

Statewide FLSA Review Project



Blake Purnell and Jordaniel Baynum

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Department of Administrative Services

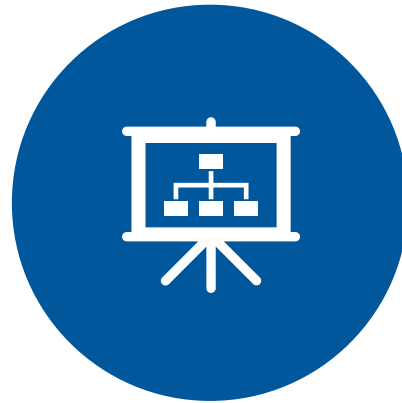
Agenda

1. Purpose and Process
2. Key Terms and Data
3. Agency Responsibility
4. Review Expectations
5. Exemption References

Project Goal



Accurate and Aligned
FLSA Data



Statewide Consistency
and Compliance



Correct Overtime and
Exemption Designation

What This Training Covers



How and Why Positions Were Reviewed

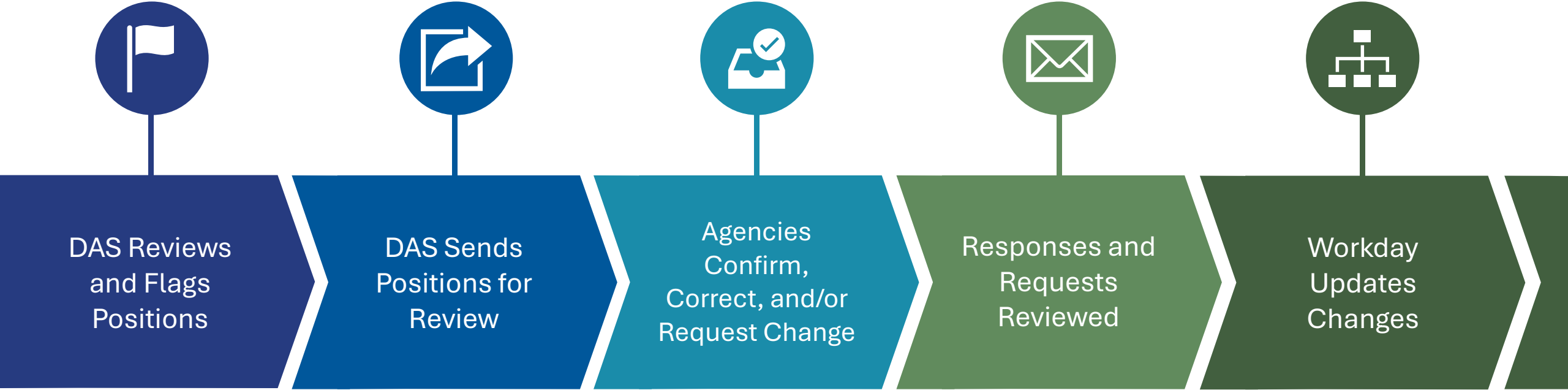


Required Agency Actions



FLSA Review Criteria

Process Overview



Issues and Actions

Key Terms and Data

FLSA Status

Budgeted,
Position, and
Worker.

Exempt or
Non-Exempt.

Overtime Eligibility

Position and
Worker.

Eligible for
Overtime or Not.

Classification

Ensure
consistency
between similar
positions
statewide.

Budget, SR, and REPR

Confirm position
structure,
representation,
and budget
consistency.

Missing or Incomplete Data

Issues

- Missing OT Information (Position and/or Worker)
- Missing FLSA Information (Position and/or Worker)
- Missing Classification (Budgeted, Position, and/or Worker)
- Missing Representation (Budgeted, Position, and/or Worker)

Missing or Incomplete Data

FTE_Status	Budgeted Class Name & Code	Position Job Profile	Worker Job Profile	Position FLSA	Position OT Eligible	Worker FLSA	Worker OT Eligible
Budgeted	Compliance Specialist 3 - 5248	Compliance Specialist 3 - SR29 - Exempt	Compliance Specialist 3 - SR29 - Exempt	Exempt		Exempt	No
Budgeted		Engineering Specialist 4 - SR30 - Non Exempt	Engineering Specialist 4 - SR30 - Non Exempt	Non Exempt	Yes	Non Exempt	Yes
Budgeted	Operations & Policy Analyst 3 - SR30 - Exempt	Operations & Policy Analyst 3 - 0872		Exempt			

Missing or Incomplete Data

Action Required

Enter or correct missing information and ensure FLSA alignment.

