



THIS LETTER WILL BE SENT TO THOSE
ELIGIBLE FOR A PAY ADVANCE

Employee Name:

Employee ID:

Position Number:

College or unit:

You recently received a notification letter about your assigned Career Roadmap job profile. Your new job profile will result in a change from exempt to non-exempt status under the Fair Labor Standards Act (FLSA), making you eligible to receive overtime pay. You will also change from a monthly to biweekly pay cycle. These changes will be effective November 6, 2022.

For biweekly pay, there is a two-week lag between hours worked and receipt of pay, which creates a gap in the timing of when pay is actually received for those changing from a monthly to a biweekly pay frequency.

With an effective date of November 6, the following details explain how this gap is created:

- Your final full monthly paycheck will cover October 1-31, 2022, and it will be paid on October 31, 2022.
- You will receive a partial monthly paycheck covering November 1-5, 2022, and it will be paid on November 30, 2022.
- For biweekly pay, there is a two-week lag between hours worked and receipt of pay. Your first biweekly paycheck covering work hours from November 6-19, 2022, will be paid on December 2, 2022.

To help reduce the impact of the pay timing gap, the university is offering a one-time pay advance on the paycheck dated December 2, 2022. The pay advance amount is equal to two weeks of your base pay.

You will need to decide whether to accept or decline the pay advance opportunity. If you choose to accept this offer, in addition to the normal pay that is due, your December 2 pay will also include a pay advance equal to your pay rate for two weeks of work (up to 80 hours based on the number of standard hours assigned to your job). You would then repay the pay advance over a six-month time period through 13 deductions taken from your paychecks dated December 16 through June 2, 2023. If you should leave university employment prior to June 2, 2023, for any reason, your final pay(s) will be used to satisfy any remaining payment balance.



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For additional details about the pay advance, visit the website at <https://hr.osu.edu/career-roadmap/payroll-advance/>.

Next Steps

Click the “Review Document” link to sign up for a Pay Advance. To participate, you must complete the form by **November 4, 2022**.

Beyond the pay advance, you should also consider other potential impacts to your paycheck and voluntary deductions, such as for supplemental retirement plans. Some of your automated payroll deductions will be converted to the biweekly pay schedule by the university, but **only you** can identify and adjust any other automatic payments (e.g., vehicle loan, mortgage, etc.) that are taken directly from your banking institutions.

- To help you assess the options, the university has prepared a checklist of action steps that will help identify the types of transactions you may need to adjust. Refer to <https://hr.osu.edu/services/compensation/flsa/payroll-checklist/>
- You can find additional information about FLSA at <https://hr.osu.edu/services/compensation/flsa/changing-to-non-exempt/>

Pay Advance Disbursement

Amount of December 2 Pay Advance, if Accepted	Based on Two Weeks of Base Pay as of This Date	Approximate Repayment Amount Deducted from paychecks dated December 16, 2022 – June 2, 2023
\$XXX.XX	10/2/2022	\$XXX.XX

Your eligibility for the pay advance is contingent upon (1) you being in active employment status at the time of disbursement and (2) your pay frequency change being the result of your job classification being designated as non-exempt under the FLSA regulations.

Yes, I authorize payment of a pay advance to me in the amount shown above and unconditionally agree to repay such advance in accordance with the terms and conditions listed below.

No, I decline the pay advance.

Repayment Terms and Conditions

Repayment will be made in 13 equal, biweekly payroll deductions and must be repaid by June 2, 2023. The pay advance repayment will start with the first biweekly paycheck after the pay advance is disbursed and continue with each biweekly paycheck thereafter. Please initial below to acknowledge all of the following items:

Initial Here _____ Separation from the university during repayment period



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In the event you separate from university employment, whether voluntarily or involuntarily, prior to repaying the pay advance in full, the university will declare the outstanding balance of the pay advance immediately due and payable, and you authorize the university to deduct the balance of the pay advance from your final paycheck. If the net amount of your final paycheck (including all applicable leave payouts) is insufficient to repay the pay advance, you will be required to remit payment for the remaining balance within 30 days of your separation. If payment is not received within the 30 days, your account will be forwarded to University Collections.

Initial Here _____ Unpaid leave of absence during repayment period

In the event you go on an unpaid leave of absence and do not have repayment deductions taken from one or more paychecks, you will be required to remit payment for the remaining balance of the pay advance by June 2, 2023. If payment is not received by June 2, 2023, your account will be forwarded to University Collections.

Initial Here _____ Change in pay frequency back to monthly during repayment period

In the event your pay frequency changes back to monthly, the university will declare the outstanding balance of the pay advance immediately due and payable, and you authorize the university to deduct the balance of the pay advance from your first monthly paycheck. If the net amount of your first monthly paycheck is insufficient to repay the pay advance in full, the university will deduct the remaining balance from subsequent paychecks until the payroll advance is fully repaid.

Signature _____

Date _____