



## University Staff Moving from Non-exempt to 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/](http://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/](http://www.wisconsin.edu/ohrwd/flsa/).

University Staff who are moving from non-exempt to exempt have the option to move to either Academic or Limited Staff depending on the designation of their TTC title. Project employees, rehired annuitants, and temporary University Staff are not eligible to have their positions voluntarily reassigned to either an academic staff or limited appointment position. Review [UW System Administrative Policy 1287](#) for details.

### PAYROLL

**Pay Periods**                      NO CHANGE

**Overtime**                         CHANGE Exempt employees are not eligible for overtime.

**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](http://www.irs.gov/individuals/tax-withholding-estimator).

**Garnishments\***                 NO CHANGE in withholding order or the timing of the deduction.

\*The deduction amount could change if overtime is no longer earned. Garnishments are based on a percentage of income and may change if overtime is paid.

### PAID LEAVE

**Time Reporting**                 CHANGE Exempt employees report hours worked per day in their timesheet. Exempt employees report time in 1/2 day or full day increments.

**Compensatory Time**            CHANGE Exempt employees are not eligible for compensatory time.

**Leave Reporting**                 CHANGE Exempt employees report time off in 1/2 day or full day increments.

**Vacation**                            Accrued hours - CHANGE University Staff Exempt employees who move from non-exempt to exempt as part of the TTC project will move to the [University Staff exempt vacation accrual schedule](#). Review [UW System Administrative Policy 1210 \(formerly BN1\) Vacation, Paid Leave Banks, and Vacation Payouts](#) for the vacation accrual schedule.

Carryover - NO CHANGE

Banking & Cash Payout - CHANGE University Staff Exempt employees who move from non-exempt to exempt as part of the TTC project will move to the University Staff exempt paid leave banking and cash payout schedule. Review [UW System Administrative Policy 1210 \(formerly BN1\) Vacation, Paid Leave Banks, and Vacation Payouts](#) for the vacation banking schedule.

<b>Legal Holidays</b>	NO CHANGE
<b>Personal Holidays</b>	NO CHANGE
<b>Sick Leave</b>	NO CHANGE
<b>INSURANCE</b>	
<b>Health Insurance</b>	NO CHANGE
<b>Dental &amp; Vision Insurance</b>	NO CHANGE
<b>Life Insurance</b>	NO CHANGE Includes State Group Life Insurance, Individual & Family Life Insurance, UW Employees, Inc. Life Insurance
<b>AD&amp;D and Accident Insurance</b>	NO CHANGE
<b>Disability &amp; Income Continuation</b>	NO CHANGE
<b>SPENDING &amp; SAVINGS ACCOUNTS</b>	
<b>Health Care Flexible Spending Account (FSA)</b>	NO CHANGE
<b>Dependent Day Care Flexible Spending Account (FSA)</b>	NO CHANGE
<b>Health Savings Account</b>	NO CHANGE
<b>Parking &amp; Transit Accounts</b>	NO CHANGE
<b>RETIREMENT</b>	
<b>Wisconsin Retirement System (WRS)</b>	NO CHANGE TO: Contribution Creditable Service Calendar Year Category
<b>SUPPLEMENTAL RETIREMENT SAVINGS PLANS</b>	
<b>UW Tax-Sheltered Annuity (TSA) 403(b) Program</b>	NO CHANGE
<b>Wisconsin Deferred Compensation (WDC) 457 Program</b>	NO CHANGE
<b>OTHER</b>	
<b>General Deductions</b>	NO CHANGE
<p>For more information on:</p> <ul style="list-style-type: none"> <li>TTC Project visit <a href="http://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/">www.wisconsin.edu/ohrwd/title-and-total-compensation-study/</a></li> <li>FLSA visit <a href="http://www.wisconsin.edu/ohrwd/flsa/">www.wisconsin.edu/ohrwd/flsa/</a></li> <li>Benefits visit <a href="http://www.wisconsin.edu/ohrwd/benefits/">www.wisconsin.edu/ohrwd/benefits/</a></li> </ul>	