- If the correction results in a change to the FLSA status, the agency must submit a formal FLSA Review Request.
- No FLSA justification or formal review required unless an actual FLSA change is needed.

FLSA and OT Misalignment

Issues

- Position and/or Worker marked Exempt but OT Eligible
- Position and/or Worker marked Non-Exempt but NOT OT Eligible

FLSA and OT Misalignment

A	B	C	D	E	F	G	H	I	J	K	L	M	N
FTE_Status		Budgeted Class Name & Code		Position Job Profile		Worker Job Profile		Position FLSA	Position OT Eligible		Worker FLSA	Worker OT Eligible	
Budgeted		Accountant 3 - 1218		Accountant 3 - SR30 - Exempt		Accountant 3 - SR30 - Exempt		Exempt	No		Exempt	Yes	
Budgeted		Fiscal Analyst 3 - 1245		Fiscal Analyst 3 - SR30 - Exempt		Fiscal Analyst 3 - SR30 - Non Exempt		Exempt	No		Non Exempt	Yes	
Budgeted		Human Resource Analyst 3 - 1322		Human Resource Analyst 3 - SR29 - Non Exempt		Human Resource Analyst 3 - SR29 - Exempt		Non Exempt	No		Exempt	No	

FLSA and OT Misalignment

Action Required

The agency must correct misalignment between FLSA status and OT eligibility.

- If the correction affects only OT eligibility, the agency must update the OT field, a formal review is not required.
- If the correction results in a change to the FLSA status, the agency must submit a formal FLSA Review Request.

FLSA Outliers

Issues

- Worker or Position FLSA inconsistent with positions in same classification.
- Designation differs from statewide classification standard.

FLSA Outliers

FTE_Status	Budgeted Class Name & Code	Position Job Profile	Worker Job Profile	Position FLSA	Position OT Eligible	Worker FLSA	Worker OT Eligible
Budgeted	Information Systems Specialist 8 - 1488	Information Systems Specialist 8 - SR34 - Non Exempt		Non Exempt	Yes		
Budgeted	Natural Resource Specialist 5 - 8505	Natural Resource Specialist 5 - SR32 - Non Exempt	Natural Resource Specialist 5 - SR32 - Non Exempt	Non Exempt	Yes	Non Exempt	Yes

FLSA Outliers

Action Required

Review position's purpose and duties against FLSA exemption standards.

- If the agency determines the FLSA status must change, a formal FLSA Review Request is required.
- If the agency determines the current status is correct, provide confirmation note maintaining the existing designation.

Data Misalignment

Issues

- Budgeted, Position, and/or Worker SR do not align.
- Budgeted, Position, and/or Worker Classification do not align.
- Other data issue that does not directly change FLSA but affects confidence in the correctness of Workday entry.

Data Misalignment

Action Required

- Review flagged positional data in Workday
- Correct and ensure accurate classification, salary range, budget information, or underlying data.
- Review position's purpose and duties against FLSA exemption standards.

Agency Responsibilities

Agency Spreadsheet

Status Confirmed – The position is correct as-is; provide brief confirmation. Data Corrected – Data is updated in Workday; FLSA status does not change. FLSA Change Requested – FLSA designation must change; requires review.							
For positions with multiple issues, agencies should correct missing or inaccurate data first, then determine whether the situation requires confirmation or a full review. This ensures each position is accurately updated, aligned with FLSA standards, and resolved using the correct action.							
Company	Workday Position ID	PPDB Position Number	Budgeted Class Name & Code	Status	Notes	Agency Status	Agency Response
Department of Administrative Services	000000007555	0312113	Accountant 2 - 1217	Pending Agency Communication	AGENCY TO REVIEW: Agency to Review Position FLSA and OT	Confirmation	
Department of Administrative Services	000000014345	0153005	Accountant 2 - 1217	Pending Agency Communication	AGENCY TO REVIEW: Agency to Review Position FLSA and OT	Data Corrected	
Department of Administrative Services	000000016600	6512171	Accountant 2 - 1217	Pending Agency Communication	AGENCY TO REVIEW: Agency to Review Position FLSA and OT	FLSA Change Requested	

Notes: DAS Reasoning for position being flagged and included for review

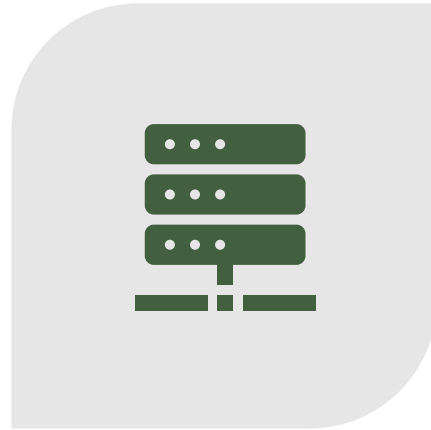
Agency Status: Review Outcome – Confirmation, Correction, or Change

Agency Response: Provide context and summary for actions and outcome.

