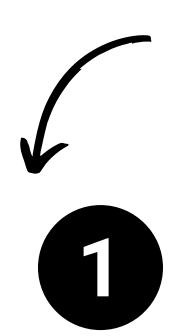
Take the test.



Salary Basis

Is the employee paid on a *fixed salary* meaning no variations depending on the quantity or the quality of deliverables?

Yes



Salary Level

Are they paid \$43,888? (\$844/week) or higher on a fixed Yes

salary?

Will they be paid above \$58,656 by January 1st 2025 (\$1128/week) on a fixed salary?

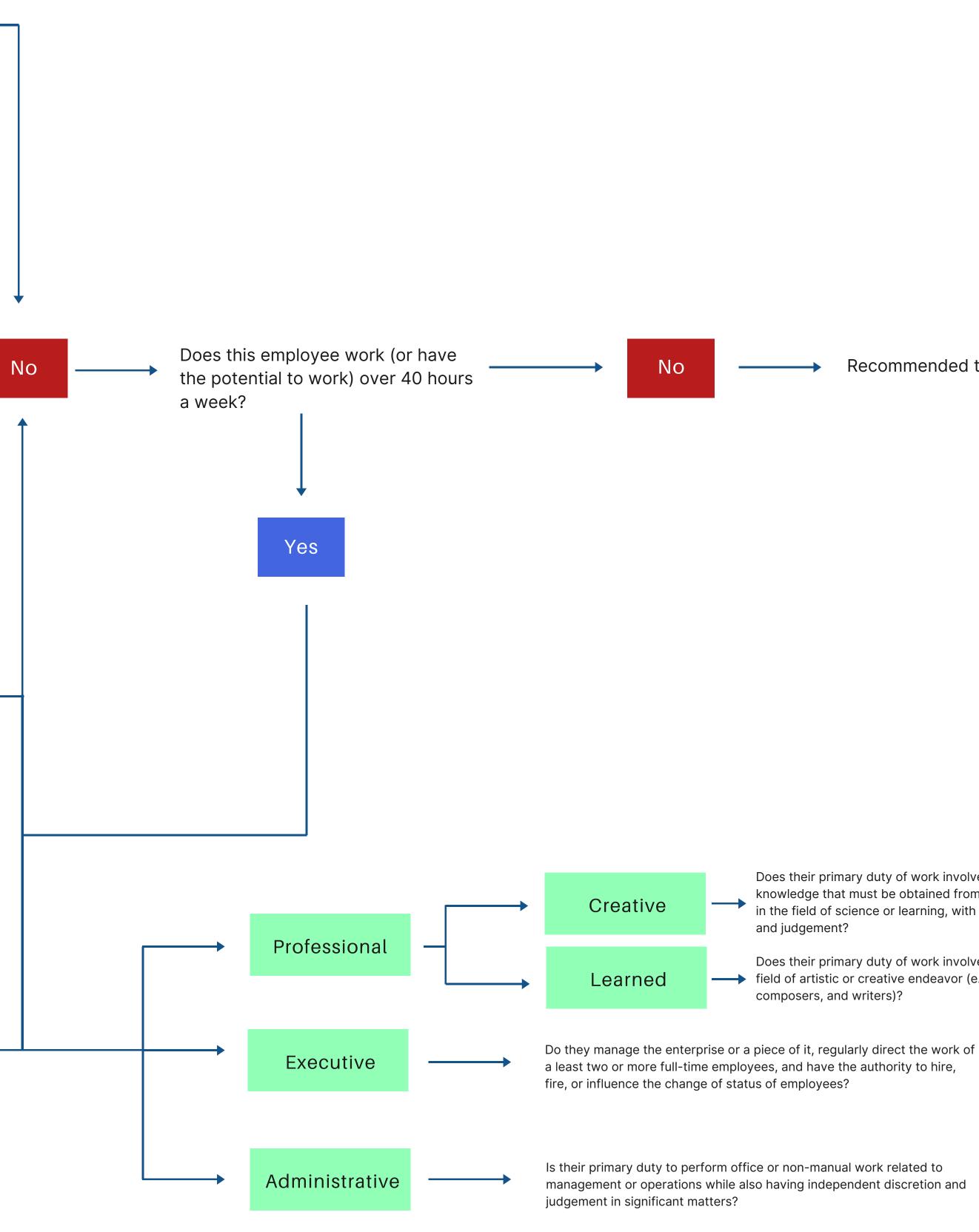
Yes



**Duties Test** 

What category of duties does this employee's role fall under?

## (executive, administrative, or professional) Is your white-collar employee properly classified as exempt under FLSA overtime rule?



**Consider these** options!

Recommended to switch this employee to nonexempt status.

Does their primary duty of work involve an advanced type of knowledge that must be obtained from prolonged instruction, in the field of science or learning, with consistent discretion Great! Your Does their primary duty of work involve talent in a recognized field of artistic or creative endeavor (e.g. actors, musicians, employee is exempt Yes from overtime pay under FLSA. Unfortunately, your employee is not No exempt from overtime pay. Explore these options.

1. If employees fall below the salary threshold, consider a pay increase.

- 2. If you can't increase their pay, convert this employee to nonexempt status and
- a.manage overtime costs by reducing or eliminating hours that would be counted as overtime, or b.reduce the base pay to allow for overtime.
- 3. If the employee still wants to be paid on a salary basis but does not meet the threshold, set the number of weekly hours to 40 for a set pay; the employee will still need to be paid time-and-one-half for work over 40 hours in a workweek.

Updated 07.02.24