



THINGS TO CONSIDER

(Transitioning from Non-Exempt Status to Exempt Status)

Pay Day - The biggest difference in transitioning from non-exempt to exempt is the *change* in your payday. Instead of getting paid bi-weekly, every other Friday, and 26 pay periods per year, you will get paid once per month on the 26th and 12 pay periods per year.

Tax Withholding – Please check your tax withholding for flat per pay period amounts.

Direct Deposit - As you transition from non-exempt and getting paid bi-weekly or 26 times per year, you may need to consider making modifications to direct deposits that may be set up for flat per pay period amounts.

Benefits – The employee portion of the monthly benefits cost will be deducted once monthly.

Accrual Balances in Kronos - Depending on your years of service, and timing of your transition, (if not at the first of the month), there may be an adjustment to your vacation accrual.

At thirty-seven months or greater it is the same for both non-exempt and exempt.

Non-Exempt = (6.77 hours per pay period) - 176 hours annually

Exempt = (14.67 hours per pay period) – 176 hours annually

Please Note: The maximum vacation accrual an employee can have is 264 hours, before they stop accruing.

180-Day Introductory Review – Since you are taking on a new role and responsibilities, your performance in this position will be evaluated based on the duties and responsibilities described in the job description as well as the goals and expectations that you and your supervisor establish.

Harassment Prevention Online Course – Based upon your new role, you may be required to complete additional training if you are a lead or supervise others. This is a mandatory course that must be completed within 60-days of promotion.

Timecard Orientation – You no longer must clock in/out each day you come to work or for meal and rest breaks. While it is still your responsibility to make sure you pause and take meal and rest breaks, you no longer need to clock in/out.

Vacation/Sick/Personal Holiday Reporting – On or around the 1st of the month, you will receive an email from the HR Payroll Coordinator asking you to report your absences for the previous month. You will only report this time off in four- or eight-hour increments. For sick, you may use two-hour increments.

Congratulations! We look forward to your many contributions in the upcoming months!

