Please use the information provided below from USG to aid in your conversations with employee’s receiving letters for converting to non-exempt. Additional items will be shared with Managers in the weeks to come to use when communicating upcoming changes to employees. Thanks for your partnership.

**TALKING POINTS FOR MANAGERS TO IMPACTED EMPLOYEES**

Regarding FLSA Notification Letter

*As of 12 PM, Sept. 7, 2016*

I’M HERE TO TALK TO YOU ABOUT AN IMPORTANT AND BIG CHANGE TO HOW AND WHEN YOU WILL BE PAID:

- Starting November 1, 2016, you will begin receiving your paycheck once every two weeks, instead of once a month.
- At that time, you must also begin recording your hours – both the hours you work and the hours for time you take off – on a weekly basis.

THERE ARE A FEW KEY STEPS YOU NEED TO TAKE BEFORE NOVEMBER 1, 2016:

- You will receive a detailed letter and guidebook about the steps, and I will share this information with you later this month.

*NOTE TO MANAGERS: Please refer to this information from the letter to the employee. Please walk through this info with the employee and ask them if they have questions.*

WHAT SWITCHING TO “BI-WEEKLY PAY” MEANS TO YOUR PAYCHECK:

- Switching to bi-weekly pay means your pay will be recorded hourly.
- Your annual compensation will not change (*unless you earn overtime*).
- With bi-weekly pay, you will receive 26 paychecks in a calendar year instead of the 12 monthly paychecks you are currently receiving.

YOU WILL RECEIVE YOUR LAST MONTHLY PAYCHECK ON OCTOBER 31:

- You will receive a paycheck on October 31, which will pay you for work performed during the period of October 1 through October 31.

*NOTE: Please stress to employees that they will have to track their hours closely, and that they cannot work any overtime without your approval as their manager.*

YOUR NEW HOURLY, BI-WEEKLY PAY SCHEDULE BEGINS ON NOVEMBER 1, 2016:

- You will receive your first bi-weekly paycheck on November 11, 2016, and it will pay you for the hours you worked from November 1 through November 4.
- The next paycheck will come on November 23, 2016, and it will be for the full two-week
period of November 5 through November 18.

IMPORTANT TO NOTE: YOUR NOVEMBER 18-30 TIME WORKED WILL BE PAID ON YOUR DECEMBER 9 PAYCHECK:
- Due to the new bi-weekly pay schedule, you will have a lag in pay -- worth one week of work time.

THE REASON FOR THE LAG IN PAY IS BECAUSE YOU ARE NOW ELIGIBLE TO EARN OVERTIME:
- It takes additional time for all the hours worked to be calculated properly, approved and then processed and paid through the payroll system.
- The U.S. Federal government is specific about this requirement to ensure overtime is reported and paid as required by the law.

THE UNIVERSITY SYSTEM IS DEVELOPING WAYS TO SUPPORT YOU AND YOUR FAMILY DURING THIS PAYMENT TRANSITION:
- One option is the University System will offer you the ability to “cash out” up to 48 hours of your accrued vacation leave, and I will share more information about this option later this month.

I AM COMMITTED TO MAKING THIS TRANSITION AS STRAIGHTFORWARD AS POSSIBLE:
- I encourage you to review your guide that will be available later this month and talk to me about any questions you may have.
- If you have a question not covered by the Frequently Asked Questions page, please let me know so that we can address it.
- The University System has a dedicated webpage at www.usg.edu for more information, which will be updated regularly.

THANK YOU FOR YOUR SERVICE AND COMMITMENT:
- Thank you again for your service and commitment to (Institution) and the University System of Georgia.
- I’ll continue providing updates and additional details over the coming weeks.