



Staff and Academic Personnel FLSA Pay Transition

**Information Session
October 2016**

Agenda

- **Introduction**
- **FLSA changes**
- **How will the transition impact your paycheck?**
 - Timing
 - Deductions
- **Planning your transition**
 - Transition Assistance Vacation Cash Out Program
- **Time reporting system**
- **Resources**

Who Will Be Classified As Nonexempt

Due to a recent change in the federal Fair Labor Standards Act, most full-time and part-time employees must earn at least \$913 per week (or \$47,476 per year) in order to remain classified as overtime exempt.

To comply with the DOL's new overtime rule, the University of California will take the following approach:

- Junior Specialists and Staff Research Associate 2 will be reclassified as nonexempt
- Staff and academic personnel who do not qualify for the professional teaching exemption and who earn less than \$913 per week, will be reclassified as nonexempt and paid on an hourly basis.

Transition to Biweekly Pay

Dec 1, 2016

- Last monthly paycheck issued for work performed November 1 - 19, 2016

Dec 14, 2016

- Paycheck for work performed from November 20 - December 3, 2016




Dec 28, 2016

- Paycheck for full biweekly period of December 4 - 17, 2016



Pay Cycle Comparison

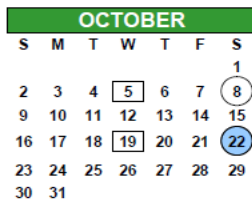
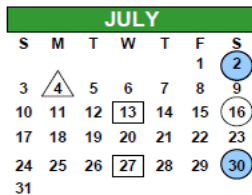
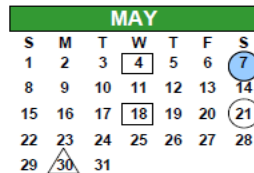
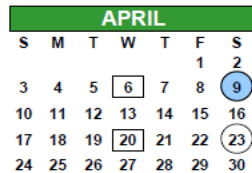
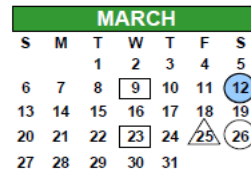
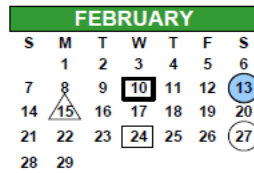
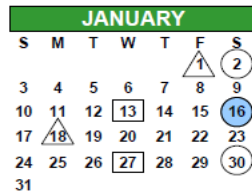
	Monthly Pay Cycle	Biweekly Pay Cycle
Pay Cycle	1 st to last day of the month	Sunday to Saturday, two-week period
Paychecks per Year	12	26
Paycheck Date	1 st of the month	Every other Wednesday
Pay for Overtime	Paid one month after earned, or in a separate check	Paid in biweekly check when earned
Leave Usage	Reported one month in arrears	Reported in the current pay period

Biweekly Calendar

 BIWEEKLY PAYDAYS
 PAY PERIOD ENDS
 HOLIDAYS

BIWEEKLY PAYROLL CALENDAR 2016

 DEDUCTION HOLIDAYS
 February 10, August 10
 VACATION AND SICK LEAVE
 ACCRUAL DATES



HOLIDAYS SUBJECT TO CHANGE DUE TO CHANCELLOR DESIGNATION

This is the annual biweekly pay schedule calendar.

It indicates the biweekly pay periods, pay dates, and leave accrual periods.

The end date of each leave accrual period is indicated on the calendar with a blue circle. Leave is accrued at the end of every two biweekly pay cycles (see appendix)

You may use your vacation/sick once it has accrued.

Payroll Deductions

Payroll deductions are taken from paychecks either as:

- **set amounts (aka Flat Dollar Deductions)**

or

- **calculated amounts based on a percentage of earnings**

Flat Dollar Amount Deductions

Flat Deductions Taken Twice Per Month (24 paychecks)

Insurance	<ul style="list-style-type: none">• Health Insurance• Life & Dependent Life• Accidental Death & Dismemberment• Supplemental Disability• Health Care/Dependent Care
Retirement	<ul style="list-style-type: none">• 403(b) or 457(b) if Flat Deduction* (for example, \$100/month)
Other	<ul style="list-style-type: none">• Legal Insurance• California Casualty• Scholarshare• Loans – Credit Union & 403(b) loans• Transit and Parking, etc.

