

FLSA Rule Change: Post Degree Training Staff 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 January 1, 2020.

PAYROLL

Nonexempt staff in Post Degree Training positions are changing from a monthly to biweekly payroll if they do not meet the salary threshold:

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

General Deductions

*** CHANGE - Action Required:**
State Vanpool: fill out a new authorization form with your van coordinator; turn in to OHR by 12/27/2019
Partners in Giving, PROFS, UW Foundation: email payroll@ohr.wisc.edu with your changes
 Parking - No Action Required - These will be automatically adjusted. Monitor and email Transportation Services - customerservice@fpm.wisc.edu with questions

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.

Garnishments

NO CHANGE - Existing garnishments will be automatically adjusted. Monitor and email ag1@uwsa.edu with questions.

PAID LEAVE

Compensatory Time

CHANGE - Non-exempt A-Basis Post Degree Training Staff are eligible for comp time. Divisions have discretion regarding the usage of Compensatory Time. Comp time is tracked informally.

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; Supplemental Dental; Preventative Dental (No Health); 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](#) or go to the benefit tab in your MyUW portal and update your per-paycheck election. If you do not make a change, 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 directly to change your election at wdcprogram@gwrs.com or 877-457-9327, option 2.

[For more information and Forum materials, see https://hr.wisc.edu/flsa/](https://hr.wisc.edu/flsa/)

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