this will derive the FLSA status based on job code, this value can be overridden for FLSA alignment
   b. Updating FLSA status for employee’s existing job. You can navigate to PayPath action, and on the position data tab, select the appropriate effective date, the position action code “FLS”, and override the FLSA status.

5. **Once the position is created and/or the current job’s FLSA status is changed, proceed to hire the employee into the position** using the Smart HR Template “UC_CONC_HIRE” (staff) or “UC_CONC_HIRE_AC” (academic)
   a. UCPath Navigation: PeopleSoft Menu > Workforce Administration > Smart HR Template > Smart HR Transactions

Other Considerations

- FLSA establishes requirements for employees’ hours of work, wages, and premium overtime and payroll records
- There are two employee designations under the FLSA, exempt (paid monthly) and nonexempt (paid bi-weekly)
- In UCPath, an employee may only have one unified FLSA designation, regardless of how many jobs they have

Due to continuing UCPath enhancements and changes, the information in this document is subject to change. For the most updated materials, please visit the UCOP Help Site. If you have questions about this document, please email contactcru@ucla.edu.