

Your Change to Non-exempt Status

Starting November 20th, your position will be transitioned from overtime exempt to non-exempt and overtime-eligible. You will be paid on an hourly basis and will receive your paycheck on a biweekly basis. To learn more about this change, this package contains important information you need to know about this upcoming transition.

How will this change impact me? Beginning November 20th,

- You will report time worked in daily hours on a biweekly basis
- You will receive overtime pay for hours worked over 40 in a work week (with advance approval of supervisor or other department designated approver)
- You will use accrued leave in hourly increments (or nearest quarter hour)
- You will accrue sick and vacation leave based on your hours on pay status
- You will receive paychecks every other Wednesday (biweekly). Your first biweekly check will be paid on December 14th

How do I plan for this transition?

- Review the biweekly payroll schedule (right column) for payroll check dates and determine if your automatic bill pay dates need to be changed to align with your new pay schedule
- Review the Transition Assistance Vacation Cash Out program that is being offered on a one-time basis. It will allow you to cash out up to 80 hours of accrued vacation leave to assist you in meeting financial obligations during the transition period (form enclosed)
- Review the attached materials, in particular the Frequently Asked Questions, to learn more about the changes associated with the transition to non-exempt status and biweekly pay

What do I need to do?

- Ensure that you receive a biweekly time card and instructions for completing the time card from your supervisor or department business officer
- Ensure that you understand how overtime hours are approved in your department
- If you choose to cash out accrued vacation leave, consult with your department business officer/payroll preparer to complete the form. Deadline to receive the form in Academic Personnel is Thursday, November 10th
- Request third parties adjust automatic withdrawal or bill-pay dates to align with your new pay schedule

What if I have questions?

- For time card and overtime approval questions, contact your supervisor
- For payroll deductions, pay schedules, and leave accrual questions, contact your department payroll preparer
- For questions about the Vacation Cash Out program, contact Andrea Dittman, Academic Personnel, extension 3445
- Attend an Information Session in the MSI auditorium on **Oct 31st, 1-2pm** or **Nov 4th, 1-2pm**

Important Dates To Remember During This Transition Period

- 11/10/2016: Deadline to submit Vacation Cash Out Application Form to Academic Personnel
- 11/20/2016: First day on non-exempt status and biweekly pay cycle
- **12/1/2016: Receive paycheck for work between 11/1/2016 and 11/19/2016. Receive accrued vacation cash out lump sum if requested**
- 12/5/2016: Last day to complete biweekly time card for pay period 11/20/2016 to 12/3/2016
- **12/14/2016: Receive biweekly paycheck for work between 11/20/2016 and 12/3/2016**
- 12/16/2016: Last day to complete biweekly time card for pay period 12/4/2016 to 12/17/2016
- **12/28/2016: Receive biweekly paycheck for work between 12/4/2016 and 12/17/2016**