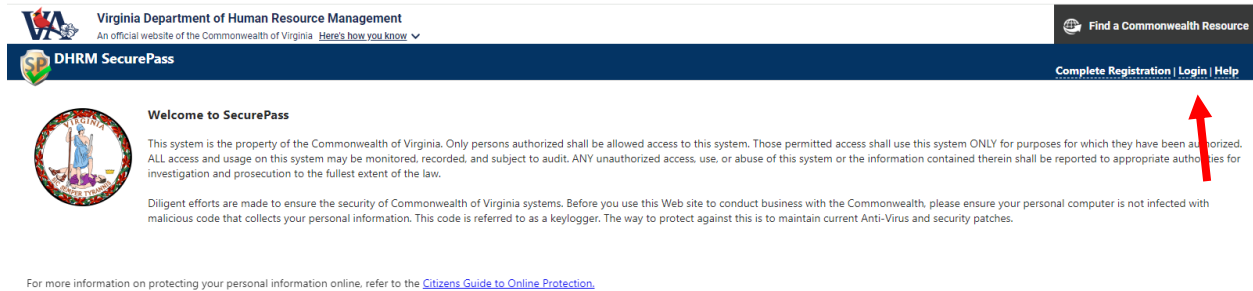


Note: These instructions assume agencies have reviewed EWP's and confirmed duties and responsibilities of positions.

Phase 1: Pull applicable data from HR Data Insights (HRDI):

1. [Log in](#) to SecurePass¹



Virginia Department of Human Resource Management
An official website of the Commonwealth of Virginia [Here's how you know](#) ▼

DHRM SecurePass [Complete Registration](#) | [Login](#) | [Help](#)

Welcome to SecurePass

This system is the property of the Commonwealth of Virginia. Only persons authorized shall be allowed access to this system. Those permitted access shall use this system ONLY for purposes for which they have been authorized. ALL access and usage on this system may be monitored, recorded, and subject to audit. ANY unauthorized access, use, or abuse of this system or the information contained therein shall be reported to appropriate authorities for investigation and prosecution to the fullest extent of the law.

Diligent efforts are made to ensure the security of Commonwealth of Virginia systems. Before you use this Web site to conduct business with the Commonwealth, please ensure your personal computer is not infected with malicious code that collects your personal information. This code is referred to as a keylogger. The way to protect against this is to maintain current Anti-Virus and security patches.

For more information on protecting your personal information online, refer to the [Citizens Guide to Online Protection](#).

¹If you are unable to log in, browse to <https://HuRMan.dhrm.virginia.gov>. Click the Register link in the login form or help is available by clicking the Help link in the top right corner.

2. Enter username

Log In

Username

Log In

[Forgot Username?](#)

[Forgot Password?](#)

This system is the property of the Commonwealth of Virginia. Only persons authorized shall be allowed access to this system. Those permitted access shall use this system ONLY for purposes for which they have been authorized. ALL access and usage on this system may be monitored, recorded, and subject to audit. ANY unauthorized access, use, or abuse of this system or the information contained therein shall be reported to appropriate authorities for investigation and prosecution to the fullest extent of the law.

Diligent efforts are made to ensure the security of Commonwealth of Virginia systems. Before you use this Web site to conduct business with the Commonwealth, please ensure your personal computer is not infected with malicious code that collects your personal information. This code is referred to as a keylogger. The way to protect against this is to maintain current Anti-Virus and security patches.

3. Acknowledge you are a representative of your agency, confirm your personal security data, and enter password:

Welcome to SecurePass

§ 2.2-3803 of the Code of Virginia requires that any agency maintaining an information system that includes personal information shall collect, maintain, use, and disseminate only that personal information permitted or required by law to be so collected, maintained, used, or disseminated, or necessary to accomplish a proper purpose of the agency.

☒ By checking this box, you, as a representative of your agency, acknowledge that:

- You are the individual associated with the entered login credentials;
- You understand that this transmittal contains personal information as defined by Virginia law; and
- You are familiar with Section 2.2-3803 of the Virginia Code regulating the access, handling and protection of such personal information and will comply with those requirements.

