

Hourly Autopay Request Form

This form and accompanying documents shall be used to determine an employee's eligibility for overtime exemption as a professional employee under the Fair Labor Standards Act, for assignment to Autopay status. * Only use this form for hourly autopay employees. (non-salaried status with hourly benefits)

Employee Name: _____ Rocket ID # _____

Department: _____ College _____

Job Title: _____ FTE: _____

Current Hourly Wage: _____ Percent of salary from grant funds: _____ %

Immediate Supervisor: _____

The following documents must be attached:

1. **Job description which includes estimate of time (percent) spent on various duties and responsibilities.**
2. **Curriculum vitae/resume of incumbent or candidate including a copy of the person's highest degree.**
3. **A summary of how the position fulfills the following criteria for exemption as an Hourly Autopay Professional Employee.**

The following tests and criteria shall be applied for evaluating an employee for exemption as an Hourly Autopay Professional Employee.

1. The position requires knowledge in a field of science or learning customarily and characteristically acquired through education or training that meets the requirements for a Master's degree or higher, with major study in or pertinent to the specialized field as distinguished from general education; or is performing work, comparable to that performed by professional employees, on the basis of specialized education or training and experience which has provided both theoretical and practical knowledge of the specialty, including knowledge of related disciplines and of new developments in the field.
2. The work is predominantly intellectual and varied in nature, requiring creative, analytical, evaluative, or interpretative thought processes for satisfactory performance. Work of an intellectual nature means work requiring general intellectual abilities, such as perceptiveness, analytical reasoning, perspective, and judgment applied to a variety of subject matter fields, or work requiring mental processes which involve substantial judgment based on considering, selecting, adapting, and applying principles to numerous variables. The employee cannot rely on standardized application of established procedures or precedents, but must recognize and evaluate the effect of a continual variety of conditions or requirement in selecting, adapting, or innovating techniques and procedures, interpreting findings, and selecting and recommending the best alternative from among a broad range of possible actions.
3. The employee frequently exercises discretion and independent judgment, under only general supervision, in performing the normal day-to-day work. Discretion and independent judgment means work that involves comparing and evaluating possible courses of conduct, interpreting results or implications, and independently taking action or making a decision after considering the various possibilities. Work reflective of discretion and independent judgment must meet the three following criteria:
 - a) The work must be sufficiently complex and varied so as to customarily and regularly require discretion and independent judgment in determining the approaches and techniques to be used, and in evaluating the results.
 - b) The employee must have the authority to make such determinations during the course of assignments.
 - c) The decisions made independently must be significant.

* Please note: This is for hourly autopay employees only; non-salaried employees with hourly benefits.

Department Chair/Director: _____ Date: _____

***Return Request Form and all supporting documentation to the Office of Faculty Affairs for approval.
Upon approval, return to Human Resources for processing***