

Semi-Monthly Transition

Frequently Asked Questions

Why are employee payroll status changes occurring?

Effective January 1, 2025, the DOL Final Rule establishes the minimum salary to be considered exempt at \$58,656 (\$1,128 per week). All non-exempt positions at WKU are paid on either the bi-weekly or semi-monthly payroll schedule. To minimize disruption to those employees currently on the exempt/monthly payroll schedule, those employees will transition to the semi-monthly payroll schedule. Additional transition to the bi-weekly payroll may occur over time.

What is the DOL Final Rule and when will it be implemented?

The DOL issued its Final Rule regarding the minimum salary threshold for determining exemption from overtime payments. Employees who make less than \$58,656 (\$1,128 per week), with few exceptions, will be eligible for overtime pay effective January 1, 2025. For further information, please visit the Department of Labor website:

<https://www.federalregister.gov/documents/2024/04/26/2024-08038/defining-and-delimiting-the-exemptions-for-executive-administrative-professional-outside-sales-and>

How was my new hourly rate determined?

Individuals continuing on the semi-monthly payroll schedule:

- The annual salary amount will continue to be paid for all regular hours.
- Any hours worked between 37.5-40 hours will be paid at 1 times the regular hourly rate (identified by salary/1,950 hours).
- Any hours worked over 40 hours will be paid at time-and-one-half (1.5x) the regular hourly rate.

Will I need to record my time worked and where do I locate timesheets?

To ensure you are paid for each hour worked and also paid time-and-one-half for any hours worked over 40 hours in a given week, you will need to record your time worked:

- You will need to keep a timesheet of time in and out each day to be turned in to your supervisor at the end of the pay period. This timesheet is to be kept on file in your department. Timesheets can be found on the WKU Human Resources [website](#).

Are non-exempt staff members allowed to teach part-time?

As outlined in the Academic Affairs Policy #1.5172, one condition for staff who teach courses for WKU is that their primary position be classified as exempt. Staff members in a non-exempt position are not eligible to teach part-time.

What if I was already exempt on the semi-monthly payroll (Transition group from 2016)?

Staff members that were already paid according to the semi-monthly payroll schedule but that are now considered non-exempt, will have no other payroll changes. Beginning January 1, 2025, you should complete semi-monthly timesheets for all hours worked and will be eligible for overtime should your work exceed 37.5 hours in a given workweek.

What is considered WKU's standard workweek?

WKU's standard workweek is Monday-Sunday.

Can I flex my time to remain within the 37.5 hours each week?

Flex time is an option for non-exempt employees, however, that time can only be flexed within the same workweek. For example, you cannot lessen the amount of hours worked in a week following a week where more hours were worked to avoid overtime payments.

Do employees still report time in TopNet if using a timesheet?

Vacation and sick time usage must continue to be reported via TopNet.

Will I need to make any changes to my direct deposit?

If you currently have your earnings sent to one direct deposit account, you do not have to make a change. However, if you have a secondary direct deposit, you will want to update that amount with payroll. You can send an email with your 800# and the new amounts to payroll.info@wku.edu.

I contribute to supplemental retirement. Do I need to make any changes?

No, however, your current monthly amount will be divided between two semi-monthly paychecks.

How will my benefit deductions change?

Going forward your benefit deductions will be split over two checks per month versus the one when you were paid monthly. If you have an HSA contribution, it will also be divided and sent to HealthEquity at each pay date.

Will I need to make any changes to my taxes or withholdings?

Changes to your tax withholdings are likely not necessary, unless you determine it would be appropriate given your specific situation. We will continue to tax you according to the Federal W-4 form you currently have on file.

Who do I contact if I have questions?

Pay, direct deposit, or tax deduction questions should be directed to:
payroll.info@wku.edu

Benefit and retirement deduction questions should be directed to:
Erin Heil, 5-5354 erin.heil@wku.edu

Human Resources
5-5360 human.resources@wku.edu