

# FLSA Settings and Employee Rate Changes

Questions? From within BS&A, go to **Help>Contact Customer Support** and select **Request Support Phone Call** or **Email Support**. Or, you may call us at (855) 272-7638 and ask for the appropriate support team. Questions for our I.T. team may be submitted by phone (same number), or by emailing [itsupport@bsasoftware.com](mailto:itsupport@bsasoftware.com).

Program Setup>Program Settings>FLSA Settings lets you tell the program whether you will enter rates manually or let the program calculate them for you. FLSA is dependent upon the Pay Method selected for a pay code. A pay code must be set as either Longevity, or as Standard with a Flat Pay Method to be eligible for FLSA calculation.

The screenshot shows the BS&A software interface with the 'FLSA Settings' dialog box open. The dialog box is titled 'FLSA Settings' and contains the following sections:

- FLSA Calculation Options**
  - Calculation Method: **Rate Modification Calculation** (dropdown menu)
  - Update Method: **Manual** (dropdown menu)
  - Update Date: **Pay Period End Date** (dropdown menu) +/- **0** Days
- FLSA Rate Modifier Included Pay Codes**

Pay Code	Description	Include	Occurrences
INSURANCE	INSURANCE	<input checked="" type="checkbox"/>	6
LONGEVITY	LONGEVITY	<input checked="" type="checkbox"/>	6
WCOMP	WORKERS COMP PAY	<input checked="" type="checkbox"/>	6
VEHICLE	PERSONAL USE OF VEHICLE	<input checked="" type="checkbox"/>	6
GIFT	GIFT CARD (IMPUTED INCOME)	<input checked="" type="checkbox"/>	6
T		<input type="checkbox"/>	0

Buttons at the bottom of the dialog box include 'Import/Export Employee FLSA Rates...', 'Mass Change Occurrences...', 'Audit Trail...', and 'Close'.

The next couple of pages cover the affected areas of these settings, followed by instructions.

## Affected Areas of FLSA Settings

### Program Setup>Database Setup>Pay Codes

Any pay code that is Longevity, or Standard/Flat will have the Include in FLSA Rate Modifier Calculation area enabled. You may enable/disable per pay code either here or in Program Setup>Program Settings>FLSA Settings.

The screenshot shows the 'Pay Code Setup' window for pay code 'LONGEVITY'. The 'General Information' section shows ID: LONGEVITY, Type: Longevity, and Description: LONGEVITY. The 'Longevity Payment Settings' section shows Longevity ID: LONG. The 'Applicable Taxes' section has checkboxes for Social Security, Medicare, FITW, SITW, and LITW, all of which are checked. The 'OT / Rate Mod.' tab is selected, and the 'Include In FLSA Rate Modifier Calculation' checkbox is checked, with a red arrow pointing to it. The 'Annual Occurrences' field is set to 4. Other options include 'Use Maximum' (0.00, Year To Date), 'Do Not Annualize Gross For Tax Calculation', 'Gross is Exempt From Unemployment Wages', 'Allow Rate Setup to be overridden by distribution', 'Remove Hrs from Prime Dist', 'Remove Pay from Salary', 'Allow Labor Activity', 'Non-Cash Payment', 'Apply payment to all Ded/Exp', and 'Exempt From Workers' Comp Wages'.

Any pay code that is an Overtime type or Standard/Flat with the Use Overtime box checked has a Use FLSA Rate Modifier in Overtime Rate setting.

The screenshot shows the 'OT / Rate Mod.' tab of the 'Pay Code Setup' window. The 'Use Overtime' checkbox is checked. Below it is a table with columns 'Step' and 'Multiplier':

Step	Multiplier
1	1.500
2	2.000
3	2.500
4	0.000
5	0.000

At the bottom, the 'Use FLSA rate modifier in overtime rate' checkbox is unchecked. The 'RateModifiers' section has a table with columns 'Order' and 'Rate Modifier ID':

Order	Rate Modifier ID
1	CDL

## Employee Information>Pay Codes

If the Calculation Method is "Entered Rate," your screen will resemble 1. If the Calculation Method is "Rate Modification Calculation," as pictured above, your screen will resemble 2.

