



## About Your Pay

### Hourly Employee Time Reporting

In order to ensure accurate and prompt processing of your payroll check, it is essential that hourly paid employees record an accurate and complete statement of your time on your timesheet. You must specifically record arrival time, time in and out for lunch, and departure time on a daily basis.

Full-time benefit eligible hourly employees will be compensated for 40 hours per week, and are required to work a minimum of 37.5 hour per week.

For FLSA record keeping purposes, the standard workweek for employees begins at 12:01 a.m. Sunday and ends at 12:00 midnight on Saturday. Supervisors may approve different departmental work schedules due to departmental needs. No supervisor shall schedule an employee to work seven consecutive days in a work week.

#### Hours Worked

Hours worked include all time that the employee is required to be on duty at the prescribed workplace and all time during which the employee is permitted to work. This includes any bona fide work which the employee performs on or away from the premises if the supervisor knows or has reason to believe that the work is being performed.

#### Rounding punch in and out times (7-minute rule)

Punch in and out times should be rounded to the nearest 15-minute increment, often referred to as the “Seven Minute Rule”. For example, if an employee is scheduled to work at 8am and they arrive at 8:07am, their punch in time would be 8 am, but if they arrived at 8:08 their punch in time would be 8:15am. See the chart below for the rounding zones.

Rounding Zone	Clock Minute Range	Rounding Increment
1	53 to 7	0.00
2	8 to 22	0.15
3	23 to 37	0.30
4	38 to 52	0.45

Work during nonscheduled time (exception to 7-minute rule)

In cases of emergency, your supervisor may contact you to perform duties from off premises during your nonscheduled work time. If this occurs, hourly employees will be compensated a minimum of 15 minutes. See chart below for rounding zones.

Rounding Zone	Minutes worked	Rounding Increment
1	1 - 15	15 minutes
2	16 – 30	30 minutes
3	31 to 45	45 minutes
4	46 to 60	60 minutes

Lunch/Meal Period

A meal period of thirty (30) minutes or more which occurs during the scheduled workday is not considered hours worked. All campus hourly paid employees who work seven and a half hours in a day are required to take a meal break of at least 30 minutes, and must be taken no later than five hours after beginning work. “Working through lunch” or otherwise skipping this break is not allowed.

Break Periods

Break periods of short duration must be counted as hours worked. When workloads permit, one morning and one afternoon break may be permitted for not longer than 15 minutes each. Breaks will not be used to allow an employee to come in late, leave early, or extend a lunch/meal period.

Adjusted Workweek

Under supervisor approved circumstances, an hourly paid employee may be allowed to work in excess of the normal workday and may be given time off during the **same** workweek at the rate of an hour for an hour to avoid working over 40 hours in a workweek.

Recording Personal Sick and Vacation time

Hourly employees must record personal, sick and vacation time taken on their bi-weekly timesheet. The number of hours an employee records on their time sheet should be based on the number of hours that the employee would normally have been scheduled to work that day.

## **Overtime Pay**

If you are paid hourly, you will be paid overtime for hours **actually** worked in excess of 40 hours per week. For purposes of calculating overtime, lunch periods of 30 minutes or more, holidays, vacation days, personal days and sick leave are not considered as hours worked when computing overtime hours and pay. Hourly paid employees are not eligible for “comp” time because they must be paid for hours worked, as required by the Fair Labor Standards Act (FLSA).

Hourly employees must have your supervisor’s approval to work overtime. Overtime is paid at the rate of one and one-half times the regular hourly pay rate.

Exempt (salaried) employees may be required to work beyond the hours of the normal 40-hour work week. Exempt employees are not compensated in pay for this time.

## **Pay for Holidays**

For workplace holidays that occur on your regularly scheduled work day, compensation is paid as a University paid holiday.

## **Holiday Closings**

The holidays observed by the University are:

New Year’s Day

Good Friday

Easter Monday

Memorial Day

Juneteenth

Independence Day

Labor Day

Wednesday before Thanksgiving, Thanksgiving Day and the Friday following

Christmas Eve

Christmas Day

Christmas Holiday Break Days: the days that fall between the universities observed Christmas Day and the university observed New Year’s Day. In 2022, those days are December 26 – 30, 2022.

If a holiday falls on a Saturday, the university will observe that holiday on the prior Friday. If a holiday falls on a Sunday, the university will observe that holiday on the following Monday.

If a holiday occurs during your vacation, that day will not be counted as vacation.

For hourly employees working 2080 hours in a fiscal year, a paid holiday will be considered to be an 8-hour day, regardless of the weekly work schedule. For part-time benefits eligible hourly employees, holiday pay is equal to the average daily hours in a five-day workweek. Part-time benefits eligible employees who work less than twelve months per year will not receive holiday pay during months that they are not scheduled to work.

An employee who is on a paid or unpaid leave of absence or suspension will not receive holiday pay.

Under extreme circumstances, if work is required on an official holiday, as deemed by the Supervisor, then hourly employees will be compensated for holiday pay, and will also be paid for their hours worked at their regular hourly pay rate. Salaried employees will receive one-hour compensatory time for every hour worked.

## **Pay for Emergency Closings**

If early dismissal occurs, benefit eligible employees present will be paid for their regular work schedule. If an exempt or hourly paid employee has planned Vacation or Personal time or calls in sick on a day which is then officially closed (through authority of the President), due to Severe Weather, then that employee will be paid as an official closure day and no personal, sick or vacation time will be deducted from the employee. Employees who choose or are required to work on a day that is officially closed due to severe weather will not receive an alternate day to use at a later time.

## **Timesheet approval and deadlines**

Completed Timesheets are due to the Payroll Office by 9am the Friday before the pay end date. Due to the Holidays the timesheets could be due earlier – Please refer to the payroll calendar for early submittal as these dates will be in BOLD FONT in the middle column.

In your absence please have your back-up person to review and approve the timesheets.

## **Your Paycheck**

Paychecks are distributed through Payroll within the Administration and Finance office. Direct deposit service is available and strongly encouraged for all employees. Please contact Payroll for information about this service.

Please contact Payroll promptly if you notice an error in your pay so that corrections can be made if required.