Staff and Academic Personnel
FLSA Pay Transition

Information Session
October 2016
Agenda

• Introduction
• FLSA changes
• How will the transition impact your paycheck?
  Timing
  Deductions
• Planning your transition
  Transition Assistance Vacation Cash Out Program
• Time reporting system
• Resources
Due to a recent change in the federal Fair Labor Standards Act, most full-time and part-time employees must earn at least $913 per week (or $47,476 per year) in order to remain classified as overtime exempt.

To comply with the DOL’s new overtime rule, the University of California will take the following approach:

- Junior Specialists will be reclassified as nonexempt
- Staff and academic personnel who do not qualify for the professional teaching exemption and who earn less than $913 per week, will be reclassified as nonexempt and paid on an hourly basis.
## Transition to Biweekly Pay

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 1, 2016</td>
<td>Last monthly paycheck issued for work performed November 1 - 19, 2016</td>
</tr>
<tr>
<td>Dec 14, 2016</td>
<td>Paycheck for work performed from November 20 - December 3, 2016</td>
</tr>
<tr>
<td>Dec 28, 2016</td>
<td>Paycheck for full biweekly period of December 4 - 17, 2016</td>
</tr>
</tbody>
</table>
# Pay Cycle Comparison

<table>
<thead>
<tr>
<th></th>
<th>Monthly Pay Cycle</th>
<th>Biweekly Pay Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Cycle</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; to last day of the month</td>
<td>Sunday to Saturday, two-week period</td>
</tr>
<tr>
<td>Paychecks per Year</td>
<td>12</td>
<td>26</td>
</tr>
<tr>
<td>Paycheck Date</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; of the month</td>
<td>Every other Wednesday</td>
</tr>
<tr>
<td>Pay for Overtime</td>
<td>Paid one month after earned, or in a separate check</td>
<td>Paid in biweekly check when earned</td>
</tr>
<tr>
<td>Leave Usage</td>
<td>Reported one month in arrears</td>
<td>Reported in the current pay period</td>
</tr>
</tbody>
</table>
This is the annual biweekly pay schedule calendar.

It indicates the biweekly pay periods, pay dates, and leave accrual periods.

The end date of each leave accrual period is indicated on the calendar with a blue circle. Leave is accrued at the end of every two biweekly pay cycles (see appendix).

You may use your vacation/sick once it has accrued.
Payroll deductions are taken from paychecks either as:

- set amounts (aka Flat Dollar Deductions)
  
- calculated amounts based on a percentage of earnings
# Flat Dollar Amount Deductions

<table>
<thead>
<tr>
<th>Category</th>
<th>Deductions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Insurance</strong></td>
<td>• Health Insurance</td>
</tr>
<tr>
<td></td>
<td>• Life &amp; Dependent Life</td>
</tr>
<tr>
<td></td>
<td>• Accidental Death &amp; Dismemberment</td>
</tr>
<tr>
<td></td>
<td>• Supplemental Disability</td>
</tr>
<tr>
<td></td>
<td>• Health Care/Dependent Care</td>
</tr>
<tr>
<td><strong>Retirement</strong></td>
<td>• 403(b) or 457(b) if Flat Deduction* (for example, $100/month)</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>• Legal Insurance</td>
</tr>
<tr>
<td></td>
<td>• California Casualty</td>
</tr>
<tr>
<td></td>
<td>• Scholarshare</td>
</tr>
<tr>
<td></td>
<td>• Loans – Credit Union &amp; 403(b) loans</td>
</tr>
<tr>
<td></td>
<td>• Transit and Parking, etc.</td>
</tr>
</tbody>
</table>

*Employees elect 403(b)/457(b) as percentage (%) amount or flat amount*
Percentage Based Deductions

