Note: These instructions assume agencies have reviewed EWP's and confirmed duties and responsibilities of positions.
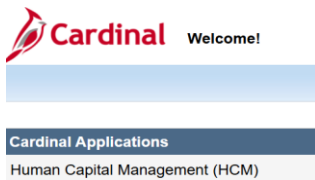
Phase 1: Pull applicable data from Cardinal.

Note: Cardinal HCM Human Resources Catalog contains instructions to pull many HR related reports. Skip to "Phase 2" if you are already familiar with pulling a Job Data Query from Cardinal.

1. Log in to Cardinal

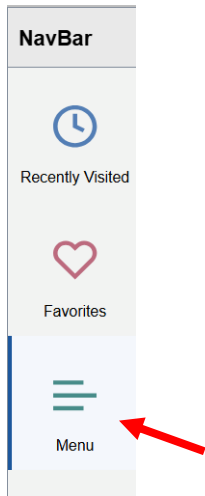[1]If you are unable to log in, select Sign-on Help to determine next steps

2. Enter username and password and select Sign In
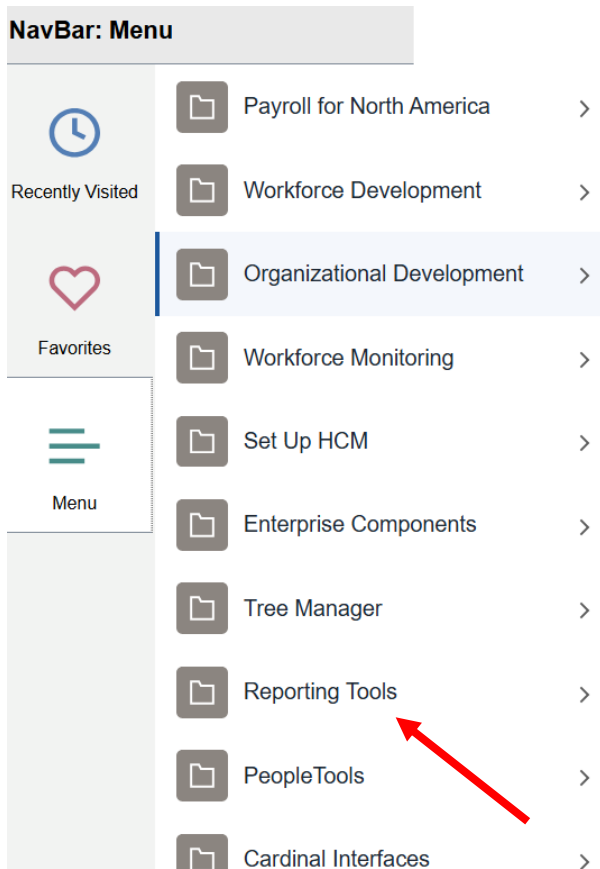
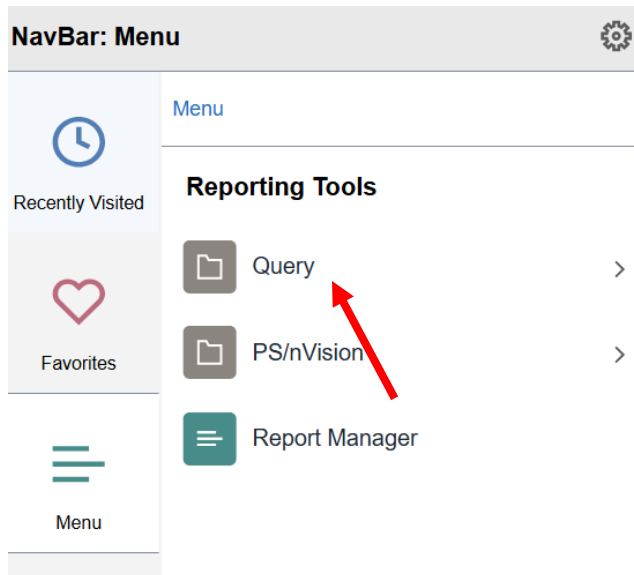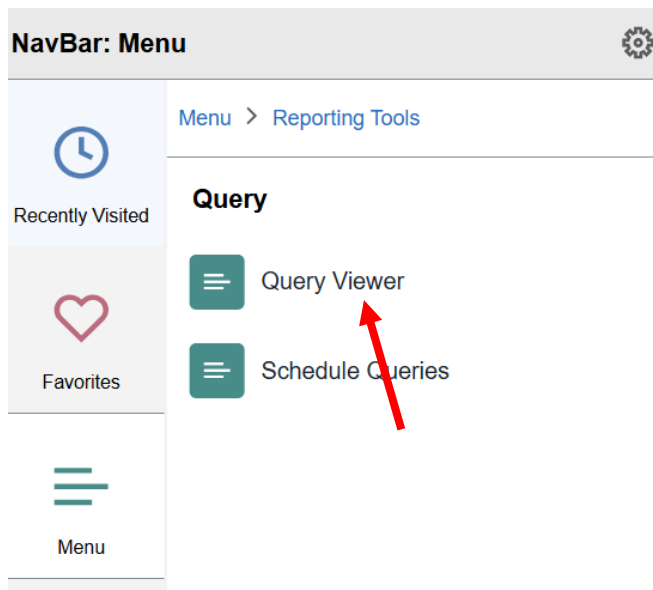3. Select Human Capital Management (HCM)

