



Payroll timeline for Employees

The effective date for FLSA changes is December 1, 2016. The Human Resources department will need to transition affected employees to the non-exempt payroll prior to that date. This change needs to become effective prior to December 1 due to payroll dates and the holiday schedule. Please see important dates below:

November 24, 2016 will be the last payroll for the Thursday exempt payroll which will represent a full pay (10 days).

December 9, 2016 will be the first payroll for the Friday non-exempt payroll which will represent a partial pay (7 days).

Employees transitioning to non-exempt will be considered full time, 35 hour per week employees. All current salaries will be converted to an hourly rate accordingly.

The timecard for the December 9th payroll will be available on December 2nd and will need to be completed no later than 12:00 pm, Monday, December 5th. If you should have any difficulty completing your timecard, please feel free to contact any member of the Human Resources staff.

Due to the holiday schedule, completion of timecards may change. Please watch for emails from Payroll to indicate these changes.

Sincerely,

Human Resources Department