



I. 6.5.3 Hourly/Overtime Pay for Non-Exempt Employees

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| Chapter 6 - Fiscal | Original Effective Date: May 2000 |
| Section: 6.5 Payroll Services | Date Last Reviewed: June 2025 |
| Responsible Entity: Senior Vice President and Chief Financial Officer | Date Last Revised: June 2025 |

II. Purpose

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

III. Scope

This policy applies to non-exempt employees who record their hours worked into the time collection system and are approved by their supervisors.

IV. Policy

A. The following steps must be followed to pay non-exempt hourly employees:

1. All non-exempt employees will be paid on a biweekly basis and must record their hours worked for the respective pay period in the time collection system.
2. Employees must electronically sign their timecards in the time collection system according to the prevailing bi-weekly payroll schedule (currently by 10 AM on the Monday following the two-week pay period).
3. Supervisors and/or designated departmental personnel must review and electronically approve the employee's time entered in the time collection system according to the prevailing bi-weekly payroll schedule (currently by 12 PM on the Monday following the two-week pay period).
4. UT Time and Attendance in the Office of Human Resources must close out the pay period for non-exempt hourly employees and send a file containing all hours worked and eligible to be paid to the Office of Payroll Services in order for payroll to be processed in the Enterprise Resource Planning (ERP) system according to the prevailing bi-weekly payroll schedule (currently end of day on the Monday following the two-week pay period).
5. Necessary changes or historical edits to non-exempt employee timecards discovered after sign-off by the employee and supervisor must be coordinated with UT Time and Attendance. UT Time and Attendance will coordinate with the Office of

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Payroll Services to determine how the resulting changes/edits will be reflected in the next pay cycle.

6. If a non-exempt employee works in excess of forty (40) hours in a work week defined as Monday to Sunday, the employee is entitled to overtime at the one- and one-half-time rate.

V. Definitions

There are no defined terms used in this Policy.

VI. Related References

There are no related documents associated with this Policy.

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

| Effective Date | Action Taken | Approved By | Effective Date |
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| 05/2000 | Policy Origination | | |
| 05/2016 | Policy Revision | | |
| 06/2025 | Policy Revision | Executive Committee | 06/23/2025 |