Employee Payment Information

Payment Frequency: **Bi-Weekly**

Hours in Avg Pay Period: **80.00** Hours in Work Day: **8.00**

**1** FLSA Rate: **16.0000** Aux Rate Table Date: **//**

Recent Payroll Info... Life Insurance Information...

Employee Payment Information

Payment Frequency: **Bi-Weekly**

Hours in Avg Pay Period: **80.00** Hours in Work Day: **8.00**

**2** FLSA Rate Modifier: **0.0000** Aux Rate Table Date: **//**

Recent Payroll Info... Life Insurance Information...

## Tasks Menu>Mass Rate Change>Mass Employee FLSA Rate Change

If the Calculation Method is "Entered Rate," your screen will resemble 1. If the Calculation Method is "Rate Modification Calculation," your screen will resemble 2.

Mass Update Employee FLSA Rates **1**

Tools ▾

**Information**

This utility will allow you to mass update employee's FLSA rates. Only employees in your selected population will be updated.

Population: **Block** Population...

**Employee Values**

Hide Employees with FLSA Zero Rates

Employee ID	Name	FLSA Rate
DEMO HRLY	COUNTER, BEAN H	0.0000
DEMO HRLY RT TB	JONES, JEFFREY T	0.0000
DEMO SALARY	GARNER, NATE H	0.0000
DOGER	DOGER, JOHN A	0.0000
FERRELL	FERRELL, WILL	0.0000
ILLINOIS	JOHNS, SAMATHA A	0.0000
INDIANA	ASHLEY, JORDAN A	0.0000

Mass Update Employee FLSA Rate Modifiers **2**

**Information**

This utility will allow you to mass update employee's FLSA rate modifiers. Only employees in your selected population will be updated.

Population: **All Records** Population...

\*Calculation Date: **//**

## Instructions

1. Go to Program Setup>Program Settings>FLSA Settings.
2. Select the Calculation Method.  
If your selection is Entered Rate, proceed to step 5.  
If your selection is Rate Modification Calculation, continue with the instructions immediately following.
3. Select the Update Method.  
If your selection is Manual, proceed to step 5.  
If your selection is During Payroll Wrap Up, continue with the instructions immediately following.
4. Select the Update Date (Pay Period End Date or Check Date). If applicable, enter a +/- number of Days.
5. The list of FLSA Rate Modifier Included Pay Codes lists all pay codes that are either Longevity or Standard/Flat. Check the boxes of the pay codes to include and enter the number of (annual) Occurrences. Two things:  
Pay codes may be included through Program Setup>Database Setup>Pay Codes as long as the Calculation Method is set to Rate Modification Calculation.  
If a number of the pay codes are going to have the same number of occurrences, click the Mass Change Occurrences button and enter the Original and New numbers, then click Change.
6. If you selected During Payroll Wrap Up as the Update Method, you may exit this area and wait for the next selected date (pay period end or check). If you would like to calculate now, continue with the instructions immediately following (this is the same process that is available through Tasks>Mass Rate Change>Mass Employee FLSA Rate Change when the Calculation Method is set to Entered Rate).
7. Click the Import/Export Employee FLSA Rates button.
8. Select the Population.
9. Click the Load button.
10. Optional. Turn on the Hide Employees With FLSA Zero Rates setting.
11. You may enter the rates directly in this task in the fields provided, or use an Excel Spreadsheet:
  - a. Click Tools>Import/Export Employee FLSA Rates.
  - b. Browse to the location and enter the file name.
  - c. You are prompted to open the file. Click Yes.
  - d. Enter the rates, then save and close the file.
  - e. Return to this task, click Tools>Import/Export Employee FLSA Rates, and browse to the file.
  - f. Click Import>Yes.
  - g. Click Save.
  - h. Click Ok to clear the success prompt.