Since my January 6, 2020 communication to you, HR has received several questions from chairs/supervisors regarding timekeeping for employees that are either full time, (1 FTE) or part-time (less than 1 FTE). To clarify my December 13, 2019, and January 6, 2020 communications to you:

Employees that are at 1 FTE - their schedules have been populated at 8 hours a day, through June 30, 2020. Since they are non-exempt, they will need to go in and modify time-based on when they take leave. **Supervisors will always have to approve this time on a bi-weekly basis.**

Employees that are less than 1 FTE - they will be treated like every other non-exempt, hourly, employee on campus (i.e. they will not have schedules populated on their behalf). They will be required to enter time. **Supervisors will always have to approve this time on a bi-weekly basis.**

For additional resources and information on the FLSA conversation, visit the [UWL HR FLSA 2020 Conversion Page](#).