

University Staff Moving from Exempt to Nonexempt: Changes You Can Expect



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

Payroll	
Pay periods	No Change 26 biweekly pay periods for all University Staff (nonexempt and exempt).
Overtime	Change Except for law enforcement officers, FLSA nonexempt employees must be paid at a premium rate or receive compensatory time credits at a rate of 1.5 hours per hour worked in excess of 40 hours in a work week.
Direct deposit	No Change
General deductions	No Change
Tax deductions	No Change
Garnishments	No Change
Paid Leave	
Compensatory time	Change Nonexempt staff are eligible for compensatory (“comp”) time instead of overtime pay. Divisions have the option regarding how to use comp time.
Leave reporting	Change Nonexempt University Staff report leave in 15-minute increments. Exempt University Staff report leave in half-day or whole-day increments.
Earned vacation	No Changes
Vacation carryover	
Vacation banking	
Vacation cash payout	
Legal holidays observed	
Personal holidays	
Sick leave	

Flex Spending & Health Savings	
Flex Spending Account (FSA) Dependent Care	No Changes
FSA Health Care	
Health Savings Account (HSA)	
Insurance	
Benefits deductions	No Change No action needed. Your benefits will not change. Your deductions will be automatically adjusted for you.
Health	No Changes Includes State Group Health; Accidental Death and Dismemberment; Supplemental Dental and Preventive Dental; DeltaVision; Individual & Family Group Life; UW Employee Inc. Life Insurance
State Group Life	No Changes
Income Continuation	
Retirement	
Wisconsin Retirement System (WRS)	No Changes
WRS creditable service	
WRS contributions	
Optional Savings Plans	
Tax Sheltered Annuity (TSA)	No Changes
Wisconsin Deferred Compensation (WDC)	
Other	
Layoff / nonrenewal	No Changes
Job security	
Appeal process	

For more information, visit the webpage at hr.wisc.edu/flsa.

