



University Staff Moving from Exempt to Non-exempt

The Title & Total Compensation (TTC) Project is a redesign of job title and compensation structures that will result in market-informed titles to help the UW System keep and grow our outstanding workforce. For more project information visit www.wisconsin.edu/ohrwd/title-and-total-compensation-study/.

As part of the redesign of job titles some employees' Fair Labor Standards Act (FLSA) status will change. 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 eligible for overtime payments and which jobs are not covered ("exempt"). Every UW System employee that is subject to the FLSA is given a status of exempt or non-exempt based on all job responsibilities performed for UW System. This table provides information about changes that will occur when there is a change in your exemption status. For more information on FLSA visit www.wisconsin.edu/ohrwd/flsa/.

PAYROLL

Pay Periods	NO CHANGE
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
Taxes*	NO CHANGE
*Not receiving overtime pay may affect tax bracket levels or eligibility in some cases. Review the IRS Tax Withholding Estimator to determine if a change in tax withholding is needed www.irs.gov/individuals/tax-withholding-estimator .	
Garnishments*	NO CHANGE in withholding order or the timing of the deduction. Garnishments include overtime pay.
*The deduction amount could change if overtime is no longer earned. Garnishments are based on a percentage of income and change if overtime is paid.	

PAID LEAVE

Time Reporting	CHANGE Non-exempt employees report times worked in their timesheet.
Compensatory Time	CHANGE Non-exempt employees are eligible for compensatory time (exempt employees are not eligible for compensatory time).
Leave Reporting	CHANGE Non-exempt employees report time off in 15-minute increments (exempt staff report time off in half or whole day increments).

Vacation	<p>Accrued hours - NO CHANGE University Staff exempt employees who are moving to non-exempt as a result of the TTC Project will remain in the University Staff exempt vacation accrual schedule. This applies while the employee occupies the same current position. If a new position is accepted, the rules for the new position apply and the legacy exception ends. Review <u>UW System Administrative Policy 1210 (formerly BN1) Vacation, Paid Leave Banks, and Vacation Payouts</u> for the vacation accrual schedule.</p> <p>Carryover - NO CHANGE</p> <p>Banking & Cash Payout - NO CHANGE University Staff exempt employees who are moving to non-exempt as a result of the TTC Project will remain in the University Staff exempt paid leave banking and cash payout schedule. This applies while the employee occupies the same current position. If a new position is accepted, the rules for the new position apply and the legacy exception ends. Review <u>UW System Administrative Policy 1210 (formerly BN1) Vacation, Paid Leave Banks, and Vacation Payouts</u> for the vacation banking schedule.</p>
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Legal Holidays	NO CHANGE
Personal Holidays	NO CHANGE
Sick Leave	NO CHANGE
INSURANCE	
Health Insurance	NO CHANGE
Dental & Vision Insurance	NO CHANGE
Life Insurance	NO CHANGE Includes State Group Life Insurance, Individual & Family Life Insurance, UW Employees, Inc. Life Insurance
AD&D and Accident Insurance	NO CHANGE
Disability & Income Continuation	NO CHANGE
SPENDING & SAVINGS ACCOUNTS	
Health Care Flexible Spending Account (FSA)	NO CHANGE
Dependent Day Care Flexible Spending Account (FSA)	NO CHANGE
Health Savings Account	NO CHANGE
Parking & Transit Accounts	NO CHANGE
RETIREMENT	
Wisconsin Retirement System (WRS)	NO CHANGE TO: Contribution Creditable Service Calendar Year Category
SUPPLEMENTAL RETIREMENT SAVINGS PLANS	
UW Tax-Sheltered Annuity (TSA) 403(b) Program	NO CHANGE
Wisconsin Deferred Compensation (WDC) 457 Program	NO CHANGE
OTHER	
General Deductions (e.g. parking & transit)	NO CHANGE
<p>For more information on:</p> <ul style="list-style-type: none"> • TTC Project visit www.wisconsin.edu/ohrwd/title-and-total-compensation-study/ • FLSA visit www.wisconsin.edu/ohrwd/flsa/ • Benefits visit www.wisconsin.edu/ohrwd/benefits/. 	
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