



# FLSA EMPLOYEE QUESTIONNAIRE

Updated 12/2016

Type or Print Each Section

<b>Incumbent Legal Name</b>	<b>Employee ID#</b>
<b>Department/College or School/Unit</b>	<b>Reports to (legal name, job title, position number)</b>
<b>Incumbent Salary</b>	<b>Date Completed</b>
<b>Completed by (Printed)</b>	<b>Completed By (Signature)</b>

Georgia Tech Human Resources is auditing select positions to determine the exemption status based on departmental requests. The manager to whom you report has completed a manager questionnaire to assist in determining the correct exemption status. Please complete the attached employee questionnaire to better able the Compensation team to review the actual duties of your position. If appropriate for the position, you can complete more than one section where indicated.

The content of this questionnaire was developed based on the FLSA Regulation, Part 541 "Defining and delimiting the exemptions for Executive, Administrative, Professional, Outside Sales and Computer Employees."

Submit the completed questionnaire to [ohr.compl@ohr.gatech.edu](mailto:ohr.compl@ohr.gatech.edu).

Compensation will review the information and generally provide a response within 7 to 10 business days.

For GTHR Compensation Use Only		
Relevant Exemption Test		Exempt Status Determination
Date Finalized	Reference No.	Compensation Consultant/Analyst
Additional Comments		

Job Purpose	
1. How does this position fit into your department's overall operation?	
2. Which major duties take up the most amount of time? Please indicate the percentages of time for each major responsibility.	
Major Responsibility	Percentage
3. What are the most difficult duties of your position? Please explain.	

**Supervision**

4. Which staff positions do you regularly provide instruction or direction? (Please use PeopleSoft titles)

5. Do you perform the performance evaluation or provide input only?

6. Do you make recommendations regarding hiring, terminations, and salary, or do you have the final say?

**Guidance**

7. Which written guidelines do you refer to in your work?

8. How is your work reviewed? By whom?

9. Give examples of decisions you consistently make without approval or review.

10. How is work assigned to your position? To what extent do you have authority to determine what is to be done and when?

**Responsibilities**

11. Do your duties directly or indirectly include the development of departmental or Institute policy and procedures (Y/N)? If yes, give examples.

12. Do you play a role in strategic planning for your department (Y/N)? If yes, please describe.

13. Do you provide consultation or expert advice to management (Y/N)? If yes, provide examples.

14. Provide examples of decisions and problems you solve consistently.

15. Is your position a computer systems analyst, computer programmer, software engineer, or other similarly skilled worker in the computer field (Y/N)? If yes, please answer the following the following additional questions.

**Computer Exemption Questionnaire**

16. Are you involved in 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 (Y/N)? If yes, please provide a detailed example.

17. Does your role consist of the application of systems analysis techniques and procedures, including consulting with users to determine hardware, software, or system functional specifications (Y/N)? If yes, please provide a detailed example.

18. Do you provide end-user support for hardware, software, or systems (Y/N)? If yes, please describe the type of assistance you provide.

19. Do you design, document, test, or create computer programs related to machine operating systems (Y/N)? If yes, please provide a detailed example.