**Initial Implementation**

**Change from exempt to non-exempt status**

End existing appointments and distributions effective 11/19/16
Add new appointments and distributions beginning 11/20/16
- Use non-exempt (NEX) title code as indicated on roster*
- Use hourly rate indicated on roster
- Rate code changed from A (Annual) to H (Hourly)
- Pay Schedule changed from MO (Monthly) to BW (Bi-Weekly)
- Leave code is unchanged
- Time code may be R (exception pay) or Z (positive pay)

**Postdocs**

Follow the instructions above for transition from exempt to non-exempt but use the title code 3252 rather than the new title codes 3255 (nonexempt). The new code will not be available until January 2017. The exempt/non-exempt status will be updated centrally.

**Changes in pay rate only (Assistant Specialist I and II above the threshold)**

Retain existing appointments
End existing distributions effective 11/19/16
Add new distributions effective 11/20/16 using the rate indicated on the roster

*central program will run 11/1/16 to update employee status from exempt to non-exempt. Input done after 11/1/16 will require central override of the FSLA status until system-wide programming is developed.

**Future changes from exempt to non-exempt:**

End the existing appointments and distributions effective the day before the next BW cycle starts
Add the new appointments and distributions effective the first day of the next BW cycle
- Use the appropriate non-exempt (NEX) title code
- Use the hourly rate from the salary scales or, for off-scale, the annual/2088
- Rate code changed from A (Annual) to H (Hourly)
- Pay Schedule changed from MO (Monthly) to BW (Bi-Weekly)
- Leave code is unchanged
- Time code may be R (exception pay) or Z (positive pay)