

OFFICE OF FINANCE AND ADMINISTRATION

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

New Hire Paperwork	Report to Human Resources to complete the necessary new hire paperwork before beginning
Completing Time Sheets	 employment. 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:
	Full day of leave, write Vacation 8
	Partial day of leave, write 8:00-12:00 4 Sick 4
	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 total around months the statel hours of 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.
Vacation Leave	 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	 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	 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

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

	Any personal leave not used before the following anniversary date will be lost.
	Personal leave is not payable upon employment termination.
Funeral and Bereavement Leave	 One day off with pay for regular full & half-time employees to attend the funeral of parents, spouse, children, step parents, stepchildren, siblings, step siblings, grandparents, grandchildren, current in-laws (inclusive only of father, mother, brother, sister, son and daughter in-laws), or life partner. Up to four days of additional paid time off for regular full & half-time employee's bereavement for the death of a parent, spouse, child, stepchild, or life partner. Funeral time and bereavement time is to be accounted for on time sheets.
Holiday Pay	Regular full and regular half time employees are paid at their regular rate of pay for any holiday observed
	by the University. The holiday hours entitled for payment are as follows:
	Regularly scheduled weekly work hours for Holiday hours available for each holiday Regular half-time employees:
	20 to 34.75 hours/week 4 hours
	Regular full time employees:
	35 to 37.5 hours/week 7 hours
	37.75 to 40 hours/week 8 hours
	 In the event that the University scheduled holiday falls on a day of the week that is not within the employee's normal work schedule, the employee is eligible to use the holiday on an alternate day during that workweek.
	The employee's supervisor shall approve the alternate day to use the holiday time.
Overtime Pay	Overtime is calculated on a weekly basis for hours physically worked over 40.
	Holiday hours are included in the calculation of overtime.
	All other paid leave time is not regarded as hours worked for the determination of overtime.
Direct	Direct deposit is mandatory.
Deposit	Direct deposit forms can be found on U-Online or under V:\UNEDocs\Payroll.
	If you need to change your direct deposit information, please complete a new direct deposit form and
	submit it to the Payroll Office as soon as possible to ensure the change is made in time for the payroll transmission.
W-4s	 If you want to make a change to either your Federal or State W-4, you will need to complete the appropriate W-4 and submit the original form to the Payroll Office.
	The Payroll Office must have the original form in order to make your requested change.
	Federal and State W-4s can be found on U-Online or under V:\UNEDocs\Payroll.
Pay Date &	Pay date is every two weeks on the Friday following the end of the two week pay period.
Pay	You can view your pay and print your pay stubs from U-Online.
Statements	If you are having trouble accessing U-Online, contact the ITS Department.
Contact Information	Please do not hesitate to contact a member of the Payroll Office with any questions you may have or through e-mail at payroll@une.edu
	Human Resources can be reached at hr@une.edu
	U-Online can be accessed at http://U-Online.une.edu/
	For technical issues or password resets, contact ITS at (207) 602-2487 (for both campuses)



OFFICE OF FINANCE AND ADMINISTRATION

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

***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