

FLSA Overview of Changes for Special Payroll

Appointment Type/Population	Payroll Title(s)	FLSA	Required Changes
Teaching Appointments	Adjunct Faculty Special Payroll Lecturer Instructional Specialist	Exempt	No changes required. Per the FLSA, a role is not subject to the salary test, and therefore can be classified as Exempt, if the primary duty is teaching, tutoring, instructing, or lecturing to impart knowledge in an educational establishment.
Faculty Appointments on Special Payroll	Varies depending on appointment duties.	Exempt	No changes required. Faculty earning extra compensation on Special Payroll (i.e., Overload Pay; Summer Salary) will remain Exempt.
Graduate Appointments	Graduate Instructional Specialist Graduate Special Payroll Lecturer Graduate Student Technician Graduate Overload Research Graduate Overload Teaching	Exempt	No changes required. Per the FLSA, graduate students who hold graduate teaching and research assistantships are exempt.
Administrative Appointments	Performance Specialist/Technician Project/Program Specialist Temporary University Specialist Temporary Worker Retiree	Non-Exempt	Except in limited circumstances, appointments performing administrative work (i.e., providing administrative support to an office or program) will be classified as non-exempt time reporters. Upon request to hire a new or extend/renew an existing administrative appointment beyond their current end date, such positions must be classified as non-exempt and are required to report time using an hourly-paid payroll title.
Course Support Appointments	Academic Specialist/Technician Clinical Supervisor Visiting Entrepreneur	Non-Exempt	Except in limited circumstances, appointments performing course support (i.e., providing academic support to the instructor of a UConn credit course or degree program or supervising a non-traditional course) will be classified as non-exempt time reporters. Upon request to hire a new or extend/renew an existing course support appointment beyond their current end date, such positions must be classified as non-exempt and are required to report time using an hourly-paid payroll title.
Non-Credit Instruction Appointments	Public Service Specialist/Technician	Non-Exempt	Except in limited circumstances, appointments performing non-credit instruction (i.e., instructing or providing support to a non-credit course) will be classified as non-exempt time reporters. Upon request to hire a new or extend/renew an existing non-credit instruction appointment beyond their current end date, such positions must be classified as non-exempt and are required to report time using an hourly-paid payroll title.

Appointment Type/Population	Payroll Title(s)	FLSA	Required Changes
Research Appointments	Research Specialist/Technician All Other Research Titles	Non-Exempt	<p>Except in limited circumstances, appointments performing research (i.e., studying or assisting with the study of a particular topic or field) will be classified as non-exempt time reporters.</p> <p>Upon request to hire a new or extend/renew an existing research appointment beyond their current end date, such positions must be classified as non-exempt and are required to report time using an hourly-paid payroll title.</p>
Service Appointments	Intra-University Consultant Professor in the Field Public Service Specialist/Technician	Non-Exempt	<p>Except in limited circumstances, appointments performing service (i.e., providing instruction or outreach to benefit the external community) will be classified as non-exempt time reporters.</p> <p>Upon request to hire a new or extend/renew an existing service appointment beyond their current end date, such positions must be classified as non-exempt and are required to report time using an hourly-paid payroll title.</p>

*Except in limited circumstances, all administrative, course support, non-credit instruction, research, and service appointments will be classified as non-exempt time reporters. However, each appointment will be reviewed on a case-by-case basis, and in limited cases Human Resources may determine that an appointment is more appropriately classified as exempt.

**Payroll titles listed in the above table are the most utilized payroll titles, but do not include all Special Payroll titles. Other Special Payroll titles not included in the above table will be subject to the same changes based on appointment type/population.