



Instructions for Changing Employees from Salaried to Hourly Pay due to Revised FLSA Threshold

HR contacts should follow these instructions in Workday to implement the change to biweekly for employees previously confirmed as changing to nonexempt. The Workday action should be completely routed and approved no later than December 17

1. Navigate to the employee's profile page.
2. Click on the Actions button and select Job Change > Transfer, Promote or Change Job
3. Click on the Edit Pencil to answer the required questions on the start page:
 - a. When do you want this change to take effect? Enter 12/29/19
 - b. Why are you making this change? Select Data Change > Position Reclassification
4. Click on the Checkmark button to save your changes and then click on the Start button to navigate to the job page.
5. Click on the Next button to navigate to the details page since no changes are needed to the job and locations pages.
6. Go to the Administrative section and click on the Edit Pencil. Next, go to the Pay Rate Type field and change to Hourly.
7. Click on the Checkmark button to save your changes and then click on the Next button to navigate to the compensation page since no changes are needed to the attachments and organizations pages.
8. Go to the Hourly section and click on the Edit Pencil. Next, go to the Amount field and enter the hourly rate. To convert from salary rate to an hourly rate, use the full-time employee salary rate and divide by 2080 hours. We are using 2080 hours since it is the most advantageous when calculating the hourly rate.
9. Click on the checkmark to save your changes, scroll up to the Total Base Pay section and confirm that the salary rate shown is hourly.
10. Click on the Next button to navigate to the summary page.
11. Scroll through summary page and review changes made. Next, go to the Comments section and enter "This request is to change the employee from salaried - monthly to hourly pay due to not meeting the revised FLSA threshold of \$35,568 per year (\$2,964 per month or \$684 per week."
12. If you are ready to submit the request, click on the Submit button or Save for Later if needed.
13. Once the request is submitted, it will route to the following for review and approval:
 - a. Receiving Manager
 - b. HR Partner (or Research Partner if a research position)
 - c. Department Head
 - d. Executive Approver
14. The request will then route to the Payroll Partner for Assign Pay Group since the pay rate is changing from salaried to hourly.

15. Last, the request will route to the Initiator for Assign Costing Allocation. The costing allocation sub-process may be skipped if no changes are needed. This request is now complete.

If you have any questions regarding this resource, contact Classification and Compensation at 979.845.4170 or hrcomp@tamu.edu for Texas A&M, or hschr@tamu.edu for the Texas A&M Health Science Center.