

# Anschutz CSA / ASA HR Community Meeting

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- ▶ **Monday, October 1, 2024**
- ▶ **from 10:00 to 11:30**
- ▶ **Via Zoom**

## AGENDA

Adrienne Howarth-Moore, Associate Vice Chancellor & Chief Human Resources Officer

- **Welcome and Introductions**
- **Chat and Ground Rules**

Luciana Smith, Director, CU Anschutz Health & Wellness Center

- **CU Anschutz Health & Wellness Center Overview**

Adrienne Howarth-Moore, Associate Vice Chancellor & Chief Human Resources Officer

- **Care.com**
- **LifeMart Benefits**
- **Time & Labor Update**

Debbie Lammers, Assistant VC of Learning & Development

- **Learning & Development Updates**

Florie Montoya, Assistant VC of TAC, Classification, Compensation, HCM |

- **FLSA Threshold Change Planning – January 2025**

Wrap Up

# CU Anschutz Health & Wellness Center Overview

Luciana Smith, Director  
Health & Wellness Center







# Anschutz Health and Wellness Center

UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS

WELLNESS GUIDED BY SCIENCE

Anschutz Health and Wellness  
12248 East Montview Boulevard  
Marcus Institute for Brain Health







# Anschutz Health and Wellness Center

UNIVERSITY OF COLORADO **ANSCHUTZ MEDICAL CAMPUS**

**Our mission** is to utilize the power and science of movement, nutrition, and mental well-being to enrich the health and wellness of our community.

## Areas of Wellness

- Fitness
- CU Medicine Weight Management and Wellness Clinic
- Community Nutrition
- Well-being & Lifestyle Programs
- Clinical Populations
- Research



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## FITNESS

A state-of-the-art fitness center with Technogym™ equipment, indoor running track, FIT Lab, heated pool, hot tub, steam rooms, saunas and green roof.

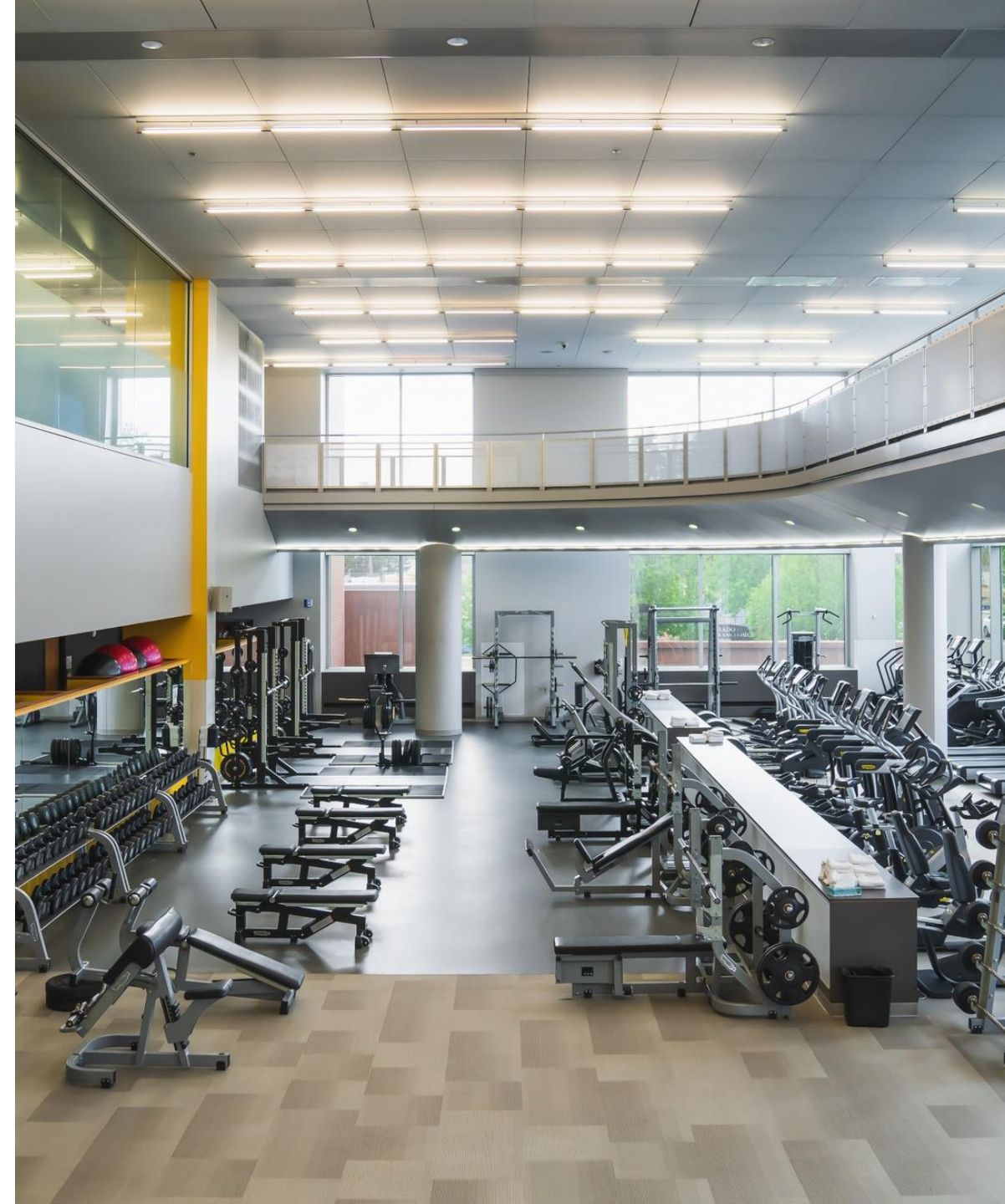
### Services and Programs

- Personal Training
- 40+ Weekly Group Exercise Classes
- Massage and Acupuncture
- Women on Weights
- Strong for the Slopes

Scan the QR code to learn more about our Center



Anschutz Health and Wellness Center  
UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS







## FITNESS

### \$0 Enrollment for employees in October

Join our fitness center with an all-access Campus Employee membership this October and pay \$0 enrollment fee - a savings of \$59!



