

I'm an hourly (non-exempt) employee. What do I need to know about Payroll?

New Hire Paperwork	<ul style="list-style-type: none"> Report to Human Resources to complete the necessary new hire paperwork before beginning employment. 									
Completing Time Sheets	<ul style="list-style-type: none"> The bi-weekly time sheet and pay schedule can be found on U-Online. Submit the completed bi-weekly time sheet to the Payroll Office by noon on the due day (typically Mondays, but exact due day can be found on the pay schedule.) Be sure to include hours in/out for all hours physically worked. When using any leave time (sick, vacation, holiday, personal, floating holiday), do not include hours in/out. On the day you are using leave time, write the type of leave you are using and the number of hours you are using, for example: <table border="0" data-bbox="479 682 1055 808" style="margin-left: 40px;"> <tr> <td>Full day of leave, write</td> <td>Vacation</td> <td>8</td> </tr> <tr> <td>Partial day of leave, write</td> <td>8:00-12:00</td> <td>4</td> </tr> <tr> <td></td> <td>Sick</td> <td>4</td> </tr> </table> Be sure to include these hours in the weekly total and to include in the appropriate category at the bottom of the time sheet. The 2 weekly totals must match the total hours at the bottom of the time sheet. If you will be on vacation the day time sheets are due, please submit your time sheet before you leave on Friday. Time sheets must be fully and accurately completed by the employee, reviewed and signed by their supervisor at the end of the pay period. 	Full day of leave, write	Vacation	8	Partial day of leave, write	8:00-12:00	4		Sick	4
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	Sick	4								
Vacation Leave	<ul style="list-style-type: none"> All employees receiving their vacation time in advance should understand that they are being given access to their vacation leave prior to actually having earned it. If an employee should terminate employment having used more vacation than they earned, they shall reimburse the University for the over usage (by direct deduction from their paycheck or if insufficient, by immediate repayment.) Unused earned vacation time shall be paid to the employee in the event of employment termination. At the start of employment, vacation leave is prorated for that fiscal year according to the date of hire. Non exempt employees are advanced 10 days of vacation leave the first year of employment. After 3 years of employment, employees are advanced 15 days of vacation. After 5 years of employment, employees are advanced 20 days of vacation. Vacation leave may be used before the 90 day probation period has ended. 									
Sick Leave	<ul style="list-style-type: none"> Sick leave is earned on a monthly prorated basis and is earned on the basis of completed calendar months of service. While sick leave will be earned during the 90 day probation period, it cannot be used until the employee has completed the 90 day probation period. Sick leave balances are not payable upon employment termination. Regular full-time personnel earn sick leave at the rate of eight hours for each completed calendar month of service. Regular half-time employees earn one half the sick leave earned by their full time counterparts. 									
Personal Leave	<ul style="list-style-type: none"> Regular full time employees earn 8 hours of personal leave upon attaining one year of continuous service. Regular half time employees earn 4 hours of personal leave upon attaining one year of continuous service. Personal leave must be used within the anniversary year following the earning. 									

OFFICE OF FINANCE AND ADMINISTRATION

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****This is an overview of the most common payroll related items for hourly (non-exempt) employees. For more comprehensive information, please refer to the Personnel Handbook, as well as other resource documents, available under: V:\UNEDocs\Payroll and V:\UNEDocs\Human Resources and U-Online*