

Date: October 26, 2016
To: Faculty and Staff
From: UGA Payroll and Human Resources
Re: FLSA Transition Assistance

The University is continuing to plan for implementation of the federally-mandated Fair Labor Standards Act (FLSA) on November 17th. We have received feedback from the University community on a number of issues related to the transition and are pleased to provide the following information to lessen the financial impact on those staff who will move from monthly to biweekly pay.

Decreasing the Number of Days to Receive Pay

Initially, the first paychecks received after the transition would have been on November 30th (for a partial month) and December 9th (for the first biweekly pay period). However, we have closely examined our procedures for paying biweekly staff and will be able to reduce the 9-day timeframe to 8 days, so that the first biweekly paycheck will be received on December 8th. Going forward, all biweekly staff members will be paid on Thursday instead of Friday.

We appreciate the efforts of our campus partners in moving the pay date to lessen the number of days to receive pay. The Payroll Department will be providing campus HR and Business Partners updated pay calendars and due dates in the coming days.

Parking fee deferral request deadline extended

The deadline for FLSA-affected staff members to apply for the November-December parking fee deferral has been extended to **November 8th at 5:00pm**. This will allow additional time to make the election, should affected staff desire this option. See instructions at <http://www.hrdocs.uga.edu/flsa-parking-fee-deferral.pdf>

Reminder: Initial deadline for leave cash-out

FLSA-affected staff members can cash out up to 56 unused annual leave hours by following the process located at <http://hrdocs.uga.edu/flsa-annual-leave-cash-out.pdf>. As a reminder, staff members have until March 10, 2017 to elect this option. For staff wanting this payment to be included in the November 30, 2016

paycheck, the approved forms must be received by HR **on or before November 11, 2016**.

We thank you again for your support and assistance in implementing this new federal ruling. For additional information, please visit the FLSA transition website at <https://flsa.uga.edu>. Specific questions on the preceding items may be directed to the following departments and individuals:

- Payroll questions may be directed to payroll@uga.edu or 706-542-3431.
- Leave cash out questions may be directed to Kim Eberhart: keber@uga.edu or 706-542-6077.
- Parking fee deferral questions may be directed to parking@uga.edu or 706-542-7275.