Percentage Based Deductions

% Deductions Based on Pay (every paycheck)	
Taxes	<ul style="list-style-type: none">• Federal• State• OASDI (Social Security)• Medicare
Retirement	<ul style="list-style-type: none">• UC Retirement Plan (UCRP)• 403(b) or 457(b) if % Deduction* (for example, 3% of every check)
Other	<ul style="list-style-type: none">• Union Dues / Fair Share• Garnishments

**Employees elect 403(b)/457(b) as percentage (%) amount or flat amount*

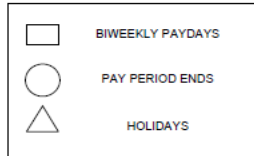
Payroll Deductions

- **MONTHLY Paychecks**
 - All deductions taken once a month
 - The net of the paycheck is generally the same every month
- **Biweekly Paychecks**
 - 24 Paychecks a year - 2 per month
 - Percent based deductions are deducted from every paycheck
 - Flat dollar deductions are divided and deducted from each biweekly paycheck
 - 2 pay checks (Deduction Holidays) – the net will differ
 - only percent based deductions are deducted

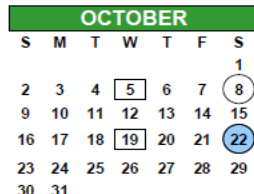
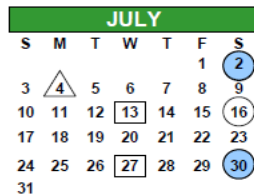
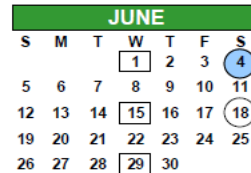
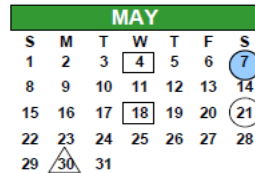
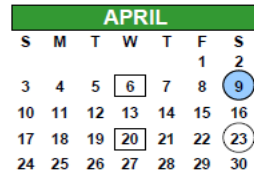
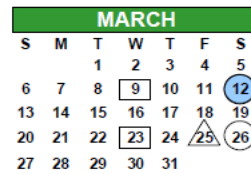
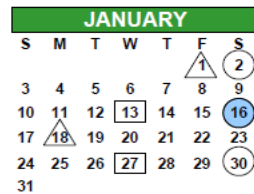
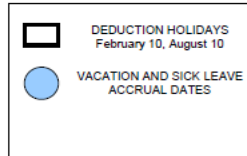
Deduction Holidays

- There are two times a year when flat dollar deductions are not deducted. Since there are normally 26 biweekly paydays per year and only 24 are needed each year to cover deductions. They are referred to as Deduction Holidays
- Indicated on the calendar with a bolded square
- A Deduction Holiday occurs when three biweekly pay period end dates fall within the same month

Biweekly Calendar-Deduction Holiday



BIWEEKLY PAYROLL CALENDAR 2016



HOLIDAYS SUBJECT TO CHANGE DUE TO CHANCELLOR DESIGNATION

For 2016, the deduction holidays are February 10 and August 10, 2016. For 2017, the deduction holidays are January 11 and August 9, 2017.