☒ Verify this is your personal security data


Password:

Log In

Cancel

Reset Password

4. Select "Applications"

 **DHRM SecurePass**

▼ General User

Change Login Security

Change Password

Change User Name

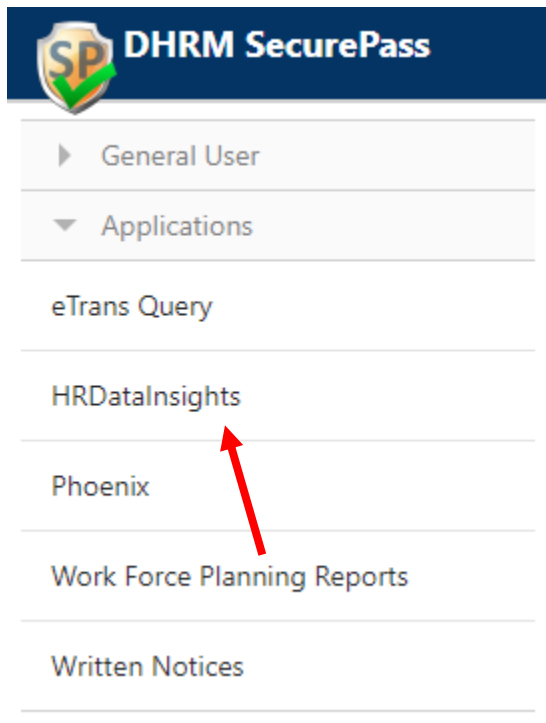
View FAQs

View Login Messages

View News

► Applications

5. Select "HRDataInsights"



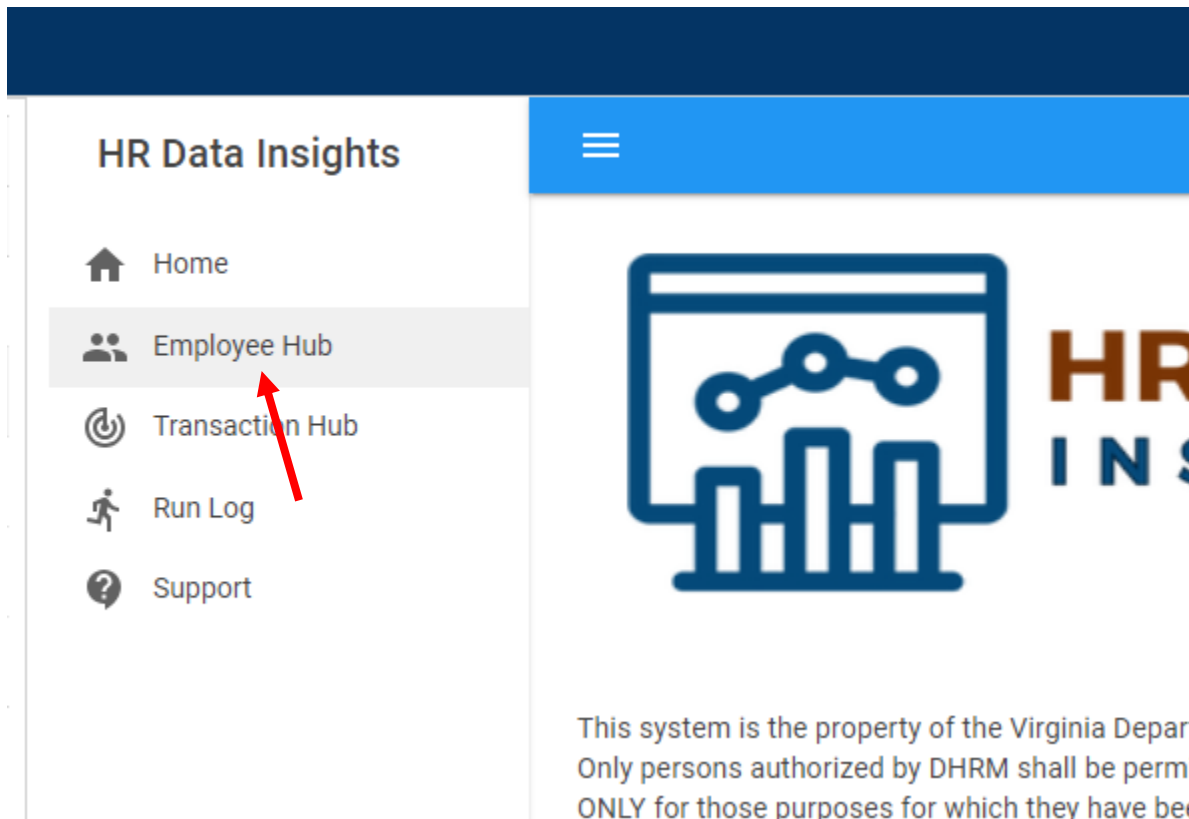
6. Select navigation button



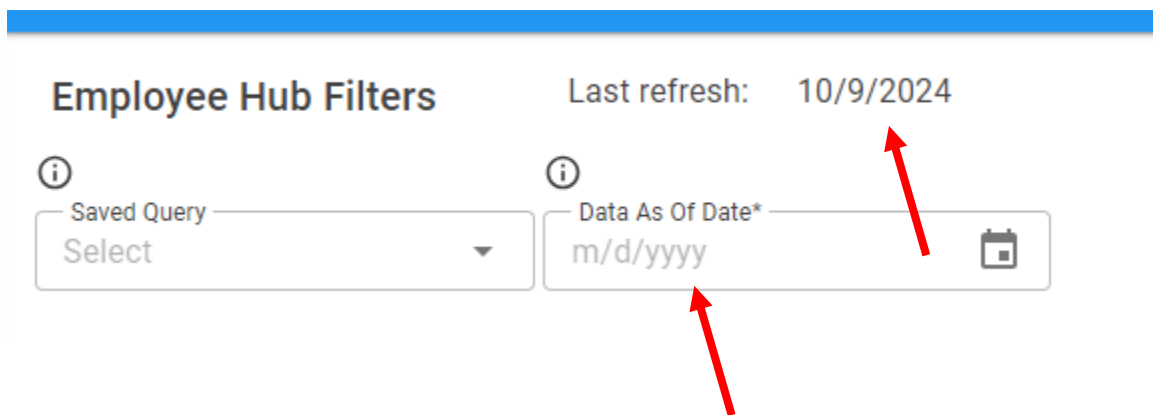
This system is the property of the Virginia Department of Human Resource Management and the Commonwealth of Virginia. Only persons authorized by DHRM shall be permitted access to this system. Persons permitted access shall use this system ONLY for those purposes for which they have been authorized.

ALL accesses and activities on this system are monitored and recorded continuously. ANY evidence of unauthorized access, unauthorized use, misuse, or abuse of this system or the information contained in this system shall be promptly reported to appropriate agency management, security personnel, and federal, state, and local law enforcement officials for investigation and prosecution to the fullest extent of the law.

7. Select "Employee Hub":



8. Select a date on or before the "last refresh" date:





9. Select applicable business unit(s) and determine report columns to include under “columns”.
Note: you will only be able to view the business units in which you have access.

Employee Hub Filters Last refresh: 10/9/2024 ✕ CLEAR

