


<u>Date</u>	<u>Deposit Date</u>		<u>Completed</u>
<u>Payroll Date</u> Sept 28 – 30 Oct 1 – 4 5 – 7 8 – 11 12 – 14 15 – 18 19 – 21 22 – 25 26 – 28 29 – Nov 1	Oct 5 7 13 14 19 21 26 28 Nov 2 4	Semi-Weekly Payroll Tax Deposits. Employers that are semi-weekly depositors generally must deposit taxes withheld and FICA taxes on payrolls paid on Wednesday, Thursday or Friday on or before the following Wednesday, and deposit taxes from payments on other days on or before the following Friday. Deposit electronically. Indicate Form 941, Federal Tax Deposit, and fourth quarter (third quarter for September payroll deposits due in October).	
3		Michigan Annual Report for Non-Profit Corporations.	
7 – 8		Pumpkin Fest, Zeeland, MI.	
10		Columbus Day Observance.	
12		Michigan sales and use tax deposit for month of September to claim early payment discount.	
17		Employers that are monthly depositors must deposit taxes withheld and FICA taxes on payrolls paid during September. Deposit electronically. Indicate Form 941, Federal Tax Deposit, and third quarter.	
17		Corporations with fiscal year ending October 31, January 31, April 30, or June 30: ▪ Deposit estimated federal income tax electronically. Indicate Form 1120 and Federal Tax Deposit.	
17		Corporations with fiscal year ending July 31: ▪ Federal Income Tax Return – Form 1120 or 1120-S. ▪ Deposit balance of tax due electronically. Indicate Form 1120 and Balance Due on Return. ▪ Pay accrued compensation, charitable contributions, retirement plan contributions, etc.	
17		Corporations with fiscal year ending December 31, March 31, June 30, or September 30: ▪ Pay CIT estimate to State of Michigan.	
20		Michigan Sales, Use and Withholding Taxes Return for the month ended September 30.	
25		State Employer's Quarterly Wage/Tax Report (Form UA-1028). Pay to State of Michigan – Unemployment Agency.	
31		All Hallow's Eve.	
31		Quarterly payroll reports and deposits: ▪ Form 941 – Employer's Quarterly Federal Tax Return – deposit balance due electronically. Indicate Form 941, Balance Due on Return, and third quarter. ▪ Federal Unemployment Compensation tax deposit for third quarter if the cumulative undeposited tax liability exceeds \$500 – deposit electronically. Indicate Form 940 and third quarter.	
31		Corporations with fiscal year ending June 30: ▪ File CIT return and pay balance due to State of Michigan.	

SEPTEMBER

SU	M	T	W	TH	F	SA
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER

SU	M	T	W	TH	F	SA
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

SU	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



OCTOBER 2016

### **NEW OVERTIME RULES STARTING IN DECEMBER**

The Department of Labor (DOL) has finalized a rule that, effective December 1, 2016, will make significant changes to the overtime regulations in the Fair Labor Standards Act (FLSA). As you know, employees covered by the FLSA must receive overtime pay for all hours worked over 40 in a workweek at a rate of not less than one and one-half times their regular rates of pay, unless otherwise exempt. The FLSA's "white collar" exemptions exclude certain executive, administrative, and professional ("EAP") employees, and outside salespersons, from the federal minimum wage and overtime rules. Currently, to qualify for exemption, white collar employees generally must: (1) be salaried, meaning that they must be paid a predetermined and fixed salary that is not subject to reduction because of variations in the quality or quantity of work performed (the "salary basis test"); (2) be paid more than a specified standard salary amount, which is currently \$ 455 per week (the equivalent of \$ 23,660 annually for a full-year employee) in existing regulations (the "salary level test"); and (3) primarily perform executive, administrative, or professional duties, as provided in the DOL's regulations (the "duties test").

**The new rule changes.** Under the final rule, the standard salary level used to determine whether EAP employees and computer professionals are eligible to receive overtime will increase from \$ 455 per week (\$ 23,660 per year) to \$ 913 per week (\$ 47,476 per year) for a full-time worker beginning in December. Employers are not necessarily in compliance with the new standard salary level threshold if they just meet the \$ 47,476 annual threshold. An employee's eligibility to receive overtime is determined on a weekly basis.

**Compliance options.** The DOL notes that employers have multiple options for complying with the new overtime rule. Options include:

- (1) Raise salary and keep the employee exempt from overtime. Employers may choose to raise the salaries of employees to at or above the new standard salary level to maintain their exempt status, if the employees meet the duties test. The DOL says that this option works best for employees who have salaries close to the new salary level and regularly work overtime.
- (2) Pay overtime in addition to the employee's current salary when necessary. Employers can also continue to pay their newly overtime-eligible employees the same salary, and pay them overtime whenever they work more than 40 hours in a week. The DOL says that this approach works best for employees who work 40 hours or fewer in a typical workweek, but have occasional spikes that require overtime for which employers can plan and budget the extra pay. The DOL also notes that there is no requirement in the rule to convert employees from salaried to hourly in order to calculate their overtime pay.
- (3) Limit workers' hours to 40 hours per week. Under this option, employers must ensure that workload distribution, time, and staffing levels are all managed appropriately for their white-collar workers who earn below the salary threshold. Employers could hire additional workers to achieve this goal.

Additional information regarding FLSA rules and exemptions for various types of businesses is available from the U.S. Department of Labor, Wage and Hour Division website: <http://www.wagehour.dol.gov>.