

University of Nebraska – Lincoln  
**Payroll Conversion Information**  
**For FLSA Affected Employees**

Employees affected by the new provisions of the Fair Labor Standards Act (FLSA), will be paid for all hours worked, including eligible overtime (or compensatory time off) effective December 1, 2016.

This results in two payroll related changes. First, in order to calculate overtime or compensatory time off, employees are required to record hours worked. Second, this requires a change from a monthly to a bi-weekly pay cycle.

**Recording Hours Worked**

All employees affected by the new FLSA regulations who are being converted from salary to hourly will be required to record their work related hours (hours worked, paid leave and unpaid leave time) on a weekly basis beginning Friday, December 2, 2016.

An Hours Worked Fact Sheet is available online at [hr.unl.edu](http://hr.unl.edu) to help supervisors and employees understand policies and guidelines regarding hours worked.

**Payroll Change**

**Conversion to bi-weekly pay cycle:** Pay practices at UNL require affected employees to convert from being paid monthly on a salary basis to being paid bi-weekly on an hourly basis, which results in a change in pay periods and pay dates. Monthly paid employees are paid once per month. Bi-weekly paid employees are paid every two weeks. Monthly paid employees are paid for time worked in the current month and bi-weekly paid employees are paid for two weeks and are paid two weeks in arrears. This conversion results in a delay in pay and a lower paycheck during the month of conversion. The university is implementing the conversion to a bi-weekly pay cycle in March 2017 to give employees time to adjust to the delay in pay.

**Monthly pay conversion period, December 2016 through February 2017:** Affected employees will record hours worked starting in December 2016 and will continue to be paid on a monthly basis through February 2017. If applicable, additional hours/overtime will be paid on the monthly paychecks according to a posted schedule and compensatory time off will accumulate. In summary, from December 2016 to February 2017 employees will be paid on the normal monthly pay date and be paid exactly the same unless unpaid leave is recorded or you work additional hours.

**Adjustment paycheck, March 30, 2017:** Affected employees will receive a partial March paycheck on March 30, 2017, for hours worked from March 1, 2017, through March 16, 2017. The March paycheck will include a reduced number of paid work days than your normal full month of pay. It will also include additional hours worked above the normal schedule from February 17, 2017 through March 16, 2017. A full month of benefits and most deductions will be subtracted. This results in approximately half of the normal gross pay before full deductions are subtracted for the month, so please plan accordingly.

University of Nebraska – Lincoln  
**Payroll Conversion Information**  
**For FLSA Affected Employees**

**Bi-weekly paycheck, April 2017:** The first bi-weekly paycheck will be on Thursday, April 13, 2017, for hours worked from March 17, 2017, to March 30, 2017, with bi-weekly benefit deductions.

**Additional Information**

The following may be helpful in understanding the payroll conversion:

- Additional Considerations
- Payroll Conversion Chart Calendar
- Deduction Detail Information
- Employee To Do List

**Additional Considerations**

Employees may want to consider the following:

Timing of Paychecks - It is common for an employee to participate in personal electronic banking including automatic bill payments or withdrawals. Because of the adjustment in pay starting in March, it is important to review the pay schedule to ensure awareness of the timing, pay and deductions.

Deductions – The details of an employee’s paycheck, earnings and deductions are individualized and can be very detailed and complicated. Not all employees have the same earnings or deductions. Please review the Deduction Detail Information below to learn how March and April pay checks are affected and any employee action required.

Net Paycheck Estimate – In February, Payroll Services will provide employees with a net paycheck estimate for the March 30, 2017 paycheck. Affected employees will be notified when the estimate is available.

Paycheck Advice – Employees can view their scheduled pay advices prior to the pay date within Firefly under “Payment/Paycheck Inquiry”. They will be available March 27, 2017 for the March 30, 2017 paycheck, and on April 10, 2017 for the April 13, 2017 paycheck.

