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
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

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Options</th>
</tr>
</thead>
</table>
| Insurance   | • Health Insurance  
• Life & Dependent Life  
• Accidental Death & Dismemberment  
• Supplemental Disability  
• Health Care/Dependent Care |
| Retirement  | • 403(b) or 457(b) if Flat Deduction*  
(for example, $100/month)       |
| Other       | • Legal Insurance  
• California Casualty  
• Scholarshare  
• Loans – Credit Union & 403(b) loans  
• Transit and Parking, etc. |
% Deductions Based on Pay (every paycheck)

<table>
<thead>
<tr>
<th>Category</th>
<th>Deductions</th>
</tr>
</thead>
</table>
| **Taxes**       | • Federal  
                  • State  
                  • OASDI (Social Security)  
                  • Medicare  |
| **Retirement**  | • UC Retirement Plan (UCRP)  
                  • 403(b) or 457(b) if % Deduction*  
                  (for example, 3% of every check)  |
| **Other**       | • 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.
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**
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
<table>
<thead>
<tr>
<th>Pay Period:</th>
<th>Mar-1 to Mar-31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Date:</td>
<td>March 31</td>
</tr>
<tr>
<td>Gross Pay:</td>
<td>$3,471.00</td>
</tr>
<tr>
<td>31 days in pay period</td>
<td></td>
</tr>
</tbody>
</table>

### 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
<table>
<thead>
<tr>
<th>Pay Period:</th>
<th>Feb-28 to Mar-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Date:</td>
<td>March 23</td>
</tr>
<tr>
<td>Gross Pay:</td>
<td>$1,596.00*</td>
</tr>
<tr>
<td>14 days in pay period</td>
<td></td>
</tr>
</tbody>
</table>

### 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
<table>
<thead>
<tr>
<th>Pay Period:</th>
<th>Mar-13 to Mar-26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Date:</td>
<td>April 6</td>
</tr>
<tr>
<td>Gross Pay:</td>
<td>$1,596.00*</td>
</tr>
<tr>
<td>14 days in pay period</td>
<td></td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>What is it?</th>
<th>The University is offering a one-time opportunity for you to cash out up to 80 hours of accrued vacation leave.</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is required?</td>
<td>You must have the hours in your vacation bank.</td>
</tr>
<tr>
<td>How will the vacation cash out be calculated?</td>
<td>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.</td>
</tr>
<tr>
<td>When can I request it?</td>
<td>Check with your local payroll office about the program request period.</td>
</tr>
<tr>
<td>How many requests can I submit?</td>
<td>Maximum of one request during the program request period.</td>
</tr>
<tr>
<td>Who do I make the request to?</td>
<td>The application form for a vacation payout should be sent to your local payroll office.</td>
</tr>
<tr>
<td>When do I receive the cash out?</td>
<td>Receipt will depend on when your request is received and processed. Check with your local payroll office.</td>
</tr>
</tbody>
</table>
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
Resources

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

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