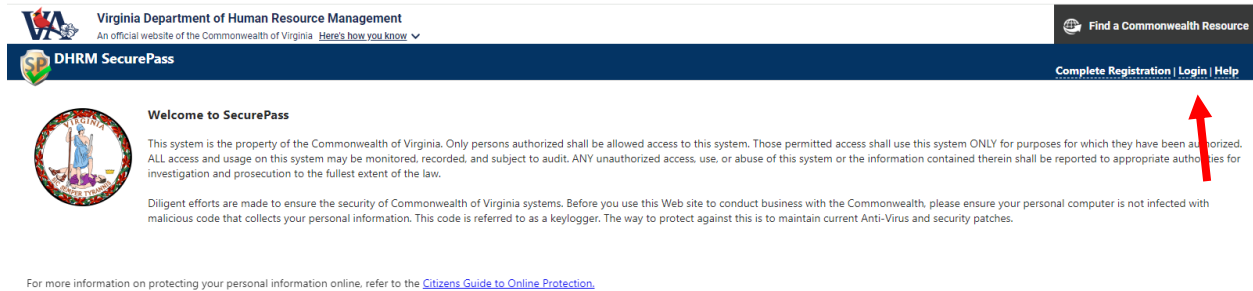_**Note: These instructions assume agencies have reviewed EWP's and confirmed duties and responsibilities of positions.**_

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

1.   Log in to SecurePass[1]

[1]If 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

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

assword: [   ]

[Log In]   [Cancel]   [Reset Password]

