

# FAIR LABOR STANDARDS ACT (FLSA) UPDATE 2016





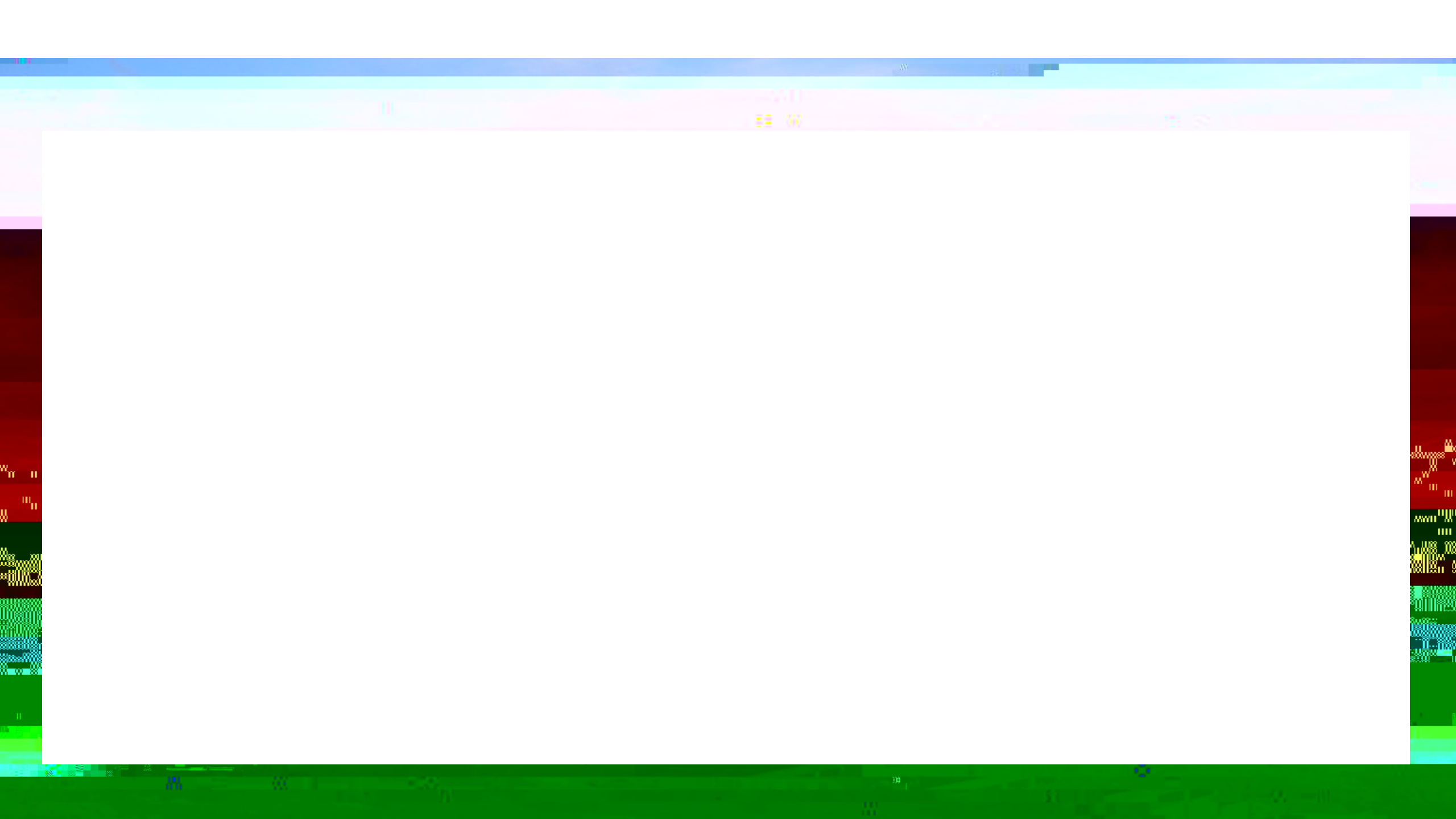
## Teaching Exemptions

teachers or instructors whose primary duty is teaching, instructing, or lecturing in the activity of imparting knowledge are exempt but counseling, coaching, admissions,

