



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Working for Oklahoma"

OPM 06-22

DATE: August 18, 2006

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., IPMA-CP, Administrator and
Cabinet Secretary of Human Resources and Administration

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", positioned to the right of the "FROM:" field.

SUBJECT: FLSA Status in the PeopleSoft HRMS

The purpose of this memorandum is to apprise agencies of the manner in which Fair Labor Standards Act (FLSA) status is coded in the PeopleSoft Human Resource Management System, and to provide guidance to agencies in properly updating this important field in the system.

The FLSA classification of specific positions is the responsibility of each employing agency. The Office of Personnel Management, by means of the [FLSA Policy Guidelines](#), has established tentative determinations of FLSA status for all classified job family levels. However, an accurate determination of the FLSA classification of an individual position depends on the duties and responsibilities assigned to that position. Accordingly, agencies are responsible for determining whether a position is exempt or nonexempt from the provisions of the FLSA. This is particularly true for unclassified positions, since there are no published descriptions of such jobs and agencies have even more discretion in the assignment of duties and responsibilities than they do in the classified system.

As was the case in the OPM Legacy system, agency users must review the accuracy of the FLSA coding currently in the PeopleSoft HRMS and update it where it is not correct. To minimize risk, all jobs have been set up in the PeopleSoft job code table as FLSA nonexempt. Correcting the record will require that necessary changes be made to FLSA Status and Pay Group in the employee's job data record. The appropriate codes for the FLSA status field are No FLSA (exempt) and nonexempt, while the codes in the Pay Group field are: ME1, monthly exempt salary; MN1, monthly nonexempt salary; SE1, supplemental exempt salary; SN1, supplemental nonexempt; and SH1, supplemental hourly PT.

We appreciate your diligence in taking actions to insure the correctness and integrity of the data in the system. By doing so, you are contributing to the accuracy of the reports that are obtained from the system. If you need assistance in making FLSA status determinations, please refer questions to the OPM Compensation Division at (405) 522-0422. Questions concerning changes to the appropriate fields in the PeopleSoft HRMS should be referred to the OSF Help Desk at (405) 521-2444.

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