4. Select "Applications"

SP DHRM SecurePass

▼ General User

Change Login Security
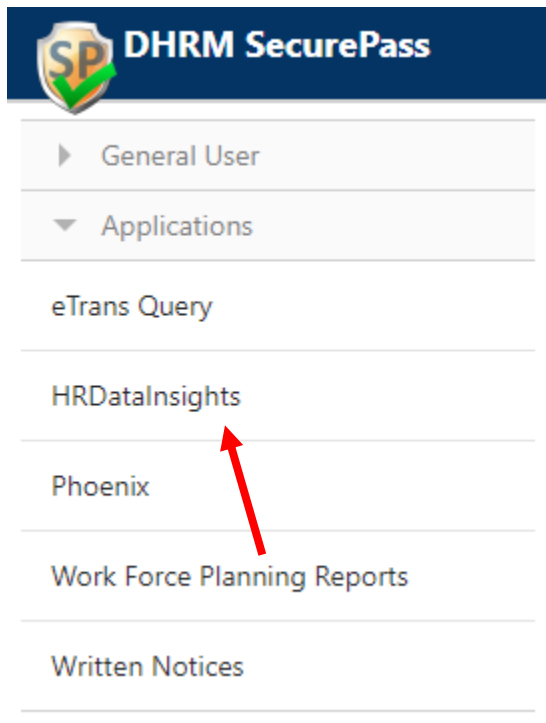
Change Password

Change User Name

View FAQs

View Login Messages

View News

▶ Applications

5. Select "HRDataInsights"

DHRM SecurePass

▶ General User

▼ Applications

eTrans Query

HRDataInsights

Phoenix

Work Force Planning Reports

Written Notices

6. Select navigation button

☰   Welcome,

HR DATA INSIGHTS

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":
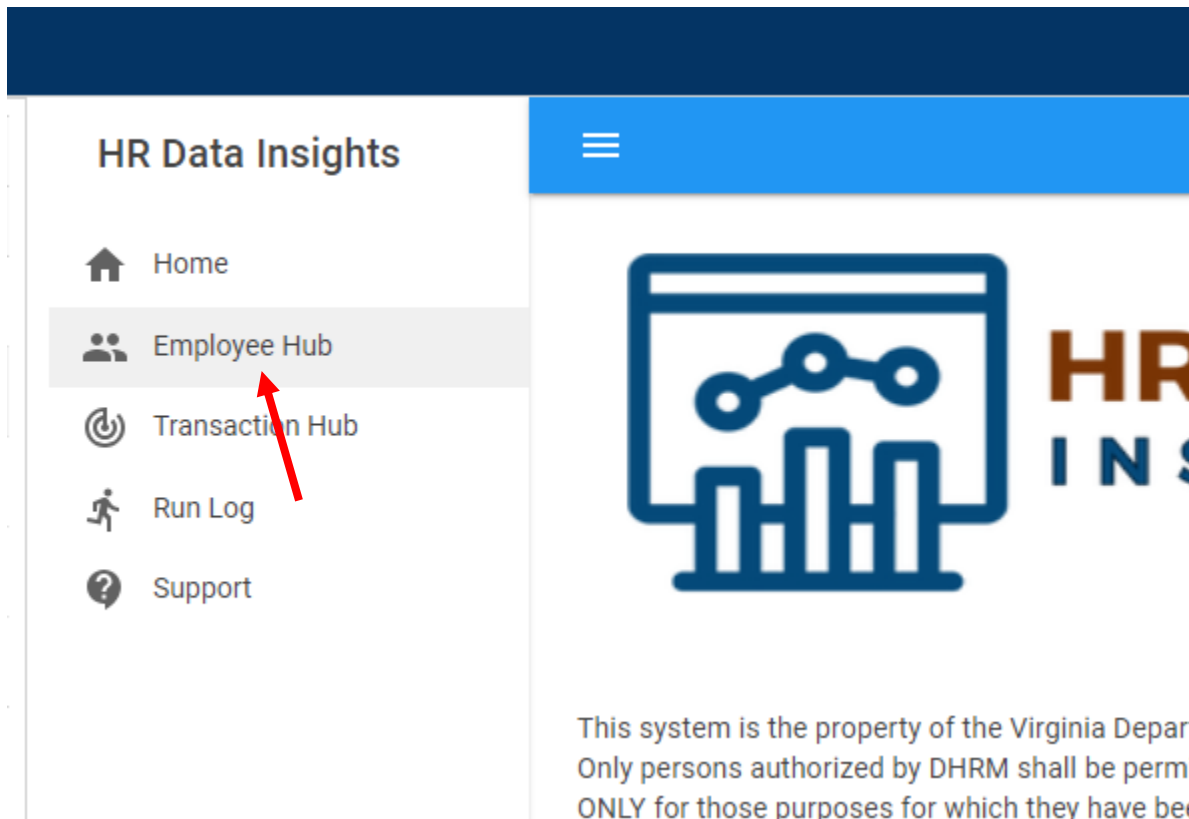
8. Select a date on or before the "last refresh" date:
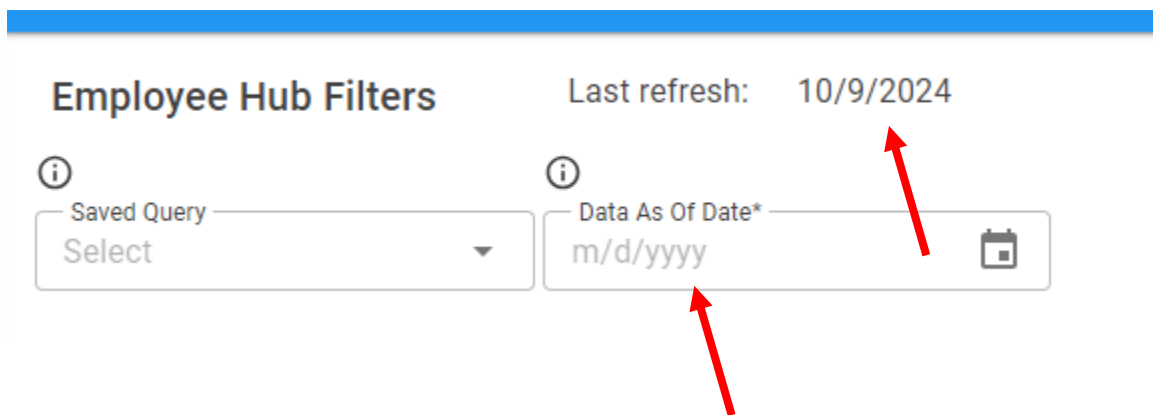
9. Select applicable business unit(s) and determine report columns to include under "columns".
   Note: you will only be able to view the business units in which you have access.

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

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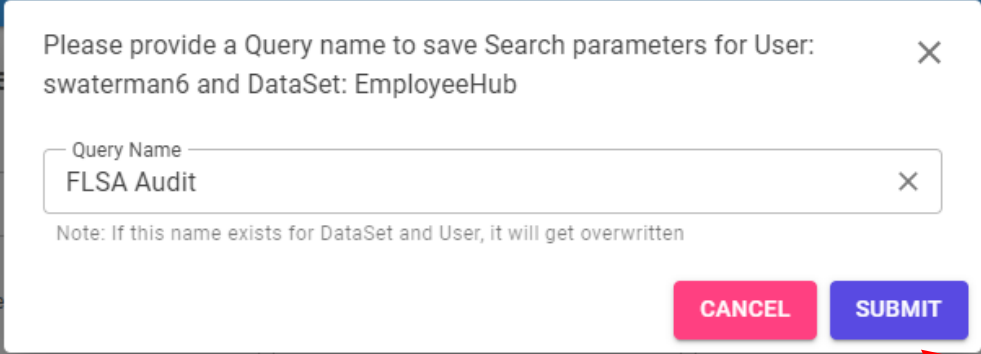
12. Enter Query Name to save search parameters for future use (e.g. FLSA Audit), then "Submit"

13. Select "Run Query"

14. Select "Download"

Employee Hub Results

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

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

nName=Sara%20J.%20Waterman...