Only the following deductions will be taken:

- OASDI
- Medicare
- Federal and State income tax
- % based deductions (i.e. 403b, union dues)

These are indicated on the calendar with a **bolded square**

Sample Employee: Monthly

Employee Name: Brian monthly
Works 100% Time

Monthly ESTIMATE

Pay Period: June 1 to June 30

Check Date: June 30, 2016

Gross Pay: \$3,471.00

30 days in pay period

Deductions:

HLTH NET HMO	\$72.91
PARKING PTX	\$70.00
UCRP	\$102.48
MEDICARE	\$48.26
OASDI	\$206.35
TD 403B FLAT	\$100.00
FEDERAL TAX	\$400.17
CA STATE	\$112.06
SUPPL LIFE	\$4.54
DEP LIFE INSUR	\$3.78
AD&D INSUR	\$7.20
SUPPL DIS	\$30.54
ARAG LEGAL	\$13.78
CX FAIR SH	\$16.49

Net Pay: \$2,282.44

Monthly Gross Salary: \$3,471.00

Annual Gross Salary: \$41,652.00

Hourly Pay Rate: \$19.95
(Annual Salary/2088 hours)

Monthly Compared to Biweekly

Employee Name: Brian biweekly

Annual rate = \$41,652 hourly rate = \$19.95

BW Estimate reflects pay for 80 hours* (80 x 19.95 = \$1596)

Monthly ESTIMATE

Pay Period: **Mar-1 to Mar-31**

Check Date: March 31

Gross Pay: \$3,471.00

31 days in pay period

Deductions:

HLTH NET HMO	\$72.91
PARKING PTX	\$70.00
UCRP	\$102.48
MEDICARE	\$48.26
OASDI	\$206.35
TD 403B FLAT	\$100.00
FEDERAL TAX	\$400.17
CA STATE	\$112.06
SUPPL LIFE	\$4.54
DEP LIFE INSUR	\$3.78
AD&D INSUR	\$7.20
SUPPL DIS	\$30.54
ARAG LEGAL	\$13.78
CX FAIR SH	\$16.49

Net Pay: \$2,282.44

BW ESTIMATE

Pay Period: **Feb-28 to Mar-12**

Check Date: March 23

Gross Pay: \$1,596.00*

14 days in pay period

Deductions:

HLTH NET HMO	\$ 36.45
PARKING PTX	\$ 35.00
UCRP	\$ 36.86
MEDICARE	\$ 21.58
OASDI	\$ 92.26
TD 403B FLAT	\$ 50.00
FEDERAL TAX	\$186.50
CA STATE	\$ 55.25
SUPPL LIFE	\$ 2.27
DEP LIFE INSUR	\$ 1.89
AD&D INSUR	\$ 3.60
SUPPL DIS	\$ 15.27
ARAG LEGAL	\$ 6.89
CX FAIR SH	\$ 7.98

Net Pay: \$1,044.20

BW ESTIMATE

Pay Period: **Mar-13 to Mar-26**

Check Date: April 6

Gross Pay: \$1,596.00*

14 days in pay period

Deductions:

HLTH NET HMO	\$ 36.46
PARKING PTX	\$ 35.00
UCRP	\$ 55.86
MEDICARE	\$ 21.58
OASDI	\$ 92.26
TD 403B FLAT	\$ 50.00
FEDERAL TAX	\$183.65
CA STATE	\$ 53.74
SUPPL LIFE	\$ 2.27
DEP LIFE INSUR	\$ 1.89
AD&D INSUR	\$ 3.60
SUPPL DIS	\$ 15.27
ARAG LEGAL	\$ 6.89
CX FAIR SH	\$ 7.98

Net Pay: \$1,029.55



Planning Your Transition

Planning Your Transition

- Review your personal financial situation and plan accordingly
- Estimate your biweekly pay and your income needs during November and December
- Review any automatic payments you have scheduled with your bank or financial institution
- Consider Transition Assistance Vacation Cash Out Program

Transition Assistance Vacation Cash Out Program

What is it?	The University is offering a one-time opportunity for you to cash out up to 80 hours of accrued vacation leave.
What is required?	You must have the hours in your vacation bank.
How will the vacation cash out be calculated?	Cash out value = (hourly rate x vacation hours). It will be paid as part of your normal paycheck where it will be subject to taxes and percentage based deductions.
When can I request it?	Check with your local payroll office about the program request period.
How many requests can I submit?	Maximum of one request during the program request period.
Who do I make the request to?	The application form for a vacation payout should be sent to your local payroll office.
When do I receive the cash out?	Receipt will depend on when your request is received and processed. Check with your local payroll office.