<i>i</i> Saved Query Select	<i>i</i> Data As Of Date* 10/9/2024 ✕	<i>i</i> Business Unit Select	<i>i</i> Secretariat Select
<i>i</i> Parent Business Unit Select	<i>i</i> Disability Status Select	<i>i</i> Employee Age Group Select	<i>i</i> Minority Status Select
<i>i</i> Position EE04 Category Select	<i>i</i> Position Pay Grade Select	<i>i</i> Position Status Select	<i>i</i> Position Temporal Status Select
<i>i</i> Position Type Select	<i>i</i> Preferred Gender Select	<i>i</i> Race Select	<i>i</i> Sex Select
<i>i</i> Veteran Status Select	Total Compensation From	Total Compensation To	<i>i</i> Columns Select

🔍 RUN QUERY 💾 SAVE QUERY



10. Select Report parameters (see table below for recommended columns to include in report):


Employee Hub Filters Last refresh: 10/9/2024 ✕ CLEAR

<i>i</i> Saved Query Select	<i>i</i> Data As Of Date* 10/9/2024 ✕	<i>i</i> Business Unit Select	<i>i</i> Secretariat Select
<i>i</i> Parent Business Unit Select	<i>i</i> Disability Status Select	<i>i</i> Employee Age Group Select	<i>i</i> Minority Status Select
<i>i</i> Position EE04 Category Select	<i>i</i> Position Pay Grade Select	<i>i</i> Position Status Select	<i>i</i> Position Temporal Status Select
<i>i</i> Position Type Select	<i>i</i> Preferred Gender Select	<i>i</i> Race Select	<i>i</i> Sex Select
<i>i</i> Veteran Status Select	Total Compensation From	Total Compensation To	<i>i</i> Columns Select

🔍 RUN QUERY 💾 SAVE QUERY

Columns

- ☐ All
- ☐ DataAsOfDate
- ☐ SecretariatNumber
- ☐ SecretariatName



The following columns are recommended to include in your FLSA status audit report:

