|  |
| --- |
| **FLSA – Biweekly Pay Transition Options** |

**Instructions:** This form applies to employees transitioning from exempt to nonexempt on November 26, 2016 and have requested to transition their pay schedule in calendar year 2017. Select one of the three options and submit the form no later than the deadline for each option. Employees who do not submit a form by the final deadline, ***March 29, 2017***, will automatically transition pay schedules effective September 30, 2017. View the UNM Pay Schedule at [http://payroll.unm.edu/My Pay/Pay Schedule.html](http://payroll.unm.edu/My%20Pay/Pay%20Schedule.html).

Use the [Gross Pay Calculator](http://hr.unm.edu/docs/hr/gross-pay-calculator.xlsx) to estimate the total of your paychecks during a transition.

Use the [Payroll Calculator](https://login.unm.edu/cas/login?service=https%3a%2f%2fmyapps.unm.edu%2fpayroll-calculator%2f) and [Guide](http://hr.unm.edu/docs/benefits/flsa-payroll-guide.pdf) (with example) to estimate your take-home pay after deductions are made.

|  |
| --- |
| EMPLOYEE INFORMATION |

|  |  |
| --- | --- |
| Name:       | Banner ID:       |
| Title:       | Department:       |
| Email:       | Phone:       |
| Supervisor Name:       | Supervisor Email:       |

|  |
| --- |
| PAY SCHEDULE TRANSITION OPTIONS |

I elect to change my pay schedule effective:

[ ]  April 1, 2017 | Pay Period: 04/01 – 04/14 | Pay Date: 04/21/17
***If selecting this option, submit your completed form by 5:00 pm February 15, 2017.***

* On 03/31/17, you will be paid as a nonexempt/salaried employee for time worked from 03/01 - 03/31.
* Your full March benefits deduction will occur from this check.
* On 04/21/17, you will be paid as a nonexempt/hourly employee for time worked from 04/01 - 04/14.
* Your full April benefits deduction will occur from this single biweekly paycheck due to it being the only check in April.

[ ]  May 13, 2017 | Pay Period: 05/13 – 05/26 | Pay Date: 06/02/17
***If selecting this option, submit your completed form by 5:00 pm March 29, 2017.***

* On 05/31/17, you will be paid as a nonexempt/salaried employee for time worked from 05/01 - 05/12.
* Your full May benefits deduction will occur from this prorated check.
* On 06/02/17, you will be paid as a nonexempt/hourly employee for time worked from 05/13 - 05/26.
* The first half of your June benefits deductions will occur from this complete biweekly pay period.

[ ]  September 30, 2017 | Pay Period: 09/30 – 10/13 | Pay Date: 10/20/17
***If selecting this option, submit your completed form by 5:00 pm March 29, 2017.***

* On 09/29/17, you will be paid as a nonexempt/salaried employee for time worked from 09/01 - 09/29.
* Your full September benefits deduction will occur from this check.
* On 10/20/17, you will be paid as a nonexempt/hourly employee for time worked from 09/30 – 10/13.
* Your full October benefits deduction will occur from this single biweekly paycheck due to it being the only check in October.

|  |
| --- |
| ACKNOWLEDGEMENT |
| As an employee affected by the federal regulation change, I request that my required pay schedule transition date occur as indicated by my selection above. I understand that if I do not submit a pay transition date by ***March 29, 2017***, I will automatically be converted to the biweekly pay schedule effective September 30, 2017. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Signature Print Name Date |

***Submit completed form to Jamie Rickman, Admin Assistant 2,
at*** ***jrickman@unm.edu*** ***or deliver to Scholes Hall, Room 100, MSC05 3345.***

Cc: Personnel File and Supervisor