

FAIR LABOR STANDARDS ACT (FLSA) UPDATE 2016

LSU

OVERVIEW

Employers are required to pay overtime to professional employees making **\$913** or less per week or **\$47,476** for a full-time worker.

Teaching Exemptions

teachers or instructors whose primary duty is teaching, instructing, or lecturing in the activity of imparting knowledge are exempt but counseling, coaching, admissions, and training are examples of positions that will not be exempt.

Medical Exemptions

The University has decided that Veterinarian Interns and Residents (does not include technicians) are covered under the medical exemptions after legal review and consultation

IT Exemptions

Certain IT professionals are exempt if their positions meets certain salary range and duties test (i.e. duties related to design, development, analysis, creation, documentation, testing or modification of computer systems or programs).

IMPACT TO EMPLOYEES

- Salaries will be converted by dividing annual base salary by 2080

Hourly Rate

Nonexempt

- Will remain Unclassified/Professional
- Will be eligible for 1.5 times hourly rate for hours worked in excess of 40 hours

- Pay cycle will change from monthly to biweekly
- Last monthly paycheck: 11/30
- Biweekly paychecks in December: 12/16 & 12/22

Payroll Impact

Entering Time

- Will need to enter time for two week pay periods
- Overtime must be approved by supervisor in advance of hours being worked

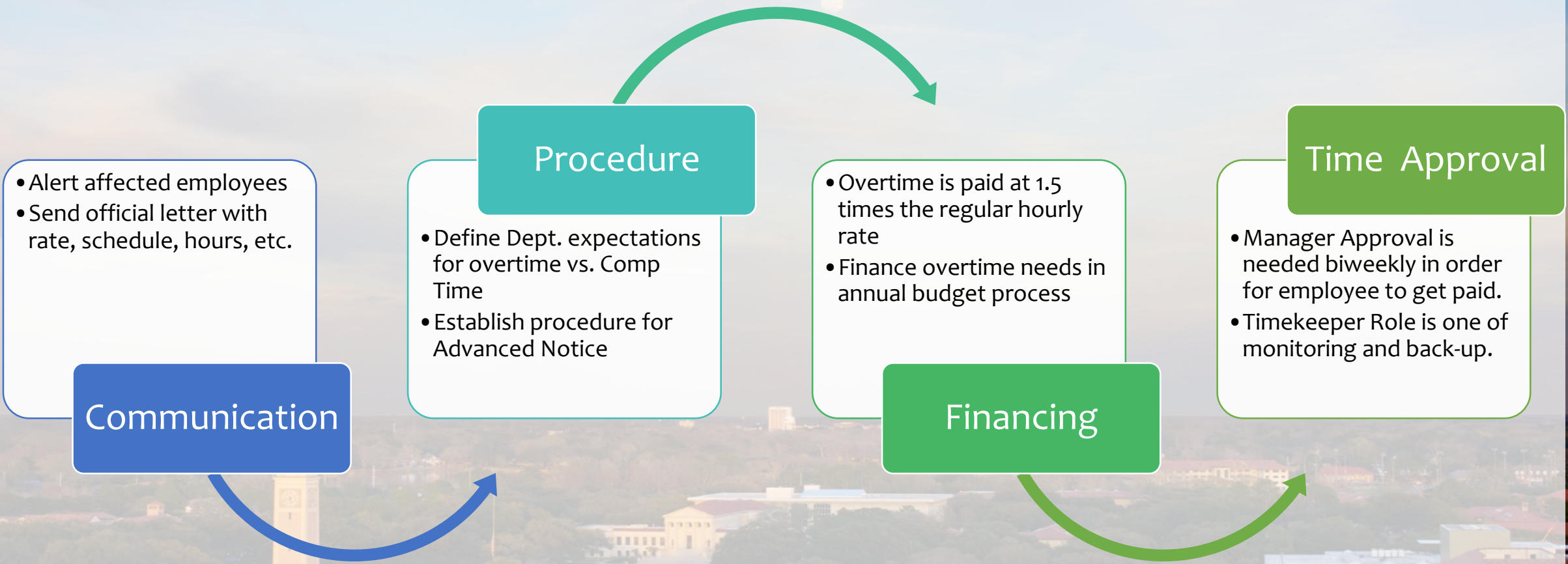
Wage Payroll

This transition will not change what an employee earns, but a timing issue will create a pay gap in **December.**

January 13: pay day for period of 12/24-1/6

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
WEEK 1				1	2	3/4
notes				[Yellow shaded area]		
WEEK 2	5	6	7	8	9	10/11
notes	[Yellow shaded area]					
WEEK 3	12	13	14	15	16	17/18
notes	[Orange shaded area]				Pay Day (for pay period 12/1-12/9)	
WEEK 4	19	20	21	22	23	24/25
notes	[Orange shaded area]			Pay Day (for pay period 12/10- 12/23)		
WEEK 5	26	27	28	29	30	31
notes						

IMPACT TO DEPARTMENTS



OVERTIME

- Overtime is paid at 1.5 times their regular hourly rate for time worked in excess of 40 hours in a assigned and contiguous workweek.
- Overtime must be approved by the supervisor in advance of hours worked.
- Deviations from the standard 5 day 40 hour workweek must be reviewed by HRM in advance to insure compliance and to gauge budgetary impact.
- If a employee works excess of 40 hours, they must be paid overtime regardless of obtaining manager approval ahead of time.

COMP TIME

- Compensatory time must be credited at the same rate as overtime--**1.5 times the hourly rate.**
- Before work is performed, non-exempt employees must be told whether they will be compensated with comp time instead of cash overtime, either in a memorandum of understanding or other agreement, or via some other agreement or understanding arrived at with the employee.
- Compensatory time has a number of distinct rules aligned with it and those rules must be followed.

