FLSA Open Forums

UHR/Payroll
FLSA New Minimum Exempt Salary

UHR/Payroll
Summary of FLSA New Minimum Salary Threshold

• The standard salary level to remain exempt from the FLSA overtime requirements will increase to $913 a week ($47,476 a year).

• Includes an automatic threshold increase every three years to maintain the level at the 40th percentile of the lowest wage census region.

• Regulation changes will be effective December 1, 2016.
Based on the Final Plan:

• Number of exempt employees under the new minimum salary threshold: 368
• Number of employees brought to new minimum and remain exempt: 153
  • Approximate annual cost: $588,844
• Number of employees moved to non-exempt: 209
  • 20 of these are employees under 1.0 FTE
• Post Doctoral employees: 25
  • Create 2 different jobs; 1 exempt for postdoc teachers with no change to current salary (teacher exemption); 1 exempt for postdoc researchers with a salary increase to the new minimum minimum threshold of $47,476 (do not meet teacher exemption criteria)
Compensation Results

Compensation has analyzed the employees currently below the new salary threshold and has determined the future exemption status based on the following:

- Current FTE level (any employee less than 1.0 FTE and below the salary threshold will be converted to non-exempt)
- Current salary and cost to increase to new salary basis
- Estimated overtime hours
- Number of employees in the job code and their current/future exemption status
- Number of employees in the job code who are currently exempt and compensated above $47,476
- Pay compression with direct supervisor
- Current pay grade:
  - Pay grades 10 – 14 will be moved to non-exempt
  - For pay grade 14 - employees slightly over the 75th percentile to the maximum of the pay grade would be above the new salary threshold. These employees will move to non-exempt.
- Professional Exemption for Teachers and Academic Administrators
Semi-Monthly vs. Bi-Weekly

• Administrative exempt employees are paid semi-monthly basis and paid “currently”

• Administrative non-exempt employees are paid on a biweekly basis and are paid for time worked approximately two weeks after their time sheet is submitted, paid “in arrears”.

• Biweekly pay period begins on Sunday and ends two weeks later on the following Saturday
Transition Payment

• For employees switching to administrative non-exempt the change in pay frequency from semi-monthly to biweekly will cause the employee to have a delay in their normally scheduled paycheck when the lag time associated with processing the biweekly pay is introduced.

• The university has decided to provide a one-time “transition” payment to impacted employees.

• The transition payment will be equal to one weeks’ pay and if necessary, you can receive a second weeks pay by “cashing in” up to 40 hours of vacation time, assuming your balance supports this. This is a one-time only option.
Timeline

- **October 17, 2016**: Compensation notified affected employees via email as to any changes they will see, along with Q&A document
- **November 30, 2016**: Employees moving to non-exempt will receive their last semi-monthly pay for pay period 11/16/2016-11/30/2016
- **December 1, 2016**: Changes go into effect. Employees moving to non-exempt will need to begin tracking hours in Workforce
- **December 15, 2016**: Transition payment provided to employees moving to non-exempt in the form of one week’s salary. Employees will also receive any cashed out vacation pay if applicable.
- **December 21, 2016**: First biweekly pay for timesheet covering 12/01/2016 – 12/10/2016 (7 working days).
Benefit Changes

• Employees Switching to Administrative Non-Exempt
  • Vacation, sick, and personal hours will continue to accrue as administrative, but will accrue on a bi-weekly schedule rather than a semi-monthly schedule. Annually it will equate to the same amount of time
  • As there is no change in your rate of pay, there will be no change in premium or benefit plan. Your premium will remain the same annually, but you will be paying it on a bi-weekly schedule.
  • Winter Break Closure-
    • Less than 1 year of service will be paid for 3 days of WBC
    • 1 year of continuous service: 2 WBC days paid, 1 vacation day used for the third day.
Benefit Changes

• Employees Remaining Administrative Exempt:
  • Your salary increase may move you into a higher tax bracket or a higher premium bracket for your health insurance.
  https://www.ohio.edu/hr/benefits/healthcare/rates.cfm

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Questions?
WorkForce Time Entry

UHR / Payroll
To Access the WorkForce Program

- To access WorkForce enter - workforce.ohio.edu

- You may bookmark this site BEFORE you log in, but not after.

- Enter your Ohio ID and Password.

- Click the Login button.

Please note: Never save the password for WorkForce
Navigate the Employee Dashboard

- Enter My Hours – Allows employees to enter and submit their personal timesheet.

- Past Assignments – Allows employees to view timesheets for their past assignments.

- View General Reports - Allows employees to access the Time Sheet Audit Report. The report displays a record of the timesheet activity history for the selected pay period. There are also other employee specific reports available. To see a complete list, visit the WorkForce Training section of [www.ohio.edu/finance/payroll](http://www.ohio.edu/finance/payroll).
Open a Timesheet

- The timesheet is where the employee’s time is entered and stored. This is the employee’s most important screen in WorkForce.
- Click on Enter My Hours link (Dashboard). The current unsubmitted timesheet is displayed.
- Click the “Submit Icon” to submit the completed and saved timesheet to the manager for approval. This icon should be used only at the end of the biweekly pay period.
- Always save the timesheet before navigating to other screens or new/edited data will be lost!
View Work Schedule, Pay Preview, & Time off Balances.

