



Office Memorandum

Date: July 8, 2016
To: HR Directors and Designees; Agency Human Resources and Payroll Staff
From: Nancy Erickson, Supervisor, Enterprise Human Resources Division
Mary Muellner, Director, Statewide Payroll Services
Subject: New Fair Labor Standard Act (FLSA) Schedule Page in SEMA4

As part of our continuous improvement efforts, we will be launching a new payroll report to help streamline payroll processing for non-exempt employees. The *FLSA Reconciliation Report* will calculate the amount of overtime owed according to the FLSA. We plan to make the report available later this summer.

In order for the *FLSA Reconciliation Report* to make proper calculations, MMB has created a new "FLSA Schedule" page in SEMA4 with a default FLSA workweek that we anticipate will apply to the vast majority of non-exempt state employees. If your agency has non-exempt employees on workweek schedules other than the default established by MMB, you will need to follow the instructions below for setting an appropriate FLSA Schedule for your non-exempt employees by **July 26, 2016**.

What is an FLSA Schedule?

An FLSA schedule sets the beginning and end of the time period when hours are counted toward working "overtime" for employees who are eligible for overtime compensation under the FLSA ("non-exempt employees"). Most non-exempt state employees have a 7-day FLSA workweek schedule that begins on Wednesday and ends on Tuesday, in alignment with the payroll cycle. The default FLSA schedule on employees' SEMA4 FLSA Schedule page is a 7-day schedule that ends on Tuesday.

Some agencies have the option to set longer FLSA schedules for certain non-exempt employees -- specifically police, firefighters, and employees in a 24-hour hospital or home care setting have the option under certain circumstance to use a 14-day or 28-day work period as their FLSA schedule. As a courtesy, MMB has worked with agencies to identify current non-exempt employees on a 14-day and 28-day FLSA workweek schedule, and has entered FLSA schedules for those employees (when known).

What do I need to do?

1. Identify whether you have any non-exempt employees on a 7-day workweek that ends on a day other than Tuesday. **If all of your non-exempt employees are on the default FLSA workweek, there is nothing additional that you need to do.**
2. For non-exempt employees on a 7-day FLSA workweek that ends on a day other than Tuesday, you will need to enter those employees' workweeks by visiting the "FLSA Schedule" page in SEMA4. Instructions are below.

3. For new non-exempt employees that qualify for a 14-day or 28-day work period, you will need to enter work periods for those employees by visiting the “FLSA Schedule” page in SEMA4. Instructions are below.

Where is the FLSA Schedule Page?

Note: Security for the new page is based on your security to access Job Data. Users with update access will be able to update this page. Users with view access will be able to view this page.

To get to the FLSA Schedule page, follow this path in SEMA4:

Workforce Administration > Job Information > FLSA Schedule

Favorites ▾ Main Menu ▾ > Workforce Administration ▾ > Job Information ▾ > FLSA Schedule Home

State Of Minnesota All ▾ Search >> Advanced Search Last Search Result

FLSA Schedule

VanPelt, Linus M Empl ID: 01173868

Employee FLSA Setup Find First 1 of 1 Last

*FLSA Schedule Type 7 Day FLSA Period (7/40) *FLSA Period Ends on Tuesday (Week 2) +

*From Date 06/17/2015 Updated by S4USER01 at 05/04/2016 3:31:18.000000PM

Save Return to Search

The FLSA Schedule page has three fields that are used to establish an FLSA workweek schedule:

1. **FLSA Schedule Type:** This field provides a dropdown feature that allows you to select from five available schedule types:
 - 7 Day FLSA Period (7/40) (This is the default for all non-exempt employees.)
 - 14 Day FLSA Period (8/80) (Only available for non-exempt 24-hour hospital employees)
 - 28 Day FLSA Period (28/171) (Only available for police)
 - 28 Day FLSA Period (28/212) (Only available for firefighters)
 - No FLSA Calculation for EmplID
2. **FLSA Period End:** This value identifies the day the employee’s FLSA workweek ends.
 - For the 7 Day and 14 Day FLSA periods, the field provides a dropdown feature that allows you to select the appropriate end day.
 - For the 28 Day FLSA periods, a date fills in. Accept that date.
3. **From Date:** Establishes the date the FLSA workweek schedule is effective.

Instructions: How do I enter an FLSA Schedule in SEMA4?

1. Navigate to the FLSA Schedule page.
2. On the FLSA Schedule Search page, enter the Employee ID, or click Advanced Search to search by Employee name.
3. Select the FLSA Schedule Type.
4. Select the FLSA Period Ends on value if necessary.
5. Save.

Will the *FLSA Reconciliation Report* require any schedule changes?

No. However, the report does not currently have the capacity to compute overtime for non-exempt employees who have the following work schedule: eight 9-hour days, one 8-hour day, and one day off each pay period. An example is below:

	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues
REG	9.00	9.00	8.00			9.00	9.00	9.00	9.00	-			9.00	9.00

If you have any non-exempt employees on this schedule, you must set their FLSA schedule page in SEMA4 to, “No FLSA Calculation for EmplID.” Agencies retain the responsibility to manually calculate any overtime for non-exempt employees on this schedule.

Questions?

If you have any questions regarding the new FLSA Schedule page, please contact your SEMA4 HR Services Specialist:

- Judi Kaper at 651-259-3649 or Judi.Kaper@state.mn.us
- Mary O’Connor at 651-259-3633 or Mary.OConnor@state.mn.us
- Bill Ziegler at 651-259-3761 or William.K.Ziegler@state.mn.us