

FLSA Rule Change: Program/Project Assistant (Student Assts) 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.
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eBenefits Enrollment	IMPORTANT: If you're changing from monthly to bi-weekly payroll, you <u>must wait until November 7</u> 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.
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PAYROLL

Pay Periods	<p>* CHANGE -</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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General Deductions	<p>* CHANGE - Action Required:</p> <p>State Vanpool: fill out a new authorization form with your van coordinator; turn in to OHR by 12/9/16</p> <p>Partners in Giving, PROFS, UW Foundation: email payroll@ohr.wisc.edu with your changes</p> <p>No Change - No Action Required. These will be automatically adjusted. Monitor and email these units if a deduction is missed:</p> <p>Parking: email Transportation Services - betsy.bussan@wisc.edu</p> <p>Rec Sports Membership: email memberships@recsports.wisc.edu</p>
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Taxes	<p>NO CHANGE - Taxes will automatically be adjusted, except for additional withholding.</p> <p>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.</p>
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Garnishments	NO CHANGE - Existing garnishments will be automatically adjusted. Monitor and email ag1@uwsa.edu with questions.
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PAID LEAVE

Compensatory Time	CHANGE - A-Basis Nonexempt are eligible for comp time. However, due to limitations on appointment percentages per Graduate School guidelines, they would not receive comp time. See Graduate School website for guidance: https://kb.wisc.edu/qsadminkb/page.php?id=33322 .
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Leave Reporting	CHANGE: any leave provided is tracked in 15-minute increments informally
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Earned Vacation	NO CHANGE
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Legal Holidays Observed	NO CHANGE
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Sick Leave	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; 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