<table>
<thead>
<tr>
<th>% Deductions Based on Pay (every paycheck)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Taxes</strong></td>
</tr>
<tr>
<td>• Federal</td>
</tr>
<tr>
<td>• State</td>
</tr>
<tr>
<td>• OASDI (Social Security)</td>
</tr>
<tr>
<td>• Medicare</td>
</tr>
<tr>
<td><strong>Retirement</strong></td>
</tr>
<tr>
<td>• UC Retirement Plan (UCRP)</td>
</tr>
<tr>
<td>• 403(b) or 457(b) if % Deduction*</td>
</tr>
<tr>
<td>(for example, 3% of every check)</td>
</tr>
<tr>
<td><strong>Other</strong></td>
</tr>
<tr>
<td>• Union Dues / Fair Share</td>
</tr>
<tr>
<td>• Garnishments</td>
</tr>
</tbody>
</table>

*Employees elect 403(b)/457(b) as percentage (%) amount or flat amount*
Payroll Deductions

• MONTHLY Paychecks
  ■ All deductions taken once a month
  ■ The net of the paycheck is generally the same every month

• Biweekly Paychecks
  ■ 24 Paychecks a year - 2 per month
    ➢ Percent based deductions are deducted from every paycheck
    ➢ Flat dollar deductions are divided and deducted from each biweekly paycheck
  ■ 2 pay checks (Deduction Holidays) – the net will differ
    ➢ only percent based deductions are deducted
Deduction Holidays

• There are two times a year when flat dollar deductions are not deducted. Since there are normally 26 biweekly paydays per year and only 24 are needed each year to cover deductions. They are referred to as Deduction Holidays

• Indicated on the calendar with a bolded square

• A Deduction Holiday occurs when three biweekly pay period end dates fall within the same month
For 2016, the deduction holidays are February 10 and August 10, 2016. For 2017, the deduction holidays are January 11 and August 9, 2017.

Only the following deductions will be taken:
- OASDI
- Medicare
- Federal and State income tax
- % based deductions (i.e. 403b, union dues)

These are indicated on the calendar with a bolded square.
Sample Employee: Monthly

Employee Name: Brian monthly
Works 100% Time

**Monthly ESTIMATE**

- **Pay Period:** June 1 to June 30
- **Check Date:** June 30, 2016
- **Gross Pay:** $3,471.00
- **30 days in pay period**

**Deductions:**
- HLTH NET HMO: $72.91
- PARKING PTX: $70.00
- UCRP: $102.48
- MEDICARE: $48.26
- OASDI: $206.35
- TD 403B FLAT: $100.00
- FEDERAL TAX: $400.17
- CA STATE: $112.06
- SUPPL LIFE: $4.54
- DEP LIFE INSUR: $3.78
- AD&D INSUR: $7.20
- SUPPL DIS: $30.54
- ARAG LEGAL: $13.78
- CX FAIR SH: $16.49

**Net Pay:** $2,282.44

**Monthly Gross Salary:** $3,471.00

**Annual Gross Salary:** $41,652.00

**Hourly Pay Rate:** $19.95
(Annual Salary/2088 hours)
### Monthly Compared to Biweekly

**Employee Name:** Brian biweekly  
**Annual rate = $41,652  hourly rate = $19.95**  
**BW Estimate reflects pay for 80 hours* (80 x 19.95 = $1596)**

### Monthly ESTIMATE

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Mar-1 to Mar-31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Date</td>
<td>March 31</td>
</tr>
<tr>
<td>Gross Pay</td>
<td>$3,471.00</td>
</tr>
<tr>
<td>31 days in pay period</td>
<td></td>
</tr>
</tbody>
</table>

**Gross Pay:** $3,471.00  
**Deductions:**  
- HLTH NET HMO: $72.91  
- PARKING PTX: $70.00  
- UCRP: $102.48  
- MEDICARE: $48.26  
- OASDI: $206.35  
- TD 403B FLAT: $100.00  
- FEDERAL TAX: $400.17  
- CA STATE: $112.06  
- SUPPL LIFE: $4.54  
- DEP LIFE INSUR: $3.78  
- AD&D INSUR: $7.20  
- SUPPL DIS: $30.54  
- ARAG LEGAL: $13.78  
- CX FAIR SH: $16.49

