

# FLSA Rule Change: Program/Project Assistant (Student Assistants)

## Moving from Exempt to Nonexempt

### Changing from Monthly to Biweekly Payroll



<b>FLSA Change Effective Date</b>	Affected staff will see a change to job status from exempt to nonexempt beginning January 1, 2020.
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## PAYROLL

<b>Pay Periods</b>	<p><b>* CHANGE -</b></p> <p>A-Basis: Nonexempt have 26 pay periods (exempt have 12)          C-Basis: Nonexempt have 20 pay periods (exempt have 9)</p>
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<b>General Deductions</b>	<p><b>* CHANGE - Action Required:</b></p> <p>State Vanpool: fill out a new authorization form with your van coordinator; turn in to OHR by 12/27/2019.</p> <p>Partners in Giving, PROFS, UW Foundation: email payroll@ohr.wisc.edu with your changes</p> <p>Parking - No Action Required - These will be automatically adjusted. Monitor and email Transportation Services - customerservice@fpm.wisc.edu with questions</p>
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<b>Taxes</b>	<p>NO CHANGE - Taxes will automatically be adjusted, except for additional withholding.</p> <p><u>Action Needed</u> : If you have additional amounts withheld per paycheck, submit a new W4 if you would like to make adjustments.</p>
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<b>Garnishments</b>	NO CHANGE - Existing garnishments will be automatically adjusted. Monitor and email <a href="mailto:ag1@uwsa.edu">ag1@uwsa.edu</a> with questions.
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## PAID LEAVE

<b>Compensatory Time</b>	<p>CHANGE - A-Basis Non-Exempt are eligible for comp time and divisions have discretion regarding the usage of comp time; however, due to limitations on appointment percentages per Graduate School guidelines, they do not receive comp time. See the Graduate School website for guidance or <a href="https://kb.wisc.edu/gsadminkb/page.php?id=3332">https://kb.wisc.edu/gsadminkb/page.php?id=3332</a></p>
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<b>Leave Reporting</b>	<b>CHANGE:</b> any leave provided is tracked in 15-minute increments informally
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<b>Earned Vacation</b>	NO CHANGE
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<b>Legal Holidays Observed</b>	NO CHANGE
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<b>Sick Leave</b>	NO CHANGE
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## 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 [wcdprogram@gwrs.com](mailto:wcdprogram@gwrs.com) or 877-457-9327, option 2.

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

Last updated 11/15/2016