

# FLSA – OVERTIME RULE CHANGES



Human Resource Services

# HOW DOES THIS CHANGE **IMPACT** MARSHALL UNIVERSITY?



- ❖ **INCREASED** nonexempt/HOURLY (overtime eligible) employees
- ❖ **MANAGERS** will have to manage overtime more closely. Overtime will need to be approved and budgeted in advance.
- ❖ **EMPLOYEES** converted from Exempt to Hourly will have to be paid for all hours worked over 40 in the work week. This may also include compensatory time.
- ❖ Checking email and doing work outside of the normal work schedule will change the way these converted employees accomplish the “day to day” work after December 1, 2016.

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- ❖ Converted employees are now eligible for overtime
- ❖ They must track hours worked in WTE (WebTime Entry)
- ❖ Some will be issued a “PURPLE TIME SHEET” until converted over to WebTime Entry.
- ❖ Clock in & out, track all hours worked, observe start/stop times, observe meal & break periods.
- ❖ Overtime for work over 40 hours per week will be paid on a PAR, until the University is processing payroll in-house.