Get in touch today!



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## CU MEDICINE WEIGHT MANAGEMENT AND WELLNESS CLINIC

Our clinic offers healthcare providers and services to support an individual's journey through health and wellness.

### Services

- Provider-Directed Weight Loss
- Behavioral Health
- Nutrition Consults with Registered Dietitians
- Body Composition and Metabolism Testing
- Fibroscans

**REF2136: AMB REFERRAL TO WEIGHT MANAGEMENT**



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## WELL-BEING PROGRAMS

Our well-being programs are designed to cultivate connection and rejuvenation among workplace teams, focusing on movement, stress-reduction/mindfulness, and healthy eating education.

### Services

- Custom selection of 50-minute wellness sessions for up to 20 participants (starting at \$250/session).
- Teams may choose up to 3 sessions with free time at the Center!
  - Movement, Mindfulness/Stress Reduction, Healthy Eating Education, and Rejuvenation.

Please scan this QR code to learn more about our programs!



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## LIFESTYLE & WELLNESS PROGRAMS FALL REBOOT

Fall Reboot is a 6-week Wellness Boost program designed for those looking to establish and maintain healthy habits so they can enjoy the festivities with confidence and vitality.

### This program includes:

- 6 weekly virtual sessions led by a registered dietitian coach
- Physical activity guidance from a certified personal trainer
- Sustainable healthy habits supported by a flexible meal replacement program
- Behavior strategies for lifestyle change
- Support for creating healthy routines



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# Fall REBOOT

*6-Week Wellness Boost*







## LIFESTYLE & WELLNESS PROGRAMS WEIGHT LOSS 4 LIFE

Weight Loss 4 Life is a virtual weight management program designed to help sustain or add momentum to a weight loss journey.

### Weekly class participants will

- Join a community of like-minded individuals
- Receive coaching by a registered dietitian
- Learn about nutrition, physical activity, and factors that influence eating behaviors
- Learn effective strategies for lifestyle change
- Receive progress monitoring by a CU Medicine clinic provider.



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## COMMUNITY NUTRITION

We offer a variety of programs and activities focused on nutrition and health.

### Services

- Cooking classes and demonstrations
  - Fresh Take
    - Open to anyone and everyone
    - Virtual - \$8/person
    - In-person - \$95/person (offered 2x/year)
- Nutrition Education and Presentations
- Full-size metabolic kitchen
- Chef and registered dietitians on staff







## CLINICAL POPULATIONS

We also provide fitness programming for special clinical populations.

### Services

- BFitBWell
- Bariatric Surgery
- Transplant
- Orthopedics
- CeDAR
- Osteoporosis



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## RESEARCH

Research plays a vital role in all our programs, services, and activities.

### Research

- Our research studies focus on:  
Weight Management, Nutrition, Women's Health, and Physical Activity/Movement
- Clinical and Non-Clinical
- CO Nutrition Obesity Research Center (NORC) – an NIH-funded center for excellence with three biomedical research cores studying nutrition, obesity, and related health pathologies and treatments.



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## EVENT SPACE

We have versatile rooms and event spaces designed to accommodate anywhere from 1 to 220 people. From meetings and presentations to team building, celebrations, and social events, we have the space to enhance the experience of your guests.

**Reservations can be made through EMS.**

### Rooms and event space

- Benson Board Room – up to 20 people
- Wellness Lounge – up to 65 people
- Green Roof Deck – up to 220
- Conference Rooms - 16-24 people







## The Green Roof at AHCW

This reinvigorated space boasts beautiful views of the front range and offers a unique environment for fitness classes and CU events. Our green roof gardens showcase xeriscape and native plants. Our robust vegetable garden supports community wellness, while providing fresh produce for underserved populations in the Denver Metro Area and our Campus Food Pantry.

### Please join us! Upcoming classes on The Green Roof at AHCW:

- **October: Fall Clean-up and Bed Prep.** Learn about the importance of fall garden maintenance and cover crops for a successful spring planting. *October 22<sup>nd</sup> : 12:00-1:00pm*
- **November: Seed Purchasing for Spring.** Learn to decode catalogs and select organic vs. conventional seeds, heirloom vs. hybrid varieties, companion planting, succession planting and more. *November 19<sup>th</sup> : 12:00-1:00pm*



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## SIGN UP FOR OUR NEWSLETTER

Sign up for our newsletter to receive monthly updates from the CU Anschutz Health and Wellness Center.



Not getting our newsletter? Check “Clutter” and quarantined messages.



## Welcome to Wellness Connections

**A monthly newsletter by the CU Anschutz Health and Wellness Center**

We are thrilled to extend a warm welcome to all our students, faculty, staff, and partners as we embrace a culture of health and well-being across our campus community.

At the [CU Anschutz Health and Wellness Center](#), we understand that every journey to well-being is unique. Whether that's taking your first steps toward a healthier lifestyle or seeking to elevate your current well-being, we're here to meet you right where you are and support where you want to be. Your goals, your pace, your journey—we're here to empower you every step of the way.



# Anschutz Health and Wellness Center

UNIVERSITY OF COLORADO **ANSCHUTZ MEDICAL CAMPUS**

## VIRTUAL TOUR

**For more information about our programs and services:**

**Email:** [Luciana.Smith@cuanschutz.edu](mailto:Luciana.Smith@cuanschutz.edu)

**Phone:** 303-724-9355

**Website:** [anschutzwellness.com](http://anschutzwellness.com)

**Location:** 12348 E. Montview Boulevard  
Aurora, CO 80045



Anschutz Health and Wellness Center

UNIVERSITY OF COLORADO **ANSCHUTZ MEDICAL CAMPUS**







Anschutz Health and Wellness Center

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THANK YOU

# Care.com LifeMart Benefits Time & Labor Update

Adrienne Howarth-Moore, Associate Vice Chancellor & CHRO  
Human Resources





# Care.com and LifeMart Employee Discount Program

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HR COMMUNITY MEETING, OCTOBER 2024

# Care.com Program

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Provides up to 10 days of subsidized back-up care for minors and elders needing care when regular care is unavailable.

