



EXEMPT < 12 MONTH INFORMATIONAL LETTER

Information you, as a University of Northern Colorado "Less than 12 month Exempt Employee", need to know about your position.

1. The hours you work throughout the Fiscal Year will be calculated into an annual salary. (Hours worked X hourly pay rate.) That annual salary earned will be divided equally over 12 months.
2. The Fiscal Year time period runs from July 1st of each year through June 30th of the following year. If you started in this position in the middle of a Fiscal Year, your pay was pro-rated from your start date through the end of June of that year.
3. You will need to get with your Supervisor or Director by May 15th of each year to determine what your work schedule will be for the following Fiscal Year. The hours worked must be within the FTE for your position. The Payroll Office will send you a Template each year to be filled out with the days you will be working by May 1st of each year. That work schedule needs to be forwarded to the Payroll Office by June 1st so Payroll has time to calculate what your new Fiscal Year pay will be.
4. You, as an employee, are responsible for tracking your work schedule that was turned in to payroll. You will turn in a time sheet or some sort of written communication to your Supervisor or Director stating the hours you worked that month by the 1st of the following month
5. As a "Less than 12 Month Exempt Employee", if you make any changes in your position, you may owe money back to the University of Northern Colorado. For example, if you do not work at the beginning of the Fiscal Year, the wages you receive for those months you did not work are an advance on your pay. That money is recuperated by the University over the remaining months that you do work in that Fiscal Year. If you leave that position or make changes to your position during the Fiscal Year, you will owe money back to UNC. Always check with the Payroll Office before making any changes to your position or work schedule.
6. As of 7/1/19, hours for Holiday pay will be based on 8 hours times your FTE. This is a change made by the State of Colorado.
7. If the total number of hours you work in a Fiscal Year changes from year to year, your monthly pay will also increase or decrease.

By signing below, I am acknowledging that I have read and understand the above information regarding my "Less than 12 month Exempt Position" at the University of Northern Colorado.

Signature

Date