

November 8, 2016

To: Business officers and Academic Personnel Analysts (via SBADM-L)

From: Cindy Doherty, Director
Academic Personnel

Re: Department of Labor FLSA ruling implementation updates

Thank you to all who attended our recent training on the Department of Labor FLSA ruling and the impact it will have on our academic employees. I write to share some updated information on topics that are continuing to evolve, and to remind you of upcoming deadlines. The attached document includes further clarification on holiday pay, travel, field work assignments, and time reporting. This information will also be posted to the Academic Personnel web site under the Resources for Departmental Analysts/FLSA implementation.

The following important deadlines will occur in the next few weeks:

November 10: Deadline for submission to Academic Personnel of vacation payout request forms

November 20: All updates for impacted employees entered into PPS.

Begin bi-weekly, hourly time recording and reporting for non-exempt employees

Please let us know if you have additional concerns or situations for which additional guidance is needed. We appreciate everyone's understanding and cooperation as we implement these changes.

Cindy Doherty

Director

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