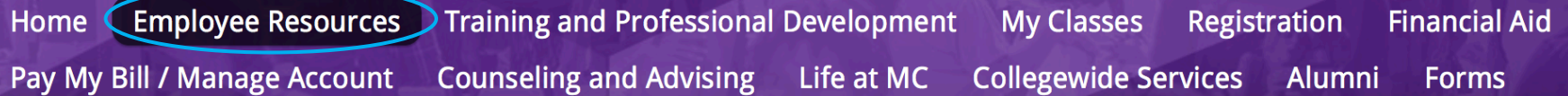


Confirming Your FLSA Status (Exempt or Non-Exempt)

Confirming Your FLSA Status (Exempt or Non-Exempt)

1. Log into MyMC and click on **Employee Resources** from the home screen.

A horizontal navigation menu with a purple background and white text. The menu items are arranged in two rows. The first row contains: Home, Employee Resources (circled in red), Training and Professional Development, My Classes, Registration, and Financial Aid. The second row contains: Pay My Bill / Manage Account, Counseling and Advising, Life at MC, Collegewide Services, Alumni, and Forms.


Home **Employee Resources** Training and Professional Development My Classes Registration Financial Aid
Pay My Bill / Manage Account Counseling and Advising Life at MC Collegewide Services Alumni Forms

Confirming Your FLSA Status (Exempt or Non-Exempt)

2. Scroll down to Classification and Compensation and click on **Position Description (Job Wizard)**.

Classification and Compensation

[Staffing Plan](#)

Salary Schedules: [FY2021](#) (PDF,) ,

[Pay Schedule FY21](#) (PDF,) 

[Pay Schedule FY22](#)

[Employee Matters](#)

[Position Description \(Job Wizard\)](#)

Confirming Your FLSA Status (Exempt or Non-Exempt)

3. Click on **View My Job Class Specification**

What is a position description?

[View My Official Position Description](#)

[Update My Position Description](#)

[View Other Position Descriptions](#)

What is a job class specification?

[View My Job Class Specification](#) ?

[View Other Job Class Specifications](#) ?

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OneForm
JobWizard

Confirming Your FLSA Status (Exempt or Non-Exempt)

4. To view a direct report click on **View Other Job Class Specification**

What is a position description?

[View My Official Position Description](#)

[Update My Position Description](#) [View Other Position Descriptions](#)

What is a job class specification?

[View My Job Class Specification](#) [View Other Job Class Specifications](#)

5. Click a class title to view the description of your direct report

Click the column header to sort.

index: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [V](#) [W](#) [Y](#).

	Class Number	Class Title	Class Grade
1.	3950N	Academic Affairs Off Oper Dir	33
2.	6099K	Academic Coach	27
3.	3146L	Academic Computing Manager	29
4.	6107J	Academic Coordinator	25
5.	6102M	Academic Initiatives Manager	33
6.	3174K	Accessible Technology Coord	25
7.	3251J	Accountant I	23
8.	3251K	Accountant II	27

Confirming Your FLSA Status (Exempt or Non-Exempt)

6. Exempt or Non-exempt status will be next to FLSA (Fair Labor Standards Act)

Generate PDF file

Job Class Specification: |

Class Number: 3538J

Class Grade: 27

Class Title: |

FLSA: Exempt

Union Status: Non-bargaining

Financial Disclosure: May be required to file

Job Class Level: This is professional level administrative/technical work supporting internal and external communication and outreach efforts.

Designation As Essential Personnel: No

Version: 01/25/2017