- Co-pay amounts are \$6/hr for in-home child or elder care, \$20/day for in-center childcare.

Eligible employees include faculty, staff, residents & postdocs with equal or > 50% FTE

In addition to back-up care, employees may access the vetted Care.com databases to arrange and pay for routine care service needs for children, elders, and pets.



# Care.com Provider Access

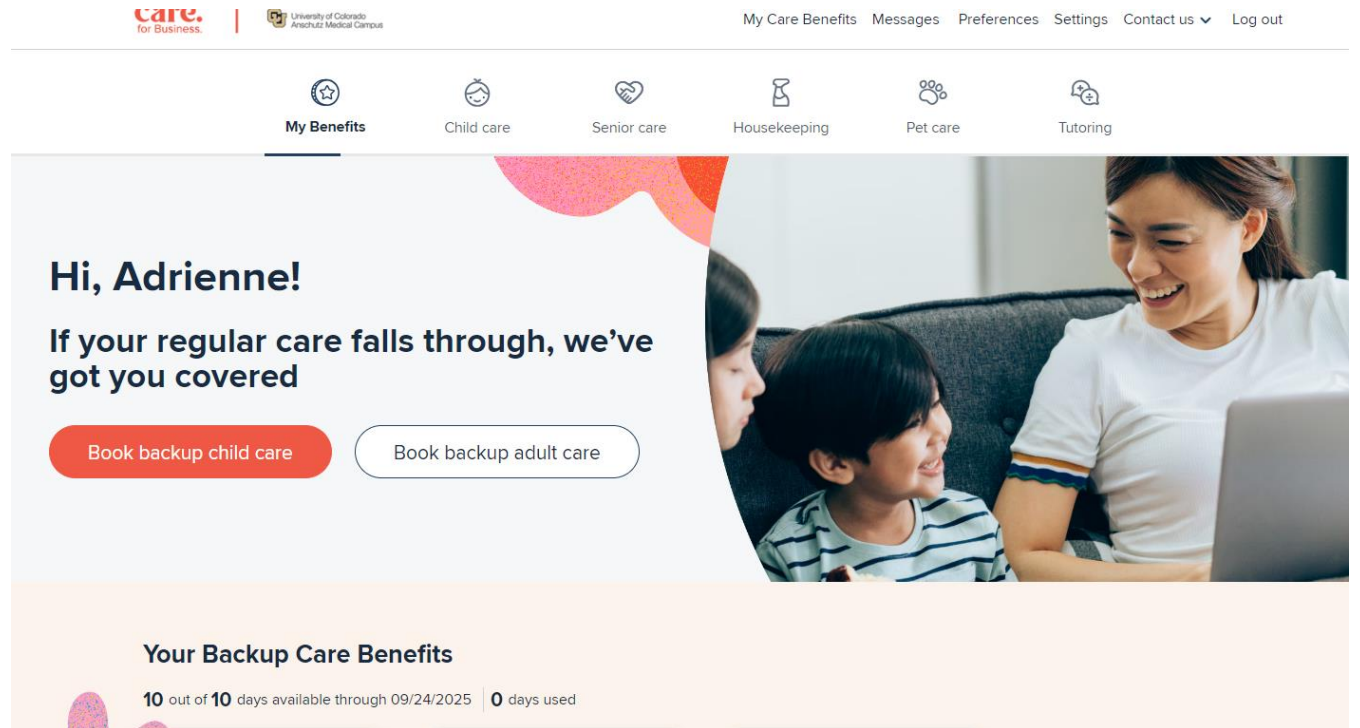
The screenshot displays the Care.com interface for finding senior care providers. At the top, navigation icons include Child care, Senior care (selected), Housekeeping, Pet care, and Tutoring. A banner states "All caregivers are background checked". The search filters on the left include "Showing results for In home", "Where do you need care? 80045", and "Filters (0)" with a pay rate slider set to "\$15 - \$50 / hour" and "Can help with" options for Companionship and Household tasks. Three provider profiles are listed:

- Angella S.**: Denver, CO 80220. Rate: from \$25 per hour. 5-star rating (3 reviews). Note: "Hired by 2 families in your neighborhood". Testimonial: "Angie served for 8 months as the primary caregiver for my wife, who suffers from advanced dementia. An..." more.
- Nancy J.**: Denver, CO 80239. Rate: from \$20 per hour. 10+ years of experience. Testimonial: "I'd describe my personality as kind, generous, and non-anxious presence I like caring for seniors because..." more.
- Nicole O.**: Denver, CO 80223. Rate: from \$28 per hour.

Beyond the ten days of backup care, employees may access and arrange for qualified child, elder and pet care providers using Care.com's extensive network. *Care arranged outside of the backup care plan does not include an employer contribution.*