4. Select NavBar

5. Select Menu

NavBar

Recently Visited

Favorites

Menu

6. Select Reporting Tools

NavBar: Menu

Recently Visited

Favorites

Menu

📁	Payroll for North America	›
📁	Workforce Development	›
📁	Organizational Development	›
📁	Workforce Monitoring	›
📁	Set Up HCM	›
📁	Enterprise Components	›
📁	Tree Manager	›
📁	Reporting Tools	›
📁	PeopleTools	›
📁	Cardinal Interfaces	›

7. Select Query

8. Select Query Viewer

9. Enter Query Name (V_HR_JOB_QUERY), then search:

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By   Query Name ⌄   begins with   V_HR_JOB_QUERY

Search   Advanced Search

10. Select Run to Excel:

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_HR_JOB_QUERY	Query to report Job Info.	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

11. Enter report criteria. The As of date is required. Select View Results

V_HR_JOB_QUERY - Query to report Job Info.

*As of date
Bus Unit (Leave Blank for All)
Dept ID (Leave Blank For All)
Action (Leave Blank for All)
Reason (Leave Blank for All)
VPA Only (Leave Blank For All)
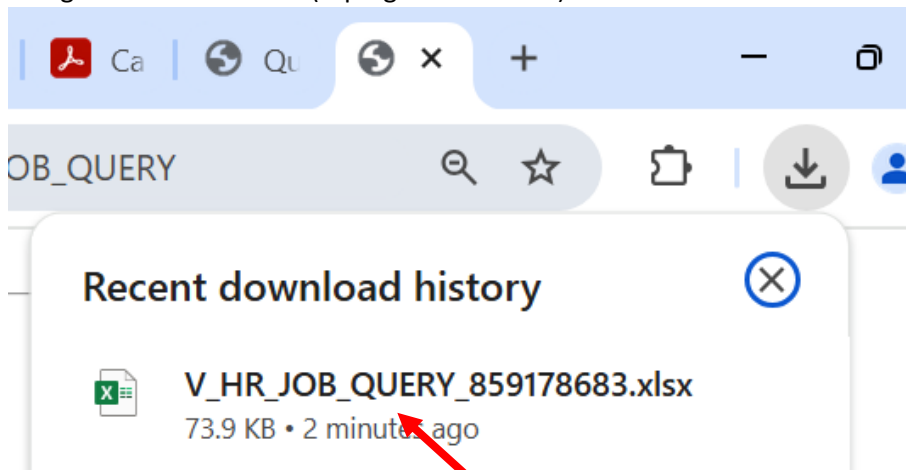Empl_Type(Leave Blank For All)
Job Code (Leave Blank For All)
SOC(Leave Blank For All)
HR Status

View Results

12. Navigate to "downloads" (top right of browser) and select the download

Recent download history

V_HR_JOB_QUERY_859178683.xlsx
73.9 KB • 2 minutes ago

13. Save your report to a location where you can easily find it.

## *Phase 2: Audit FLSA Status. Options/views to audit:*

1. Filter by FLSA status only to review positions individually
   a. Select row 2

Business Unit	Compar	Department	Last Name	First Name	Empl ID	Empl Rc	Effective Date	Effective Sequence	Action	Action Reason	Actic

   b. Select filter under "Sort & Filter" group:
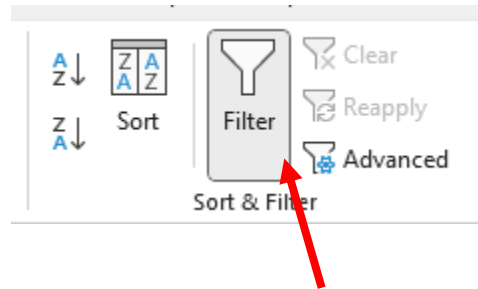
   c. Under column AM, "FLSA Status", select "P" to only view those within exempt positions only.
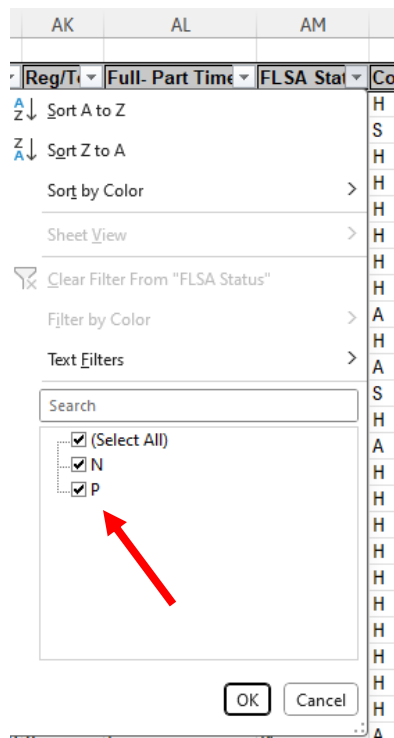

