Fair Labor Standards Act (FLSA) Exemption Checklist

COMPUTER EXEMPTION

To qualify as an exempt computer employee, the employee must be employed as a systems analyst, computer programmer, software engineer, or in a computer position requiring similar skills. The primary duty (principal, main, major, most important) must consist of one or more of the following: (1) the application of systems analysis techniques and procedures, including consulting with users to determine hardware, software, or system functional specifications; (2) the design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications; (3) the design, documentation, testing, creation, or modification of computer programs related to machine operating systems. Job titles do not determine exempt status. In order for this exemption to apply, an employee's specific job duties and compensation must meet all requirements of this exemption.

POSITION INFORMATION

Position Title:	
Position Number:	
Division and Department:	
Department/Office Director:	
Incumbent:	
Immediate Supervisor:	
Checklist Preparer:	

Directions: Click on each box that applies to this position to mark it with an "x". <u>Only select the boxes that are applicable to this position</u>. Give **specific** and **detailed** answers where an explanation or description is requested. Upload the completed form under the Supplemental Documents tab to attach it to the position action request in NinerTalent.

CHECKLIST

CHECKLIST		
Is the employee compensated on a salary basis at a rate not less than $844 per week?	YES ☐	NO ☐ If not, stop. The employee is not exempt.
Is the employee employed as a computer systems analyst, computer programmer, software engineer, or other similarly skilled working in the computer field?	YES ☐	NO ☐ If not, stop. The employee is not exempt.
<u>Please describe the employee's primary duty</u>.		

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Does the employee's primary duty consist of the application of systems analysis techniques and procedures, including consulting with users to determine hardware, software, or system functional specifications?	YES ☐ If Yes, please provide specifics below.	NO ☐ If not, stop. The employee is not exempt.
If yes, give specific details.		
Does the employee's primary duty consist of the design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications?	YES ☐ If Yes, please provide specifics below.	NO ☐ If not, stop. The employee is not exempt.
If yes, give specific details.		
Does the employee's primary duty consist of the design, documentation, testing, creation, or modification of computer programs related to machine operating systems?	YES ☐ If Yes, please provide specifics below.	NO ☐ If not, stop. The employee is not exempt.
If yes, give specific details.		
Does the employee's primary duty consist of a combination of the aforementioned duties, the performance of which requires the same level of skills?	YES ☐ If Yes, please provide specifics below.	NO ☐ If not, stop. The employee is not exempt.
If yes, give specific details.		

CERTIFICATION	
☐	By checking this box, I certify that all information provided on this form is to the best of my knowledge is true, accurate, and complete. I understand that this information will be used to determine overtime eligibility or ineligibility for any incumbent assigned to this position
☐	By checking this box, I certify that I uploaded this completed form under the Supplemental Documents tab to attach it to the position action request in the NinerTalent system for HR review and approval.