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.
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<tr>
<th>TRX</th>
<th>HOME DEPT</th>
<th>SHRT TITLE</th>
<th>POSN NO.</th>
<th>APPT. BEGIN MO DA YR HR</th>
<th>APPT. END MO DA YR HR</th>
<th>JOB CLASS CODE</th>
<th>POSITION TITLE</th>
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**PAYROLL AUTHORIZATION**

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