

2020 FLSA Implementation Timeline

Date or Timeframe	Activity	Responsible Party
January 20 – February 14	FLSA Consultation Meetings	HCS + Unit Leaders
ASAP	Determine who will be involved in the FLSA project for your unit, begin coordinating	Unit Leadership
January 27	FLSA implementation presentation for Dean's Council	HCS
February 10 - April 10	Review PDs, submit updates to Compensation & Org. Effectiveness	Your Unit
February 10 - May 4	FLSA Reviews & Determinations Completed	Compensation & Org. Effectiveness
February 12	FLSA implementation presentation for University Fiscal Operations	HCS
February 12 & 13	In-person FLSA implementation training for HCS Liaisons and supervisors/managers	HCS
February 18 & 19	Zoom FLSA implementation training for HCS Liaisons and supervisors/managers	HCS
March 3	FLSA implementation presentation at First Tuesday	HCS
March 3	FLSA implementation presentation for Professional Staff Affairs	HCS
April 8	FLSA implementation presentation for USS Senate	HCS
By May 4	FLSA eligibility determinations made and FLSA spreadsheet provided to units*	Compensation & Org. Effectiveness
May 11	FLSA decisions due back to HCS	Your Unit
May 18	FLSA decisions communicated to impacted employees and their supervisors	Your Unit & Compensation & Org. Effectiveness
May 26 - June 12	Trainings hosted for impacted employees, supervisors and their HCS Liaisons	HCS
June 14	FY21 begins, FLSA and base salary decisions take effect**	HCS

Please monitor our FLSA Implementation webpage for updated information throughout the project.

** This spreadsheet will be sent when all potentially impacted employees have been reviewed for that unit.*

*** Please note that June 14 effective dates are dependent on submission of requested information according to the timeline above.*

Revised 4/14/20