



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](http://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.