

NEW FAIR LABOR STANDARDS ACT (FLSA) REGULATIONS – EMPLOYEE DOCUMENT

You are receiving this information because you will be impacted by a change to the federal Fair Labor Standards Act (FLSA), the wage and hour law that covers all members of the Texas A&M University System. Under the new rules, employees must be classified as non-exempt and will be eligible for overtime pay or compensatory time off if their annual salary is below \$35,568.

Impact on Your Position

AgriLife Human Resources has reviewed the impact of the regulations on your position. After reviewing your salary and your job title it has been determined that your position's FLSA designation will be changed from exempt (salaried, monthly-paid) to **non-exempt (hourly, biweekly-paid) on Sunday, December 15, 2019.**

We want to assure you that this change will, in no way, adversely reflect the level or value of your work, or your importance to Texas A&M AgriLife. The change of your position to non-exempt is necessary to comply with the Department of Labor (DOL) regulations and it provides you with wage and hour protections that you did not have as an exempt employee.

How Your Pay Schedule Will Change

As a non-exempt employee you will be paid an hourly salary on a biweekly basis starting with the pay period that begins December 15, 2019. You will need to record hours worked and leave taken, rounded to the nearest quarter hour, in Workday accessed through SSO. For hours worked in excess of 40 hours in a workweek (Sunday through Saturday), you are entitled to the federal overtime rate of 1.5 times your regular hourly rate or compensatory time off at 1.5 hours for each hour of overtime worked. Your unit will determine whether overtime pay or compensatory time off is given for overtime hours. You may be required to limit your work hours, including remote access, to not more than 40 hours in a workweek to minimize the budget impact.

Schedule for first few paychecks:

- 12/1/2019 monthly paycheck – covers November pay period (11/1 – 11/30). No changes. All benefits for November will be deducted.
- **12/18/2019 – NEW biweekly employees will enter time for 12/15/19 – 12/28/19.**
- 1/2/2020 – last monthly paycheck – covers December pay period (12/1 – 12/14). All benefits for December will be deducted.
- 1/3/2020 – first biweekly paycheck – for the 10 working days in the pay period 12/15/19 – 12/28/19. Will take half of benefit deductions for the month of January.
- **1/13/2020 – NEW biweekly employees will enter time for 12/29/19 – 1/11/20.**
- 1/17/2020 - biweekly paycheck – for the 10 working days in the pay period 12/29/19 – 1/11/20. Will take half of benefit deductions for the month of January.
- **1/27/2020 – NEW biweekly employees will enter time for 1/12/20 – 1/25/20.**
- 1/31/2020 biweekly paycheck – for the 10 working days in the pay period 1/12/20 – 1/25/20. No benefit deductions will be taken.

Recommended Actions

1. Consider the impact of moving to a biweekly pay schedule versus being paid once per month. You may need to adjust your automated loan or bill payments, as well as any established transfers between your accounts, due to the change in pay dates. Find out in advance what is needed to make those changes with your bills and accounts so that you will have a smooth transition. To see pay dates and plan accordingly, access the FY20 biweekly pay schedule at: <https://agrilifeas.tamu.edu/documents/pay-schedule-bi-weekly-fy-20-2.pdf/>
2. Take the online course in TrainTraq 2112755: Comp Time Issues for Employees.
3. Review the FAQs at : <https://agrilife.org/admin/hr/fair-labor-standards-act/>
4. Review Workday job aid for entering time:
https://apps.system.tamus.edu/resources/download/WorkdayServices/Job_Aids/Enter_Time.docx
And the Workday job aid to entering time off:
https://apps.system.tamus.edu/resources/download/WorkdayServices/Job_Aids/Managing_Your_Time_Off.docx
5. Request time with your supervisor to discuss your work schedule and any relevant unit policies or practices about overtime and compensatory time. Discuss plans for regular communications with your supervisor that may need to be increased with the required tracking of work hours.