

Instructions for Completing FLSA Annual Leave Cash Out Special Pay Personnels Using WebDFS

Revised 10/06/2016

1. When you create the document use the short title “SPPAY” and for the position number and occurrence use “L A”. Example SPPAYL A.
2. Go to the “Employee Information” page by selecting it from the drop-down menu and then click the “GoTo” button.
 - a. Change the “Wage Type” to **Non-Exempt**
3. On the Filled Position:
 - a. Fill in the Job Class code for the employee’s regular line item position. Ex. Job Class 88001 – Position Title – Dean Academic using the Short Title “SPPAY”
 - b. Fill in the Appointment Begin/End dates. This should be the first and last day of the month the employee is to receive the paycheck (e.g. November = 11/01/2016 and 11/30/2016).
 - c. Leave the Position Percent Time blank
 - d. Contract Code should be blank
 - e. Enter the employee’s regular full time annual salary.
4. On the Payroll Authorization page:
 - a. Key in an account and object code (51110)
 - b. From Date and To Date should match the appointment begin/end dates.
 - c. Enter the rate by calculating the cash out as follows: (Annual Salary / FY Work hours (2,088) = Hourly Rate * # hours cashed out)
5. Do NOT go to the Budget Amendment page – a separate budget amendment document must be submitted to budget funding into XXXSPPAYL A.
6. On the Reason Code page, use reason code X - FLSA.
7. On Personnel Remarks – “Annual leave cash out of XX hours”.
8. After you have validated the document and marked it finished then it can be submitted into Electronic Approval.

Funds should be budgeted into XXXSPPAYL A on a separate budget amendment document.

TRX	HOME DEPT	SHORT TITLE	POSN NO.	APPT. BEGIN MO DA YR HR	APPT. END MO DA YR HR	JOB CLASS CODE	POSITION TITLE	POS % TIME	C N	FULL TIME ANNUAL SALARY	S C	SUPPLEMENT AMOUNT
	027	SPPAY	L A	11 01 16 00 0	11 30 16 08 0	10457	BUSINESS MANAGER I	0 00000		44000		

PAYROLL AUTHORIZATION

TRX	HOME DEPT	SHORT TITLE	POSN NO.	ACCOUNT	FISCAL YEAR EFT BUDGET	FROM THRU AMOUNT PER PAY PERIOD / HOURLY RATE	MO DA YR HR
	027	SPPAY	L A	1062GA027000			11 01 16 00 0 11 30 16 08 0 1180 08
TOTALS							1180 08

Pay Authorization calculated by:
Annual Salary/FY Work hours = Hourly Rate * #hours
\$44,000/2,088 = \$21.073 * 56 hours = \$1,180.08

REASON CODES

(X) FLSA

REMARKS

FLSA ANNUAL LEAVE CASHOUT - 56 HOURS

Fed Retire: N