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| **FLSA – Pay Transition Acknowledgement & Policy Waiver** |

**Instructions:** Complete, sign, and submit this form no later than October 26, 2016, to transition your pay to a biweekly pay schedule in November or to temporarily remain on a monthly pay schedule. **Employees who do not submit their form by *October 26, 2016* will automatically be transitioned to the biweekly pay schedule on November 12, 2016.**

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| EMPLOYEE INFORMATION |

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

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| ACKNOWLEDGEMENTS | |
| I acknowledge that my status will change from exempt to nonexempt effective November 12, 2016; and as of this date, I will be required to record my hourly time worked in accordance with my department’s designated timekeeping system. | Initial:\_\_\_\_\_\_\_ |
| Aside from my exemption status change date, I request that:  **Effective 11/12/16, I switch to a biweekly pay schedule.** *(Option 1)*  In doing so, I understand that I will be paid 11/30/16 for time worked as an exempt employee from 11/1/16-11/11/16. This check will be prorated and include my full November benefits deductions. I will then be paid on 12/2/16 as a nonexempt employee for time worked from 11/12/16-11/25/16. This check will be my first full biweekly check and will include the first half of my December benefits deductions.  **I remain on a monthly pay schedule at this time.** *(Option 2)* I understand that I am temporarily waiving the applicability of UAP #3200: Employee Classification. I also understand that I will have to complete a subsequent form identifying my 2017 pay schedule transition selection (form with detailed options/scenarios to be made available following the completion of this form). Failure to complete the 2017 selection form will result in automatic conversion to a biweekly pay schedule beginning September 30, 2017.  If you choose to remain on a monthly pay schedule for a period of time following your exemption status change, any overtime you earn will be paid on a supplemental check. Overtime supplemental payments will be issued the week after your regular pay date. Per the IRS, **overtime paid on a supplemental check is subject to a flat 25% tax rate withholding, which may be a higher rate than your current federal withholding**. If you work overtime, you should consider the tax implication.  By signing this form, you are agreeing to the pay schedule you selected and that you may be temporarily waiving the applicability of UAP #3200. This waiver of policy is a one-time allowance for administrative processing to be flexible in the best interest of the employee impacted by the federal regulation. Waiver of this policy applies to any employee selecting a pay schedule transition date beyond the classification change date of November 12, 2016.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Signature Print Name Date  UNM Pay Schedule <http://payroll.unm.edu/My%20Pay/Pay%20Schedule.html> | |

***Submit completed form to Alisha Lujan, Executive Assistant to the VP for Human Resources,   
at*** [***agalle08@unm.edu***](mailto:agalle08@unm.edu) ***or deliver to Scholes Hall, Room 100, MSC05 3345.***

Cc: Personnel File and Supervisor

*Created 10/08/16*