



**FAIR LABOR STANDARDS ACT (FLSA)
Frequently Asked Questions**

1. What is the change being made by the U.S. Department of Labor (DOL)?

The U.S. Department of Labor (DOL) has announced an update to the minimum salary threshold for exemptions to the Fair Labor Standards Act (FLSA) overtime pay requirements. The FLSA is a federal law that establishes minimum wage, overtime pay, and recordkeeping standards for employees in the United States.

The DOL has released a two-part implementation plan for their new minimum salary thresholds for exempt employees. On July 1, 2024, the DOL is raising the minimum salary threshold from its current level of \$35,568 annually to the new level of \$43,888. On January 1, 2025, the minimum salary threshold will move to \$58,656. These new salary threshold minimums are required at both the job level minimum salary and the employees' minimum earnings. Just because the federal law has changed, this does not mean the JSU employees' salaries will change.

Employees impacted by the FLSA change will be moved from a salary and monthly pay frequency to an hourly rate and biweekly pay frequency. The change to biweekly would also mean you will be eligible for comp time for hours worked over 40 hours in a defined workweek (Monday – Sunday).

2. How were staff selected for a wage increase or conversion to biweekly?

Impacted staff were determined based on the FLSA salary guidelines and position description analysis.

3. As a Jax State employee, how do I know if the FLSA update impacts me?

Employees impacted by the July 1, 2024, salary threshold change will receive an email notification from Human Resources. The notification will inform impacted employees and their supervisor of the FLSA required change and how they are impacted.

4. What does the change mean for an impacted employee?

- The employee becomes eligible for overtime pay/comp time for all hours worked over 40 in a workweek.
- The employee will be required to record their time worked through [MyJaxState](#).
- The employee will be paid [biweekly](#) (every two weeks) rather than monthly.

5. How will moving from monthly to biweekly impact my paycheck?

Biweekly employees have their insurance premiums deducted on both paychecks each month. The employees moving to from monthly to biweekly will have a different benefit deduction schedule through August 2024.

Insurance Premium Schedule for employees moving from Monthly Payroll to Biweekly Payroll

Pay #	Payroll #	Pay Date	Insurance Premium Deductions	Notes
	MN #7	7/1/2024	100% of July for August premiums deducted	Last payroll on Monthly
Transition to Biweekly effective 7/1/2024				
2nd pay of month	BW #15	7/19/2024	50% of insurance premiums deducted ***	First payroll on Biweekly, but 2nd Biweekly pay of the month. Our standard practice would be to deduct 100% of insurance premiums.
1st pay of month	BW #16	8/2/2024	50% of insurance premiums deducted	
2nd pay of month	BW #17	8/16/2024	50% of insurance premiums deducted	
3rd pay of month	BW #18	8/30/2024	50% of insurance premiums deducted ***	These insurance premiums will be only for the employees who moved from Monthly to Biweekly due to the FLSA change.
*** The third biweekly pay of the month does not have insurance premiums deducted. In order to reduce any financial hardship on the employees moving from the monthly payroll to the biweekly payroll, JSU will deduct 50% of their insurance premiums on Biweekly #18.				

6. Will I automatically receive overtime each pay period?

No, your supervisor will only approve overtime as required. Overtime pay law stipulates that not paying overtime or comp time is illegal if your employees worked over 40 hours in a workweek and are non-exempt. Supervisors will address any unauthorized work that occurs outside of your regular schedule.

7. How should I track my hours worked now that I am classified as nonexempt?

You will need to discuss with your supervisor time keeping expectations and appropriate procedures for requesting work time that will be counted as overtime. Jax State employees work 37.5 hours in a workweek. You will be eligible for overtime or comp time for hours worked over 40 hours in a defined workweek.

- Familiarize Yourself with Campus Time and Attendance System: [MyJaxState](#). Any overtime work MUST be requested and approved by your supervisor prior to working extra hours.
- Clocking In and Out: Use the Campus Time and Attendance system to clock in at the beginning of your shift and clock out at the end of your shift. Make sure to understand and follow Jax State policies regarding the timing of clock-ins and clock-outs.
- Review and Approve Timesheets: Review your timesheets in the Campus Time and Attendance system to verify the accuracy of recorded hours. Make any necessary corrections or adjustments if you notice discrepancies between your actual hours worked and the recorded hours. Once you are satisfied with the accuracy of your timesheet, approve it according to Campus Time and Attendance procedures.
- Seek Assistance When Needed: If you encounter any issues or have questions about using the Campus Time and Attendance system, do not hesitate to seek assistance from Payroll.

8. What are the policies that address Campus Time and Attendance?

- [Attendance, Leave and Holiday Policy](#)
- [Emergency Call-Back Pay](#)
- [Remote and Flexible Work Policy*](#)
- [Biweekly Payroll Calendar](#)

9. How will a change from exempt to nonexempt impact my status as remote/hybrid?

*More information will be forthcoming regarding remote options for those who are currently monthly and will revert to biweekly.