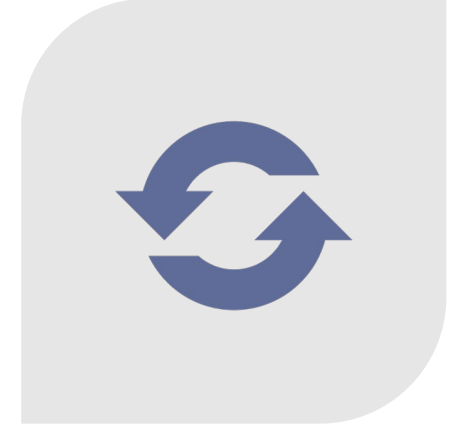
Required Agency Response




Status Confirmation



Data Correction



FLSA Change



Status Confirmation

Examples


- Intentional outlier FLSA designations
- Classification-specific or CBA-specific exceptions
- Positions whose duties legitimately meet an exemption test despite being uncommon for the classification



Status Confirmation

“AGENCY TO REVIEW: Position FLSA and OT Eligibility. Similar Position Classifications are Exempt; Position is Non-Exempt.”

“AGENCY TO REVIEW: Worker FLSA and OT Eligibility. Similar Worker Classifications are Exempt; Worker is Currently Non-Exempt.”



Status Confirmation

Agency Requirements:

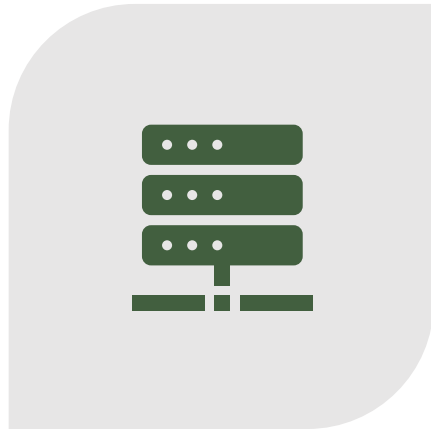
- State the position's current FLSA and OT eligibility are correct
- Verify the existing designation aligns with duties and FLSA standards
- Provide brief context if the position is an exception or outlier



Data Correction

Examples

- Missing or incomplete OT or classification information
- Data entry inconsistencies between Budgeted, Position, and/or Worker
- OT eligibility needs to be corrected but does not affect FLSA status



Data Correction

AGENCY TO CORRECT – Possibly REVIEW:
Worker and Position Marked Exempt, Only
Worker Marked as OT Eligible.

AGENCY TO CORRECT: Missing Position OT
Information. Agency to Review and Enter
Missing Data, Ensure FLSA/OT are Aligned.

AGENCY TO CORRECT – Possibly REVIEW:
Position Marked Exempt and OT Eligible.
Agency to Review and Correct or Confirm
Exception.



Data Correction

Agency Requirements

- Identify what information was corrected
- Confirm data in Workday has been updated
- Confirm the correction does not result in an FLSA status change



FLSA Change

Examples

- Duties, scope, or authority meet exemption status but is currently Non-Exempt
- Position and/or Worker FLSA Status misalign, correction requires FLSA Change



FLSA Change

“Flagged for Mismatched Budgeted, Position, and/or Worker Classification.

AGENCY TO REVIEW: Worker FLSA and OT Eligibility. Similar Worker Classifications are Exempt; Worker is Currently Non-Exempt.

If FLSA is Changed, Agency Must Submit a Review.”

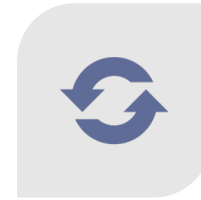


FLSA Change

Agency Requirements

- Explain why the current FLSA designation is no longer appropriate
- Provide specific and detailed examples meeting requested exemption
- Submit corresponding Position Description for DAS Review

Multiple Issues



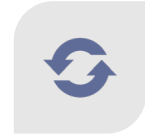
AGENCY TO CORRECT: Missing Position OT Information. Agency to Review and Enter Missing Data, Ensure FLSA/OT are Aligned.