- Work Schedule - Most employees have a permanent schedule in WorkForce. The ‘Schedule’ tab shows the employee’s bi-weekly work schedule and is available primarily as a reference. This is not the timesheet and does not reflect the actual time or days worked. The schedule does, however, have a similar set-up and structure as a timesheet. The employee schedule can be changed by the manager or Payroll staff, but not by the employee.

- Pay Preview - Displays employee’s pay rate, total hours and expected gross payment. This information is calculated from the hours currently entered on the timesheet.

- Time off Balances - Displays the different types of paid time off: Sick, Personal, Comp Time, and Vacation. During the pay period, PTO usage will be reflected in this area. However, new accruals earned during the pay period will not populate until after the Payroll process has been completed. This is normally the Friday after the end of the pay period. Only PTO that shows as the beginning balance can be used during a pay period.

- Exception Tab - Displays important information about the timesheet and specific entries. This section will notify you of errors or irregularities on the timesheet and should always be checked prior to submitting the timesheet to the manager. There is also a corresponding ‘Push Pin’ indicator on the timesheet. The default account number to which wages are charged is noted in this section as “Info.”
Enter Worked Hours on the Timesheet

- Click on Enter My Hours link (Dashboard).

- There are 2 available views of the timesheet. List or table view. Choose the one you are most comfortable with.

- Click in the field underneath (table view) or to the right of (list view) the appropriate day/date.

- Enter times in and out using one of the following formats:
  - 7:00 and 3:30 p = Actual hours and actual minutes separated by a colon. PM time must be followed by ‘pm’ or just ‘p’.
  - 07:00 and 15:30 = Military hours and actual minutes separated by a colon. No ‘pm’ necessary.
  - 7.0 and 15.5 = Military hours and minutes expressed as 100ths of an hour, separated by a period. No ‘pm’ necessary.

- Click the Tab key to move to the next field in the row.

- Click the Save icon in the tool bar.
Pay Codes Listing

- Regular Hourly Pay
- Lunch Exception
- Training & Professional Development
- Vacation
- Sick
- Personal Day
- Jury Duty
- Comp Time Earned
- Comp Time Paid
- Military Pay
- Other
- Volunteer Firefighter
- Holiday
- Emergency Closure
- Emergency Worked
Insert and Delete Rows

- When the timesheet first opens, one row is displayed for each week (table view), or for each day (list view). However, an employee will often require more than one row. It will default to “Reg Hrly Pay.” If, for example, an employee punched in and out twice in one day, an extra “Reg Hrly Pay” row would be required. Similarly, if the employee had both a lunch exception and used sick time in the same week, then it would be necessary to insert an extra Elapsed Time row for each pay code.

- To Insert a row - Click the button to the left of the “Reg Hrly Pay” code.

- Choose the appropriate pay code.

- Enter the time-in and time-out

- To Delete a row - Click the button in the row you wish to delete.
Bank Overtime Hours as Comp Time

- Employees often prefer to ‘bank’ their overtime hours for a week as ‘comp time’ rather than get paid the time-and-a-half rate for those hours. The overtime hours that the employee banks are multiplied by 1.5 and added to the employee’s comp time bank to be used as early as the following week.

- Comp Time cannot be banked until the total hours for the week exceed 40.

- Click on the plus sign next to the elapsed time pay code to add a row.

- Click the drop down arrow and click on the “Comp Earned” option.

- Enter the number of overtime hours that you want to bank as comp time in Comp Earned row for the last date you worked in that week.

- Click the Save icon.

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<th>Sun 03/09</th>
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<th>Tue 03/11</th>
<th>Wed 03/12</th>
<th>Thu 03/13</th>
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Add Comments to a Timesheet

- It is often desirable or necessary to add a comment to a certain time-punch or elapsed time entry for special notice or clarification. Comments are seen by the timesheet manager and stored as a part of the timesheet record. These comments may be needed by the manager to approve your time.

- Navigate to Comment Section

- For weekly comments, use the Table View of the Time Sheet. For daily comments, use the List View.

- Enter the comments.

- Click save.
Reviewing a Timesheet

- The timesheet should be reviewed both after every save and prior to submitting for approval. While it is important to check the “Exceptions” section for more obvious problems, WorkForce cannot know what you intend to enter. Thus, the employee must ensure that the entries are made accurately.

- Verify that the correct pay codes have been selected and that the total hours for each day and week are correct.

- Verify that the correct number of hours have been entered for each pay code.

- Verify that a lunch exception has been entered for each day that the actual lunch varied from the scheduled lunch. Make sure a zero is entered for any days that a lunch was not taken.

- Verify that worked time or paid time off has been entered for each scheduled workday during the pay period.

