

## Hourly Employment

Hourly is considered “non-exempt” – as defined by the federal government - refers to kind of position/work and the method of payment that is legally accepted for the type of work. Non-exempt means employees in this classification are not exempt from overtime.

- Paid by the hour: at least \$7.25 or as established for the position.
- Bargaining unit employees have established rates as negotiated by classifications
- All work time must be captured within a workweek (Monday - Sunday)
- Overtime is paid at time and one-half pay for all work hours over 40 per week (see additional information below). All overtime requires permission from supervisor.

Employee may receive wages (if approved) for another position worked on campus. All work time in a work week for the University is combined and anything over 40 hours will be paid at time and one half for the position creating the overtime.

### Record Keeping

- Each employee must maintain accurate record of time worked on a timecard or timesheet.
- Employees on the hourly payroll are paid bi-weekly every other Friday (see schedule on the Business Office website or contact the Office of Human Resources)

### Work time

- The work week is from Monday – Sunday.
- Travel time may be considered work time to be listed on timesheets.
- “On-call” may count toward time worked – need to check with Human Resources
- For shifts at least six hours in length, a meal period of at least 30 minutes is provided.
- Meal time is unpaid time and employees are free from work duties during this time.

### Regular Rate of Pay (Calculated by Payroll)

- Calculated by totaling compensation earned in a week (Monday-Sunday) and dividing by the total hours worked in that period.

### Calculation of Overtime

Total all compensation received for the workweek and divide by total hours actually worked.

\*\*Note – difference in calculation for CSEA and SEIU bargaining units – see agreements.

- Divide this regular rate by one-half.
- Multiply this result by number of hours worked in excess of 40 in the workweek (or union agreement excess of hours/day).
- OT can be assigned to one job if working more than one job, but needs to be identified before payroll is run.

## Timesheets

Codes are listed at the top of each timesheet and are to be used to fill in for scheduled work time.

For example: code 500 = Sick Time, 505 = Vacation, 525 = Jury Duty...

Note the options of "authorized leave without pay" and "absent w/o pay" These can be used if there is no other benefit time to use or as appropriate for the absence. Do not leave a day or time slot blank EXCEPT DURING LAYOFF – IF ON LAYOFF LEAVE BLANK. All scheduled time must be accounted for.

To code OT – do not list in regular time slot, must be in column 2 of the timesheet.

An hour can only be listed once: in regular or in OT column, not both places

Benefit Banks: now printed on each employee's time sheet AND supervisor will receive list for all employees in his/her dept/area

The listing on the timesheet has a lag of **TWO timesheets** for benefit banks, accurate as of the timesheet BEFORE this one (4 weeks ago)