AGENCY TO REVIEW: Agency to Review FLSA and OT Eligibility. Worker Marked Non-Exempt, but Not Eligible for Overtime.

AGENCY TO REVIEW: Agency to Review Worker FLSA and OT Eligibility. Similar Worker Classifications are Exempt; Worker is Currently Non-Exempt.

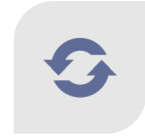
If FLSA is Changed, Agency Must Submit a Review. If FLSA is Not Changed, Agency Must Submit Reasoning.

Multiple Issues



- Correct missing or inaccurate data so FLSA alignment can be properly assessed
- Review FLSA and OT eligibility alignment to determine whether the situation requires confirmation or a full review
- Notate all required actions in corresponding response columns

Multiple Issues



- If the corrections do not change the FLSA status, mark '**Data Corrected**' and briefly describe what was updated.
- If the corrections do change the FLSA status, mark '**FLSA Change Requested**' and submit a full FLSA Review Request.
- If the position is accurate but appears unusual after corrections, mark '**Status Confirmed**' and provide a brief explanation supporting the existing status.

FLSA Review Process

Position Review



Identify the Primary Purpose



Identify the Primary Duties



Compare Against Exemption Criteria



Determine Appropriate Action

FLSA Project Review Template

Position Data

- Ensure all information is verified and entered correctly
- **Current** is what is Budgeted in Workday
- **Recommended** shows requested change(s)

POSITION DATA

PPDB/WD Position Number: Click or tap here to enter text.
Supervisor: Click or tap here to enter text.
Division/Section/Unit: Click or tap here to enter text.
Position Type: (*Perm, LD, Temp*): Click or tap here to enter text.

Current Classification: Click or tap here to enter text.
Current FLSA: Click or tap here to enter text.
Current Service Type: Click or tap here to enter text.
Current Union and Code: Click or tap here to enter text.

Recommended FLSA: Click or tap here to enter text.
Recommended Service Type: Click or tap here to enter text.
Recommended Union and Code: Click or tap here to enter text.

FLSA Project Review Template

Background & Business Need

BACKGROUND & BUSINESS NEED

In preparation for the payroll transformation, this position was flagged for review and agency has determined the FLSA status needs to change to align with enterprise-wide standards.

AGENCY: Briefly provide context to why the position was flagged and explain why the current FLSA designation is no longer appropriate.

Click or tap here to enter text.

- Briefly explain what has changed in the organization or position that warrants an FLSA review
- Identify the specific duty, scope, authority, or structural changes and explain why those changes occurred
- Describe how the position now fits within the unit, how responsibilities compare to other positions, and why the current FLSA/service type is no longer the best fit
- Explain clearly why the current FLSA designation is no longer appropriate and how the position satisfies the exemption criteria

