

## FLSA Transition Key Points

The following message is being cross posted on various group email lists.

Thank you for all you have done to make the FLSA transition as smooth as possible!

Now that we've started the first pay period of the FLSA transition, we'd like to provide you with some important reminders about Kronos and timekeeping. These steps will help ensure everyone's paychecks are accurate.

1. Please refer to the FLSA Kronos Salaried Setup Checklist to make sure that employees are set up correctly in Kronos. ([http://www.busfin.uga.edu/payroll/FLSA\\_Kronos\\_Salaried\\_setup\\_checklist.pdf](http://www.busfin.uga.edu/payroll/FLSA_Kronos_Salaried_setup_checklist.pdf))
2. For any assistance needed with Kronos, you can access the tutorial videos for help with various items you may be unsure of.  
[http://www.busfin.uga.edu/payroll/kronos\\_tutorial.html](http://www.busfin.uga.edu/payroll/kronos_tutorial.html)
3. Approve/Signoff timecards:
  - Supervisors should ensure that employees approve their timecards.
  - Supervisors should review and approve the employees' timecards
  - Supervisors/Unit Approvers should review and sign off on the timecards by the payroll deadline of Dec. 2 at 10 am.
  - UGA timecard approval policy  
<http://www.policies.uga.edu/FA/nodes/view/940/Time-and-Attendance-Recordkeeping-for-Non-Exempt-E>
  - Detailed Timecard Approval video tutorial  
[http://www.busfin.uga.edu/payroll/kronos\\_tutorial.html](http://www.busfin.uga.edu/payroll/kronos_tutorial.html)
4. Review payroll reports:
  - On Dec. 2 you should receive an email asking you to review your payroll reports. The payroll reports can be accessed as follows:
    - Access the WebDFS system (<https://webdfs.uga.edu/WebDFS>)
    - Click the Payroll Reports link
    - Click the Salaried Biweekly report link
    - Click the Report button
    - If the report is blank, close all of your browser windows and try again
    - If the report is still blank, contact [payroll@uga.edu](mailto:payroll@uga.edu) and inquire about your payroll QMF access

5. Guidance on Calculating and Determining Holiday Pay:

- Benefit eligible employees, as defined by the Board of Regents ([http://www.usg.edu/hr/manual/employee\\_categories](http://www.usg.edu/hr/manual/employee_categories)), are eligible to receive Holiday Pay. Holiday Pay cannot exceed 8 hours per day.
- For employees with an FTE between .5 and 1 (50 percent to 100 percent time), their Holiday Pay should be prorated to match their percent time. For example, someone who works 75 percent time should receive 6 hours of Holiday Pay (8 hours X .75 = 6). Please note, Holiday Pay will need to be adjusted in Kronos to accurately reflect the prorated value for those employees who work between 50 percent and 100 percent time.
- For employees who normally work a non-standard schedule, such as 4 ten hour days, managers and supervisors can flex the employee's schedule during the Holiday work week to ensure all hours are worked and paid without exceeding the 8 hour per day Holiday limit.

6. Rehired Retirees:

- Please ensure that retirees do not work more than the maximum hours allowed per month. <http://www.trsga.com/uploads/FY2017MaxHrs.pdf>
- Retirees are not benefit eligible and therefore do not receive holiday pay

For additional questions or assistance, please contact:

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