

Step 2: Verify Employee OT Eligibility

1. Select the *Position* link to open the worker's position screen.

The screenshot shows a web interface with a 'MENU' icon and a 'W' logo. On the left, there is a 'Saved Categories' dropdown menu with 'Recruiting' (0) and 'Staffing' (2). The main content area is titled 'Staffing' and contains a link: 'Operations & Policy Analyst 4 - SR32 - Exempt - [REDACTED] Position'. The 'Position' text is highlighted in a yellow box.

2. Scroll to the *Additional Job Classifications* section under *Additional Information*.
3. Review the Overtime Eligible field (Yes/No).

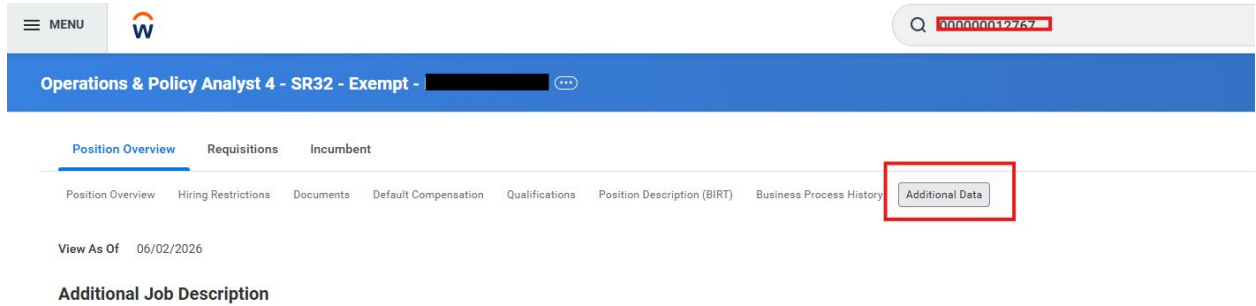
The screenshot shows the 'Additional Job Classifications' section. It lists several classification codes: '.N - Default (02. Timesheet Code)', 'G - General Service OPSRP (05. PERS Class Plan)', 'N - No (03. Overtime Eligible)', 'O - Observed (04. Holiday Code)', 'S - Salaried (01. Pay Basis Code)', and 'X - EXCLUDABLE MANAGEMENT SERVICE - MANAGERIAL (06. Service Type Code)'. The 'N - No (03. Overtime Eligible)' option is highlighted with a red rectangular box.

Step 3: Verify Position Restrictions OT Eligibility

1. Return to the main screen for the position.
2. Select the *Position Restriction* link.

The screenshot shows the 'Position Restrictions' page. It features a 'MENU' icon, a 'W' logo, and a search icon. The left sidebar shows 'Saved Categories' with 'Recruiting' (0), 'Staffing' (2), and 'People' (0). The main content area is titled 'Staffing' and shows the position name 'Operations & Policy Analyst 4 - SR32 - Exempt - Paola Preciado'. Below the name is a link: 'Operations & Policy Analyst 4 - SR32 - Exempt - [REDACTED] Position Restrictions'. The 'Position Restrictions' text is highlighted in a red rectangular box.

- Open the *Additional Data* tab.



- Scroll to the *Position Job Classification Group* section to confirm overtime eligibility settings.

Position Job Classification Group

Holiday Observed

Timesheet N

Job Share (empty)

OT Eligible No

Pay Basis Salaried

Service Type EXCLUDABLE MANAGEMENT SERVICE - CONFIDENTIAL

Exempt Reason (empty)

TOMP Non-Supervisor

Step 4. Verify Worker Job Profile

- You can find the worker's job profile in two places:
 - The worker's main *Profile* page.
 - The *Job Details* section on the worker's Position screen.



Saved Categories

Recruiting 0

Staffing 2

Staffing

[Operations & Policy Analyst 4 - SR32 - Exempt - \[REDACTED\]](#)
Position

Step 5; Verify

Job Details

Employee Type	Permanent
Job Profile	Operations & Policy Analyst 4 - SR32 - Exempt
Job Title	Operations & Policy Analyst 4 - SR32 - Exempt
Business Title	Senior Data Analyst
Time Type	Full time
Location	Salem DAS Executive Building
Pay Rate Type	Salary
Job Exempt	Yes
Management Level from Job Profile	Non-Management

Step 5: Verify Position Job Profile

1. From the Position Restrictions page, open the Hiring Restrictions tab.

The screenshot shows the DAS system interface. At the top left, there is a 'MENU' icon and a 'W' logo. A search bar is located at the top right. The main content area is divided into two sections. On the left, there is a 'Saved Categories' sidebar with a dropdown arrow. Below it, there are three categories: 'Recruiting' with a count of 0, 'Staffing' with a count of 2 (indicated by a blue circle), and 'People' with a count of 0. The main content area is titled 'Staffing' and contains a link for 'Operations & Policy Analyst 4 - SR32 - Exempt - Paola Preciado'. Below this link, the word 'Position' is displayed. A red box highlights the link 'Operations & Policy Analyst 4 - SR32 - Exempt - [redacted]' and the text 'Position Restrictions' below it.

2. Review of the Position *Job Profile* for accuracy.

The screenshot shows the DAS system interface with the 'Position Overview' tab selected. The 'Hiring Restrictions' button is highlighted with a red box. Below the button, there are two sections: 'Job Family' with the value 'Operations & Policy Analyst' and 'Job Profile' with the value 'Operations & Policy Analyst 4 - SR32 - Exempt'. The 'Job Profile' section is highlighted with a red box.