Action Guide for Departments (updated 11/7/2016)

Transitioning Employees from Exempt to Non-Exempt (Overtime Eligible) Status

Starting November 20th, the changes approved by the United States Department of Labor to the Fair Labor Standards Act (FLSA) will be implemented at UC Santa Barbara. This change will increase the number of UC employees eligible for overtime pay. This guide is intended to assist departments in providing proper notice and informational materials to impacted employees, their immediate supervisors, and business officers.

Provide written notice/information packet* to impacted employees, including

☐ Cover sheet: Your Eligibility for Overtime Pay Has Changed
☐ Employee notification letter
☐ Biweekly time card and/or instructions for completing the time card electronically
☐ Biweekly Payroll Calendar
☐ Transition Assistance Vacation Cash Out Application Form
☐ Compensatory Time Election Form (if applicable)
☐ Staff Personnel FLSA Pay Transition handout
☐ Frequently Asked Questions handout

Ensure impacted employees understand:

- When to submit biweekly time cards and due dates
- How to record their hours worked and leave taken on the biweekly time card or electronic time keeping system
- The departmental approval process for obtaining advance approval of overtime hours when necessary

Update employee’s appointment in PPS

☐ End current appointment in PPS and add a new appointment effective 11/20/2016. Enter an hourly rate (divide the monthly rate by 174). Enter H for RATE CODE and BW for PAY SCHEDULE. For employees in SRA 2 (TC 9612) who are transitioning to non-exempt, change the title code from 9612 to 9617 (SRA 2 Non-Exempt).
☐ For part-time appointments, ensure that the distribution % reflects weekly work hours in whole or quarter hour increments, i.e., 42.5% versus 43.0%
☐ Contact Amy Arnold, Human Resources (x 4068) to request the FLSA STATUS field update (requires HR override), except for cases in which the SRA 2 Non-Exempt title is used. The FLSA status will be updated after the new appointment is set up by the department.

Update Kronos (electronic time keeping system) if applicable

☐ To accurately switch the employee’s time record in Kronos from exempt to non-exempt, submit an Electronic Timekeeping ticket for assistance at http://etsc.ucsb.edu.

Complete Transition Assistance Vacation Cash out Application Form

☐ Collect the Vacation Cash Out Application form from the employee and complete the portion designated for the Department.
☐ Submit the completed form to Human Resources, attention: Edna Arellano by November 14, 2016

Important Dates To Remember During This Transition Period

- 11/14/2016: Due date to submit Vacation Cash Out Application Form to Human Resources
- 11/20/2016: First day on biweekly pay cycle for newly transitioned non-exempt employees
- 12/1/2016: Paycheck issued for work between 11/1/2016 and 11/19/2016. Payroll check includes accrued vacation cash out lump sum if requested
- 12/6/2016: Last day to approve biweekly time card for pay period 11/20/2016 to 12/3/2016
- 12/14/2016: Paycheck issued for biweekly pay period of 11/20/2016 to 12/3/2016
- 12/18/2016: Last day to approve biweekly time card for pay period 12/4/2016 to 12/17/2016

*Contact the Compensation Unit for questions about these communication materials.