

OFFICE OF FINANCE AND ADMINISTRATION

I'm a salaried (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. 				
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. Exempt employees are advanced 20 days of vacation leave each fiscal year beginning June 1st. At the start of employment, vacation leave is prorated for the fiscal year according to the date of hire. 				
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. 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. 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	<ul style="list-style-type: none"> 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 leave reports. 				
Holiday Pay	<ul style="list-style-type: none"> 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: <i>Regularly scheduled weekly work hours for... Holiday hours available for each holiday</i> <table data-bbox="444 1528 1029 1591"> <tr> <td>Regular half-time employees:</td> <td>4 hours</td> </tr> <tr> <td>Regular full time employees:</td> <td>8 hours</td> </tr> </table> 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 	Regular half-time employees:	4 hours	Regular full time employees:	8 hours
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	<p>that workweek.</p> <ul style="list-style-type: none"> The employee's supervisor shall approve the alternate day to use the holiday time.
Reporting Leave Time	<ul style="list-style-type: none"> At the end of each month, exempt employees must report all leave time used (e.g. sick, vacation, personal, etc) during that month to the person designated in their department that will in turn submit the departmental leave report to the Payroll Office. Complete the "<i>Salaried Employee Leave Report</i>" form which can be found at V:\UNEDocs\Human Resources\Leave Reporting\Salaried Employee Leave Report. Since used leave time is reported at the end of the month, it is deducted the first payroll of the following month so your leave balances in U-Online will be updated by the 15th of that following month.
Direct Deposit	<ul style="list-style-type: none"> Direct deposit is mandatory. 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	<ul style="list-style-type: none"> 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 Statements	<ul style="list-style-type: none"> Pay date is on a semi-monthly salary basis, on the 15th and 30th of each month. If the 15th or 30th falls on a weekend, a University holiday, or banking holiday, the pay day will be changed to the University's working day immediately preceding the weekend or holiday. You can view your pay and print your pay stubs from U-Online. If you are having trouble accessing U-Online, contact the ITS Department.
Contact Information	<ul style="list-style-type: none"> 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)

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****This is an overview of the most common payroll related items for salary (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*