

***FAIR LABOR STANDARDS ACT
(FLSA):
WHAT EVERY EMPLOYEE
SHOULD KNOW***



**YOUNGSTOWN
STATE
UNIVERSITY**

WHAT IS FLSA?

- The Fair Labor Standards Act (FLSA) is a federal law which establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments.
 - Introduced the forty-hour work week
 - Established a national minimum wage
 - Guaranteed time-and-a-half for overtime in certain jobs

Impact of the FLSA change

- U.S. Department of Labor (DOL) released its final overtime rule changing the salary threshold from \$455 per week (\$23,660 per year) to \$684 per week (\$35,568 per year).
- Current Exempt Employees that fall under the salary threshold of \$35,568 will become Salaried Non-exempt.
- Changes to the DOL Final Rule took effect on January 1, 2020.



New Earning Codes

- Hours Worked SM (semi-monthly)
- Overtime Worked SM
- Holiday SM



Time Reporting

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Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Note: Most leaves require various levels of pre-approval. Please notify the Office of Human Resources prior to taking Military Leave, FMLA, Worker's Compensation, or Leave Without Pay. Anyone taking Leave Without Pay must reach out to Linda Moore lmoore@ysu.edu.

June 21, 2020 to July 4, 2020

Leave Report

Title and Number:

Site Coordinator -- EXTFTPT-00

Department and Number:

Ctr for Human Services Dev -- 14150

Leave Report Period:

Jun 21, 2020 to Jul 04, 2020

Submit By Date:

Jul 07, 2020 by 11:59 PM

Earning	Total Hours	Total Units	Sunday Jun 21, 2020	Monday Jun 22, 2020	Tuesday Jun 23, 2020	Wednesday Jun 24, 2020	Thursday Jun 25, 2020	Friday Jun 26,
Hours Worked SM	58		3	6	5	5	5	
Overtime Worked SM	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday SM	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal From Sick	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FMLA Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FMLA Vacation Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	58		3	6	5	5	5	5
Total Units:		0	0	0	0	0	0	0

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Submitted for Approval By:

You on Jul 05, 2020

Approved By:

Waiting for Approval From:

Angela Cameron

Bi-weekly Reporting

- Beginning July 5, 2020, Leave Report schedule shifts to bi-weekly following the bi-weekly payroll calendar
- FLSA requires documentation of the work week. YSU workweek is defined as Sunday at 12:00am – Saturday at 11:59pm.
- Leave Report approvals occur on the bi-weekly schedule



Semi-monthly Pay

- Overtime accumulated will be paid in the next possible semi-monthly pay.
- Vacation/Sick accruals won't change
- Salary is paid semi-monthly as usual, 15th and last day of the month.

Contact Us



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and proud.

Presented by the
Office of Human Resources

