

Academic Staff Moving from Exempt to Nonexempt



This table provides information about changes that will occur when there is a change in your exemption status effective upon implementation of the Title and Total Compensation Project (TTC). Please note that this document does not address other processes, such as consequences of the switch to Single Payroll.

The Fair Labor Standards Act (FLSA) is a federal law through the Department of Labor that establishes a set of standards to determine which jobs are covered by the act (“non-exempt”) and which jobs are not covered (“exempt”). Every UW-Madison employee that is subject to the FLSA is given a status of exempt or non-exempt based on all job responsibilities performed for UW-Madison. This table provides information about changes that will occur when there is a change in your exemption status.

PAYROLL

Pay Periods	All employees will be moved to a biweekly pay schedule due to UWS Single Payroll
Overtime	CHANGE – Non-exempt employees receive time-and-one-half for all hours worked above 40 hours in a work week
Direct Deposit	NO CHANGE - Existing direct deposit(s) will continue; but since the frequency of pay periods will change, you may want to review your direct deposit account allocation.
General Deductions	NO CHANGE - Taxes will automatically be adjusted, except for additional withholding. Action Needed: If you have additional amounts withheld per paycheck, submit a new W4 if you would like to make adjustments.
Differentials	CHANGE- Academic Staff that become non-exempt due with TTC will receive for night differential, weekend differential and holiday premium pay
Garnishments	NO CHANGE - Existing garnishments will be automatically adjusted. Email serviceoperations@uwss.wisconsin.edu with questions.

PAID LEAVE

Compensatory Time	CHANGE - Nonexempt A-Basis Academic Staff are eligible for comp time
Leave Reporting	CHANGE - Nonexempt Academic Staff record leave in 15-minute increments (exempt Academic Staff submit absences on the monthly leave report in half or whole day increments)
Earned Vacation	NO CHANGE
Vacation Carry Over	NO CHANGE
Vacation Banking	NO CHANGE
Vacation Cash Out	NO CHANGE - No cash out provision
Legal Holidays Observed	NO CHANGE
Personal Holidays	NO CHANGE
Sick Leave	NO CHANGE

FLEX SPENDING AND HEALTH SAVING

Programs themselves are not changing, but the number of deductions/pay periods per year are changing. Annually deductions will recalculate to appropriate number of payrolls with the remaining balance of annual elections recalculated over remaining payrolls.

FSA Dependent Care NO CHANGE

FSA Health Care NO CHANGE

**Health Savings Account
(HSA) NO CHANGE**

INSURANCE

Benefits are not changing.
No action needed: Your deductions will be automatically adjusted for you.

Health NO CHANGE

State Group Life NO CHANGE

Income Continuation NO CHANGE

**University Insurance
Association Life NO CHANGE**

RETIREMENT

WRS NO CHANGE

WRS Creditable Service NO CHANGE

WRS Contributions NO CHANGE

OPTIONAL SAVINGS PLANS

Savings plans themselves are not changing, however, you will need to evaluate your annual savings goal and adjust the amount deducted if necessary.

TSA Contribution NO CHANGE – Voluntary election changes can be made in MY UW Portal

**Wisconsin
Deferred
Compensation NO CHANGE** – Voluntary election changes can be made by contacting WDC directly.

OTHER

Layoff/Non-renewal NO CHANGE

Job Security NO CHANGE

Appeal Process NO CHANGE

For more information, see hr.wisc.edu/flsa