

Pay Schedule Transition

Frequently Asked Questions for Supervisors

- **Why are employee payroll status changes occurring?**

Recently, the DOL issued its Final Rule, establishing a minimum salary to be considered exempt at \$43,888 (\$844 per week). All non-exempt positions at WKU are paid on either the bi-weekly or semi-monthly payroll schedule. To lessen the impact of those employees currently on the exempt/monthly payroll schedule, WKU decided to transition those employees to the semi-monthly payroll schedule. Additional transition to the bi-weekly payroll may occur over time.

- **What is the DOL Final Rule and when will it be implemented?**

The DOL issued a Final Rule regarding the minimum salary threshold for determining exemption from overtime payments. Employees who make less than \$43,888 (\$844 per week), with few exceptions, will be eligible for overtime pay effective July 1, 2024. For further information, please visit the Department of Labor website: <https://www.federalregister.gov/documents/2024/04/26/2024-08038/defining-and-delimiting-the-exemptions-for-executive-administrative-professional-outside-sales-and>

- **What is exempt status?**

Employees in an exempt classification are not covered by the overtime pay provisions of the Fair Labor Standards Act (FLSA) and therefore are not eligible to receive overtime pay. “Exempt” means exempt from being paid overtime.

- **What is non-exempt status?**

Employees in a non-exempt classification are entitled to overtime pay at time-and-one-half (1.5x) times their regular rate of pay for any hours worked beyond 40 in a standard workweek.

- **Are non-exempt staff members allowed to teach part-time?**

As outlined in the Academic Affairs Policy #1.5172, one condition for staff who teach courses for WKU is that their primary position be classified as exempt. Staff members in a non-exempt position are not eligible to teach part-time.

- **What is considered overtime?**

Non-exempt employees are entitled to time-and-one-half (1.5x) pay for any hours worked over 40 hours in a standard workweek. WKU’s standard workweek is Monday-Sunday.

- **What if the department does not approve working overtime?**

If a department wants to avoid overtime pay, it is the responsibility of the supervisor to ensure work is completed within the parameters of a workweek schedule not to exceed 40 hours. When overtime may be necessary, departments should ensure employees are properly trained on procedures for requesting overtime work; however, it is important to note that just because overtime work may not be authorized, does not mean it is not payable. The employee is to be paid for all hours worked, not excluding hours worked outside of approved overtime. Employees who do not follow work schedules authorized by their supervisor are subject to the University’s disciplinary process.

- **Who has to fill out timesheets?**

All non-exempt employees are required to maintain an accurate record of time worked by completing timesheets. Any hours worked over 40 in a given workweek are to be paid at time-and-one-half (1.5x) times their regular rate of pay.

- **Where do I find timesheets?**

Both bi-weekly and semi-monthly timesheets can be found by visiting:
www.wku.edu/hr/compensation/timekeeping.php

If the employee was adjusted from the monthly payroll schedule (salary, part-time) to the bi-weekly payroll schedule (hourly, part-time) as part of the DOL Final Rule, they will be set up to track their time via TopNet.

- **What is my role as Supervisor in completing timesheets?**

The completed semi-monthly timesheets should be turned into you for a signature and kept within a central location in the department. For any hours worked over 37.5 in a workweek, a Form 16 should be submitted to payroll.

The employees on the bi-weekly payroll frequency will have access to complete their time via TopNet. As a Supervisor, it is your responsibility to ensure that the approver or proxy has confirmed the employee's time was entered and approved by the stated deadlines on the published payroll schedule (found here <https://www.wku.edu/strategyopfin/payroll/>). An employee that does not submit their time, does not get paid until the next pay cycle. An approver and/or proxy that does not approve by the deadline puts their employee in danger of not being paid.

- **What is the difference between semi-monthly and bi-weekly payroll?**

Semi-monthly (SM) payroll is paid on the business day closest to the 15th and last business day of the month. Overtime payments for individuals on semi-monthly payroll is paid via a Form 16. Bi-weekly (BW) payroll is paid every two weeks on Fridays. Generally, departments with individuals on the bi-weekly payroll should submit regular and overtime hours to Payroll biweekly through the Recap process, provided by Payroll, by deadlines on the published schedule, located at www.wku.edu/strategyopfin/payroll/. If the employee was adjusted from salary, part-time to hourly, part-time as part of the DOL Final Rule, they were set up to track their time via TopNet.

- **What is the difference between semi-monthly and bi-weekly timesheets?**

The only difference between semi-monthly and biweekly timesheets are the days in which are captured. Bi-weekly timesheets reflect a two-week period to report time-worked, while semi-monthly timesheets reflect a period of 15 days to report time-worked.

- **Do employees still report time in TopNet if using a timesheet?**

Vacation and sick time usage must continue to be reported via TopNet.

- **Will EPAFs need to be submitted for status changes?**

EPAFs are required for ¹⁾ employees receiving a pay increase and ²⁾ for those moving to the bi-weekly payroll.

- **What information will be needed to create EPAFs?**

1) For those employees receiving a pay increase to remain exempt:

- Approval Category: **SALRAT** (*Salary or Rate Change*)
- Job Change Reason: **DOLSI** (*DOL Salary Increase*)
- Dates: 07/01/2024

2) For those employees moving from Monthly Payroll (exempt) to Semi-Monthly Payroll (non-exempt)

- Approval Category: **DOLNE** (*DOL Change from Exempt to Non-Exempt Status*)
- Job Change Reason: **DOLNE** (*DOL Change from Exempt to Non-Exempt Status*)
- Dates: 07/01/2024

- **Who do I contact if I have questions?**

EPAF Assistance:

Brittany Wafford

270-745-5364

Payroll:

Payroll.info@wku.edu

Human Resources:

Mindy Hutchins, Senior Analyst

270-745-2072

- **Where can I access additional resources or information?**

Additional details and resources can be found by visiting the Pay Administration section of the HR website.