DataAsOfDate	EmployeeStatus
SecretariatName	EmployeeLastName
BusinessUnit	EmployeeFirstName
BusinessUnitName	EmployeeMiddleName
PositionNumber	EmployeeType
PositionJobCode	EmployeeClassification
PositionJobcodeName	EmployeeCompensationRate
PositionWorkTitle	EmployeeStateSalary
PositionFullQuasipartTime	EmployeeNonStateSalary
PositionFLSAStatus	EmployeeSpecialPay
PositionSalaryAdministrationPlan	EmployeeTotalCompensation
PositionGrade	
EmployeeID	

11. Select “Save Query”

Employee Hub Filters

Last refresh: 10/9/2024

X CLEAR

i
Saved Query
Select

i
Data As Of Date*
10/9/2024 X

i
Business Unit
Select

i
Secretariat
Select

i
Parent Business Unit
Select

i
Disability Status
Select

i
Employee Age Group
Select

i
Minority Status
Select

i
Position EE04 Category
Select

i
Position Pay Grade
Select

i
Position Status
Select

i
Position Temporal Status
Select

i
Position Type
Select

i
Preferred Gender
Select

i
Race
Select

i
Sex
Select

i
Veteran Status
Select


i
Total Compensation From

i
Total Compensation To

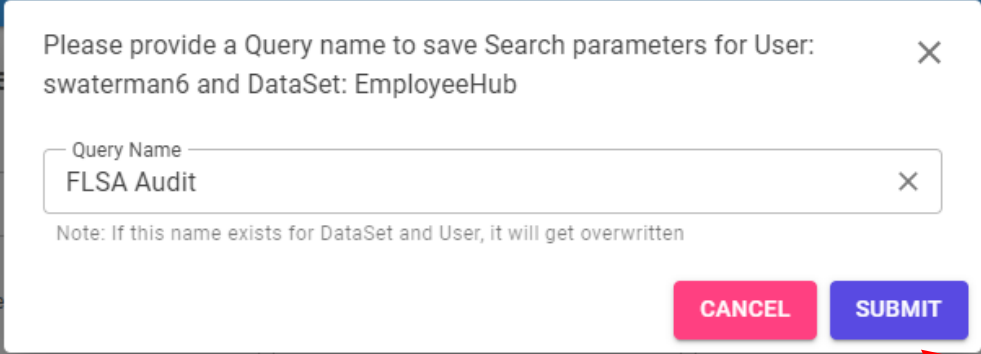
i
Columns
DataAsOfDate, Secret... X

Q RUN QUERY

SAVE QUERY



12. Enter Query Name to save search parameters for future use (e.g. FLSA Audit), then "Submit"



Please provide a Query name to save Search parameters for User: swaterman6 and DataSet: EmployeeHub

Query Name

Note: If this name exists for DataSet and User, it will get overwritten

CANCEL **SUBMIT**

A red arrow points to the SUBMIT button.

13. Select "Run Query"

Employee Hub Filters Last refresh: 10/9/2024 **CLEAR**

Saved Query FLSA Audit	Data As Of Date* 10/9/2024	Business Unit Select	Secretariat Select
Parent Business Unit Select	Disability Status Select	Employee Age Group Select	Minority Status Select
Position EEO4 Category Select	Position Pay Grade Select	Position Status Select	Position Temporal Status Select
Position Type Select	Preferred Gender Select	Race Select	Sex Select
Veteran Status Select	Total Compensation From	Total Compensation To	Columns DataAsOfDate, Secret... X

RUN QUERY **SAVE QUERY**

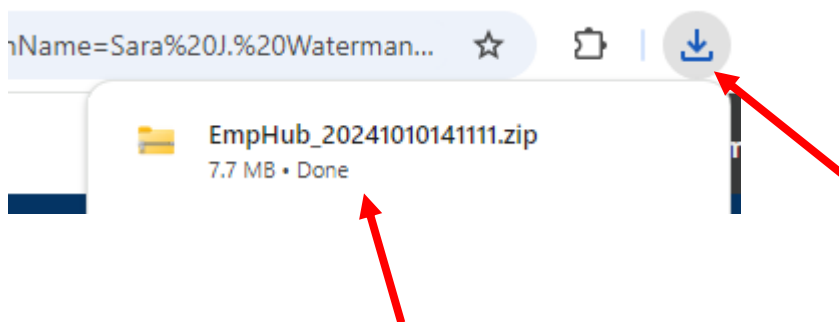
A red arrow points to the RUN QUERY button.