Note:

P = Exempt

d. Assuming the EWP has been updated and verified for accuracy, review Job Code Description (column AE) and Position Description (column Y) to determine if each position meets the requirements under the applicable duties test to determine exempt status. If position should be exempt, continue with step-by-step instructions. If position should be non-exempt, refer to Cardinal Job Aid Managing Position Data to make FLSA status update.

2. Review "Employee Type" (column Q)
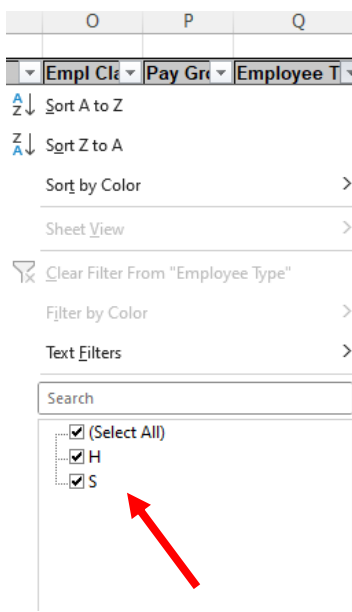
a. At this point, you've filtered by "P" FLSA status, so you should only see "S". If you see "H", filter by "H" and determine if the FLSA status should be updated to "nonexempt". If FLSA status should be updated to "nonexempt", refer to Cardinal Job Aid Managing Position Data to make FLSA status update.

b. If position should be exempt, refer to Cardinal Job Aid Managing Position Data to make Employee Type update to "salaried".

3. Insert a column after Special Comp Rate (column AQ).
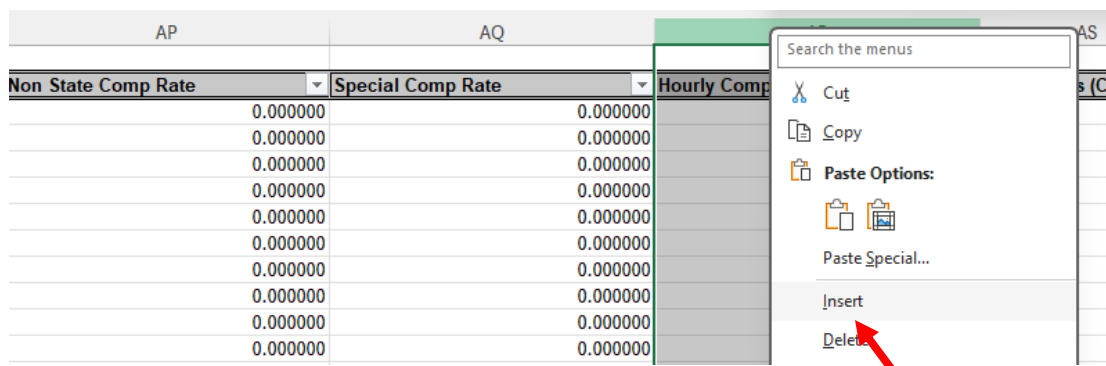
4. Sum the State Comp Rate (column AO), Non State Comp Rate (column AP), and Special Comp Rate (column AQ) in newly inserted column AR to determine the total comp rate

AO	AP	AQ	AR
State Comp Rate	Non State Comp Rate	Special Comp Rate	Total Comp Rate
0.000000	0.000000	0.000000	=SUM(AO3:AQ3)

5. Review salaries under Total Comp Rate (column AR)
   a. Review positions with salaries less than DOL's current salary threshold:
      i. Review to confirm that position meets exemptions under duties test. If position is confirmed to be exempt under duties test, minimum salary must be at least the minimum as outlined by the DOL.
      ii. If position is determined to be non-exempt due to not meeting the exemptions under the duties test and/or salary cannot be increased for an exempt position, refer to Cardinal Job Aid Managing Position Data to make FLSA status update.

Note: repeat the above steps intermittently (at least annually) to ensure FLSA status is accurate.