

## MEMORANDUM

To: Personnel Specialists

From: Frieda Beat  
Payroll & Employee Data

Date: August 10, 2005

Subject: FLSA Status Code Change for Graduate Research Assistants

This is to inform you that effective August 14, 2005 the Fair Labor Standard Act (FLSA) status for Graduate Research Assistants (GRAs) will be changed from exempt (E) to non-covered (Z). This change has been implemented to help us reflect the difference between a covered employee who is exempt or non-exempt versus an employee who is not considered an employee for FLSA purposes. This is based on a determination made by the Department of Labor in August 2004 in which they would not assert an employee-employer relationship between GRAs and higher education institutions, thus alleviating record requirements for GRAs related to FLSA. The FLSA status for Graduate Teaching Assistants (GTAs) will remain as exempt (E) where Graduate Assistants (GAs) are coded as non-exempt (N).

For the most part this change will not effect how you process personnel transactions. GRAs will continue to be considered salaried employees and you will continue to click them "ok to process" without entering hours. The main change is that on the time sheets you will see their FLSA status as "Non-Cvrd" instead of "Exempt." The Position Funding Reports will also reflect the new code for GRA positions.

Both vacant and filled positions in the Human Resource Information System (HRIS) have been updated to reflect this change. Time sheets for the pay period ending August 27, 2005 should also reflect this change.

Questions regarding the FLSA should be directed to Stephanie Harvey, Classification Services (785) 532-1868 and questions regarding personnel transactions should be referred to your Payroll & Employee Data liaison.