14. Select “Download”

Employee Hub Results

← GO BACK		DOWNLOAD			
As Of Date	Secretariat Name	Business Unit	Business Unit Name	Position Number	Position Job code

15. Navigate to “downloads” (top right of browser) and select the download.



16. Open zip file to find the file with the data you selected in HRDI and a separate file for the search parameters

Name	Type	Compressed size
EmpHub_data_20241010141111.csv	Microsoft Excel Comma Separated Values File	7,
EmpHub_searchparams_20241010141111.xlsx	Microsoft Excel Worksheet	

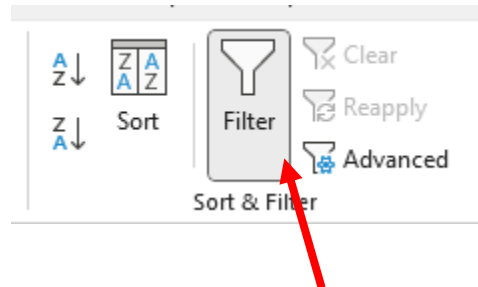
17. Open file that contains the data selected in HRDI. It starts with “EmpHub_data_”

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

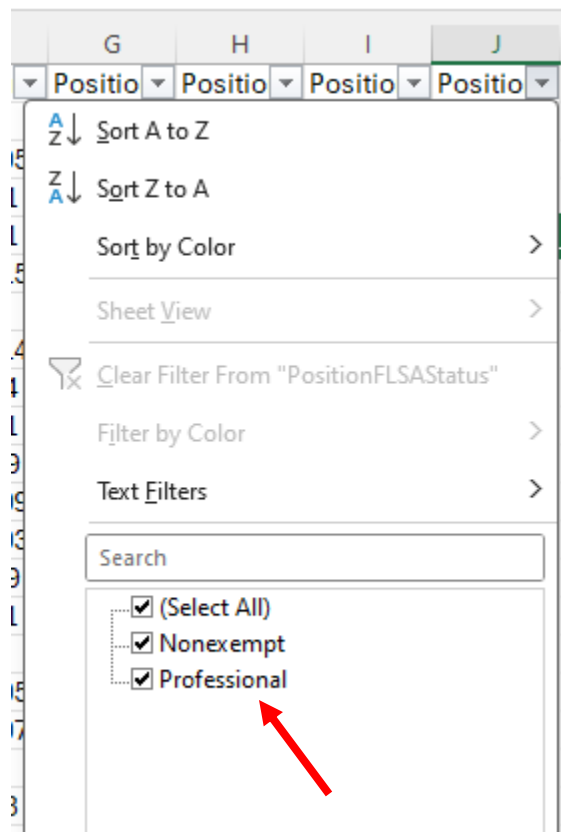
1. Filter by FLSA status only to review positions individually
 - a. Select row 1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	DataAsOf	Secretaria	Business	Business	PositionN	PositionJc	PositionJc	PositionW	PositionFi	PositionFi	PositionSi	PositionG	Employee	Employee	Employee	Employee	Employee	Employee	Employee

- b. Select filter under “Sort & Filter” group:



- c. Under column J, “PositionFLSAStatus”, select “Professional” to only view those within exempt positions only.

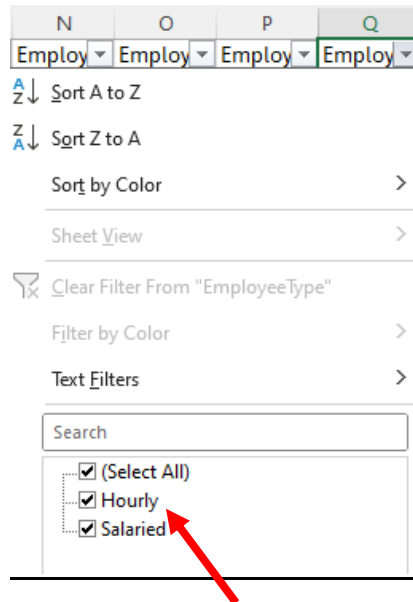


Note:

Professional = Exempt

- d. Assuming the EWP has been updated and verified for accuracy, review PositionJobcodeName (column G) and PositionWorkTitle (column H) 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 “EmployeeType” (column Q)



- a. At this point, you’ve filtered by “professional” FLSA status, so you should only see “salaried”. If you see “hourly”, filter by “hourly” 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. Review salaries under “EmployeeTotalCompensation” (column W)

- a. Review positions with salaries less than DOL’s [current salary threshold](#):
- 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](#).
 - 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.