Time Reporting Obligations

- Non-exempt, overtime eligible employees must track and record the number of hours worked on a daily basis and the total number of hours worked during a workweek
- Supervisors may be asked to review and approve time records at the end of a workweek or pay period
- Locations should follow local procedures regarding timekeeping and University policies regarding recordkeeping and retention

- **Available on HR website:**
 - FAQs
 - Biweekly Pay Schedule Calendars
 - Transition Assistance Vacation Cash Out Program request form

Vacation & Sick Leave Accruals

- The biweekly leave accrual period is four (4) weeks. For full time employees, this means that the vacation/sick accruals are based on 160 hours per leave accrual period.
- Leave accrual is based on an hourly factor
- Information on hourly factors for policy covered staff can be found in PPSM-2.210: Absence from Work, Section VII.2



Instructions for Using Time and Attendance Reporting System (TARS)

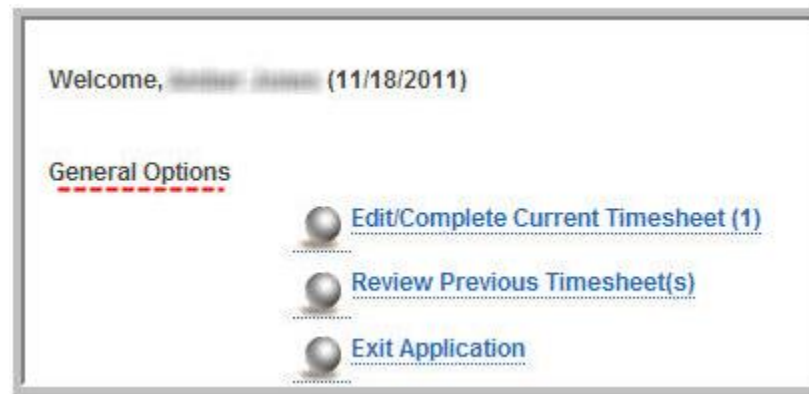
Time and Attendance (TARS)

- General Instructions for using the Time & Attendance Reporting
 - The Time & Attendance Reporting System (TARS) was created to automate the time and attendance reporting process and replace the completion of paper timesheets. This document is meant to provide you with a general overview of how to use the system to report your time.
 - The time reporting system is available on R'Space or you can visit timesheet.ucr.edu to access the system. Use your net id & password to login. You will be able to access this application from anywhere you have access to the internet - making it convenient to submit your record when due.



Time and Attendance (TARS)

- From the main menu, select the Edit/Complete Current Timesheet option.

