

# FLSA Rule Change: Post Degree Training Staff Side-by-Side Moving from Exempt to Nonexempt Changing from Monthly to Biweekly Payroll



**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 wait until November 7 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

*Nonexempt staff in some Post Degree Training positions are changing from a monthly to biweekly payroll:*

	<u>Post Degree Training positions</u>	<u>Nonexempt staff</u>	<u>Exempt staff</u>
<b>Pay Periods</b>	<b>Research Associate X01NN (ET1)</b>	<b><i>change from monthly to biweekly</i></b>	<b>remain monthly</b>
	<b>Post Grad Trainee X61NN-X67NN (ET3)</b>	<b><i>change from monthly to biweekly</i></b>	<b>remain monthly</b>
	<b>Research Intern X50NN (ET3)</b>	<b><i>change from monthly to biweekly</i></b>	<b>remain monthly</b>
	Postdoctoral Fellow X10NN (ET2)	remain monthly	remain monthly
	Postdoctoral Trainee X30NN (ET2)	remain monthly	remain monthly
	Grad Intern/Trainee X75NN (ET4)	remain monthly	remain monthly

**General Deductions**

**\* CHANGE - Action Required:**  
**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](mailto:payroll@ohr.wisc.edu) with your changes  
 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](mailto:betsy.bussan@wisc.edu)  
**Rec Sports Membership:** email [memberships@recsports.wisc.edu](mailto:memberships@recsports.wisc.edu)

**Taxes**

NO CHANGE - Taxes will automatically be adjusted, except for additional withholding.  
*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>.

**Garnishments**

NO CHANGE - Existing garnishments will be automatically adjusted. Monitor and email [ag1@uwsa.edu](mailto:ag1@uwsa.edu) with questions.

## PAID LEAVE

**Compensatory Time** **CHANGE** - nonexempt A-Basis Post Degree Training staff are eligible for comp time

**Leave Reporting** **CHANGE:** if leave is provided, it is tracked in 15-minute increments (and tracked informally)

**Earned Vacation** NO CHANGE

**Legal Holidays Observed** NO CHANGE

**Sick Leave** NO CHANGE - if leave is provided, it is tracked informally

## 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  
Fellows, Scholars, Graduate Interns/Trainees, and Post-Doctoral Fellows/Trainees are ineligible.

**FSA Health Care** NO CHANGE  
Fellows, Scholars, Graduate Interns/Trainees, and Post-Doctoral Fellows/Trainees are ineligible.

## 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

## 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.

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

Last updated 10/14/2016