FLSA (Fair Labor Standards Act) Payroll Implementation

Payroll instructions: Complete the updates by November 4, 2016

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 (positive time)

> **NOTE:** Hourly rates for <u>non-exempt</u> Assistant Specialists 1 & 2 must be **manually adjusted** to reflect the new increased salary rates for those 2 steps. We expect that <u>exempt</u> 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/ 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/.

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:

$$\underbrace{\boxed{\text{Monthly Rate}} \times \boxed{\text{Paid Over}}}_{\text{Annual Salary}} \div \underbrace{\boxed{2088}}_{\text{UC System work hours per year}}$$

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/.