

## Report – Salaried Employees Below the FLSA Threshold

A report exists for departments to identify and proactively track employees in their organizational units who are salaried and non-exempt due to their actual annual salary falling below the FLSA salary threshold.

Departments are advised to run this report on a regular basis to identify individuals whose hours worked need to be tracked to determine if their hours worked exceed 40 hours in a workweek. Employees listed on this report that exceed 40 hours of work in a workweek are required to receive overtime or compensatory time.

**If your report contains faculty and academic staff, please review these individuals first with your Academic Human Resources representative to determine the need to track overtime.**

Users who have access to this report are those who have the Manager Self Service security role, which includes supervisors, and those with the HR Unit Admin role who initiate HR forms and transactions in EBS.

### Instructions on Accessing and Running the Report

1. On the main page of the EBS Portal, click on the Business Intelligence tile under the header of Enterprise Business Systems:



2. On the left side of the screen, click on Team Content. A Team Content menu will open.
3. Click on the folder called HR-Payroll Folder
4. Click on University HR-Payroll Reports
5. Click on OMPA- Organizational Management/Personnel Administration
6. Click on the report called Salaried Employees Below the FLSA Threshold – HRP1149
7. A selection screen will open. On the selection screen, select the following:
  - a. The key date you would like to use to pull data for the report. The report defaults to today's date.
  - b. Select your Organization (MAU or College) by clicking on the MAU/College Name.

**Select Organization(s)**

10002000 - College Of Agriculture And Nat Resources
10004000 - College Of Arts And Letters
10006000 - Arts & Humanities, Residential Coll In
10008000 - Eli Broad College Of Business
10010000 - College Of Communication Arts Sciences
10014000 - College Of Education
10016000 - College Of Engineering
10022000 - College Of Human Medicine
10024000 - James Madison College
10028000 - Lyman Briggs College
10030000 - College Of Music

- c. If you would like to select a specific department within the MAU/College, click the Reprompt button in the middle of the page and select the department(s) you would like in your results. This is not a required step.

**Select Departments(s)/Sub-Org(s)**

10014014 - Educational Administration
10014017 - Education Policy Center
10014143 - Inst For Res Tch & Lrn Across Life Span
10014192 - Off Campus Credit Program Education
10014204 - Counseling, Educ Psych & Spec Educ
10014240 - Education Dean
10014242 - Education Dean Special
10014394 - Kinesiology - Ed
10014471 - Grad Educ Overseas Credit-Center Support
10014472 - Graduate Educ Overseas Credit-Program
10014659 - Center For Study Of Curriculum Policy

[Select all](#) [Deselect all](#)

Reprompt

- d. Under the Enterprise Structure, choose whether you would like to select only those employees who are part-time or full-time. If you leave this unchecked, both full and part-time employees will be included in your report results:

**Select Based on Employment Percent:**

<input type="radio"/> Part-Time Only (below 90%) <input type="radio"/> Full-Time Only (90% and above)
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[Deselect](#)

8. Click Finish
9. The report results will appear. The report contains basic information about the employee and their assignment information. Both faculty and academic staff and support staff are included on this report. Faculty and academic staff who are in job titles that are considered exempt have been automatically excluded from this report.

Please note the annual salary field on the report and the capacity utilization level. The annual salary is the employee's actual annual salary and the capacity utilization level is the employee's employment percent.

Employees appearing on this report are considered non-exempt and are employees that require their hours be tracked weekly to identify the need to pay overtime or compensatory time. (See the note bolded at the top of this document regarding faculty and academic staff). The Time Tracking Chart on the FLSA web page of the MSU HR website provides information on how to pay overtime/compensatory time for each type of individual that may appear on this report: <https://hr.msu.edu/flsa/documents/Overtime%20Eligibility%20and%20Time%20Tracking%20Chart.pdf>

Employees who are determined to be exempt on an individual basis by MSU Human Resources or Academic Human Resources will continue to appear on this report.