Employees with specific questions regarding payroll may contact:

IANR Finance & Personnel Payroll Office: Nancy Wagner at 402-472-2870 or  
financeandpersonnel@unl.edu

UNL Payroll Services: 402-472-2010 or payroll@unl.edu

University of Nebraska – Lincoln  
**Payroll Conversion Information**  
**For FLSA Affected Employees**


**Payroll Conversion Chart Calendar**

November 2016							December 2016							January 2017							February 2017							March 2017							April 2017						
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7				1	2	3	4							1							
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
27	28	29	30				25	26	27	28	29	30	31	29	30	31				26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29	
																																			30						

Pay Date	Pay Period	Additional Hours/Overtime Weeks Included	Date Additional Hours/Overtime Paid	Payroll Deduction Amounts
Wednesday 11/30/16	11/01/16 – 11/30/16 Monthly pay check amount	N/A	N/A	Full Monthly
Friday 12/30/16	12/01/16 – 12/31/16 Monthly pay check amount	12/02/16 - 12/08/16 12/09/16 - 12/15/16	12/30/16	Full Monthly
Tuesday 01/31/17	01/01/17 – 01/31/17 Monthly pay check amount	12/16/16 - 12/22/16 12/23/16 - 12/29/16 12/30/16 - 01/05/17 01/06/17 - 01/12/17 01/13/17 - 01/19/17	01/31/17	Full Monthly
Tuesday 02/28/17	02/01/17 – 02/28/17 Monthly pay check amount	01/20/17 - 01/26/17 01/27/17 - 02/02/17 02/03/17 - 02/09/17 02/10/17 - 02/16/17	02/28/17	Full Monthly
Thursday 03/30/17	03/01/17 – 3/16/17 <b>Adjustment Check</b> <b>Partial pay check</b>	02/17/17 - 02/23/17 02/24/17 - 03/02/17 03/03/17 - 03/09/17 03/10/17 - 03/16/17	03/30/17	<b>*Full Monthly</b> <b>Refer to deduction detail information for information on suggested and required action steps for employees.</b>
Thursday 04/13/17	03/17/17 – 03/30/17 Bi-weekly check	03/17/17 - 03/23/17 03/24/17 - 03/30/17	04/13/17	Bi-weekly Refer to deduction detail information
Thursday 04/27/17	03/31/17 – 04/13/17 Bi-weekly check	03/31/17 – 04/06/17 04/07/17 – 04/13/17	04/27/17	Bi-weekly Refer to deduction detail information

University of Nebraska – Lincoln  
**Payroll Conversion Information**  
**For FLSA Affected Employees**

**Detail Deduction Information**

<b>Benefits Deductions</b>				
Deduction Type	March 30 <sup>th</sup>	Action Required	April 13 <sup>th</sup> +	Action Required
<b>Insured Benefits</b> Medical, Dental, Vision, Voluntary Life/ADD, Long Term Disability, Long Term Care	<b>Monthly</b> Same as previous check as flat dollar amount elected	No	Bi-weekly	No
<b>Flexible Spending Account</b> Health and Dependent Care	\$0	No	Bi-weekly  The balance required for election deduction will be spread over the remaining bi-weekly checks.	No  <b>Note: Dependent care funds may not available for reimbursement until the 4/13 paycheck deduction</b>
<b>Retirement - % election</b> 401(a), SRA 403(b), Deferred Comp Plan 457(b)	<b>Not the same</b>  Based on % gross pay elected	No  <b>401(a) cannot be changed</b>  <b>403(b) and 457(b) - if changing due 2/28</b>	Based on % gross pay elected	No  <b>401(a) cannot be changed</b>  <b>403(b) and 457(b) – if changing for this check, you must contact UNL Benefits – due 3/1-3/31</b>
<b>Retirement – flat \$ election</b> SRA 403(b), Deferred Comp Plan 457(b)	<b>Monthly</b>  Same as previous check as flat dollar amount elected	 <b>Yes</b>  <b>If you do nothing, your flat dollar election amount will be deducted. The UNL Benefits Office will contact you regarding any changes desired - change form due 2/28</b>	Flat dollar per check elected	No - if you do not desire a change  <b>Yes – if changing for this check, you must contact UNL Benefits – change form due 3/1-3/31</b>

University of Nebraska – Lincoln  
**Payroll Conversion Information**  
**For FLSA Affected Employees**

