

Re: Overtime Changes Begin December 1, 2016—Get Your Staff Ready Now!

Dear Client:

The Department of Labor has released changes to the overtime rule of the Fair Labor Standards Act (FLSA) for executive, administrative, and professional employees, and businesses must be in compliance by December 1, 2016.

The new rule more than doubles the minimum weekly salary threshold for overtime from \$455 per week (\$23,660 annually) to \$913 a week (\$47,476 annually). As a result, employees making up to \$47,476 annually qualify for overtime pay beginning December 1, 2016 and will have to begin tracking their time and attendance.

As you might imagine, these new rules have far-reaching implications for your workforce and your company. It is important that you use the time between now and December 1 to communicate potential changes to affected employees. [Name of PEO] will help you analyze your current workforce and will assist in developing communication strategies with your staff. With our solutions, we can help you prepare for the difficult conversations and execute this transition in a manner that is seamless, compliant, and effective. We can also work with you to develop a system to help you and your employees in tracking time and attendance.

Please contact [redacted] at [redacted] to discuss these upcoming changes and develop a plan for your company.

Sincerely,  
Your PEO