INDIVIDUALS MOVING TO NON-EXEMPT STATUS

- All Junior Specialists.
- Part-time appointees whose weekly gross earnings fall under $913 per week.
  - Student employees and employees whose primary appointment is in a teaching title are not subject to this change.
  - Academic Personnel has forwarded a preliminary list of affected part-time employees to your CPO, please review for accuracy.

EXEMPT TO NON-EXEMPT STATUS: IMPORTANT PAYROLL UPDATES

- Current appointment/distributions should END on 11/19/2016.
- New appointment/distributions:
  - BEGIN on 11/20/2016
  - New non-exempt title code
  - New hourly rate
  - Rate Code from A (Annual) to H (Hourly)
  - Pay Schedule from MO (Monthly) to BW (Biweekly)
  - Leave code should remain D
  - Time Reporting Code from E (Exception Time) to Z
  - Time Reporting Code from E (Exception Time) to Z
  - Time Reporting Code from E (Exception Time) to Z

**NOTE:** Hourly rates for non-exempt Assistant Specialists 1 & 2 must be **manually adjusted** to reflect the new increased salary rates for those 2 steps. We expect that exempt Assistant Specialist 1 & 2 will be updated automatically via PPS programming during the third week of November.

- FLSA indicator switch to non-exempt status will be handled by the payroll office.

RESOURCES

- New non-exempt title codes can be found on the AP website: [http://ap.uci.edu/compensation/academic-title-index/](http://ap.uci.edu/compensation/academic-title-index/) non-exempt titles will have the “NEX” suffix.
  - **TIP:** You can filter the table by typing in search terms in the “Search Table” field.

- Corresponding salary scales can also be found on the same table for each title code, and are also available at: [http://ap.uci.edu/compensation/salary-scales/](http://ap.uci.edu/compensation/salary-scales/).

CALCULATING THE HOURLY RATE

- Hourly rates for individuals who are on scale are available on the salary scales.
- For off-scale academics, hourly rates can be calculated as follows:
  - \( \text{Annual Salary} = \text{Monthly Rate} \times \text{Paid Over} \div 2088 \)

**PLEASE COMPLETE THE PPS UPDATES BY NOVEMBER 4th**

OTHER REMINDERS: TIME REPORTING SYSTEM (TRS)

- DTAs will need to check to make sure that affected non-exempt employees have supervisors coded in TRS.
- DTAs will need to manually input time for the Thanksgiving holiday for affected non-exempt employees. See “Thanksgiving Holiday Payroll Processing Instructions” (coming soon) at [http://hr.uci.edu/partnership/flsa/](http://hr.uci.edu/partnership/flsa/).