FLSA
The Fair Labor Standards Act (FLSA) is a federal law which establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments. DOL revised in 2016 to update the minimum salary threshold for overtime eligibility.

OSU Timeline
September 20-23, 2016
Group Meetings of affected employees
Including Directors, managers and employees & SLHR

September 26, 2016
OHR Formal notification to employees transitioning to Non Exempt
Email directly to employee

September 30, 2016
Pay Advance notification from University Payroll
Includes information on how to enroll and other planning tidbits

September 30-October 29, 2016
Pay Advance enrollment period
Ensure you sign up during this timeframe!

October 3-7, 2016
SL Payroll and SLHR conduct department-specific timekeeping consultations to ensure most effective use of timekeeping system

October 7-28, 2016
Detailed informational & training sessions on particular SL issues associated with the changes
Let’s find solutions and share information!

October 30, 2016
First day as bi-weekly employee.

October 31, 2016
Last monthly pay for dates October 1-29

November 25, 2016
First bi-weekly pay for affected employees
Will include pay advance for those who opted in

December 9, 2016-May 26, 2017
13 pays with cash advance deduction (where applicable)

What should I be doing to prepare?

- Check out your toolkits!
  - go.osu.edu/flsa
- Health insurance premiums and other deductibles will be automatically changed by OSU.
- Campus Campaigns-these will be recalculated for you by the university to accommodate your bi-weekly pay. However, it’s a good idea to double check the recalculation or ask specific questions here:
  - gifts@osu.edu. (Campus Campaign)
  - bucksforcharityFLSA@osu.edu. (Bucks for Charity)
- Check optional deductions to ensure it will be split appropriately (i.e. 457 plans, extra tax deductions, etc.)
- Adjust auto-deductions and auto-bank withdrawals to accommodate your new pay as you see fit with appropriate entities (utilities, loan payments, etc)
- Learn about flex time, overtime and compensatory time!
  - Scheduling Work and Overtime Compensation Policy
  - Flex Time Policy

Additional Resources

U.S. Department of Labor: https://www.dol.gov/

OSU Payroll Calendar:
http://controller.osu.edu/pay/calendars/paydates16-17.pdf

University FLSA Toolkits and FAQ’s: go.osu.edu

Check the SLHR Website for updates, information, and how to schedule for upcoming resource sessions for the month of October!

The Office of Student Life is committed to the ongoing support and resources our employees will need to ensure a successful transition! An Advisory board has been established to create & share solutions and openly discuss emerging issues.