**Net Pay:** $2,282.44

### BW ESTIMATE

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Feb-28 to Mar-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Date</td>
<td>March 23</td>
</tr>
<tr>
<td>Gross Pay</td>
<td>$1,596.00*</td>
</tr>
<tr>
<td>14 days in pay period</td>
<td></td>
</tr>
</tbody>
</table>

**Gross Pay:** $1,596.00*  
**Deductions:**  
- HLTH NET HMO: $36.45  
- PARKING PTX: $35.00  
- UCRP: $36.86  
- MEDICARE: $21.58  
- OASDI: $92.26  
- TD 403B FLAT: $50.00  
- FEDERAL TAX: $186.50  
- CA STATE: $55.25  
- SUPPL LIFE: $2.27  
- DEP LIFE INSUR: $1.89  
- AD&D INSUR: $3.60  
- SUPPL DIS: $15.27  
- ARAG LEGAL: $6.89  
- CX FAIR SH: $7.98

**Net Pay:** $1,044.20

### BW ESTIMATE

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Mar-13 to Mar-26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Date</td>
<td>April 6</td>
</tr>
<tr>
<td>Gross Pay</td>
<td>$1,596.00*</td>
</tr>
<tr>
<td>14 days in pay period</td>
<td></td>
</tr>
</tbody>
</table>

**Gross Pay:** $1,596.00*  
**Deductions:**  
- HLTH NET HMO: $36.46  
- PARKING PTX: $35.00  
- UCRP: $55.86  
- MEDICARE: $21.58  
- OASDI: $92.26  
- TD 403B FLAT: $50.00  
- FEDERAL TAX: $183.65  
- CA STATE: $53.74  
- SUPPL LIFE: $2.27  
- DEP LIFE INSUR: $1.89  
- AD&D INSUR: $3.60  
- SUPPL DIS: $15.27  
- ARAG LEGAL: $6.89  
- CX FAIR SH: $7.98

**Net Pay:** $1,029.55
Planning Your Transition
Planning Your Transition

• Review your personal financial situation and plan accordingly
• Estimate your biweekly pay and your income needs during November and December
• Review any automatic payments you have scheduled with your bank or financial institution
• Consider Transition Assistance Vacation Cash Out Program
**Transition Assistance Vacation Cash Out Program Guidelines**

| What is it? | The University is offering a one-time opportunity for you to cash out up to 80 hours of accrued vacation leave (or PTO, if applicable). |
| What is required? | You must be transitioning from a monthly to a biweekly pay cycle. You must be on active or paid leave status. You must have the hours in your vacation bank (or PTO, if applicable). |
| How will the vacation cash out be calculated? | Cash out value = (hourly rate x vacation hours). It will be paid as part of your normal paycheck where it will be subject to taxes and percentage based deductions. |
| When can I request it? | Requests must be submitted in accordance with the following deadlines: |
| | **Deadline to Enter into Payroll System** | **Pay Out Date** |
| | November 22, 2016 | December 1, 2016 monthly paycheck |
| | December 8, 2016 | December 14, 2016 biweekly paycheck |
| | December 21, 2016 | December 28, 2016 biweekly paycheck |
| Who do I make the request to? | The application form for a vacation payout should be sent to your department payroll processor or department HR/Academic Personnel representative. |
Time Reporting Obligations

• Non-exempt, overtime eligible employees must track and record the number of hours worked on a daily basis and the total number of hours worked during a workweek

• Supervisors may be asked to review and approve time records at the end of a workweek or pay period

• Locations should follow local procedures regarding timekeeping and University policies regarding recordkeeping and retention
Resources

• Available on HR website:
  ■ FAQs
  ■ Biweekly Pay Schedule Calendars
  ■ Transition Assistance Vacation Cash Out Program request form
Vacation & Sick Leave Accruals

• The biweekly leave accrual period is four (4) weeks. For full time employees, this means that the vacation/sick accruals are based on 160 hours per leave accrual period.

• Leave accrual is based on an hourly factor

• Information on hourly factors for policy covered staff can be found in PPSM-2.210: Absence from Work, Section VII.2