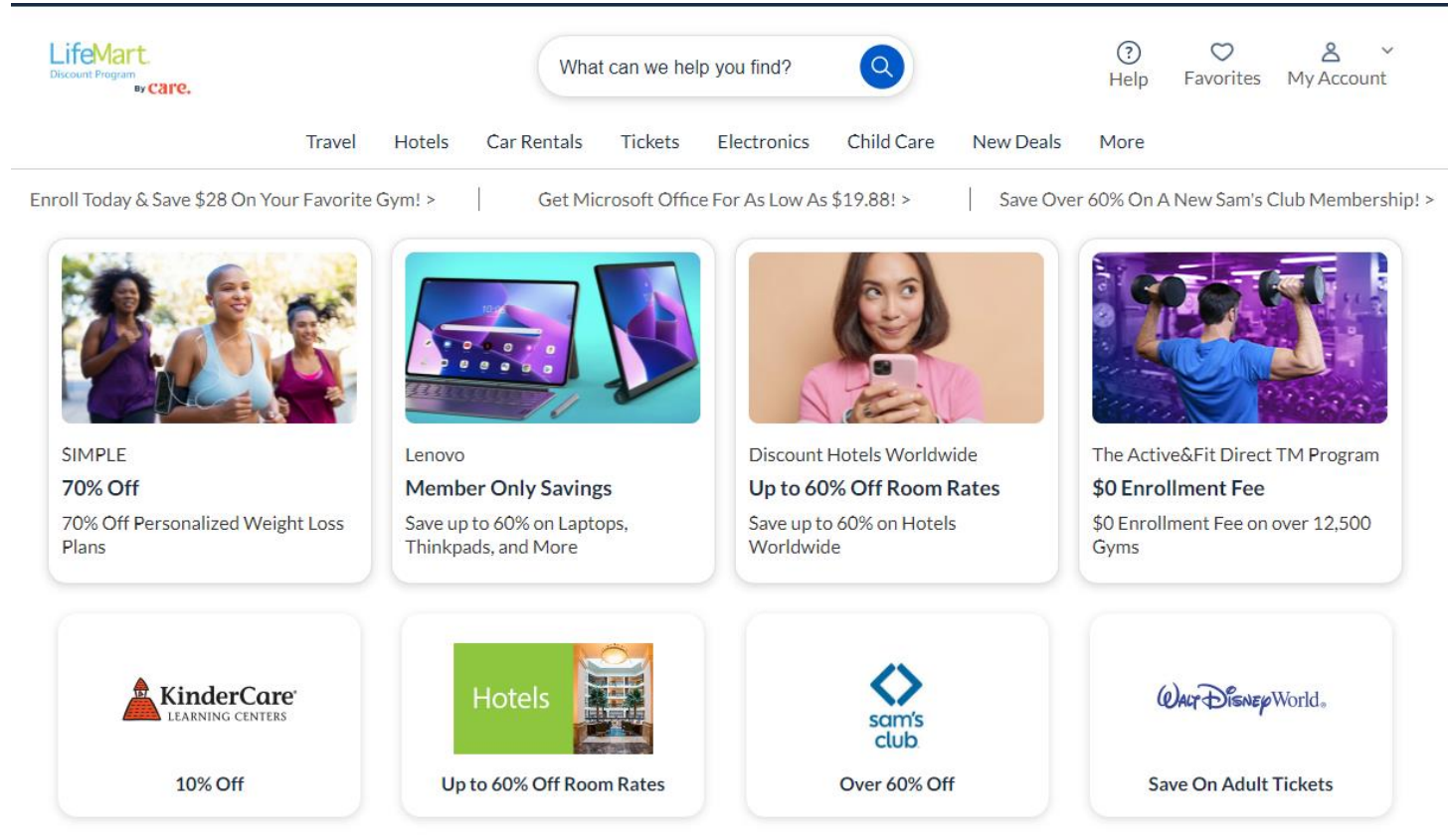
# LifeMart Employee Discount Program

- Employees have access to thousands of employee discounts in the LifeMart platform powered by Care.com
- Employees access both Care.com and LifeMart using the login found here.






# LifeMart Discount Main Page




**LifeMart**  
Discount Program  
by **care.**

What can we help you find? 


Help Favorites My Account

Travel Hotels Car Rentals Tickets Electronics Child Care New Deals More


Enroll Today & Save \$28 On Your Favorite Gym! > | Get Microsoft Office For As Low As \$19.88! > | Save Over 60% On A New Sam's Club Membership! >



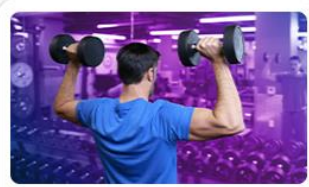
**SIMPLE**  
**70% Off**  
70% Off Personalized Weight Loss Plans




Lenovo  
**Member Only Savings**  
Save up to 60% on Laptops, Thinkpads, and More




Discount Hotels Worldwide  
**Up to 60% Off Room Rates**  
Save up to 60% on Hotels Worldwide




The Active&Fit Direct TM Program  
**\$0 Enrollment Fee**  
\$0 Enrollment Fee on over 12,500 Gyms




**KinderCare**  
LEARNING CENTERS  
**10% Off**



**Hotels**  
**Up to 60% Off Room Rates**



**sam's club**  
**Over 60% Off**



**Walt Disney World**  
**Save On Adult Tickets**

# Sample Discount

Home > Avis

Avis

**Up To 35% Off**

Treat yourself with up to 35% off Pay Now rates.

Members always receive up to 35% off Pay Now base rates plus enjoy additional offers like dollars off, a complimentary upgrade, or a free weekend day.

Click or call to make a reservation. Use the Avis World Discount (AWD) number to shop the lowest rates for your next rental.

Avis has enhanced the techniques used to clean all vehicles after each rental. In particular, Avis is paying special attention to interior customer touch points such as seats, steering wheels, door handles and other hard surfaces.

Avis is also cleaning all facilities frequently with recommended sanitizing products.

In addition, Avis is taking steps to ensure the welfare of all employees. This includes instructing employees who feel ill to stay home and consult their healthcare providers. Avis is also urging all employees to be vigilant about frequent hand washing.

Avis World Discount (AWD) #: **D578600**

[View Deal >](#)


Click to View Deal!

[View Deal >](#)

Avis World Discount (AWD) #: **D578600**

Call: **(800) 331-1212**

The Avis logo is displayed in a large, bold, red font within a white rounded rectangular box. The word "AVIS" is followed by a registered trademark symbol (®).

 Add to Favorites



# Sample Discount

[Home](#) > [Insurance](#) > [Pet Insurance](#) > [Spot Pet Insurance](#)

## Spot Pet Insurance

**Up To 20% Off**

*Up to 20% off discount & Up to 90% back on vet bills!*

When adventure calls, make sure your pet has answers. Spot plans help cover a wide range of covered conditions such as accidents, illnesses, emergencies, exams, and more! Spend less time on vet bills, and more time loving on your pet.

Spot's customizable plans allow you to choose your annual limit, deductible, and reimbursement rate (choose up to 90% back on vet bills)!