## Medical Exemptions

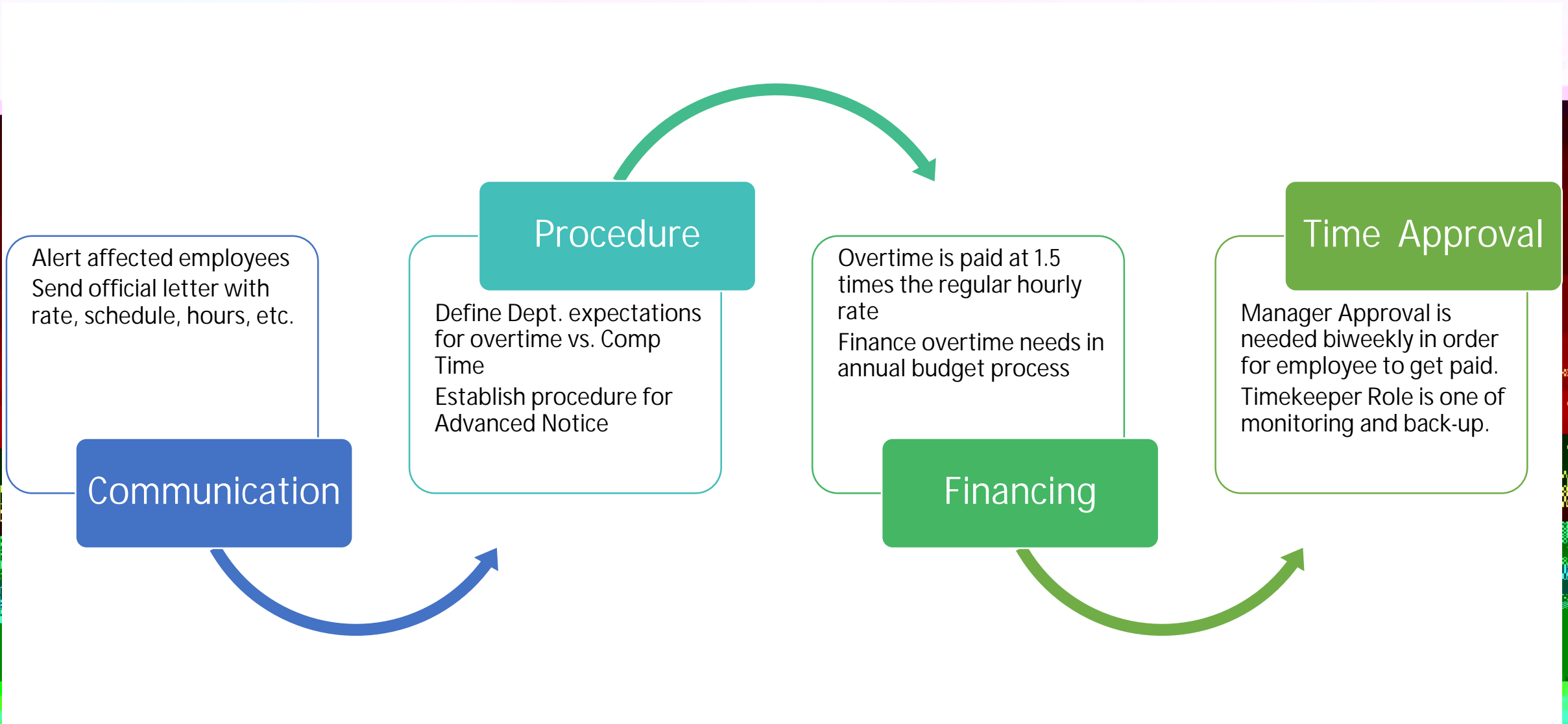
The University has decided that Veterinarian Interns and Residents (does not include technicians) are covered under the medical exemptions after legal review and consultation

## IT Exemptions





# IMPACT TO DEPARTMENTS



- Overtime is paid at 1.5 times their regular hourly rate for time worked in excess of 40 hours in a assigned and contiguous workweek.
- Overtime must be approved by the supervisor in advance of hours worked.
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- Compensatory time must be credited at the same rate as overtime--1.5 times the hourly rate.
- Before work is performed, non-exempt employees must be told whether they will be compensated with comp time instead of cash overtime, either in a memorandum of understanding or other agreement, or via some other agreement or understanding arrived at with the employee.
- Compensatory time has a number of distinct rules aligned with it and those rules must be followed.





## Three Questions to Ask:

1. Is the travel required?
2. Is the event or travel scheduled during normal working hours?
3. Is consistent travel part of your job?

- Travel Time
  - Attendance of an out of state or instate conference
  - Attendance of a out of state or instate training or certification
- Travel FAQ sheet

# IMPLEMENTATION

November 15	HR Transactions on the population of affected employees must be entered by November 15
November 16-30	Workday Blackout: No HR Transactions on the affected group of employees will be approved through November 16- November 30
November 18-30	Conversion of affected group of employees from Professional Salary to Professional Hourly
December 1	New job profiles will be available to use for new Hires; HR Transactions resume
December 12	First Payroll deadline is December 12 <sup>th</sup> , Noon

# DUAL JOB CODES

Coordinator of Non-  
Academic or Service Area

Or

Coordinator of Non-  
Academic or Service Area -  
HRLY

- HRM Website
- Employee Toolkit
- Department Toolkit
- Letter Templates
- Department of Labor Resources
- FLSA Time and Attendance Training for Managers and Employees
  - Online & Classroom
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# RECRUITING AND ONBOARDING

