

## Change the Employees Pay Type

Any employee who will no longer be exempt from overtime will need to have a new Position and Salary record created. This will be added under Employee > Position and Salary. The new record will reflect the **Pay Type** as “Non-Exempt Salary.” The screenshot below shows the criteria you will need to update.

Position And Salary History					
Job Title	Title Explanation	Effective	EEO Category	Reason	Pay Type
Salaried Worker		11/15/2016		Other - Miscellaneous	Salaried (Non Exempt)

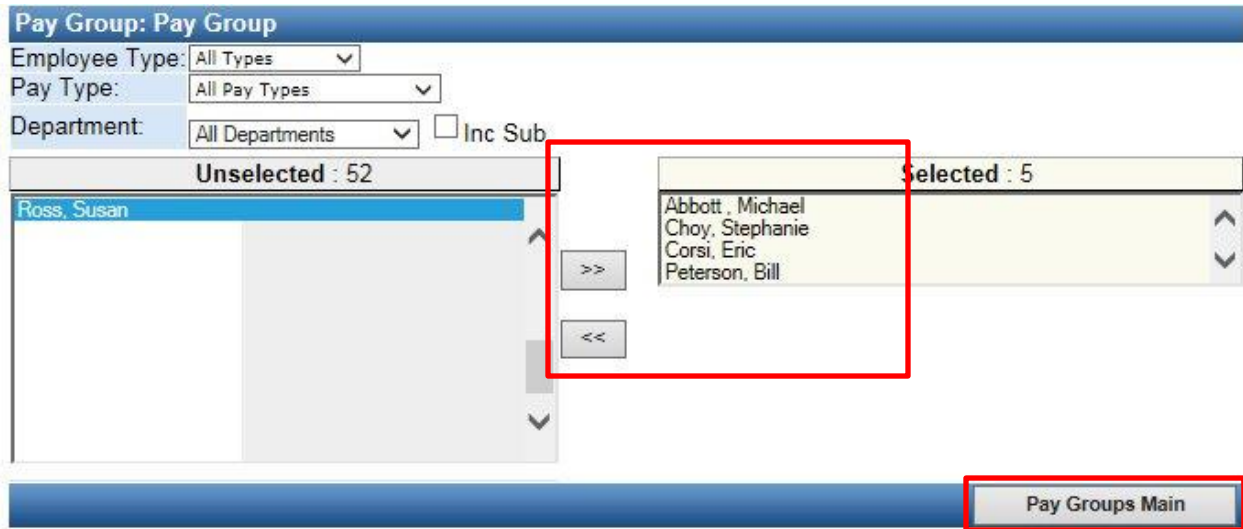
1. Click on the **Add Position and Salary** button.
2. Set the **Effective Date** to the start of the pay period that ends on or after November 30<sup>th</sup>.
3. Set the **Pay Type** to “Salaried (Non Exempt).”
4. Enter a **Change Reason** (this is required).
5. Choose **Save**.

## Ensure Overtime Policies are Applied

Any affected employees may need to have their Policy Group assignments adjusted. Ensure the Salary Non-Exempt employees are associated with a group which includes Overtime. Policy Groups can be added or adjusted under Admin > Personnel > Pay Groups.

Pay Group		# of Employees	Employees
Pay Group	Copy	5	Edit

1. Select **Edit** under **Employees** for the Pay Group where affected employees are tied



2. Highlight the employees you wish to move to the new Salary Non-Exempt group and use the << keys to move them to the unselected category.
3. Click on the **Pay Groups Main** button on the right hand side to save.
4. Click on your Salary Non-Exempt Policy group.
5. Highlight the names of the employees you wish to move into the group and use the >> keys to move them into the selected category.
  - a. You may not have a Salary Non-Exempt Policy group, which means one must be created.
6. Click on the **Pay Groups Main** button on the right hand side to save.

### Enable Access for Time Clock Punches

Any affected employees may need to be given the ability to clock in and out. If your company uses a physical time clock to collect punches, you will need to add a card number to the employee's profile which will allow them to clock in and out using the physical time clock. The card number for the employee can be added under Employee > Employee Main.

1. Select the employee's name from the drop down list.
2. Add a numeric only card number to the employee.
3. Choose **Update Employee**.

**Note:** If you are using a Biometric clock, the employee will need to be enrolled

### Enable Access for Self-Service Punches

Any affected employees may need to be given the ability to track their hours. If you would like the affected employees to collect their time via self-service punches you will need to ensure they have self-service security access. The self-service security can be added under Admin > System Tools > User Security.

**Note:** Some users may already have user security access; others may need access created. Below are the steps to creating new access.

1. Choose **Add User**.
2. Select "Employee" from the **Security Role** drop down.
3. Enter a **Username**.
4. Select the employee's name from the **Employee** drop down.
5. Set and confirm the password
6. If necessary, check the **Require Password Change**.
  - a. This will allow the employee to change their password upon login
7. If your company observes Daylight Savings, check the box
8. Select the **Add** button at the bottom of the screen.

### Accrual Policy

We recommend double-checking accrual policies assigned to the affected employees to ensure proper policy assignment.

### Exporting Hours to Payroll

**Note:** If salaried employees had previously been excluded from exporting to payroll, you will need to do one of the following:

- Add any Non-Exempt Salary employees to the pay period(s) that you are exporting.
- Start exporting the Pay Period they are currently on to payroll.
- Create a new Pay Period and assign Non-Exempt employee so that you can begin exporting to payroll.