

Employee Transition to Non-Exempt Checklist

This checklist guides employees through the transition from exempt to non-exempt status, with monthly steps to ensure a smooth and informed change.

November: Preparing for the Transition

- Attend the FLSA Town Hall** (or view the recording) to understand the transition from exempt to non-exempt status.
- Review the [FLSA website](#)** to understand changes in pay frequency, status, and time/leave reporting requirements.
 - **Note:** Paychecks will be issued bi-weekly instead of monthly.
- Familiarize yourself with the new [pay-cycle transition guide](#).
 - **Initial January Pay Dates:** Jan. 17 and Jan. 31 for hours worked from Jan. 1-24.
- Check your pay history and leave accruals** on the [Employee Dashboard](#). Use your pay stub information to estimate net pay using the [Payroll Calculator](#).
- Review the timing of paychecks in January** and analyze your monthly expenses.
 - Check the timing of your regular payments (e.g., mortgage, utilities, loans) to see if you need to adjust due dates or payment amounts.
 - Access additional resources for financial and retirement planning, available through UNM's partners for [complimentary financial and retirement planning](#) support.
- Consider the [Voluntary Leave Conversion Option](#).**
 - Eligible employees can convert up to 40 hours of accrued leave (annual or sick) for a payout on January 31, 2025.
 - Evaluate your budget needs for January and decide if want to convert leave into earnings.
- Review your leave balances** in consideration of the Leave Conversion Option, and take these into account as you plan time off in the coming months.
- Discuss the transition with your supervisor** to clarify expectations regarding work schedule, overtime approvals, break periods, and time reporting.
- Review [FAQs](#) and [Resources](#)** for additional information.
- Bookmark Key Dates:**
 - **December 13, 2024:** Leave reporting and Leave Conversion forms available.
 - **January 8, 2025:** Deadline for leave reporting and Leave Conversion election.



- **January 10, 2025:** Confirmation email for December leave entries.
- **January 17, 2025:** First bi-weekly paycheck.
- **January 31, 2025:** Second bi-weekly paycheck and converted leave payment (if applicable).

December: Confirming Key Processes

- Review your department's timekeeping procedures** and understand the overtime approval process.
- Continue discussions with your supervisor** on work expectations, overtime processes, and timekeeping procedures.
- Watch for Voluntary Leave Conversion Option and December Leave Reporting** (available from December 13, 2024 – January 8, 2025).
- Monitor your UNM email** for communications from HR confirming your January 1, 2025 transition to non-exempt status.

January: Final Steps

- Start recording your hours worked** and submit your first bi-weekly timesheet on January 1, 2025.
- Report December leave and elect the Voluntary Leave Conversion Option** (deadline: January 8, 2025).
- Review and adjust benefit deductions** and adjust contributions by January 9, 2025.
 - Update any supplemental retirement contributions (403(b) and 457(b)) for the bi-weekly pay schedule.
- Update direct deposit allocations** to reflect the bi-weekly pay cycle (deadline: January 13, 2025).