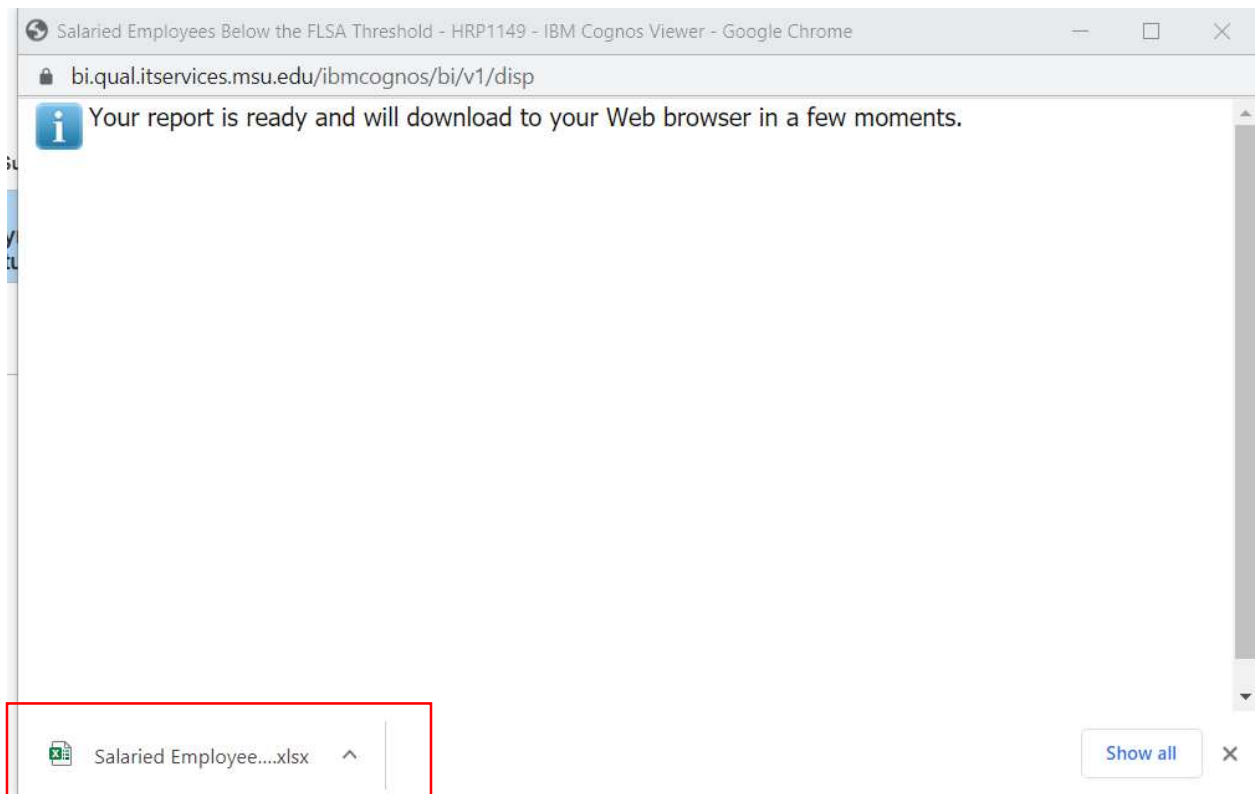
### **Exporting the Results**

The results of the report can be exported to an Excel format and saved locally. To export the report to Excel:

1. With the report results open, click on the triangle arrow at the top of the screen:



2. Select Run Excel Data
3. A window will open saying your report is ready. The report will be located as a tab at the bottom of the window:



4. Click on the Excel file tab at the bottom of the window.
5. The report results will open in an Excel format.
6. Save the Excel worksheet to a preferred location.

**Contacts for Questions:**

For questions on how to run the report and for question regarding support staff exemption eligibility, please contact [HR.ClassComp@hr.msu](mailto:HR.ClassComp@hr.msu).

For questions related specifically to faculty and academic staff, please contact your assigned Academic HR Representative.