

RF Exempt Employees below Minimum Salary Threshold

Purpose

The RF Exempt Employees below Minimum Salary Threshold report is available in the Oracle Business System as a tool to monitor salary rates for compliance with applicable NYS and/or Federal wage requirements.

Frequency

It is recommended that this report is run each pay period to ensure that employee wages meet the applicable salary threshold rate for exemption.

Setting Report Parameters

The following table describes the parameters to run the report:

Parameter	Description
Required Parameters	
End Date	The date for which the salary data is being reviewed. Note: Enter in DD-MMM-YYYY format.
Location	General campus location. Ex: 010 University at Albany

Understanding the Output

The table that follows describe the report output, based on the parameters:

Column Heading	Description of Column
Last Name	Employee's last name
First Name	Employee's first name
Location Code	Campus code and name
Assignment Organization	Campus location number and department
Employee Number	Employee's RF identification number
Assignment Number	Employee's assignment number
Grade	Job grade for position
Job	Job title for the position



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Work Location	Work region for employee(ex. Greater NYS)
FTE	Percentage of full time equivalent
Salary Basis	Employee's salary basis
Status	Assignment status
Normal Hours	Position's standard workweek.
NYS Minimum	NYS minimum weekly rate, based on work region
Weekly Rate	Employee's weekly wage
Additional Job Rate	Weekly rate for additional assignments (ex. Reg Sal 2)

Helpful Tips:

- For details on running Oracle reports, refer to the [Run a Report](#) help topic.
- Report is available in Excel format.
- Review work region for accuracy for those employees who fall below the NYS Minimum threshold.