1.   What does FLSA Status on the Position record indicate?

Federal law mandates that every employment position be classified for purposes of the Fair Labor Standards Act (FLSA). The FLSA code on the Position record indicates whether the position is exempt, covered, or has a special coverage designation such as law enforcement under FLSA. The code is used by the payroll process in the calculation of overtime and compensatory time.

2.   What is the difference between an authorized (AUT) and an escalated (ESC) position?

An authorized (AUT) position is one that was authorized by the legislature and that has been included in the agency's yearly appropriation. An escalated (ESC) position is one that is authorized by the Department of Finance and Administration for a specific purpose (*e.g.,* a grant), that is not funded by the general fund, and that is effective for a limited time.

3.   I have a PIN that was marked abolished, but it was never abolished. The PIN shows as active, and I cannot do anything with the PIN. What must I do?

You must send a request to SPB authorizing MMRS to remove the abolishment indicator.

4.   If I have entered the incorrect PIN entry date for an employee, how do I get this corrected?

You must contact your SPB analyst stating the PIN entry date has been entered incorrectly.   The PIN entry date will be corrected once SPB has authorized MMRS to correct the PIN entry date. Please fax a copy of the transaction to SPB.

5.   How do you certify an employee that always works the same shift?

If the employee works the same shift every week, CALEN or CALNT can be certified on the pin. This prevents the timekeeper from having to enter the shift worked each week on the timesheet. The employee will always be paid for whatever shift they are certified for, even when paid leave is taken. The shift certified on the pin should be the shift the employee is going to work.

6.   How do you certify an employee that does not always work the same shift?

When you have employees who work different shifts, it is not feasible to only have them certified to work a particular shift. Shift codes DAY, EVENG, and NIGHT are used to allow an employee to work any shift. Whatever the employee works most is what should be certified on the pin. The code entered is used in budget projections but do not enter NIGHT on all of them. If someone rarely works a shift other than the day shift, certify them for DAY. When the employee works the evening shift or night shift the shift works must be entered on the timesheet in order for shift pay to be paid. Unlike CALEN and CALNT, shift pay is only paid for the hours entered on shift pay. For example, if the employee works the day shift on Monday, only REGSH and the number of hours is entered. If the employee works the evening shift for Tues. for 8 hours, then REGSH 8 and EVENG 8 must be entered on the timesheet. Being certified for one of this group of shift codes (DAY, EVENG, or NIGHT) allows for any to be entered on the timesheet.