- #1 Choice for Puppies and Kittens
- VetAccess 24/7 pet tele-health helpline
- Visit any U.S. licensed veterinarian or specialist

Note: Discount is automatically applied at checkout, Offer Code only needed if you call in.

Use Offer Code: **EB\_LIFEMART**

[View Deal >](#)

Click to View Deal!

[View Deal >](#)

Use Offer Code: **EB\_LIFEMART**

Call: **(800) 905-1595**



[♥ Add to Favorites](#)

# Questions

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For questions about the Care@Work program, contact Richard Benson, Principal HR Consultant, in central Human Resources





# Time and Labor Project

HCM Community 10/01/24  
Speaker: Adrienne Howarth-Moore



University of Colorado

ORACLE

Partner

Expertise in  
PeopleSoft  
in North America

Expertise in  
Oracle Cloud Platform  
in North America

Expertise in  
Oracle EPM Cloud  
in North America

ORACLE

Education  
Reseller

Gartner.  
Recognized Vendor



## Oracle Specialized

<p><b>ORACLE</b>   Partner</p> <p>Since joining Oracle's Partner Program in 2006, SpearMC was elevated to Platinum Partner level in 2017 and to Oracle Applications Managed Partner in 2018.</p>	<p><b>ORACLE</b>   Expertise in PeopleSoft in North America</p> <p>SpearMC is an authorized PeopleSoft Resale Partner allowing us to resell, host and finance PeopleSoft at steep discounts.</p>	<p><b>ORACLE</b>   Expertise in Oracle EPM Cloud in North America</p> <p>SpearMC is an authorized Oracle EPM Cloud, Analytics and Hyperion Resale and Implementation Partner.</p>
<p><b>ORACLE</b>   Expertise in Oracle Cloud Platform in North America</p> <p>SpearMC is an authorized Oracle Cloud Infrastructure (OCI) Resale Partner and North America's only PeopleSoft Partner recognized by Gartner for OCI Professional and Managed Services.</p>	<p><b>ORACLE</b>   Education Reseller</p> <p>SpearMC is an authorized Oracle University Education Reseller and PeopleSoft Training Provider. We are the sole PeopleSoft Partner authorized to resell and implement Oracle Guided Learning.</p>	<p><b>ORACLE</b>   Public Sector Addendum</p> <p>Reflecting our deep domain expertise in state and local government, SpearMC has a Public Sector Addendum in place allowing us to resell Oracle applications and technology to public sector organizations.</p>

## SOC 2 Type II Certified



Reduce risk with a partner you can trust. This certification demonstrates our deep commitment to protecting data.

## Gartner-Recognized Vendor



SpearMC is the sole featured PeopleSoft vendor in the latest 2022 Gartner Market Guide for Oracle Professional Services.





## Hospital System

- Headcount – 21,000+
- Status – Training Phase
- Replacing API Time and Attendance system
- Time and Labor, Absence Management Implementation
- Timeclock & Scheduling System Integration
- 30+ Business Units, Workgroups, Rule and TRC Programs
- Multiple complex OT, Premium OT, Weekend Flex Rules

## Public Utility Department

- Headcount – 6,000+
- Status – Develop Phase
- Replacing multiple Time and Absence systems
- Multiple Unions and Labor Agreements involving complex negotiations
- Highly complex scheduling Requirements
- Complex Timesheet Customizations to address unique Time Data Distribution requirements

## Non-Profit Organization

- Headcount – 3,000+
- Status – Initiate Phase
- Replacing Kronos Time and Attendance system
- Timeclock & Scheduling System Integration
- Complex on-demand scheduling requirements

Name	Title	Profile Summary
Logesh Balasubramaniam	Managing Director, HR Technology	<ul style="list-style-type: none"> <li>• 20 years of experience in PeopleSoft HCM Implementations, Upgrades and managed support services.</li> <li>• 10+ years of experience managing PeopleSoft projects in Higher Ed sector.</li> <li>• Enthusiastic presenter and panelist at PeopleSoft conferences. Scheduled to present a HEUG Webinar - <a href="#">Achieve a Seamlessly Integrated Time, Absence, Payroll Management Using PeopleSoft HCM</a></li> </ul>
Vinod Surapaneni	Senior HR/IT Program Manager	<ul style="list-style-type: none"> <li>• PfMP, PgMP, PMP, ACP Certified</li> <li>• 23 years of IT Experience, 12+ Years of experience in Project Management</li> <li>• Managed budgets up to \$20+ Million and team of 50+ Members</li> <li>• Managed University of California – UCPath project to implement and enhance PeopleSoft HCM, Time and Labor, Absence Management (April 2022 – May 2023).</li> </ul>
Jay Vallamdas	Time and Labor – Solution Architect	<ul style="list-style-type: none"> <li>• 20 years of PeopleSoft consulting and implementation experience</li> <li>• 10+ Time and Labor Implementation as Functional lead</li> </ul>



