Dear **EENAME**,

My name is, **TKNAME,** and I am the Payroll Specialist for this unit.  I will be assisting you in payroll matters and will be reviewing your monthly timesheets.  Your employee ID is **EMPID**.

You have been identified as an employee who will be affected by the recent decision to move student employees to exempt status effective **DATE** because you are a part-time employee with multiple positions.  For more information please visit the [Dual FLSA Guidelines](https://hr.berkeley.edu/compensation-benefits/compensation/flsa-determination/dual-flsa-guidelines) on our [Central HR](https://hr.berkeley.edu/home) website.

Based upon your hourly schedule your appointment percentage will be **HCMFTE%**.  Your monthly pay rate will be **$PAYRATE** (list for each position as necessary).

As an exempt student employee, you are not eligible for pay variations such as overtime or shift differentials.   Your approval of the monthly timesheet indicates that you have actually worked the time you are supposed to work each month in that position.  You will list leave without pay if you do not work your full shift on a particular day and not make it up during the month. Please refer to the [Dual FLSA Guidelines](https://hr.berkeley.edu/compensation-benefits/compensation/flsa-determination/dual-flsa-guidelines) for more information.

**To Find A Monthly Manual Timesheet:**

Please use the following resources to manually record your hours worked:

* [CSS Payroll & Timekeeping Homepage](http://sharedservices.berkeley.edu/human-resources/timekeepingcaltime/)
* [Monthly Timesheet Exempt](http://sharedservices.berkeley.edu/pdf/CSS-Manual-Monthly-TimeSheet.pdf)

*\*Please indicate your* ***department name*** *in the subject line of your email when submitting a manual timesheet.*

If you have any additional questions feel free to send an inquiry to ServiceNow at <https://berkeley.service-now.com/ess/>

If you have specific questions about your FLSA status please reach out to your HR contact.

Thank you,

**TKNAME**