Once UCAP is implemented in January, you will need these resources to create and map new positions to the career architecture. These resources can also aid in talking to your employees about how UCAP affects their current position with the University.

## UCAP/Compensation Resources

### Career Architecture & Compensation Overview
- Job Functions and Families
- Career Streams
- Compensation Administration Guidelines

### Work Dimension Guides
- Manager & Leader
- Professional Contributor
- Organizational Contributor

### Job Documentation and Mapping Tools
- JDXpert
- Position Description Resource Form
- Writing a Position Description

### Submitting Mapping Recommendations
- UAccess - UCAP Mapping Tool

### UCAP Website Information
- UCAP FAQ
- Project Resources Archive
- Policy & Benefits Overview

### Implementation Resources for Leaders & HR
- Leader & HR UCAP Implementation Toolkit
- Leader & HR UCAP Implementation Presentation

## FLSA Resources

The following resources can help you better understand the Fair Labor Standards Act. They can also help you prepare to be a resource and guide for your employees whose FLSA status is changing from exempt to non-exempt.

### Online Resources
- Information for Time Approvers
- Resources for Employees and Departments Regarding Time and Labor
- FLSA and Overtime Policy
- Department of Labor – FLSA Advisor

### Training via UAccess Learning
- Timekeeping and the FLSA: Your Responsibilities
- Time and Labor: Time Approval

### Department of Labor FLSA Fact Sheets
- Higher Education FLSA Guidance
- FLSA Administrative Exemption
- FLSA Professional Exemption
## Compensation Team Contacts

<table>
<thead>
<tr>
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<th>Title</th>
<th>Phone</th>
<th>Contacts</th>
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<tbody>
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