

Policy and Process Changes for Web Time Entry – SUMMARY

As of November 12, 2009

1. Classified employees, temporary help and student employees will not be paid unless they fill out a timesheet.
2. Supervisors are required to approve timesheets. Timekeepers will no longer provide this function.
3. Proxies for supervisor approval may be assigned when a supervisor is not going to be available. This should be used only in the absence of the supervisor and not as an ongoing mechanism to sidestep the approval process.
4. Retroactive pay can only be entered in the payroll office. If an employee needs to be paid retroactively, the departmental administrator will need to work with payroll to accomplish that.
5. Compensatory time will only be accrued for classified employees who work more than 40 hours per week. Employees who are part time will be paid for the hours they work. For example, if an employee is hired at .75 FTE normally working a 30 hour workweek, then he/she will be paid the normal hourly rate up to 40 hours that week. That additional 10 hours over the normal schedule will not be accrued in an overtime pool.
6. The University will not issue special checks for the payout of compensatory time. Payments will be made at the time of the normal payroll cycle.
7. Unit pay requests must meet Department of Labor regulations. As a result they will be reviewed and approved by Human Resources before they can be submitted by EPAF.
8. Departments must complete the Supervisor Form in Vandal Web for all new student and temporary help employees.
9. Pay period start and end times will be changing to midnight Saturday rather than 6:00 a.m. Sunday.