

# Semi-Monthly Transition

## Frequently Asked Questions

### **Why are employee payroll status changes occurring?**

In 2016, the Department of Labor (DOL) issued a Final Rule regarding the minimum salary threshold for determining exemption from overtime payments. In anticipation of implementing the Final Rule, WKU adjusted 300+ individuals from the monthly payroll to the semi-monthly payroll schedule. However, later in 2016, a court overturned the regulation and definitive implementation was put on hold for additional review by the DOL. Since this time, we have maintained the payroll changes for those potentially affected individuals and identified them as the “transition” group.

Recently, the DOL issued a Final Rule, establishing a minimum salary to be considered exempt at \$35,568 (\$684 per week). All non-exempt positions at WKU are paid on either the bi-weekly or semi-monthly payroll schedule.

### **What is the DOL Final Rule and when will it be implemented?**

The DOL issued a Final Rule regarding the minimum salary threshold for determining exemption from overtime payments. Employees who make less than \$35,568 (\$684 per week) will be eligible for overtime pay effective January 1, 2020. For further information, please visit the Department of Labor website: <https://www.dol.gov/whd/overtime2019/>

### **How was my new hourly rate determined?**

Individuals continuing on the semi-monthly payroll schedule:

- The annual salary amount will continue to be paid for all regular hours.
- Any hours worked between 37.5-40 hours will be paid at 1 times the regular hourly rate (identified by salary/1,950 hours).
- Any hours worked over 40 hours will be paid at time-and-one-half (1.5x) the regular hourly rate.

### **Will I need to record my time worked and where do I locate timesheets?**

To ensure you are paid for each hour worked and also paid time-and-one-half for any hours worked over 40 hours in a given week, you will need to record your time worked:

- You will need to keep a timesheet of time in and out each day worked to be turned in to your supervisor at the end of the pay period. This timesheet is to be kept on file in your department. Timesheets can be found on the WKU Human Resources [website](#).

### **Do employees still report time in TopNet if using a timesheet?**

Vacation and sick time usage must continue to be reported via TopNet.

### **Will I need to make any changes to my direct deposit?**

If you currently have your earnings sent to direct deposit, you do not have to make a change.

### **I contribute to supplemental retirement. Do I need to make any changes?**

No. Your current payroll schedule will continue.

### **Will I need to make any changes to my taxes or withholdings?**

Changes to your tax withholdings are likely not necessary, unless you determine it would be appropriate given your specific situation. We will continue to tax you according to the Federal W-4 form you currently have on file.

### **Who do I contact if I have questions?**

Pay, direct deposit, or tax deduction questions should be directed to:

Tommie Driver, 5-2073 [tommie.driver@wku.edu](mailto:tommie.driver@wku.edu)

Kristi Smith, 5-5352 [kristi.smith@wku.edu](mailto:kristi.smith@wku.edu)

Benefit and retirement deduction questions should be directed to:

Erin Heil, 5-5354 [erin.heil@wku.edu](mailto:erin.heil@wku.edu)

Human Resources

Mindy Hutchins, 5-2072 [mindy.hutchins@wku.edu](mailto:mindy.hutchins@wku.edu)