

➤ ***HR and Office of General Counsel reviewing complex roles such as Postdoctoral Fellows, Coaches, and Academic Administrators (June-July 2016)***

In collaboration with the Office of General Counsel and other State of Ohio institutions of higher education, the University will be instituting best practices with emphasis on employee fairness and staying within the boundaries of the law.

➤ ***Across the Board (ATB) increase to be initiated (July 2016)***

There will be a re-evaluation of employees who fall below the salary threshold of \$47,476 per year after the ATB increases are initiated in July 2016. Once the increases have been finalized and initiated, a spreadsheet with candidates who may be impacted will be distributed to business units.

➤ ***Identify and confirm any changes to various HR policies and programs (e.g., vacation policy and Rowe Loan) for employees moving from Exempt to Non-Exempt status (July 2016)***

➤ ***Meeting with FLSA Implementation Committee (July 2016)***

HR will be meeting with Senior Leadership to discuss the strategic vision for the changes to the FLSA, and also to identify any other situations that may need to be taken into consideration.

➤ ***Communication Strategy to Business Units (August 2016)***

Identify and communicate the business strategy for specific employees that will be impacted, and the criteria/tools to be used in relation to a possible adjustment to an incumbent's salary to meet or exceed the threshold. More communication to follow prior to this date.

➤ ***Deadline dates for Salary Adjustments or Reclassification Requests (August 8, 2016)***

Friday, August 8th will be the deadline for the Compensation department to consider changes related to salary adjustments or reclassifications until after full implementation in October. Compensation will begin accepting requests for equity/salary adjustments and reclassifications again as of November 1, 2016.

➤ ***Finalize list of employees impacted including new salaries and FLSA status (August 22, 2016).***

Final list of impacted employees will be sent out to VP Designees who will then distribute to business units within their respective Divisions.

➤ ***Ongoing training for managers (September – Ongoing 2016)***

More information on training related to time/record keeping and Q&A related to the Department of Labor and exemption status under Fair Labor Standards Act (FLSA) for employees will be provided prior to the September training implementation date.

➤ ***Systematic changes to upload and/or initiate (September 2016)***

Full changes via SAP (UCFlex) will be implemented during the month of September 2016. These changes will be conducted in collaboration with Central HR, Payroll Operations, and Business Core Systems.

➤ ***Full implementation and deployment with effective date of 10/1/2016 (October 2016)***

The effective date for all FLSA classification changes will be October 1st, 2016 in order to meet the multiple areas required to complete systemic changes to complete payroll from monthly to bi-weekly.

➤ ***Post Implementation Review (November 2016)***

There will be a review of the changes made to identify any discrepancies that may exist.