



6.5.3 Instructions for Hourly/Overtime Pay

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.5 Payroll Services	Date Last Reviewed: May 2016
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: May 2016

I. Purpose

To establish the procedure and deadlines for hourly and overtime pay of employees.

II. Scope

This policy applies to employees who must enter their hours into time collection and their supervisors.

III. Policy

A. Procedures

The hourly and overtime approved employees must enter their hours into the “Time Collection” module. Once entered, the hours must be approved by designated departmental personnel. Hours are then imported into the PeopleSoft system for processing. When the payroll has been finalized, “Departmental Pay Listings” are distributed for departmental review. Discrepancies should be reported to Payroll Services Office or Human Resources immediately.

Please use the guidelines set by Human Resources in order to distinguish whether overtime should be paid at the straight time rate or the overtime rate. This is important because the “Time Collection” module has a column for regular and overtime hours. If a non-exempt employee actually works in excess of forty (40) hours each week, that employee is entitled to overtime at the one and one-half time rate. Any authorization to pay for overtime, in lieu of granting compensatory time off, must be approved, in advance, by the Director of Payroll Services. All overtime approval memos must include employee name, employee identification number, and the project ID from which the overtime is to be paid.

6.5.3 Instructions for Hourly/Overtime Pay

B. Deadlines

If for any reason an employee does not receive a paycheck for hours reported or has been paid for fewer hours than reported, please re-enter these hours during the next time collection period for hourly/overtime employees.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
05/2000	Policy Origination		
05/2016	Policy Revision		