Create Position/Hiring Process
When title is exempt, but salary does not meet FLSA overtime exemption threshold ($35,568/year)

In many cases, this will be a part-time position where the full-time equivalent salary meets the FLSA salary threshold, but the budgeted salary is below the threshold.

For example, a Postdoc (typically exempt) earning an FTE rate of $40,712 but working only 75% effort will have a budgeted salary of $30,534/year and will therefore be non-exempt and paid hourly.

Create Position:

1) Create the position as usual under the manager’s supervisory org. If the position is part-time, be sure to note this in the Time Type field.

| Location   | College Station TEES |
| Time Type  | Part time            |
| Worker Type| Employee             |
| Worker Sub-Type | Staff          |

2) HR Partner reviews the new position and submits the position for approval by Administration. Once approved, HR Partner approves the position in WD.

3) HR Contact enters the default compensation.
   Change Grade Profile to hourly.
Remove the data under Salary, and add in the hourly plan and rate.

**Total Base Pay**

- Total Base Pay
  - 0.00 USD Hourly  added

**Guidelines**

- Total Base Pay Range
  - 0.00 - 500.00 - 1,000.00 USD Hourly  added

- Compensation Package
  - TAMUS Compensation Package  added

- Grade
  - Commensurate  added

- Grade Profile
  - Hourly  added

**Hourly**

- Assignment Details
  - 19.50 USD Hourly  added

- Plan Name
  - Hourly  added

- Effective Date
  - 02/01/2020  added

4) HR Contact submits change org. assignments task, and HR Partner completes consolidated approval. Create position then routes to Department Head & to Damon as Executive Approver. Once approved, create position is finalized.
**Hire Employee:**

**NOTE:** If the position is posted, the hire process will be kicked off through recruiting. If hiring for a faculty-equivalent position (Postdoc, Research Engineer, etc.), HR Contact will initiate the hire.

1) Once hire is initiated, enter all the relevant information.
- If you created a new part-time position, the Time Type at hire should default to part-time.
- If hiring into an existing position that was previously full-time, complete an Edit Position Restrictions to change the Time Type to hourly on the position before submitting the Hire.
- Change the Pay Rate Type to **hourly**.

![Job Details Form]

- Under Additional Data, enter the scheduled weekly hours (in our example at 75%, the scheduled weekly hours are 30), work period and disbursement plan period (these periods should match).
- In the Job Classification field, add the overtime flag to **include the employee in overtime**.
2) In the Propose Compensation Hire step, enter the **hourly rate**, calculated by dividing the FTE annual rate by 2,080.
3) HR Contact submits org. assignment, selective service, background check, degree verification and export controls tasks.
4) Manager, HR Partner, UIN Partner review/approve hire.
5) HR Contact enters costing allocation.
6) Routes to Cost Center Approver, then finally, the Payroll Partner the approving the costing allocation & assign the pay group.