

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.