



Department of Labor Changes: How do they affect you?

**Presented by Human Resources
October 2016**

FLSA Changes: Administrative Professional

- **Transition Change for Impacted “AB” Employees:**
 - **Exempt employees changing to non-exempt will continue to receive their monthly check thru December 31, 2016.**
 - **In December 2016 only, impacted employees will complete BOTH an online leave report as well as a paper timesheet to record work hours and overtime hours, if appropriate.**
 - **HR will provide a copy of the December timesheet in the coming weeks to those employees.**
 - **Beginning in January, these employees will only submit an online timesheet via Web Time Entry.**

FLSA Changes: Administrative Professional

- **Please note that although the annual salary is the same, because of the pay frequency from monthly to biweekly (12 paychecks vs. 26 paychecks), for individuals in impacted positions their monthly take home pay will be different.**

FLSA Changes: Administrative Professional

Monthly Period	Month	Amount
MN 1	Jan	\$2,500
MN 2	Feb	\$2,500
MN 3	Mar	\$2,500
MN 4	Apr	\$2,500
MN 5	May	\$2,500
MN 6	Jun	\$2,500
MN 7	Jul	\$2,500
MN 8	Aug	\$2,500
MN 9	Sep	\$2,500
MN 10	Oct	\$2,500
MN 11	Nov	\$2,500
MN 12	Dec	\$2,500
Total		30,000.00

Biweekly Period	Month	Amount
BW 1	Jan	\$1,153.85
BW 2	Jan	\$1,153.85
BW 3	Feb	\$1,153.85
BW 4	Feb	\$1,153.85
BW 5	Mar	\$1,153.85
BW 6	Mar	\$1,153.85
BW 7	Apr	\$1,153.85
BW 8	Apr	\$1,153.85
BW 9	May	\$1,153.85
BW 10	May	\$1,153.85
BW 11	Jun	\$1,153.85
BW 12	Jun	\$1,153.85
BW 13	Jun	\$1,153.85
BW 14	Jul	\$1,153.85
BW 15	Jul	\$1,153.85
BW 16	Aug	\$1,153.85
BW 17	Aug	\$1,153.85
BW 18	Sep	\$1,153.85
BW 19	Sep	\$1,153.85
BW 20	Oct	\$1,153.85
BW 21	Oct	\$1,153.85
BW 22	Nov	\$1,153.85
BW 23	Nov	\$1,153.85
BW 24	Dec	\$1,153.85
BW 25	Dec	\$1,153.85
BW 26	Dec	\$1,153.85
Total		30,000.00

Total:
\$2,307.70

Total:
\$3,461.55

Payroll Deductions

First Paycheck	
Type of Deduction	Deduction Title Shown on Paystub
Charitable Contributions	Com Hlth, Com Shrs, PCATN, UNSF, SAFE, TN Cons, AHA, FACES, CHIPS, Books, YHTP, SpecKids, ACS, TBCH, UW
401 - flat amount	401k, 401K NO, ROTH
401k Loans	401k LN
457 Deferred Compensation	DC 457
Long Term Disability	LTD
University Donations	TGR CLUB, Foundat, ANNFND1, ANNFND2, TGRCLBUN, Found2, Found 3, Found 4, Found5

Payroll Deductions

Second Paycheck	
Type of Deduction	Deduction Title Shown on Paystub
Health Insurance	WHHV1, WHHV2, HSIV1, HSIV3, PPPV1, PPPV3, PPOV1, PPOV3
Dental Insurance	Dent PP, Dent PDO
Basic Life Insurance	Basic FM, Basic SI, Basic SP, Basic NO
Term Life Insurance	Term SI, Term SP, Term CH, Perma
Universal Life	Univ SI, Univ SP, Univ CH
Accidental Life	OptAccSI, OpAccFM
Long Term Care	LTC EE, LTC SP, LTC CH
Recreation Center	Rec Cntr
Parking	Parking, Park PT
TSEA Dues	TSEA
Vision Insurance	VISBASIC, VISEXPND