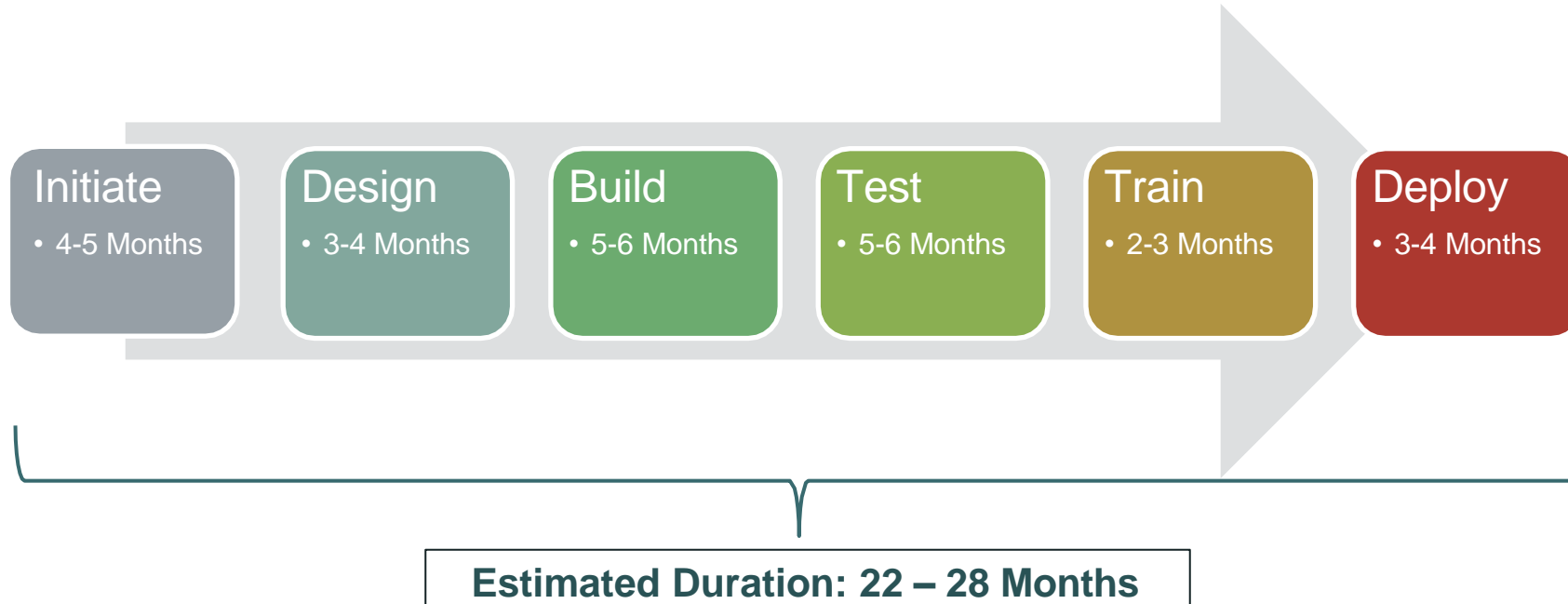


## Completed Activities

- Current State Analysis
- Third-party systems
- Manual and spreadsheet processes
- Initial disposition for each systems
- High-level current state process maps
- High-level requirements for future state
- HR business decisions

## Remaining Activities

- Detailed Business Requirements (RTM)
- Fit-Gap Analysis
- Solution Design for Gap Requirements
- Functional and Technical Design Documents
- System Configuration and Technical Development
- Testing
- Training
- Production Deployment
- Production Hypercare Support



**CU Anschutz Time & Labor Project Website:**

<https://www.cuanschutz.edu/offices/human-resources/talent-acquisition-and-compensation/myleave-replacement>





# Learning & Development Update

Debbie Lammers, Assistant Vice Chancellor  
Learning & Development





**LEARNING**

## Learning and Development Update

Debbie Lammers, MS, MBA, Assistant Vice Chancellor, Learning and Development



# Topics

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New LMS – Skillsoft Percipio Launched September 12

New Employee Orientation (NEO) Update and Reminders

Learning and Development Website Update

General HR Website Updates and Secured Sharepoint Site

# Percipio

New Learner Features

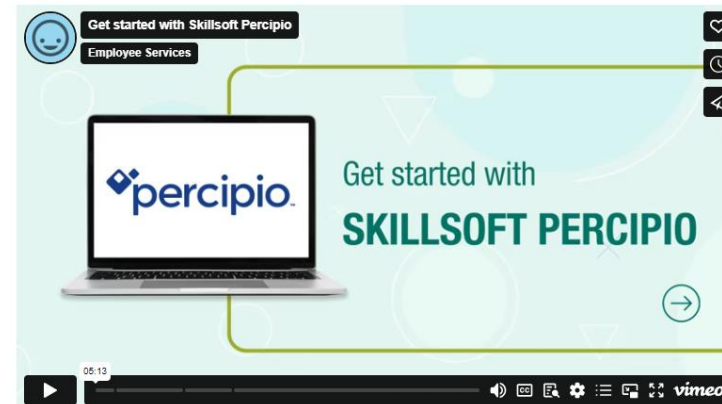
Compliance Courses

Instructor Led Courses

Learner History

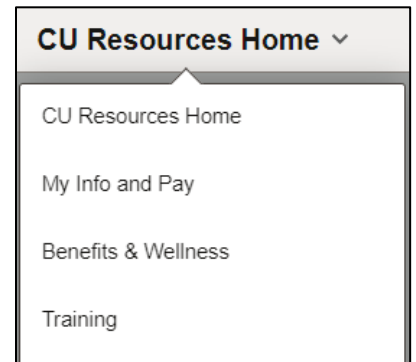
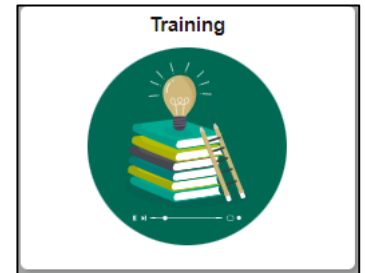
Upcoming Percipio Demos

- October 3 – 8:00 – 9:00am
- October 10 – 2:00 – 3:00pm
- October 15 – 11:00am – 12:00pm
- October 15 – 1:00 – 2:00pm



[Information Page/Video Link](#)

[HCM Learning Report Link](#)

