



**HR Mosaic Project
Workforce Administration Team
Reasons Pay Groups Change**

FTE Changes

Reason	From	From Pay Groups	To	To Pay Groups
FTE >= to .50 to FTE < .50	Benefits Eligible	AG, CLP, CLE, PPP, APP, AP9, FAC, FED	Non-Benefits Eligible	PTE, PTP
FTE < .50 to FTE >= .50 (for a period of 6-months or more)	Non-Benefits Eligible	PTE, PTP	Benefits Eligible	AG, CLP, CLE, PPP, APP, AP9, FAC, FED
FTE decrease results in pay < \$455 per week	Exempt FLSA Status	APP, AP9, FED, PTE, CLE	Non-Exempt FLSA Status	PPP, PTP, CLP
FTE increase results in pay >= \$455 per week	Non-Exempt FLSA Status	PPP, PTP, CLP	Exempt FLSA Status	APP, AP9, FED, PTE, CLE

Pay/Pay Rate Code Changes

Reason	From FLSA Status	From Pay Groups	To FLSA Status	To Pay Groups
Increase Pay to > \$455 per week	Non-Exempt – Pay < \$455 per week	PPP, PTP	Exempt - Pay > \$455 per week	APP, AP9, FED, PTE
Decrease pay to <= to \$455 per week	Exempt - Pay > \$455 per week	APP, AP9, FED, PTE	Non-Exempt – Pay Less than \$455 per week	PPP, PTP
Change from Salary to Hourly	Exempt – Paid Salary Rate (SAL/SAL9)	APP, AP9, FED, PTE, CLE	Non-Exempt - Paid Hourly Rate (HRLY)	PPP, PTP, CLP
Change from Hourly to Salary with Salary > \$455 per week	Non-Exempt - Paid Hourly Rate (HRLY)	PPP, PTP, CLP	Exempt – Paid Salary Rate (SAL/SAL9)	APP, AP9, FED, PTE, CLE



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Employment Type Changes

Reason	From	From Pay Groups	To	To Pay Groups
Change from Benefits Eligible Classified Staff to Benefits Eligible Appointed Personnel - Exempt	Classified Staff - Exempt	CLE	Appointed Personnel - Exempt	APP, AP9, FED
Change from Benefits Eligible Appointed Personnel to Benefits Eligible Classified Staff - Exempt	Appointed Personnel - Exempt	APP, AP9, FED	Classified Staff - Exempt	CLE
Change from Benefits Eligible Faculty to Benefits Eligible Appointed Personnel	Faculty	FAC, FA9	Appointed Personnel -Exempt	APP, AP9, FED
Change from Benefits Eligible Appointed Personnel to Benefits Eligible Faculty	Appointed Personnel - Exempt	APP, AP9, FED	Faculty	FAC, FA9
Change from Student Employee to Graduate Asst/Assoc	Student Employee	STU	Graduate Asst/Assoc	GRD
Change from Graduate Asst/Assoc to Student Employee	Graduate Asst/Assoc	GRD	Student Employee	STU

NOTE: Non-Exempt Classified Staff Job Titles will NOT change to an Exempt FLSA Status and are an exception to the criteria listed in all the grids above.

This is not an exhaustive list, there are other combinations that result in PAYGROUP changes; however, they may occur less frequently than the documented examples.

Exempt = Exception Time Reporting
 Non-Exempt = Positive Time Reporting



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Listed below are some helpful links:

Calculator for Determining FLSA Status→ http://www.hr.arizona.edu/flsa_status_calculator

Other FLSA Resources→ http://www.hr.arizona.edu/fair_labor_standards_act_resources

Determining Benefits Eligibility→ <http://www.hr.arizona.edu/benefits>