

EMPLOYEES AND TRS CHANGES

EMPLOYEE TYPE	DESCRIPTION/EXAMPLES	Records Time Worked		Records leave time taken		Pay Cycle	
		<i>Before</i>	<i>After</i>	<i>Before</i>	<i>After</i>	<i>Before</i>	<i>After</i>
Exempt Staff	Staff employees who are not eligible for overtime and earn vacation and sick leave	No	No change	Yes-uses TimeOut	Yes-uses TRS	Monthly	No change
Non-Exempt Staff	Staff employees who are eligible for overtime and earn vacation and sick leave	No reporting of regular hours worked	Report regular hours worked	Yes-uses TimeOut	Yes-uses TRS	Monthly	Biweekly
		Report overtime worked on a PO-1 form	Report overtime worked in TRS				
Academic	Faculty, adjunct faculty	No	No change	No	No change	Monthly	No change
Students and Temp Employees	Students, proctors, temporary non-student workers (do not earn vacation and sick leave)	Yes-uses paper timesheet	Yes-uses TRS	No	No change	Monthly	Biweekly

