

Subject: Follow-Up on FLSA Changes at UNM - Resources and Support
November 5, 2024

Dear HR Agents and HR Agent Backups,

Following our recent [special HR Agent Forum](#), we are providing this update on the Fair Labor Standards Act (FLSA) changes at UNM. As you know, UNM Human Resources has already communicated with affected employees and their managers. Additionally, we hosted a [Town Hall](#) to help university employees understand and prepare for the transition from exempt to non-exempt status. This included information on [pay-cycle changes](#), the timing of these changes, next steps, and available resources.

Over the past few weeks, we have expanded our resources to support employees, supervisors, and departments during this transition. Valuable information can be found on the [FLSA webpage](#), including an Overview of Changes, an Employee Checklist, and What to Expect when Transitioning to Non-Exempt. Among these resources, we want to highlight the [Abbreviated Review Process and Guidelines](#), specifically designed to streamline requests to evaluate positions affected by the new FLSA rule, with a particular focus on Grades 11 and 12. You can find details, along with a link to the Abbreviated PRQ Form [here](#).

If you or anyone impacted missed the Town Hall, a recording and slide deck are available on our [FLSA Recorded Meetings & Slides](#) webpage. Additionally, we're offering [weekly FLSA Drop-In Sessions](#) to provide further guidance and address any questions. These sessions are open to everyone impacted by the changes.

Weekly FLSA Drop-In Sessions

- **When:** Every Tuesday, 9–10 a.m.
- **Dates:** Nov. 5 – Dec. 17
- **Join on Zoom:** [Zoom link](#)
- **Meeting ID:** 953 6765 7438
- **Password:** 605331

In addition, we'll soon be sending a follow-up message to impacted employees and their supervisors with links to:

- [Updated FAQs](#) organized by topic for easy reference
- [Details on the Pay-Cycle Transition](#)
- An [Employee Transition to Non-Exempt Checklist](#)
- A [Transitioning to Non-Exempt Status Chart](#) outlining key changes in pay structure, scheduling, paid leave accruals, and benefits effective January 1, 2025.

We encourage you to explore our [FLSA Communication Archive](#) to review all communications and materials shared so far. Additionally, an [implementation timeline](#) is available on our FLSA website for further context.

Please check our [FLSA website](#) regularly to stay informed on these updates. Thank you for your continued support in guiding our employees and managers through this process.

Best regards,
Division of Human Resources