Workday



# The HR Originator

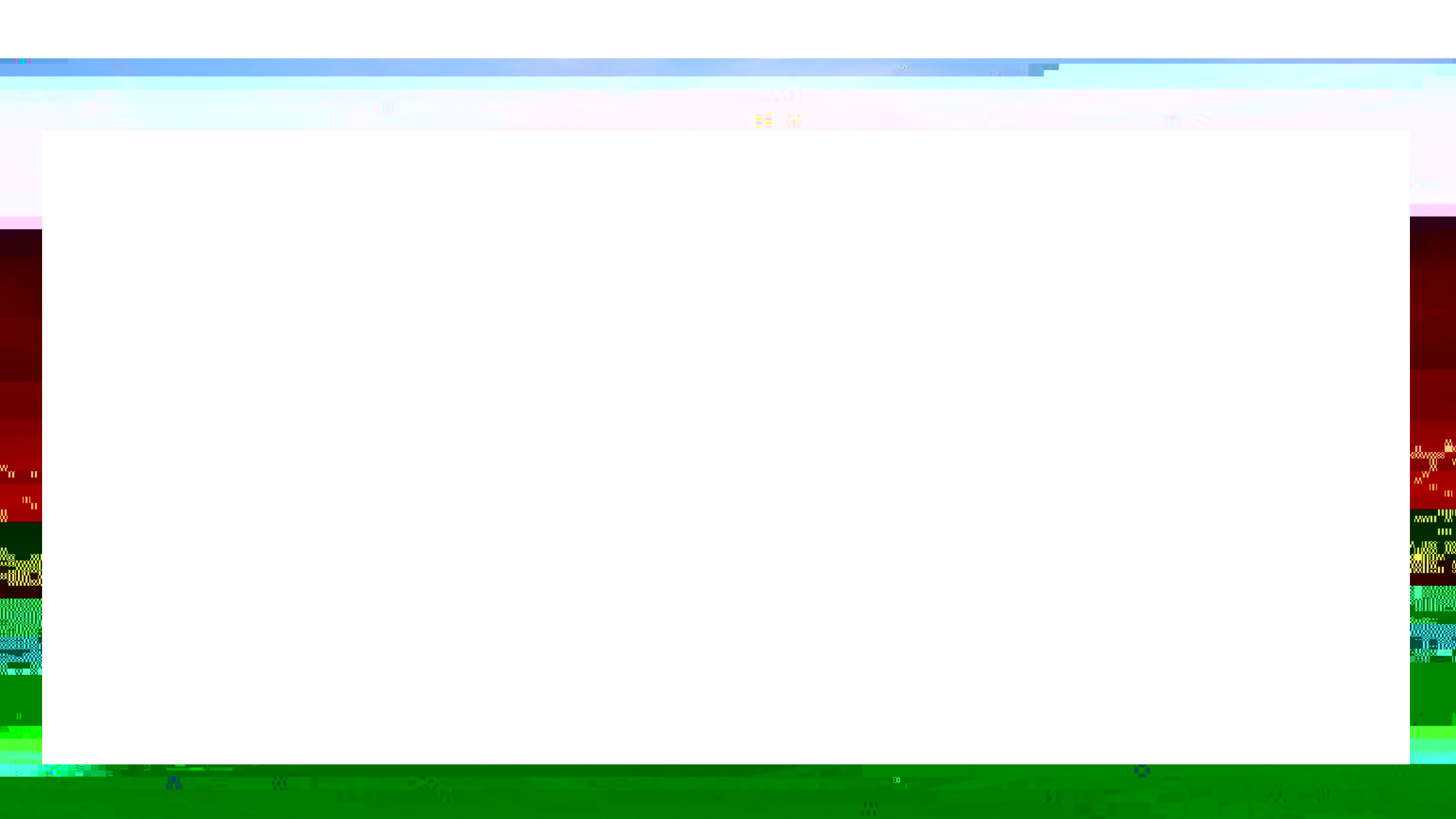
- The HR Originator is a new HCM Security Role
- The purpose of this role is to assist the HR Analysts within the departments with entering all the necessary information in order to initiate an HR transaction.
- This role allows the user to:
  - Create position
  - Create job requisition
  - Hire (coming soon)

- HR Specialists (who hold Workday roles of HR Analyst/Rec Coordinators/Academic Partners) no longer need to make calls or send emails to all units to get information on the transaction to be initiated.
- HR Specialists will now review the information entered by HR Originators before submitting the information to HR Partners (HR role in Workday), thus shifting the responsibility to



## BENEFITS OF THE ROLE

- It is not mandatory to have HR Originators assigned to Supervisory Organizations as the HR Specialist can continue to initiate transactions
- The HR Originator can initiate transactions for all employment transactions, including student employment transactions
- The HR Specialists remain responsible for the accuracy of the data submitted to HR and it will be their responsibility to work with the individual departments to assure the data is entered correctly.



# THE IMPORTANCE OF ONBOARDING

All Onboarding documents must be completed by the employee on the first day of employment!

# THE EMPLOYEE AND EMPLOYER IMPACT

- I-9
- Benefits
- Payment election (bank account preference)

# FEDERAL REGULATION

- Federal Law requires that I-9 be completed within the first 3 days of employment. The employee portion must be done on or by the first day of employment.
- To ensure compliance: All On Boarding documents
  - must be completed by the employee
  - on the first day of employment!

- Training is available in November on Positions and Job Requisitions
  - Registration is open to all HR Originators, HR Specialists and any departmental Cost Center Manager.
- HR Specialist Meeting November 11.1(1)3.4(1.1(1)3.4(46)0.6(-)2.9(-)2.3(0)3.5(0)4.3(H)Tg