

All changes in PPS need to be completed manually by the units. However, on November 1st, UCOP will do an override of the FLSA status. This one-time programming will check all the new non-exempt title codes (after they have been keyed in on our campus) and will hardcode the FLSA status to non-exempt. Please be sure that all changes are entered into PPS by the end of the day on Friday, October 28th. Systemwide Payroll has provided the following screenshots of the conversion from Exempt Assistant Specialist to Non-Exempt Assistant Specialist and Exempt Specialist to Non-Exempt Specialist (using examples from UCI). Please note the new title code is highlighted in RED because the test region does not recognize it but Systemwide Payroll worked around it for these examples.

| Appt | Actions | Pgm | Typ | Bas | Pd | Ovr | Appt Begin | Appt End | Dur | Dept | FLSA | SubL | | | |
|----------------------|---------|---------|--------|------|-------|-------------|------------|----------|-----|----------|------|------|-----|--------|----|
| 10 | | A | 5 | | | | 060116 | 111916 | | 844918 | 1 | | | | |
| Title | | | | | | | Grade | %Full | F/V | Ann/Hr | Rate | Rt | Sch | Time | Lv |
| 3320 ASST SPECIALIST | | | | | | | 0.40 | F | | 43428.00 | | A | MO | E | D |
| Dist | Actions | L | Acct | CC | Fund | PC | S | | | | | | FTE | Dis % | |
| 11 | | 3 | 444918 | | 19900 | | 1 | POMOLOGY | | | | | | 0.4000 | |
| Pay Begin | | Pay End | | Step | O/A | Rate/Amount | | DOS | PRQ | DUC | WSP | | | | |
| 060116 | | 111916 | | | | 3619.00 | | REG | | | | | | | |

| Appt | Actions | Pgm | Typ | Bas | Pd | Ovr | Appt Begin | Appt End | Dur | Dept | FLSA | SubL | | | |
|----------------------|---------|---------|--------|------|-------|-------------|------------|----------|-----|--------|------|------|-----|--------|----|
| 20 | | | 5 | | | | 112016 | 053117 | | 844918 | | | | | |
| Title | | | | | | | Grade | %Full | F/V | Ann/Hr | Rate | Rt | Sch | Time | Lv |
| 3321 ASST SPECIALIST | | | | | | | 0.40 | F | | | | H | BW | A | D |
| Dist | Actions | L | Acct | CC | Fund | PC | S | | | | | | FTE | Dis % | |
| 21 | | 3 | 444918 | | 19900 | | 1 | POMOLOGY | | | | | | 0.4000 | |
| Pay Begin | | Pay End | | Step | O/A | Rate/Amount | | DOS | PRQ | DUC | WSP | | | | |
| 112016 | | 053117 | | | | 20.8000 | | REG | | | | | | | |

At UC Davis, please be sure to use Time Code 'Z' instead of Time Code 'A' used in this example.

| Appt | Actions | Pgm | Typ | Bas | Pd | Ovr | Appt Begin | Appt End | Dur | Dept | FLSA | SubL | |
|---------------|------------|----------|---------------|-----|--------------|-----|----------------|---------------|----------|-----------------|----------|----------------|-------------------|
| 10 | — | <u>A</u> | <u>5</u> | — | — | — | <u>040116</u> | <u>111916</u> | — | <u>844918</u> | <u>1</u> | | |
| Title | | | | | | | Grade | %Full | F/V | Ann/Hr | Rate | Rt Sch Time Lv | |
| <u>3300</u> | SPECIALIST | | | | | | — | <u>0.50</u> | <u>F</u> | <u>70752.00</u> | <u>A</u> | <u>M0</u> | <u>E</u> <u>D</u> |
| Dist | Actions | L | Acct | CC | Fund | PC | S | | | | | FTE | Dis % |
| 11 | | <u>3</u> | <u>444918</u> | — | <u>19900</u> | — | <u>1</u> | POMOLOGY | | | | — | <u>0.5000</u> |
| Pay Begin | | | Pay End | | Step | O/A | Rate/Amount | DOS | PRQ | DUC | WSP | | |
| <u>040116</u> | | | <u>111916</u> | | — | — | <u>5896.00</u> | <u>REG</u> | — | — | — | | |

| Appt | Actions | Pgm | Typ | Bas | Pd | Ovr | Appt Begin | Appt End | Dur | Dept | FLSA | SubL | |
|---------------|------------|----------|---------------|-----|--------------|-----|----------------|---------------|----------|---------------|------|----------------|-----------------------------|
| 20 | — | — | <u>5</u> | — | — | — | <u>112016</u> | <u>033117</u> | — | <u>844918</u> | — | | |
| Title | | | | | | | Grade | %Full | F/V | Ann/Hr | Rate | Rt Sch Time Lv | |
| <u>3301</u> | SPECIALIST | | | | | | — | <u>0.50</u> | <u>F</u> | — | — | <u>H</u> | <u>BW</u> <u>A</u> <u>D</u> |
| Dist | Actions | L | Acct | CC | Fund | PC | S | | | | | FTE | Dis % |
| 21 | | <u>3</u> | <u>444918</u> | — | <u>19900</u> | — | <u>1</u> | POMOLOGY | | | | — | <u>0.5000</u> |
| Pay Begin | | | Pay End | | Step | O/A | Rate/Amount | DOS | PRQ | DUC | WSP | | |
| <u>112016</u> | | | <u>033117</u> | | — | — | <u>33.8900</u> | <u>REG</u> | — | — | — | | |

At UC Davis, please be sure to use Time Code 'Z' instead of Time Code 'A' used in this example.