

The Office of Human Resources will soon be conducting phases of the FLSA job realignment that will occur on November 1. Much of the realignment has been automated, but there are still processes that must be completed manually. The Compensation Section has received numerous requests for reclassification of positions and they are working to complete these by the requested effective date.

In order to comply with the timeline established to have the TTU system's realignment in place by November 1, requests for reclassification specific to FLSA realignment must be in the Compensation office and completed by Friday October 14. We will not be able to process requests for new positions, other reclassifications, or salary reviews between October 15 and November 9. The focus will be on the manual processes need to complete the realignment, as well as editing processes to reduce/eliminate errors.

Thank you in advance for your understanding and support as we begin this realignment.

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