COMP TIME

- Managers cannot significantly infringe upon the use of comp time by employees. The use of comp time by employees subsequent to earning that time must occur in a reasonable time period following its accumulation.
- Employees must be paid for all accrued comp time upon the termination of their employment, regardless of reason.
 - The amount paid per hour will be the average of their hourly rate for the last three years of employment or their final hourly rate, whichever is higher.
 - The amount of comp time accrued will not be counted toward the maximum accumulation of leave at the time of termination.
 - Departments will need to finance the payout of compensatory time from within their annual budget.

Three Questions to Ask:

1. Is the travel required?
2. Is the event or travel scheduled during normal working hours?
3. Is consistent travel part of your job?

- **Travel Time**
 - Attendance of an out of state or instate conference
 - Attendance of a out of state or instate training or certification
- **Travel FAQ sheet**

IMPLEMENTATION

November 15

HR Transactions on the population of affected employees must be entered by November 15

November 16-30

Workday Blackout: No HR Transactions on the affected group of employees will be approved through November 16- November 30

November 18-30

Conversion of affected group of employees from Professional Salary to Professional Hourly

December 1

New job profiles will be available to use for new Hires; HR Transactions resume

December 12

First Payroll deadline is December 12th, Noon

DUAL JOB CODES

**Coordinator of Non-
Academic or Service Area**



**Coordinator of Non-
Academic or Service Area -
HRLY**

RESOURCES

- HRM Website
- Employee Toolkit
- Department Toolkit
- Letter Templates
- Department of Labor Resources
- FLSA Time and Attendance Training for Managers and Employees
 - Online & Classroom
- FLSA Time and Attendance Computer Lab Training for Employees and Managers
 - December 1-9th



RECRUITING AND ONBOARDING

Workday

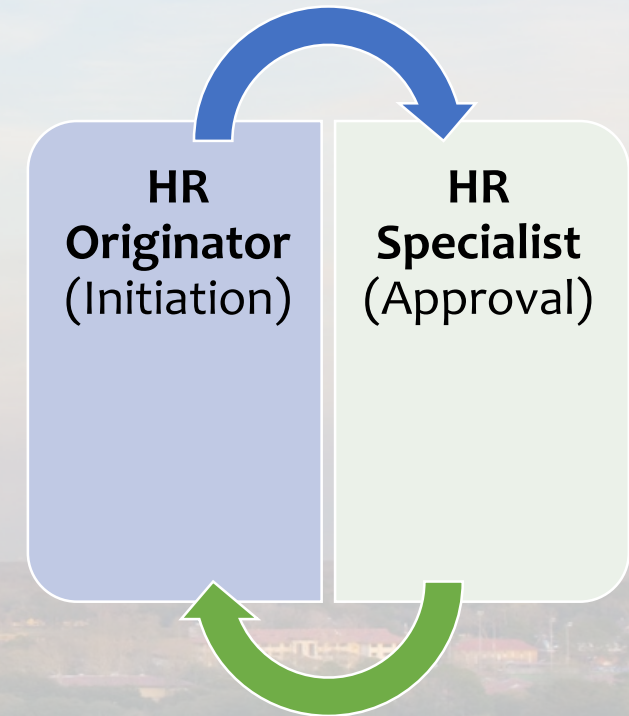
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The HR Originator

- The **HR Originator** is a new HCM Security Role
- The purpose of this role is to assist the HR Analysts within the departments with entering all the necessary information in order to initiate an HR transaction.
- This role allows the user to:
 - Create position
 - Create job requisition
 - Hire (coming soon)

BENEFITS OF THE ROLE

- HR Specialists (who hold Workday roles of HR Analyst/Rec Coordinators/Academic Partners) no longer need to make calls or send emails to all units to get information on the transaction to be initiated.
- HR Specialists will now **review** the information entered by HR Originators before submitting the information to HR Partners (HR role in Workday), thus shifting the responsibility to the HR Originators to provide the data via Workday



BENEFITS OF THE ROLE

- It is not mandatory to have HR Originators assigned to Supervisory Organizations as the HR Specialist can continue to initiate transactions
- The HR Originator can initiate transactions for all employment transactions, including student employment transactions
- The HR Specialists remain responsible for the accuracy of the data submitted to HR and it will be their responsibility to work with the individual departments to assure the data is entered correctly.

BENEFITS OF THE ROLE

- The role of HR Originator supports the HR Specialist by facilitating the needed information for the transaction to be initiated and subsequently executed.
- We can provide some basic training to HR Originators, but again, the role of the HR Specialist is the one responsible for ensuring the accuracy of information before hitting the submit button.
- The role of HR Originator is NOT to be assigned to GA's or student workers.

THE IMPORTANCE OF ONBOARDING

All Onboarding documents must be completed by the employee on the **first day of employment!**



THE EMPLOYEE AND EMPLOYER IMPACT

- I-9
- Benefits
- Payment election (bank account preference)



FEDERAL REGULATION

- Federal Law requires that I-9 be completed within the **first 3 days** of employment. The employee portion must be done on or by the **first day** of employment.
- To ensure compliance: All On Boarding documents
 - must be completed by the employee
 - on the first day of employment!



RESOURCES

- Training is available in November on **Positions and Job Requisitions**
 - Registration is open to all HR Originators, HR Specialists and any departmental Cost Center Manager.
- HR Specialist Meeting **November 10 9 & 2 pm**
- To request role, submit a **Workday Security Access Request**