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FLSA Overtime Update

In follow up to the previous HRA Advisory entitled *Fair Labor Standards Act (FLSA) Overtime Final Rule* dated September 27, 2019, the purpose of this email is to provide guidance to agencies/entities with positions impacted by the final rule, which is effective on January 1, 2020.

Your agency/entity must make the required system changes in your HR/Payroll system during the month of November 2019 and complete the updates by November 30, 2019.

Tools for Understanding the FLSA Final Overtime Rule

Tools have been developed to guide agencies during the transition process in order to ensure compliance with the final rule once it becomes effective. These items include:

- A copy of the HRA Advisory titled *FLSA Overtime Final Rule*;
- PPT that provides an overview regarding the rule change;
- Recorded webinar explaining the final rule; and
- Sample letters to employees regarding the final rule;

To view the above items, [here](#). Note that the items have been placed on the DOAS/HRA website in a tab labeled *FLSA Tools*.

Instructions for TeamWorks HCM (PeopleSoft) Users

Review of TeamWorks HCM (PeopleSoft) information has shown that around 1248 positions within 62 agencies will be impacted by the final rule. Given this number, it has been determined that the automated process that was originally

Once identified, users can manually update the position information.

TeamWorks HCM users will need to use the following queries in order to identify impacted positions:

- Query, 0HR094_FLSA_SALARY_TEST (to be used by non-Time & Labor agencies)
- Query, 0HR094_FLSA_SALARY_TEST_WRKGRP (to be used by Time & Labor agencies)

To assist with understanding how to use the queries, a job aid has been created with step-by-step instructions. To view the job aid, please click [here](#). The job aid also contains information for making position changes in TeamWorks HCM once the impacted positions have been identified.

Please complete the required system changes by November 30, 2019. The State Accounting Office (SAO) will generate audit reports the first week in December to ensure compliance.

If there are questions, please contact:

For TeamWorks HCM Support:	SAO TeamWorks HCM Customer Service Center (404) 657-3956 (888) 896-7771 HCM@sao.ga.gov
For policy or program questions:	DOAS HRA Contact Center (404) 656-2705 (877) 318-2772 Hra@doas.ga.gov



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