Payroll Deductions

First and Second Paychecks	
Type of Deduction	Deduction Title Shown on Paystub
403b Deferred Compensation	ING 403b, VAL 403b, TCS 403b
Child Support Garnishments	Child Su

All Paychecks	
Type of Deduction	Deduction Title Shown on Paystub
401k Percentage of Gross	401K, ROTH
Payflex Medical Reimbursement	Med Reim, FSA Ltd
Payflex Dependent Care Reimbursement	Dep Care
Health Savings Account Contribution	HSA EE
University Deductions	TRF TKT, RET CKS, RETCHFAN, LIBRARY, TELECHG, OTHA/R-A, OTHA/R-B, ASFALOAN, AR-MANCK, AR-NONBL
TCRS Retirement	TCRSHYB, TCRSHYSR, TCRSGWRS
ORP Retirement	ORP ING, ORP TIAA, ORPVALIC
Taxes	FICA Md, FICA SS, Fed Tax, FIMA
Garnishments	IRS Levy, Bankrupt, Garn Fla, C Court, ST Levy, Stu Loan, CIRCUIT, GEN SESS, MUN CT, TSAC 1, TSAC 2 PRLNDR

FLSA Changes: Temporary

- **On October 3rd, all temporary retirees TR (previously paid monthly) were switched to a biweekly pay cycle.**
- **All other monthly-paid temporary TS employees will continue to receive a monthly check until December 31, 2016.**
- **These temporary employees transitioning to the biweekly payroll must complete a paper timesheet to record work hours for the month of December only.**
- **Beginning in January, these employees will only submit an online timesheet via Web Time Entry.**
- **Temporary employees are paid only for hours worked and are not eligible for holiday pay.**

FLSA Changes: Temporary

- **Because of further ACA clarification, temps will NO LONGER be offered benefits on the first day of employment as of October 1. Once a temp employee reaches his/her 10-month measurement period, an average of their hours worked will determine whether they will be given the option to accept or decline health insurance (30+ hours).**
- **The TS & TR E-Classes have be removed from the temp form.**
 - **If an employee is both a TS & PF, they will remain monthly until the PF assignment ends on 11/30.**

FLSA Changes: Part-Time Faculty

- **Reminder: starting with Spring 2017 appointments, part-time faculty will be paid on a biweekly cycle.**
- **For example, a part-time faculty member who received three (3) monthly checks in Fall 2016 will receive six (6) biweekly checks in Spring 2017.**
- **This change will accommodate those employees who work as both part-time faculty and temporary employees simultaneously.**
- **No action will be required on the part of the employee.**
- **Departments will see this change reflected on the E-contract for Spring 2017.**

FLSA Changes: 9-Month Faculty

- **Employees in higher education institutions who are teachers will not be affected. If there is an F9 employee who does not teach, these individuals must be paid at least \$47,476/year.**

FLSA Changes: Post-Doctoral Fellows

- **At this time, it is our understanding that all current and future post-doctoral fellows will make the salary minimum of \$47,476. We have not heard differently from Academic Affairs.**
- **Grant-funded positions are being evaluated to determine if the grant can make up the difference or if those differences will have to be charged to E&G.**

FLSA Changes: Graduate Assistants

- **GAs who are instructional or research will remain exempt, except that research GA E-contracts will require a supervising faculty member's name.**
- **All other GAs (administrative, legal, public service, etc.) will become non-exempt and must complete a timesheet.**
- **GAs must work in ONLY EXEMPT or ONLY NON-EXEMPT assignments; there can be no crossing between the two.**

FLSA Changes: Graduate Assistants

- **Graduate Assistants (E-Classes GA, GB, GW, GX)**
 - **This will require the creation of four new e-classes:**
 - **GC: Graduate assistant biweekly – master’s**
 - **GD: Graduate assistant biweekly – doctoral**
 - **GY: Graduate assistant biweekly – master’s, work study**
 - **GZ: Graduate assistant biweekly – doctoral, work study**
 - **New position numbers will need to be created as necessary.**
 - **The GA E-Contract system will be updated to reflect these changes.**

Questions