

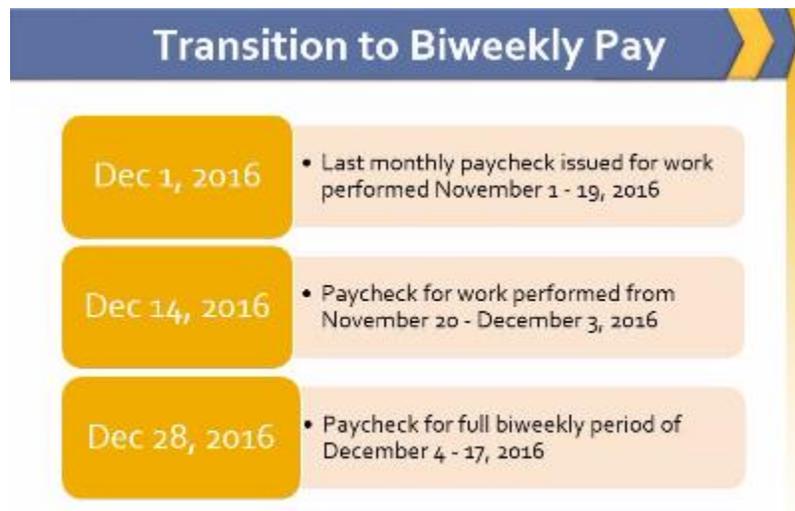
Department of Labor (DOL) New Overtime Rule Implementation

New Federal Fair Labor Standards Act (FLSA) RULES

On May 18, 2016, the U.S. Department of Labor (DOL) approved a change in the federal Fair Labor Standards Act (FLSA) regarding overtime eligibility. Effective December 1, 2016, the revised rule increases the minimum salary threshold for exempt employees from \$455 per week (approximately \$23,660 per year) to \$913 per week (approximately \$47,476 per year). As a result, all UC staff and academic personnel, including rehired retirees and part-time employees, who do not qualify for the professional teaching exemption and who earn less than \$913 per week, will be designated as non-exempt and paid on an hourly basis. UCR will be implementing this change on November 20, 2016.

Pay Transition Timeline

- The transition from exempt to non-exempt pay will occur on November 20, 2016, the start of the biweekly pay cycle that covers December 1, 2016
- Exempt employees who are converted to non-exempt status will transition from monthly pay cycles to bi-weekly pay cycles
- Non-Exempt Employees will enter their hours in the UCR Time And Attendance Reporting System (TARS). Please see information about the [TARS for Academics Deployment](#).
- The biweekly conversion dates are:



- Access the [UCR Payroll Calendar](#)

WHAT DOES THIS MEAN FOR YOU?

UCR ACADEMIC EMPLOYEES

All employees in the Junior Specialist series and part-time academics who do not meet the minimum threshold of \$913/week, will convert to non-exempt status and move to the biweekly pay cycle. The University is working to ensure an equitable solution for all employees that will not only fulfill the requirements mandated by the DOL's FLSA rule update, but will also serve the needs of the University community.

For more information, please review the full packet of ["Resources Specific to UCR Employees"](#) which includes the following documents: AA Brief Guide to the Fair Labor Standards Act; Employee Guide to Becoming Eligible for Overtime; Quick Facts; Frequently Asked Questions; FLSA Pay Transition; and Information regarding Credit Unions for Emergency Loans Brief Guide to the Fair Labor Standards Act; Employee Guide to Becoming Eligible for Overtime; Quick Facts; Frequently Asked Questions; FLSA Pay Transition and Information regarding Credit Unions for Emergency Loans

Additionally, a [Vacation Cash Out Program](#) is being offered in which up to 80 hours of accrued vacation can be cashed out to aid in this transition. The deadline to submit this request is **November 10, 2016.**

UCR SUPERVISORS/MANAGERS

Be advised there may be positions within the same job title and duties that meet the exemption test, but due to the DOL's new salary threshold, those under the threshold will become non-exempt and report hourly time .

Non-exempt employees will now be required to submit biweekly timesheets via the TARS system, which will require supervisor's approval. For more information, please see ["Resources Specific to UCR Supervisors/Managers"](#) A Brief Guide to the Fair Labor Standards Act; New Overtime Eligibility Rules: Supervisors Overview; Dual Job Code Considerations; FLSA Exempt Comp-Rate for Part-Time Employees; Supervisor's Fact Sheet; Academic Flowchart; and Frequently Asked Questions.

UCR AP ANALYSTS/DIRECTORS

We have provided helpful information that will help answer questions as to what the FLSA is, what the new rules are, and what DOL expects from all employers by the December 1, 2016 implementation deadline. UCR's implementation date is November 20, 2016. See links below for how UCR plans to comply with the updated regulations for Academics.

- [Supervisors/Manager Fact Sheet](#)
- [FAQ's for Academic Employees](#)
- [Academic Flowchart](#)
- [Academic Non-Exempt Title code Issuance Letter](#)
- [Academic Non-Exempt Title codes](#)
- [Non-Faculty Academic Thresholds](#)

- [FLSA Transition and TARS Information \(Sliddeck\)](#)
- [Vacation Cash out Program Letter](#)
- [Vacation Cash out Request Form](#)
- [Credit Unions for Emergency Loans](#)

ACADEMIC PERSONNEL OFFICE CONTACTS:

- [Carmela Torres](#), x 2-7488
- [Nordene Smith-Hayles](#), x 2-5385

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