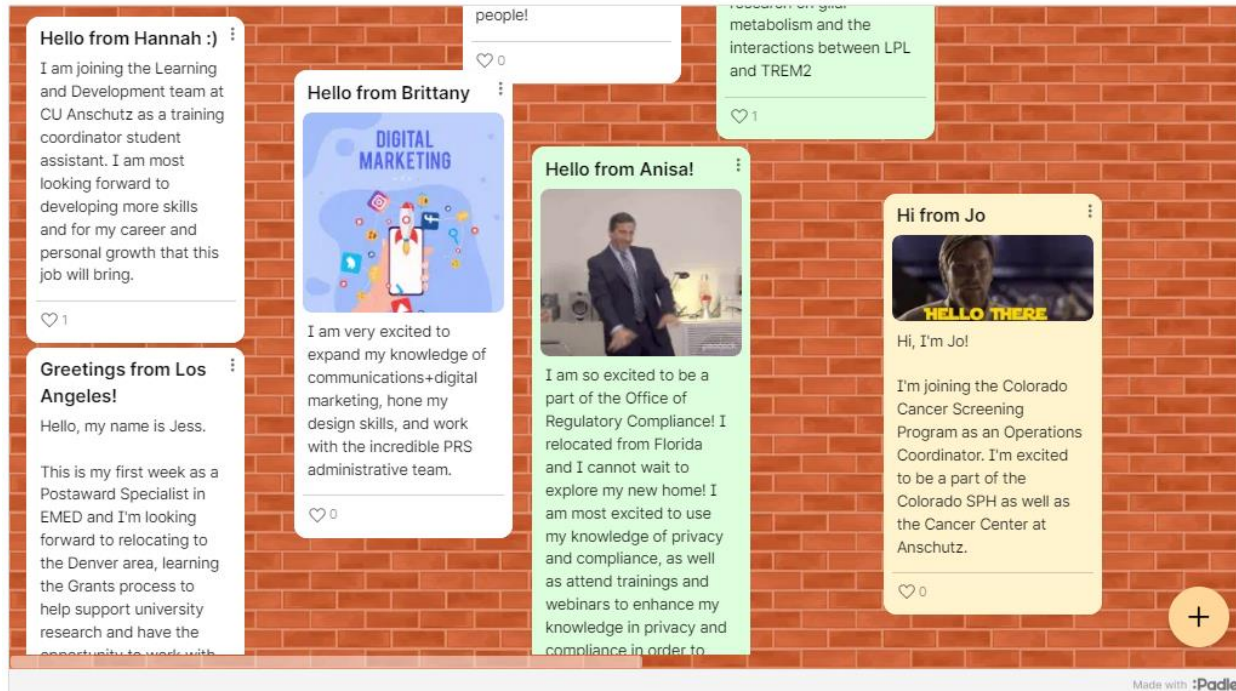


# New Employee Orientation (NEO)

## Welcome New Hires!

As part of NEO, new hires have the opportunity to post on our "Welcome Wall".

Check out their posts below on what they are most looking forward to in their roles at CU!



[Link to NEO Page](#)

New hires can be registered **prior** to their hire date; however, they cannot start NEO until their date of hire

Make sure you are using the **CU Anschutz link (see below)** when registering new hires

Currently uploads into Canvas for access to NEO happen on **Mondays by 10am**

**Q1 2025** NEO will be moved to Percipio with major updates to content



# Learning and Development Website

## PATHWAYS PAGE

### Introducing Professional Development Pathways

Why is professional development important? It's a key driver for career advancement and helping individuals stand out in their field.

Let's explore why it is essential for your career growth as an employee.

Watch the video to learn more about Learning and Development's Professional Development Pathways where you will be introduced to the Pathway programs.

- Manager Certification Program
- HR Professional Development Program
- CU Manager Essentials
- Administrative/Executive Assistant Development Program



[Professional Development Pathways Introduction Video Transcript \(PDF\)](#)

## EDUCATIONAL TOOLBOX TALK

### Navigating and Charting Your Professional Development Path



[Navigating and Charting Your Professional Development Path presentation slides 08-28-24 \(PDF\)](#)

[Navigating and Charting Your Professional Development Path video transcript \(PDF\)](#)

# Anschutz HR Intranet Draft

A SharePoint site has been created for CU Anschutz Human Resources.

The purpose of this site is to provide a secure place to store and access Human Resources related documents, forms, etc.

This SharePoint site only contains all the HR documents/files that are currently found on the existing Sitefinity HR website.

The screenshot displays the layout of the Anschutz HR Intranet Draft. At the top, the heading "HR Updates & News" is followed by a section titled "HR Document Library Links". Below this, five gold-colored buttons with folder icons represent different HR categories: "AMC General", "Employee Relations", "Talent Acquisition", "Learning & Development", and "Operations". The bottom section is split into two columns: "News" and "Updates". Under "News", there is a link for "Message from the Chancellor: [Supporting](#)". Under "Updates", there is a link for "[Skillsoft Update](#): The university's Skillsof".

<https://olucdenver.sharepoint.com/sites/CUAnschutzHR>

# Anschutz HR Intranet Draft

All HR website documents from Sitefinity are copied to the AMC HR SharePoint Intranet site.

No documents have been removed from the current HR website (Sitefinity)

- SharePoint site is restricted to those with a **cuanschutz.edu** email address.
- Requires SSO credentials to access if not already signed into Microsoft 365.
- Seeking a few **volunteers** to test using & navigating the SharePoint library and provide feedback.
  - e.g., Are documents easy to find/search?

**HR Updates & News**

HR Document Library Links

AMC General Employee Relations Talent Acquisition Learning & Development Operations