- Include any additional information in the Comments field that the timesheet manager may need in order to approve your time

- Confirm that the only unresolved error messages are those that must be corrected by the manager.
Submitting a Timesheet

- When all data for the entire pay period has been entered, saved and verified in the Pay Preview, the employee is ready to submit the timesheet to his/her manager.
- Click the Submit icon in the tool bar.
Recalling a Submitted a Timesheet

- A timesheet may be recalled from submission as long as it has not yet been approved by the manager.

- Click the blue triangle to the left of the displayed pay period date. Navigate to the pay period for the timesheet you want to recall.

- Click the Recall icon

- Make the desired changes to the timesheet entries.

- Click the Save icon.

- Click the Submit icon.
Winter Break Closure

- **Administrative Employees:**
  - Less than 1 year of service will be paid for 3 days of WBC – Do not enter time in Absence Management.
  - 1 year or more of service – will be paid for 2 days for WBC, and 1 vacation day. The vacation accrual for December 31st will be used to cover the third day. The employee will not see an accrual and employee will not need to enter time in Absence Management.

- **Admin Hourly Employees:**
  - Less than 1 year of service will be paid for 3 days of WBC
    - Timesheet should use pay code “other” with WBC in the comment field
  - 1 year of continuous service: 2 WBC days paid, 1 vacation day used for the third day.
    - Use pay code “other” and enter WBC in the comment field for the 2 days.
    - Use the pay code “vacation” for the third day.
<table>
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- **25 December 2016**: Christmas Holiday
- **President's Day Holiday**
- Winter Break Closure
- Winter Break Closure
- Winter Break Closure or Vacation Day
Information for Approvers Regarding New Employee Records

- Your new employee will be added to your group by Payroll once the initial import of their record has completed.

- Your employee needs to have a schedule attached to their record. Only approvers can add the schedule. From the Dashboard, click “Assign Schedules”. Select “Assign Schedule Templates” under the “Permanent Changes” option.

- There are hundreds of schedule templates available for selection. If you don’t see the one you need, email Janice Gieseking (giesekin@ohio.edu) or Kevin Simons (simonsk@ohio.edu) to have one created.
Workforce Approvers and Approvals

- Any approvers who do not already have access to WorkForce need to have access created by Payroll. Send an email to Janice Gieseking (giesekin@ohio.edu) or Kevin Simons (simonsk@ohio.edu). The email must come from a supervisor of the new approver and should include name, Ohio ID, and the name of the specific group in WorkForce to which access is needed. Auditors require the request come from someone other than the employee needing access.

- The log on process is the same as it is for employees, but your dashboard options will be different. Instead of “Enter My Time” you will see “Edit Employee Time”, “Approve Timesheets”, “View Group Reports”, and “Assign Schedules” in addition to some other options.

- Biweekly pay periods end on Saturdays. You will receive your first approval notification on the Friday before the end of the pay period. Final approvals are due at 5 pm on Tuesday. You will receive another reminder on Monday. After 5 pm on Tuesday, an employee specific email will be sent for any unapproved timesheets. This email will also be generated by unapproved 0 hour timesheets. We don’t require 0 hour timesheets to be approved, but approving these while approving you other timesheets will keep those final emails from being sent. This generally happens with student employees that may be in your group. If a non-student employee has a 0 hour timesheet, please contact them to complete it before you approve so they will be paid on time.

- Workforce locks for processing between 8 and 9 am on Wednesday morning after the pay period end for processing. No one can log in during this time. When processing is complete, the system is unlocked.
Approving Timesheets

- From the Dashboard, click on “Approve Timesheets”

- If you have access to more than one group, a list of available groups will show on the left hand side of the screen. Select the group you wish to approve. A list of all employees in the group will appear. You may or may not be responsible for approving all of those timesheets.

- Review your employees’ timesheets by clicking on any one of the first 6 boxes that appear to open it.

- Verify the accuracy of all entries. Approvers have the ability to correct any erroneous or missing entries as needed. Be sure to save any changes. Any errors must be corrected before approving. Close the timesheet after reviewing and saving.

- Approve the timesheet by clicking the box in the Mgr Apvd Column. Be sure to then click the “Save Approvals” icon at the top.

- You have the option to “Reject” a timesheet if you believe there is a problem with it. Keep in mind that any hours on the timesheet will still be paid. The issue must be resolved and the timesheet approved by 5 pm on Tuesday.

- Any timesheets that remain unapproved by the supervisor when Workforce locks for processing must be printed, signed, and forwarded to Payroll as soon as possible. You will receive a personal email requesting you to do so after the system is reopened.
Questions?

Janice Giesekeing: giesekein@ohio.edu

Kevin Simons: simonsk@ohio.edu

Bridget Driggs: driggsb@ohio.edu

For more information please visit the Payroll Website to download the Quick Reference Guides:

https://www.ohio.edu/finance/payroll/index.cfm

➢ WorkForce Training

The Biweekly pay calendar can be found on the Payroll Website:

https://www.ohio.edu/finance/payroll/calendars.cfm