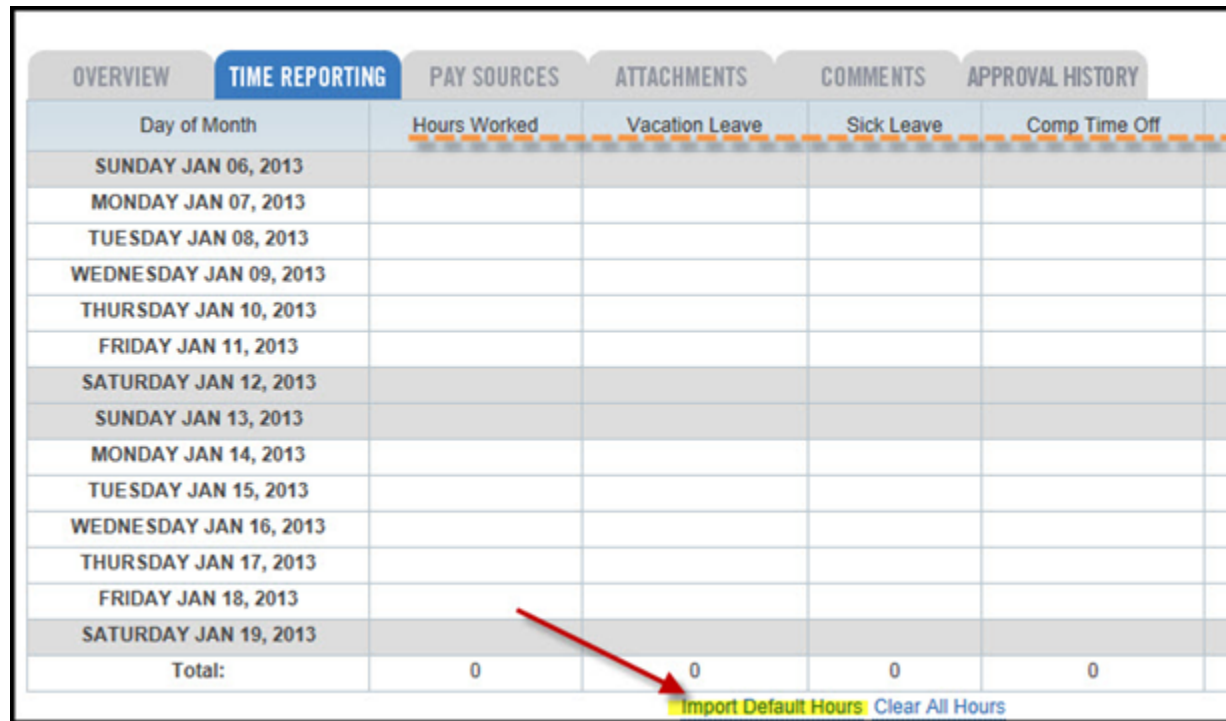


- From the result grid, select the record to edit (current time period)

Timesheet	Employee Name	Status	Last Updated	Updated By
November 2011 - December 2011	William Jones	SAVED	11/18/2011 08:55:49 AM	William Jones

Time and Attendance (TARS)

- If a default work schedule has been designated, select Import Default Hours to update the timesheet (Supervisor can submit your default schedule to the Department Time and Attendance Assistants who will prepopulate the schedule for you. This process will allow you to import the hours over without having to add hours manually).



OVERVIEW	TIME REPORTING	PAY SOURCES	ATTACHMENTS	COMMENTS	APPROVAL HISTORY
Day of Month	Hours Worked	Vacation Leave	Sick Leave	Comp Time Off	
SUNDAY JAN 06, 2013					
MONDAY JAN 07, 2013					
TUESDAY JAN 08, 2013					
WEDNESDAY JAN 09, 2013					
THURSDAY JAN 10, 2013					
FRIDAY JAN 11, 2013					
SATURDAY JAN 12, 2013					
SUNDAY JAN 13, 2013					
MONDAY JAN 14, 2013					
TUESDAY JAN 15, 2013					
WEDNESDAY JAN 16, 2013					
THURSDAY JAN 17, 2013					
FRIDAY JAN 18, 2013					
SATURDAY JAN 19, 2013					
Total:	0	0	0	0	

[Import Default Hours](#) [Clear All Hours](#)

Time and Attendance (TARS)

- If needed, manually add hours worked or leave taken to the timesheet by selecting the Date. From the entry screen, record the Time In, Time Out and Time/Leave type. Remember to account for a lunch if you work 6 hours or more in a day. If you work in multiple locations, you will need to separate the hours per location and by funding source.

Date: 01/09 [Apply to Date Range](#)

Time In	Time Out	Hours	Time/Leave Type	
8:00 AM	12:00 PM	4	Personal Sick Leave	Remove
1:00 PM	5:00 PM	4	Regular Time	Remove

[Add](#)

Total Hours: 8.00
FTE: 1

Distribution				Leave Type		Allocation	
				SL	REG	FTE	%
? C&C - Associate Vice Chanc	ADMIN SPEC			2.40	2.40	.6000	60.00
Staff, Career	GENERAL FUNDS	Institutional Support					
? C&C - Associate Vice Chanc	ADMIN SPEC			1.60	1.60	.4000	40.00
Staff, Career	C&C ADMIN OPERATIONS	Institutional Support					

Unallocated Hours: 0.00 0.00

[Show Codes](#) [Help](#)

[Save & Report More Time](#)
[Save & Exit](#)
[Exit Without Saving](#)
[Clear](#)

Time and Attendance (TARS)

- For eligible employees, TARS will automatically calculate weekly overtime (it does not record daily overtime – see your Payroll staff to process this manually if required)
- Select Save & Exit to complete the entry.

