

FLSA Rule Change: Academic Staff Side-by-Side Moving from Exempt to Nonexempt



FLSA Change Effective Date	Affected staff will see a change to job status from exempt to nonexempt beginning December 1, 2016.
eBenefits Enrollment	IMPORTANT: If you're changing from monthly to bi-weekly payroll, you must <u>wait until November 7</u> to enter your annual benefits enrollment choices through the new automated tool, eBenefits. Entries prior to this date may result in incorrect or deleted benefit deductions.

PAYROLL

Pay Periods	<p>* CHANGE -</p> <p>A-Basis: Nonexempt have 26 pay periods (exempt have 12) C-Basis: Nonexempt have 20 pay periods (exempt have 9)</p>
Direct Deposit	NO CHANGE - Existing direct deposit(s) will continue; but since the frequency of pay periods will change, you may want to review your direct deposit account allocation.
General Deductions	<p>* CHANGE - Action Required:</p> <p>State Vanpool: fill out a new authorization form with your van coordinator; turn in to OHR by 12/9/16 Partners in Giving, PROFS, UW Foundation: email payroll@ohr.wisc.edu with your changes</p> <p>No Change - No Action Required. These will be automatically adjusted. Monitor and email these units if a deduction is missed: Parking: email Transportation Services - betsy.bussan@wisc.edu Rec Sports Membership: email memberships@recsports.wisc.edu</p>
Taxes	<p>NO CHANGE - Taxes will automatically be adjusted, except for additional withholding.</p> <p>Action Needed: If you have additional amounts withheld per paycheck, submit a new W4 if you would like to make adjustments. Calculate your estimated withholding amounts with this tool: https://www.irs.gov/individuals/irs-withholding-calculator.</p>
Garnishments	<p>NO CHANGE - Existing garnishments will be automatically adjusted. Monitor.</p> <p>Email ag1@uwsa.edu with questions.</p>

PAID LEAVE

Compensatory Time	* CHANGE - Nonexempt A-Basis Academic Staff are eligible for comp time
Leave Reporting	* CHANGE - Nonexempt Academic Staff record leave in 15-minute increments (exempt Academic Staff submit absences on the monthly leave report in half or whole day increments)
Earned Vacation	NO CHANGE
Vacation Carry Over	NO CHANGE
Vacation Banking	NO CHANGE
Vacation Cash Out	NO CHANGE - No cash out provision
Legal Holidays Observed	NO CHANGE
Personal Holidays	NO CHANGE
Sick Leave	NO CHANGE

FLEX SPENDING & HEALTH SAVINGS

*Programs themselves are not changing, but the number of deductions/pay periods per year are changing.
No action needed: Your deductions will be automatically adjusted for you.*

FSA Dependent Care NO CHANGE

FSA Health Care NO CHANGE

Health Savings Account (HSA) NO CHANGE

INSURANCE

*Benefits themselves are not changing, but the timing of the deductions are changing.
No action needed: Your deductions will be automatically adjusted for you.*

Health NO CHANGE - Deductions for nonexempt staff are taken from the "A" paycheck one month before coverage.
Includes: State Group Health; AD&D; EPIC Benefits+; Dental Wisconsin; Individual & Family Life; UW Employee Inc. Life; VSP Vision

State Group Life NO CHANGE - Deductions for nonexempt staff are taken from the "B" paycheck one month before coverage.

Income Continuation NO CHANGE - Deductions for nonexempt are taken from the "A" paycheck the month of coverage.

University Insurance Association Life NO CHANGE

RETIREMENT

WRS NO CHANGE

WRS Creditable Service NO CHANGE

WRS Contributions NO CHANGE

OPTIONAL SAVINGS PLANS

Savings plans themselves are not changing. However, since the number of deductions per year are more than doubling, you will need to evaluate your annual savings goal and adjust the amount deducted if needed.

TSA Contribution * **CHANGE** - Action Needed: Submit a new Salary Reduction Agreement to change your per-paycheck election. If you do not fill out a new Agreement, your per-paycheck amount will continue, resulting in a higher annual contribution than originally planned.

Wisconsin Deferred Compensation * **CHANGE** - To change your deduction to meet your annual savings goal, you must contact Wisconsin Deferred Compensation to change your election.

OTHER

Layoff/Non-renewal NO CHANGE

Job Security NO CHANGE

Appeal Process NO CHANGE

For more information, see <http://www.ohr.wisc.edu/compensation/flsa.aspx>

Last Updated 10/12/2016