FLSA Project Review Template

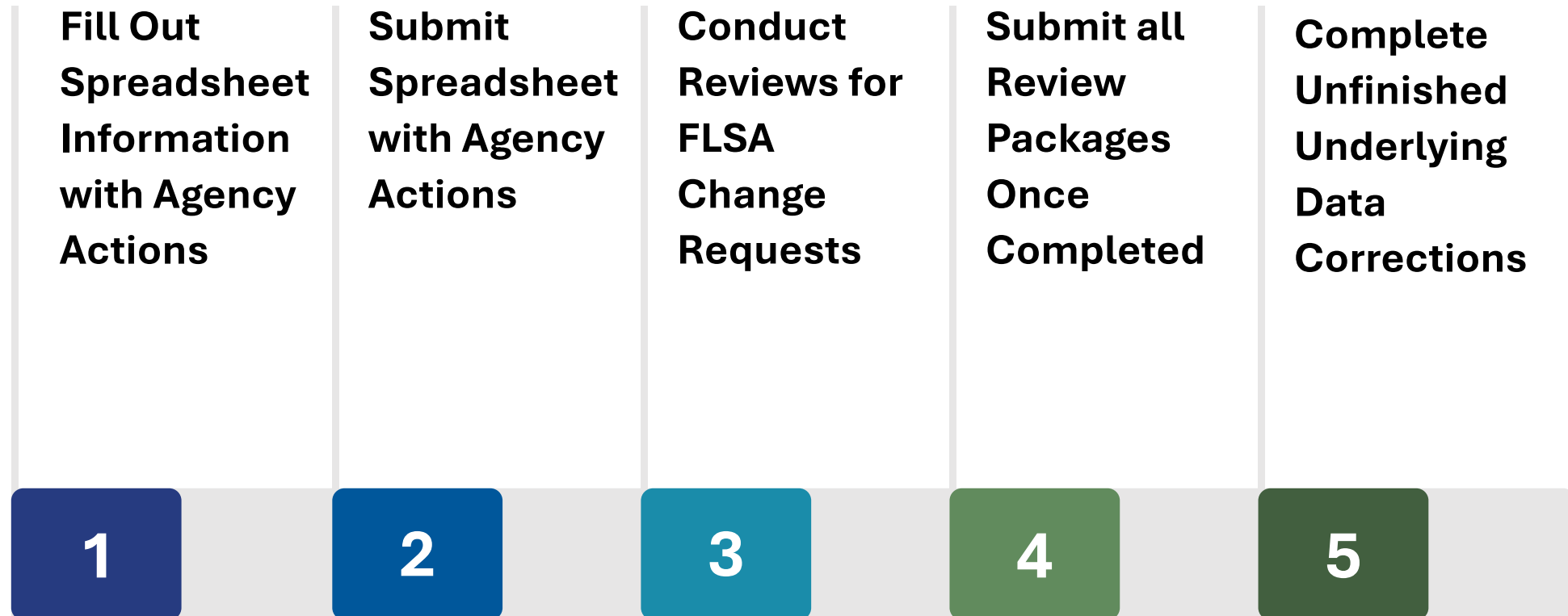
FLSA Recommendation

FLSA

Select one and delete the rest. Identify the exemption being requested and provide concrete examples showing how the position's primary duty meets (or does not meet) the applicable exemption test.

- Identify the exemption being requested
 - Executive, Administrative, Professional, or Computer
- Provide specific, concrete examples showing how the position meets (or no longer meets) the relevant test
- Reference the specific duties, discretion/independent judgment, authority, or specialized knowledge required

Submitting the Review



FLSA Exemption Overview

Executive Exemption

- Manages people and operations
- Primary duty is managing a division/unit with an ongoing function
- Regularly directs 2+ FTE
- Has hire/fire authority or influential recommendations

Executive Exemption

Point to duties showing direct supervision, performance management, staffing decisions, and responsibility for operational outcomes.

If the PD shows only project leadership, it's not executive.

Professional Exemption

- Advanced, specialized knowledge
- Primary duty requires knowledge typically gained through prolonged study
- Includes creative professionals performing original, inventive work.

Professional Exemption

Cite duties requiring independent professional judgment, technical expertise, or specialized degrees central to the role.

Procedural or technician-level tasks, most likely non-exempt.

Computer Exemption

- High-level systems work
- Applies only to roles with the authority and expertise for designing, developing, or modifying systems/programs

Computer Exemption

Identify duties involving systems analysis, software design, or complex programming responsibilities.

Help desk, troubleshooting, or “using computers” does not qualify.

Administrative Exemption

- Agency operations and independent judgement
- Primary duty is office/non-manual work directly related to management or general business operations.
- Requires discretion and independent judgment on significant matters.

Administrative Exemption

Highlight duties involving:

- policy interpretation
- program/business operations
- advising
- budget/HR/compliance work

or authority to make decisions that impact the agency.

If work is procedural, transactional, or closely supervised, it's not administrative.

Exemption Request Note

Agencies should explicitly reference PD language that supports their exemption determination, such as:

- duties demonstrating supervision or authority (Executive)
- duties requiring advanced specialized expertise (Professional)
- duties involving systems analysis or software design (Computer)
- duties showing independent judgment, analysis, or policy interpretation (Administrative)

Avoid general statements. Instead, quote or summarize the specific PD duties that directly tie to the exemption test.

Training Summary

Training Summary

- Reviewed how positions were evaluated in the statewide FLSA/OT Review
- Covered key data fields and issue categories
- Explained agency responsibilities: Confirm, Correct, or Change
- Outlined FLSA review criteria and template structure
- Ensures consistent, accurate, compliant statewide position data

Project Dates and Deadlines

June 1 – Spreadsheet Sent to Agencies with Flagged Positions

June 2026 – Agencies Return Spreadsheet with Correction and/or Confirmation

FLSA Change Review Deadlines:

1-100 Positions for Review – June 15

101-300 Positions for Review – June 22

301-500 Positions for Review – June 29

500+ Positions – July 6

July 2027 – Data Corrections Made

Questions?