

FLSA Timeline

Key Dates	Activity
Nov. 9-15, 2016	<ul style="list-style-type: none">• Affected Employees Receive Notification• Supervisors that approve time receive copy
Nov. 28- Dec. 2, 2016	Training for new time sheet
Dec. 1, 2016	<ul style="list-style-type: none">• Start of first semi-monthly pay period.• Begin recording overtime time worked in addition to vacation, sick and personal time.
Dec.15, 2016	End of the semi-monthly pay period. Time report must be submitted.
Dec. 15, 2016	Paycheck issued (overtime, if earned will not be issued in this paycheck).
Dec. 16 -19, 2016	Supervisor approves time sheet no later than noon Dec. 19.
Dec. 22, 2016	Early paycheck received before holiday break begins.