



LSUA
5000
GENERALS
STRONG

The logo is centered in the upper half of the image. It features the text 'LSUA' in a small, white, sans-serif font. Below it, the number '5000' is rendered in a large, bold, stylized font with a yellow-to-white gradient and a thick black outline. Underneath the number, the word 'GENERALS' is written in a smaller, white, sans-serif font, enclosed within a yellow rectangular banner. At the bottom of the logo, the word 'STRONG' is written in a large, bold, white, sans-serif font with a thick black outline. The entire logo is set against a background of a night sky filled with colorful fireworks in shades of red, green, and yellow.

FLSA Changes

June 2024

On April 23, 2024, the Department of Labor (DOL) approved a new overtime rule under the Fair Labor Standards Act (FLSA) that is set to go into effect July 1, 2024. This new rule will require employers to pay overtime to all employees making less than \$43,888 annually. Additionally, the Department of Labor's rule implements an automatic threshold increase to \$58,656 effective January 1, 2025, and establishes that automatic updates to the threshold will occur every three years.

All employees earning less than \$43,888 annually and/or occupies a position with a position range minimum less than \$43,888, will be reclassified as non-exempt hourly, and they will be eligible for overtime pay effective June 29 2024, to comply with the July 1, 2024, FLSA regulations.

Teaching Exemption Information:

- **Classroom instruction and coaching qualifies for the teaching exemption.**
- **Counseling, admissions, and training are examples of functions that will not be exempt under the teaching exemption.**
- **The new rules do not affect instructional faculty (tenure track, clinical track and lecturers).**
- **Research faculty and librarians will be affected if the base salary does not meet the FLSA threshold.**

KEY POINTS FOR DEPARTMENTS (1):

- **Affected employees will now enter their time in Workday to get paid. Timely manager approval in Workday is required in order for the employee to get paid. Employees can find the payroll schedule that includes when time entry will be locked on the LSU Payroll website.**
- **Affected employees will be paid 1.5 times their regular hourly rate for time worked in excess of 40 hours worked in an assigned standard work week (Saturday 12:00 am - Friday 11:59 pm). Compensatory Time can be substituted for overtime payments as outlined in LSU Policy Statement 61.**

KEY POINTS FOR DEPARTMENTS (2)

- Each department is responsible for the financing of their overtime or compensatory time from their regular budget. Departments should account for their annual overtime needs within the annual budget construction process.
- Overtime or Compensatory time must be approved by the supervisor in advance of hours being worked. The supervisor, in a formal manner in advance of any change, must approve work schedule deviations. Deviations from the standard 5-day, 40-hour workweek must be reviewed by HRM in advance to ensure compliance.

KEY POINTS FOR DEPARTMENTS (3):

- Supervisors may need to set new expectations and change department schedules or behaviors in order to manage overtime according to their budgets.
- Overtime may be necessary, but it must be pre-approved by the employee's supervisor. However, whether or not the overtime was pre-approved, overtime must always be paid. A clearly defined approval process can assist you and your employee(s) in managing both time and budget resources.

KEY POINTS FOR DEPARTMENTS (4):

- If supervisors expect non-exempt employees to work from home outside the normal workday (answer emails, respond to students, etc.) employees must keep track of their time and be paid overtime.
- Time-tracking software/apps will be available to use on a per-departmental bases. Departments can decide if they wish to have employees clock-in/clock-out daily through the app. Must be consistent with all departmental employees -- cannot adopt it for some employees, but not others.

KEY POINTS FOR DEPARTMENTS (5):

- **Information on Traveling on university related business will be distributed.**
- **Some travel is compensable, some is not -- scenario based examples will be provided.**
- **During normal business hours (8:00AM to 4:30PM), all travel is compensable.**

KEY POINTS FOR EMPLOYEES (1):

- **Employees will now enter time in Workday to get paid. Timely manager approval in Workday is required in order for the employee to get paid. Employees can find the payroll schedule that includes when time entry will be locked on the LSU Payroll website.**
- **Employees will be paid 1.5 times their regular hourly rate for time worked in excess of 40 hours worked in an assigned standard work week (Saturday 12:00 am - Friday 11:59 pm). Compensatory Time can be substituted for overtime payments as outlined in LSU Policy Statement 61.**

KEY POINTS FOR EMPLOYEES (2):

- **Each department is responsible for the financing of their overtime or compensatory time from their regular budget. Funding for overtime pay may not always be available.**
- **Overtime or Compensatory time must be approved by the supervisor in advance of hours being worked. The supervisor, in a formal manner in advance of any change, must approve work schedule deviations. Deviations from the standard 5-day, 40-hour workweek must be reviewed by HRM in advance to ensure compliance.**

KEY POINTS FOR EMPLOYEES (3):

- Supervisors may set new expectations and change department schedules in order to manage overtime according to their budgets.
- Overtime may be necessary, but it must be pre-approved by the employee's supervisor. However, whether or not the overtime was pre-approved, overtime must always be paid. Working non-approved overtime hours will not be permitted.

KEY POINTS FOR EMPLOYEES (4):

- If supervisors expect non-exempt employees to work from home outside the normal workday (answer emails, respond to students, etc.) employees must keep track of their time and be paid overtime.
- Time-tracking software/apps will be available to use on a per-departmental bases. Departments can decide if they wish to have employees clock-in/clock-out daily through the app. Must be consistent with all departmental employees -- cannot adopt it for some employees, but not others.

KEY POINTS FOR EMPLOYEES (5):

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