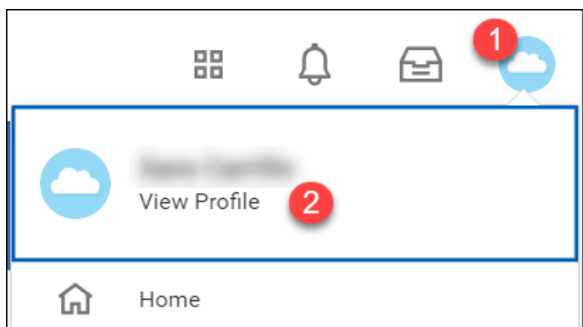


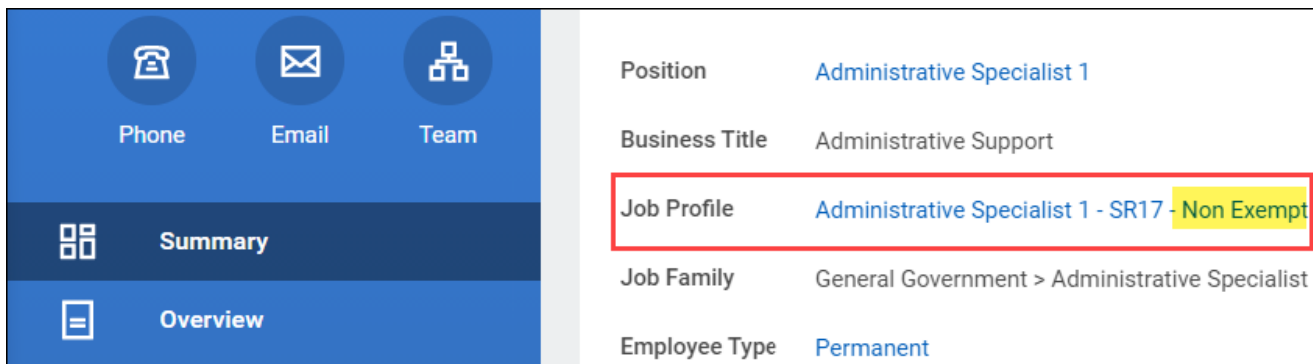
FLSA exemption & overtime eligibility, view

This job aid provides step by step instructions on how to view your FLSA exemption status and overtime eligibility.

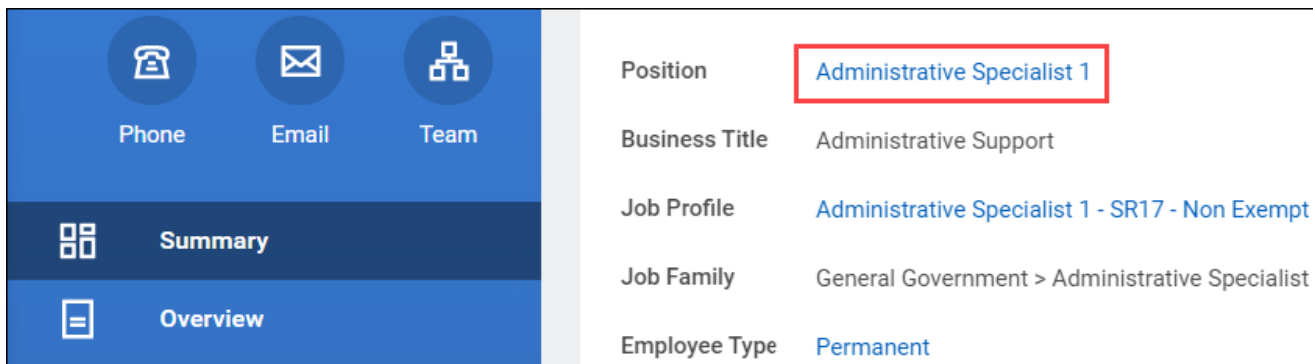
Step 1: Click on the cloud icon or your profile photo (1), and then select **View Profile** (2).



Step 2: The FLSA exempt status will display in the *Job Profile* field on the Summary tab. The example below displays this employee is Non Exempt.




Step 3: Click on *Position* hyperlink to view Overtime eligibility.



Step 4: View the *Additional Job Classifications* to find **Overtime Eligibility.**

Note: You can also view the FLSA Exemption status from this page under *Job Details*, **Job Exempt**.

Job Details		Additional Information	
Employee Type	Permanent	Job Category	General
Job Profile	Administrative Specialist 1 - SR17 - Non Exempt	Job Classifications	Administrative Support (Including Clerical Sales) - Office Manager/Motor Vehicle Representative (EEO-4 Job Categories) C - REPRESENTABLE CLASSIFIED (06. Service Type Code) S - SEM-INDEPENDENT AGENCY (06. Service Type Code) X - EXCLUDABLE MANAGEMENT SERVICE - CONFIDENTIAL (06. Service Type Code) X - EXCLUDABLE MANAGEMENT SERVICE - MANAGERIAL (06. Service Type Code) + More (3)
Job Title	Administrative Specialist 1		
Business Title	Administrative Support		
Time Type	Full time		
Location	Salem DAS Executive Building		
Location Weekly Hours	40		
Default Weekly Hours	40		
Pay Rate Type	Salary		
Scheduled Weekly Hours	40		
FTE	100%		
Job Exempt	No	Additional Job Classifications	.N - Default (02. Timesheet Code) C - REPRESENTABLE CLASSIFIED (06. Service Type Code) G - General Service - Qualifying - OPSRP (05. PERS Class Plan) O - Observed (04. Holiday Code) S - Salaried (01. Pay Basis Code) Y - Yes (03. Overtime Eligible) 
Management Level from Job Profile	Non-Management		