



FLSA TRANSITION FOR NON-EXEMPT PROFESSIONALS

“What Managers Need To Know”

Effective Oct. 22, 2016, impacted employees will move from exempt to non-exempt professional status and be eligible for overtime when hours worked within a workweek exceed 37.5 hours. This does not mean overtime is guaranteed.

If you have an affected employee in your department it is important to help smooth the transition to a new FLSA status. The below information items can also help you manage non-exempt employees if you have not done so before and manage overtime in your area.

- The annual salary of non-exempt professional staff does not change. However, the salary will be converted to an hourly amount. The hourly amount can be determined by dividing the current salary by 1,950 hours.
- Non-exempt professional employees will be paid bi-weekly rather than monthly. The payroll schedule can be found at <http://www2.indstate.edu/payroll/link1/index.htm> .
- Employees will use Kronos to track hours worked. Supervisors must approve the hours worked in Kronos in order for pay to be processed.
- Hourly employees must have overtime approved by their supervisor in advance.
- Non-exempt professional employees may still attend professional conferences and travel as a part of their position responsibilities. However, non-exempt employees must account for the hours of their travel time and for the hours of conference attendance. <http://www2.indstate.edu/humres/compensation/travel-guidelines.htm>
- As a non-exempt professional, approval is needed from supervisors to work from home, check messages at night or change daily schedules to different hours. However, all time worked must be accounted for and recorded as time worked.
- Supervisors can manage work time of non-exempt professional employees within a workweek so that hours worked does not exceed 37.5. For example, if an employee worked 32 hours from Monday to Thursday during a workweek, the supervisor may require the employee to leave early on Friday to not exceed 37.5 hours in a during that week.
- Training is being offered for affected employees and supervisors by Human Resources. You will receive an email of dates and times.