<b>Taxes, Banking &amp; Loans Deductions</b>				
<b>Deduction Type</b>	<b>March 30<sup>th</sup></b>	<b>Action Required</b>	<b>April 13<sup>th</sup> +</b>	<b>Action Required</b>
<b>Taxes</b>  Extra withholding at flat dollar amount	<b>Monthly</b>  Same as previous check flat dollar amount elected	No - if you do not desire a change  <b>Yes - if you desire a change, new W-4 form or firefly due 3/1 - 3/21</b>	Flat dollar per check elected	No - if you do not desire a change  <b>Yes - if you desire a change, new W-4 form or firefly 3/28 - 4/4</b>
<b>Banking Deposits</b>  Additional 2 <sup>nd</sup> & 3 <sup>rd</sup> Deposits	<b>Monthly</b>  Same as previous check flat dollar amount elected	No - if you do not desire a change  <b>Yes - if you desire a change, new form or firefly due 3/1 - 3/21</b>	Flat dollar per check elected	No - if you do not desire a change  <b>Yes - if you desire a change, new form or firefly 3/28 - 4/4</b>
<b>NU Credit Union Loan</b>  Flat dollar amount agreement	<b>Monthly</b>  Same as previous check flat dollar amount elected	No - if you do not desire a change  <b>Yes - if you desire a change or wish to discuss options, contact NU Credit Union by 2/28</b>	Flat dollar per check elected	No - if you do not desire a change  <b>Yes - if you desire a change or wish to discuss options, contact NU Credit Union by 3/28</b>
<b>UNL Employee Assistance Plan (EAP) Loan</b>	<b>Monthly</b>  Same as previous check flat dollar amount elected	No	Bi-weekly	No

University of Nebraska – Lincoln  
**Payroll Conversion Information**  
**For FLSA Affected Employees**

<b>Other Deductions</b>				
Deduction Type	March 30 <sup>th</sup>	Action Required	April 13 <sup>th</sup> +	Action Required
UNL Childcare	<b>\$0</b>	 <b>Yes</b> Must contact UNL Childcare by 2/28 to arrange for payment directly	<b>\$0</b> UNL Childcare does not offer bi-weekly payroll deduction	Not Applicable
UNL Parking	<b>Monthly</b> Same as previous check flat dollar amount elected	No	Bi-weekly Recalculated based on the number of bi-weekly checks remaining in your election period.	No
Campus Recreation	<b>Monthly</b> Same as previous check flat dollar amount elected	No	<b>\$0</b> Only paid on the 2 <sup>nd</sup> check each month. The monthly amount will be deducted 4/27.	No
United Way and NU Foundation	<b>Monthly</b> Same as previous check flat dollar amount elected	No	Bi-weekly	No
N-Card expenses	Based on amount spent	No	Based on amount spent	No
Lied Center Tickets	<b>Monthly</b> Same as previous check flat dollar amount elected	No	<b>Not Applicable</b> These deductions are finished in March with Lied ticketing	No
Garnishments , Liens, Child Support	<b>TBD</b> The garnishment order determines the deduction amount based on your earnings each paycheck	No You may want to contact the Garnisher to better understand the amount of the deduction	<b>TBD</b> The garnishment order determines the deduction amount based on your earnings each paycheck	No You may want to contact the Garnisher to better understand the amount of the deduction

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<b>Employee To Do List</b>	
Deduction Type	Action
<b>Retirement – flat \$ or % elections</b> SRA 403(b) and Deferred Comp Plan 457(b)	Contact UNL Benefits to review your election amount and complete a new form by: <i>2/28 for 3/30      3/1 - 3/31 for 4/13</i>
<b>UNL Childcare</b>	Contact UNL Childcare to arrange for payments directly to UNL Childcare by: <i>2/28 for 3/30</i>
<b>Taxes</b> Extra withholding at flat dollar amount	If you desire a change, complete a new W-4 by: <i>3/1 - 3/21 for 3/30      3/28 - 4/4 for 4/13</i>
<b>Banking Deposits</b> Additional 2 <sup>nd</sup> & 3 <sup>rd</sup> Deposits	If you desire a change, complete a change by: <i>3/1 - 3/21 for 3/30      3/28 - 4/4 for 4/13</i>
<b>NU Credit Union Loan</b> Flat dollar amount agreement	If you desire a change, Contact the Credit Union to discuss options by: <i>2/28 for 3/30      3/31 for 4/13</i>
<b>Garnishments, Liens, Child Support</b>	Contact the Garnisher to gain an understanding of the potential deduction amount
<b>Financial Planning</b>	<ul style="list-style-type: none"> <li>•Review the deduction detail information</li> <li>•Understand how the pay cycles work</li> <li>•Consider your financial situation</li> <li>•Utilize Resources (EAP, NU Credit Union, Union Bank)</li> </ul>