

# Non-Exempt Transition Checklist for Managers

This checklist provides key steps for managers to support employees transitioning to non-exempt status under the new FLSA salary threshold, effective January 1, 2025.

## November

- Identify Impacted Staff**
  - Your HR Agent should provide a list of impacted positions: **ALL** exempt grade 11 and 12 positions, and any part-time grade 13 or higher positions.
- Watch the [FLSA Town Hall](#)**
  - Gain an understanding of the transition from exempt to non-exempt status, and encourage impacted employees to view the recording as well.
- Review the [FLSA website](#)**
  - Ensure that you are familiar with the policies applicable to non-exempt employees listed on the FLSA website and familiarize yourself with **changes in pay frequency**, employment status, and time/leave reporting requirements for non-exempt employees.
- Understand Department Procedures**
  - Ensure you know your department's policies on timekeeping, overtime approvals, and flexible scheduling.
- Discuss Transition Details with Impacted Employees**
  - Clarify expectations around work schedules, overtime approvals, break periods, and time reporting.
- Review Budgetary Limits for Overtime**
  - Understand any budget constraints that may impact approval of overtime compensation for your staff.
- Submit Reclassification Requests (If Applicable)**
  - For employees potentially eligible for reclassification, submit the requests by November 30, 2024. Refer to the [Abbreviated Review Process Guidelines](#).
- Provide Resources and Encourage Open Communication**
  - Share resources like the HR's **Overview of Changes**, FLSA **FAQs**, **Pay-Cycle Transition** overview, and the **Employee Transition to non-Exempt Checklist**.

## December

### Continue Supporting the Transition

- Continue to support your employee through the transition to non-exempt status.

### Key Dates in December:

- **December 13, 2024:** Leave reporting and Leave Conversion election forms available on [hr.unm.edu/flsa](http://hr.unm.edu/flsa).
- **December 20, 2024:** Last monthly paycheck as an exempt (salaried) employee, covering days worked December 1-31, 2024).

### Establish Compensatory Time Agreements

- If pursuing a compensatory time arrangement, create a written agreement before January 1, 2025.

### Manage Workload Expectations

- Identify and address impacted employee's workload demands to ensure required deliverables can be met within a 40-hour workweek.

### Review Department Norms

- Re-evaluate department norms that may affect an impacted employee's ability to maintain a 40-hour workweek, such as after-hours meetings, working across time zones/work locations, or travel time.

### Establish Time-Tracking Expectations with Impacted Employee

#### Clarify Time-Tracking and Leave Reporting

- Ensure the employee understands how to accurately track hours worked and report leave taken.

#### Explain Overtime Approvals

- Review the process for requesting and obtaining approval for overtime work.

#### Outline Break Periods

- Discuss scheduled break periods and expectations for adhering to these times.

#### Detail Time-Off Requests

- Explain the process for requesting time off, including any advance notice required.

- **Plan for Departmental Coverage During Break Periods**
  - If an employee's new status affects availability during specific hours, ensure department coverage and any workflow adjustments are in place.
- **Communicate with Colleagues or Collaborators**
  - Ensure others who work closely with non-exempt employees understand and follow the new workplace expectations.
- **Familiarize Employees with Timekeeping Systems**
  - Make sure employees know how to use the timekeeping system (if it's new) and have access to any training resources.

## January

- **Confirm Time Tracking Start**
  - Ensure employees are tracking hours worked starting January 1, 2025.
- **Continue Supporting the Transition**
  - Provide additional support to help employees adjust to non-exempt status.

### Key Dates in January:

- **January 2, 2025:** Exemption status/eClass updated in Banner for impacted employees.
- **January 3, 2025:** No paycheck issued for transitioning employees, as hours worked from Dec. 14-27, 2024 were included in the last monthly paycheck received on December 20, 2024.
- **January 8, 2025:** Deadline for **December Leave Reporting** and **Leave Conversion Program request** – Forms available on [hr.unm.edu/flsa](http://hr.unm.edu/flsa) beginning December 13, 2024.
- **January 9, 2025:** Last day for employees to adjust supplemental retirement plan contributions (403(b) & 457(b)) and recurring direct deposit allocations.
  - Changes made by this date will take effect with the first biweekly paycheck on January 17, 2025. All other benefit deductions will automatically adjust to the biweekly rate.
- **January 17, 2025:** First bi-weekly paycheck for transitioning employees includes hours worked from Jan. 1-10, 2025 (64 hours for full-time staff\*). Benefits Deductions will be withheld at the biweekly rate.
- **January 31, 2025:** Second bi-weekly paycheck for transitioning employees includes hours worked from Jan. 11-24, 2025 (80 hours for full-time staff\*). Benefits deductions withheld at the biweekly rate. Converted leave **payments** are included on



this paycheck, and converted leave hours are deducted from employee's available leave balance.

- Approve First Bi-Weekly Timesheet**
  - Approve the timesheet by January 10, 2025.
- Check-in with Employees**
  - Regularly check in with employees to address any concerns and ensure they are meeting workplace expectations.
- Set Up Regular Check-ins Post-Transition**
  - Schedule short, ongoing check-ins over the first few months to support employees and address any unexpected issues that arise.