

FLSA Manager/Supervisor Webinar Info Sheet

In a continued effort to provide our community with transparency and learning opportunities, we are pleased to announce the rollout of our UCHR **FLSA Supervisor Training webinar** series. These 60-minute webinars are designed specifically for university managers and supervisors to provide key tools and valuable knowledge to provide support to our most valuable resource, our employees.

Each of the webinars will focus on specific topics designed to educate on the basic principles of the FLSA, the operational management of FLSA, and total compensation.

Intro to the FLSA: What, Who, Why, When:

Provides an introduction to the FLSA - what it is, who it applies to, why you should care, and when the recent changes will be in effect for UC.

Intro to the FLSA: Dates, Times, Links, Password

Recording: http://www.uc.edu/hr/compensation-department/flsa/flsa_manager_resources.html

FLSA Operational Management (including overtime):

Focuses on ensuring adherence to both FLSA and UC regulations. Topics include overtime, comp time, compensable time pertaining to travel, meetings, etc. and what constitutes time worked.

FLSA Ops Management: Dates, Times, Links, Password

To login, visit: <https://ucincinnati.webex.com> and then enter the session number and password listed below.

Monday August 15, 2016	12:00 – 1:00	Session Number: 645 965 652 Password: UCFLSAwebinars
Wednesday August 17, 2016	10:30 – 11:30	Session Number: 647 343 276 Password: UCFLSAwebinars
Thursday August 25, 2016	2:00 – 3:00	Session Number: 645 257 041 Password: UCFLSAwebinars

**Add the date you wish to attend to your calendar – You do not need to register.*

Total Compensation:

Provides information on UC's total compensation including pay, benefits, time off, and how each may impact employees who will be reclassified from exempt to nonexempt due to the FLSA rule change.

Total Compensation: Dates, Times, Links, Password

To login, visit: <https://ucincinnati.webex.com> and then enter the session number and password listed below.

Tuesday August 30, 2016	10:00 – 11:00	Session Number: 647 534 999 Password: UCFLSAwebinars
Thursday September 1, 2016	11:30 – 12:30	Session Number: 640 837 495 Password: UCFLSAwebinars
Monday September 12, 2016	2:30 – 3:30	Session Number: 640 941 096 Password: UCFLSAwebinars

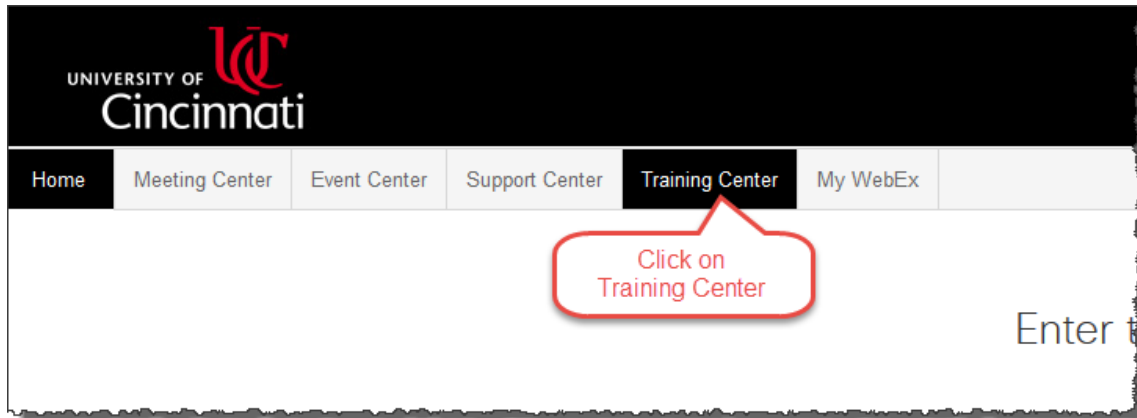
**Add the date you wish to attend to your calendar – You do not need to register.*

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How to Log-in:

Navigate to <https://ucincinnati.webex.com>.

Click on "Training Center".



Enter the correct session number as shown on page 1 and then click Join Now.

A screenshot of the 'Join an Unlisted Training Session' page. The page title is 'Join an Unlisted Training Session'. Below the title, there is a paragraph: 'To join an unlisted training session, type the session number that your host gave to you, then click **Join Now**.' Below this paragraph is a label 'Session number:' followed by a text input field. A red callout bubble points to the input field with the text 'Enter the session number.' To the right of the input field is a button labeled 'Join Now'. A red callout bubble points to the 'Join Now' button with the text 'Then click "Join Now"'. The page has a light gray background with a dark gray header.

Enter the password from page 1 and then click OK.

A screenshot of the session password entry page. The page title is 'Session password:UC FLSA Webinar Module 2'. Below the title, there is a paragraph: 'To view the session details, please enter the session password.' Below this paragraph is a text input field. A red callout bubble points to the input field with the text 'Enter the password from page 1'. To the right of the input field is a button labeled 'OK'. A red callout bubble points to the 'OK' button with the text 'Click OK to join.' The page has a light gray background with a dark gray header.

Trouble Logging In:

Reach out to **Tyana Owings (Owingsta)** or **Logan Reames (reamesln)** via Skype for Business (Lync) for help.