**News** **Updates**

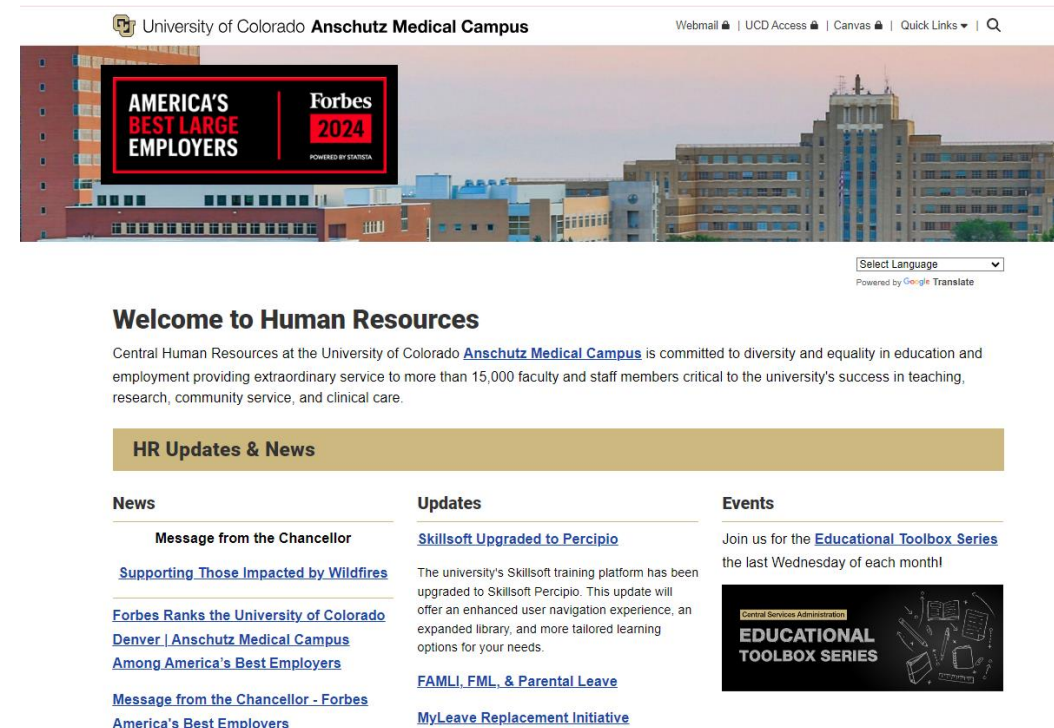
Message from the Chancellor: [Supporting](#) [Skillsoft Update](#): The university's Skillsof

<https://olucdenver.sharepoint.com/sites/CUAnschutzHR>



# General HR Website Updates

- Homepage URL
  - <https://www.cuanschutz.edu/offices/human-resources>
- Send updates to:
  - [Brian.Rocz@cuanschutz.edu](mailto:Brian.Rocz@cuanschutz.edu)



# FLSA Threshold Change Planning January 2025

Florie Montoya, Assistant Vice Chancellor  
TAC, Classification, Compensation, HCM  
Human Resources



# January 1 FLSA Threshold

## Florie Montoya

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# High Level Summary of Changes

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- **Standard Salary Level:** The final rule increases the minimum salary threshold to \$58,656 on January 1, 2025.
  - This means that to remain exempt, an employee must meet the per week amount of \$1,128, on January 1.
  - The new salary level is based on the 35<sup>th</sup> percentile of weekly earnings of full-time salaried workers in the lowest-wage Census Region.
- **Salary Level for Highly Compensated Employees:** The final rule increases the salary level for the Highly Compensated Exemption (HCE) to \$151,164 on January 1, 2025.

# High Level Summary of Changes

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- **Duties Test:** The rule does not make any changes to the duties requirements, and both the salary and duties test must be met to qualify for “white collar” exemption from overtime criteria.
  - The final rule still includes *exceptions to the salary level* and salary basis requirements for *teachers, lawyers, doctors, medical interns, and medical residents*.
- **Automatic Updates:** The threshold will be automatically updated every three years by tying the threshold to the 35th percentile of weekly earnings of full-time salaried workers in the lowest-wage Census Region. The automatic updates will begin on July 1, 2027.

# Impact Analysis Summary

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- Reviewed DOL guidance/partnered with Legal to review positions exempt from salary test
- Using the opportunity to review all exemption determinations - entry level positions in training



# In Scope

Approximately 1100 employees may be impacted

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In dialog with Legal Counsel and review of FLSA guidelines, we included the following categories in our scope of review:

- Post Docs
- PRA, Senior PRA, Research Associate, Senior Research Associate
- University Staff
- Classified Staff
- Staff Retirees (University Staff and Faculty based on work)
- Pharmacy Residents (1469 - Instructor Fellow job code)
- Visiting Researchers (1313, 1308 job codes)

# Out of Scope

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In dialog with Legal Counsel and review of FLSA guidelines, we excluded the following categories from our scope of review:

- Professional/Administrative/Executive duties AND meet updated salary threshold
- Faculty practicing medicine or primary duty is teaching
- Teaching Assistants
- Student Stipends/Predoc Trainees
- Faculty Retirees who practice medicine or teach
- Medical Residents
- Research Faculty (with job description updates)
- Research Assistant (1505)
- Graduate Assistant (1502)

# Next Steps – Central HR

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- Continue to monitor legal challenges that might impact January 1 implementation.
- Provide guidance/items to consider when making decisions around whether to move to non-exempt or adjust salary to new threshold to keep as exempt.
- Publish individual Tableau reports that include in scope job codes and those below the January 1 threshold and positions currently at the entry level that will be moved to exempt on January 1. Data refresh from HCM occurs nightly.
- Provide FLSA notification templates so schools/departments can draft/share with employees who are slated to move to non-exempt or exempt (entry level positions).
- Refine training for employees and campus managers unfamiliar with non-exempt timekeeping and workload management. Currently available on-line.
- After January 1 final decisions – Finalize upload file for January 1 FLSA/salary updates (January payroll cutoff is January 21).

# Next Steps – HR Business Partners

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- By end of October, schools/departments will document preliminary decisions on employees flagged to move to non-exempt. Options: 1) Move to non-exempt or 2) update salary to January 1 threshold. Continue to review data through end of December (monitor changes in pay).
- Review list of entry level employees slated to move to exempt on January 1 if their salary is \$58,656 or >. If FLSA salary does not adjust, employees will still move into an exempt role but at their current salary.
- By November 1 - Provide preliminary notification letter to employees expected to move to non-exempt on January 1, including a disclaimer regarding the possibility of a temporary or permanent delay in the implementation due to legal challenges playing out across the country.
- Early January - For entry level university staff positions provide notice of move to exempt status regardless of decision. Confirm final list for upload.
- Early January – Confirm final list of employees who will receive pay adjustment or move to non-exempt for upload. Send final notification letters to impacted employees.



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# Additional Discussion Questions?

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# Thank You for Joining Us

## Next HR Community Meeting

December 3, 2024  
10:00 to 11:30 am