📁 **EmpHub_20241010141111.zip**
7.7 MB • Done
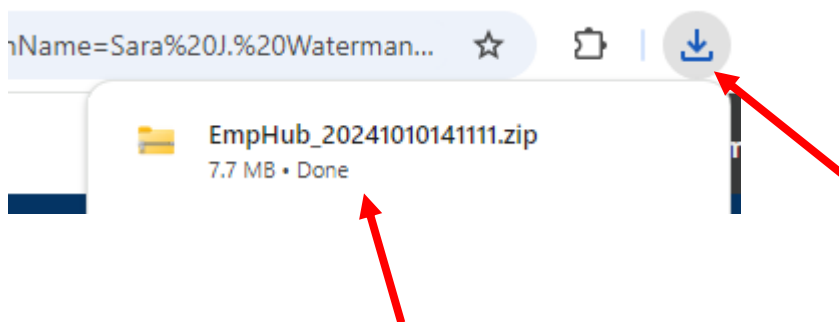
16. Open zip file to find the file with the data you selected in HRDI and a separate file for the search parameters

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	Businessl	Businessl	PositionN	PositionJc	PositionJc	PositionW	PositionFt	PositionFl	PositionS	PositionG	Employee!	Employee!	Employee!	Employee!	Employee!	Employee!	Employee

   b. Select filter under "Sort & Filter" group:
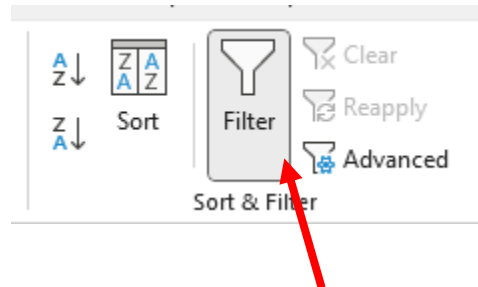
   c. Under column J, "PositionFLSAStatus", select "Professional" to only view those within exempt positions only.
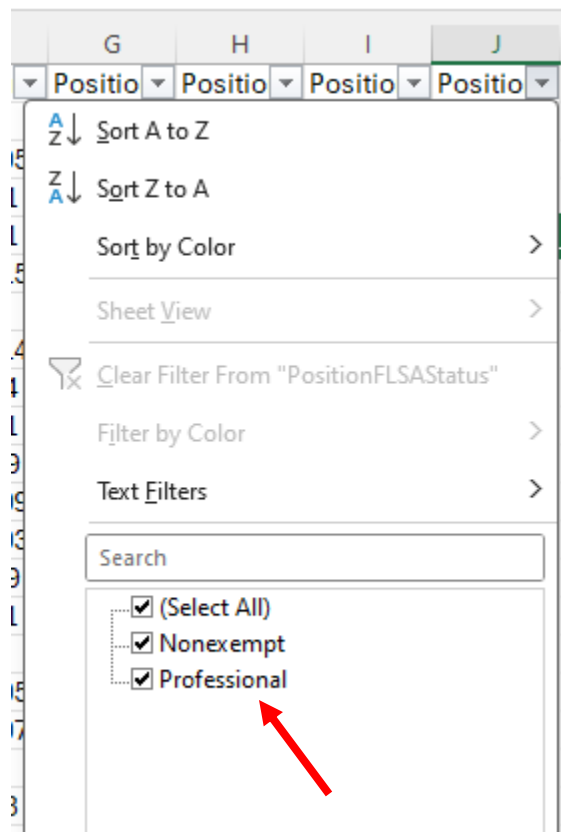
Note:

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.
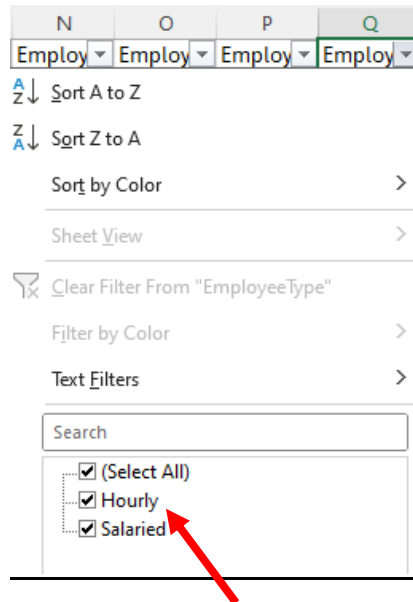
2. Review "EmployeeType" (column Q)

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:
    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.