

FLSA CHANGES: A QUICK AND EASY GUIDE TO MANAGING TIME FOR SNE EMPLOYEES

For Managers, Supervisors, and HR Representatives

As a manager who approves time for direct reports, you understand the importance of ensuring that time is accurately reported and approved. Being mindful of changing some work habits and reporting overtime will be an adjustment for some of your direct reports. This guide has information and strategies for supporting your Salaried Non-Exempt (SNE) employees throughout the time reporting and approval process. Employees and supervisors are responsible for ensuring time reported is an accurate reflection of time worked.

Similar to Exempt employees, Salaried Non-Exempt employees' time will still be auto-populated each pay period. Base compensation, benefits, and leave will still be accrued at the same rate.

Similar to Non-Exempt employees, Salaried Non-Exempt employees will need to enter time when the actual hours they work differ from their usual schedule, including when overtime is worked or leave is used.

EXPECTATIONS FOR MANAGERS, SUPERVISORS, AND HR REPRESENTATIVES:

Review time and leave information carefully in the approval process.

- ✓ Clarify your department's process for entering time and authorizing overtime with your direct reports.
- ✓ Observe whether emails are being sent and other job duties are being completed outside of regular working hours.
- ✓ Reasonably modify an employee's schedule as needed to avoid overtime.
- ✓ Approve or deny overtime requests in a timely manner.
- ✓ Make sure time and leave information is complete and accurate before you approve it.
 - Managers approving false time records are subject to corrective action.
- ✓ Use resources for Approvers/Processors on the [Time & Labor Toolkit](#).

Encourage Salaried Non-Exempt employees to:

- ✓ Leave their workstations during breaks and meal breaks and refrain from engaging in work duties and responsibilities at these times.
- ✓ Submit requests to work overtime for approval.
- ✓ Enjoy time away from work and refrain from working at home outside of regular hours. If they work outside of regular hours, they must report the time worked.
- ✓ Refrain from using personal devices and/or university devices to conduct work duties and responsibilities outside of regular work hours.
- ✓ Maintain accurate time records, including when their schedules deviate from the norm.
 - Employees submitting false time records are subject to corrective action.
- ✓ Use time reporting resources on the [Time & Labor Toolkit](#).