

**Letter Templates:**

- 1) FLSA conversion letter for those moving to Non-Exempt status
- 2) FLSA conversion letter for those moving to Exempt status

1) FLSA conversion letter for those moving to Non-Exempt status

Date

Name of employee  
UCB work address

Dear Ms./Mr.

As a result of a recent review of the positions you hold, it has been determined that effective \_\_\_\_\_ (date), your position/s will be moving from Exempt to Non-exempt status. Your title and title code/s will be: \_\_\_\_\_.

As a result of this change, you will now be paid bi-weekly instead of monthly. You will need to submit your timesheet via CalTime on a bi-weekly basis at the end of the bi-weekly pay period and will need to report all hours worked as well as all hours taken off in fifteen minutes increments. Due to this change, you are eligible for overtime pay or compensatory time off should you work beyond forty hours per week. Please seek approval from your supervisor before you work any extra hours during the work week. (Enclosed is a compensatory time election form that you may be eligible to elect should your department offer the option of compensation time in lieu of overtime pay).

Based upon your current monthly appointment percentage \_\_\_\_\_%, your appointment has been calculated at \_\_\_\_\_ hours per week. Your hourly pay rate will be \$\_\_\_\_\_ (list for each position as necessary). Your benefit deductions if any, will now be deducted from your bi-weekly paychecks. If you have elected direct deposit of your paycheck, then your paycheck will continue to be directly deposited to your bank account. You may wish to review how this impacts any payments you make from your bank account for bills. A schedule of the bi-weekly paycheck deposit dates as well as information about leave accrual and benefit deductions can be found at:

<https://controller.berkeley.edu/payroll/paycheck-and-pay-dates>

<https://controller.berkeley.edu/payroll/biweekly-pay-and-factor-leave-accruals>

Your monthly paycheck that is scheduled for \_\_\_\_\_ will be generated as planned, thereafter, your first bi-weekly paycheck will be issued on \_\_\_\_\_. We encourage you to review information about completing a bi-weekly timesheet at: <https://caltime.berkeley.edu/>

We hope that by providing advance notice of this action, you will have sufficient time to plan for this upcoming change. We apologize for any inconvenience this may cause. \_\_\_\_\_ your CSS Human Resources Partner is available to answer any questions you may have. Please feel free to contact \_\_\_\_\_ at \_\_\_\_\_.

Sincerely,

(name of person signing the letter)

Title

Enc: Compensation Time Election Form  
FAQ list

Cc: name of supervisor  
HR Partner  
Personnel file

## 2) FLSA conversion letter for those moving to Exempt status

Date

Name of employee

UCB work address

Dear Ms./Mr.

As a result of a recent review of the positions you hold, it has been determined that effective \_\_\_\_\_ (date), your position/s will be moving from Non-exempt to Exempt status. Your title and title code/s will be: \_\_\_\_\_.

As a result of this change, you will now be paid monthly instead of bi-weekly. You will need to submit your timesheet via CalTime on a monthly basis at the end of the month and will need to report days taken off only.

Based upon your current appointment of \_\_\_\_\_ per week, your appointment percentage has been calculated at \_\_\_\_\_ per month. Your full time monthly rate will be \$\_\_\_\_\_ (list for each position as necessary). You will be paid based upon your appointment percentage for each position. Your benefit deductions if any, will now be deducted from your monthly check. If you have elected direct deposit of your paycheck, then your paycheck will continue to be directly deposited to your bank account. You may wish to review how this impacts any payments you make from your bank account for bills. A schedule of the monthly paycheck deposit dates as well as information about leave accrual and benefit deductions can be found at:

<https://controller.berkeley.edu/payroll/paycheck-and-pay-dates>

<https://controller.berkeley.edu/payroll/biweekly-pay-and-factor-leave-accruals>

Your bi-weekly paycheck that is scheduled for \_\_\_\_\_ will be generated as planned, thereafter, your first monthly paycheck will be issued on \_\_\_\_\_. We encourage you to review information about completing a monthly timesheet at: <https://caltime.berkeley.edu/>

We hope that by providing advance notice of this action, you will have sufficient time to plan for this upcoming change. We apologize for any inconvenience this may cause. \_\_\_\_\_ your CSS Human Resources Partner is available to answer any questions you may have. Please feel free to contact \_\_\_\_\_ at \_\_\_\_\_.

Sincerely,

(name of person signing the letter)

Title

Enc: Compensation Time Election Form  
FAQ list

Cc: name of supervisor  
HR Partner  
Personnel file