Overtime Calculations									
Week 1			Week 2						
Day of Week	Wrk Hrs	Non-Wrk Hrs	Day of Week	Wrk Hrs	Non-Wrk Hrs	Work Hours	Week 1	Week 2	Total
Sunday	0	0	Sunday	0	0	Work Hours	43	40	83
Monday	11	0	Monday	8	0	Non-Work Hours	0	0	0
Tuesday	8	0	Tuesday	8	0	Overtime Straight:	0	0	0
Wednesday	8	0	Wednesday	8	0	Overtime Premium:	3	0	3
Thursday	8	0	Thursday	8	0				
Friday	8	0	Friday	8	0				
Saturday	0	0	Saturday	0	0				
Total:	43	0	Total:	40	0				

Time and Attendance (TARS)

- Attachments may be uploaded to timesheet records. Click the Browse button and locate the file. Enter the Document Title and select Attach File to complete the process. The attachment and details are recorded below. The file can be accessed by selecting the File Title or File Name

OVERVIEW TIME REPORTING PAY SOURCES ATTACHMENTS COMMENTS APPROVAL HISTORY

File Name: C:\Documents and Settings\amber\My Documents\Tir Browse...

Document Title: Jury Duty Notice

Attach File

File Title	File Name	Uploaded by	Uploaded Date
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OVERVIEW TIME REPORTING PAY SOURCES ATTACHMENTS COMMENTS APPROVAL HISTORY

File Name: Browse...

Document Title: Jury Duty Notice

Attach File

File Title	File Name	Uploaded by	Uploaded Date
Jury Duty Notice	JuryDutyNotice.doc	amber	11/18/2011

Time and Attendance (TARS)

- Comments may be recorded on the timesheet record. Enter comments and click Save Comments to complete the process

The screenshot shows the 'COMMENTS' tab selected. A text area contains the following text: "Per my email dated 11/10, I revised my vacation leave to 11/16-11/18 and have recorded my time accordingly". Below the text area is a "Save Comments" button. A note below the button reads: "formatting, please hit 'return' after each line. (Limit 2000 chars)". Below the form is a table with the following structure:

Comment	User NetID	Date
---------	------------	------

- The Overview tab on the previously submitted timesheet record provides Employee Information, Balance Information, and Vacation Details.

The screenshot shows the 'OVERVIEW' tab selected. The interface displays the following information:

Employee Information

Name:	John Doe
Employee ID:	12345678
Home Department:	Department A
Supervisor:	John Doe
Pay Schedule:	W2
Premium O/T:	Not Applicable
Title Code:	1000
Bargaining Unit:	Eligible for union

Balance Information (as of 09/07/2011)

	Begin Balance	Earned	Taken	Adjustment	Lost	End Balance
Vacation	100	50	50	0	0	100
Sick Leave	1000	0	0	0	0	1000

Vacation Details

Maximum Vacation Limit * : 100

* Vacation leave may be accrued to a maximum of 2 times the annual full-time earning rate whether the employee holds a full- or part-time appointment. - 100

Time and Attendance (TARS)

- Save and submit to Supervisor



- Employees must route their time record to their Supervisor no later than 5:00pm on the last day to report time. After this deadline, the system automatically “routes” the timesheet to the supervisor (your Supervisor is derived from the Enterprise Directory).
- The system will maintain the time sheets for historical purposes, eliminating the need for paper copies of time records.
- The system was designed to be simple to navigate. However, should you have questions please go to <http://cnc.ucr.edu/tars/usingII.html> or contact Sherice.underwood@ucr.edu