Department Head/Supervisor Responsibilities

Biweekly Payroll

Department Heads/Supervisors who have student workers or staff employees paid on the biweekly payroll are responsible for the following:

- Ensuring that the time recorded is correct
    - Employees who record the time on a time log should be recording actual hours worked (Ex: If the employee came in at 7:54 am, that should be the time recorded)
- Ensuring that the time recorded is calculated in quarter hours
- Ensuring that all calculations are correct
- Signing and dating time cards or time logs verifying that the information is correct
- Signing and dating the time cards or time logs after the last day worked

NOTE: Department Heads/Supervisors will be held accountable for consistent, incorrect payroll reporting.

Monthly Payroll

Department Heads/Supervisors who have employees paid on the monthly payroll are responsible for the following:

- Ensuring that non-exempt employees are logging actual time worked on the monthly leave form
- Ensuring that all time recorded is calculated in quarter hours
- Ensuring that all calculations are correct
- Informing Human Resources when an employee is out for 32 consecutive hours for medical reasons
- Informing Human Resources of employees' planned medical leave
- Informing Human Resources of employees' leave without pay situation 5 working days prior to payroll
- Ensuring monthly leave record is correct in Banner and approving it after the last working day of the month and before the due date

NOTE: Department Heads/Supervisors will be held accountable for consistent, incorrect payroll reporting.

LEAVE

EXEMPT EMPLOYEE LEAVE RECORD

Generally, all faculty, executives, other professional, and administrative staff are "exempt" from the Federal Fair Labor Standards Act. It is only necessary to maintain records for leave taken and accrued for these employees.

NON-EXEMPT EMPLOYEE ATTENDANCE/LEAVE RECORD

Employees generally classified as non-exempt include but are not limited to clerical, blue-collar, maintenance, construction, and semiskilled workers, as well as technicians and laborers. It is imperative that the "Actual Hours Worked" column reflect the hours that a non-exempt employee actually worked. For employees paid by the hour on the biweekly payroll, the "Actual Hours Worked" column should match time cards/logs.

COMPENSATORY TIME FOR NON-EXEMPT EMPLOYEES

Non-exempt employees are eligible to accrue compensatory time when they have physically **worked** more than 40 hours in a work week. Only hours actually worked count in the overtime or compensatory time calculation. Therefore, holidays not worked, personal leave, medical leave, etc. do not count toward the 40 hours. Employees who are paid for overtime may not accrue compensatory time for the same hours. It is University policy to provide, whenever feasible, compensatory time rather than paid overtime for all non-exempt employees. However, certain jobs and circumstances do not lend themselves to compensatory time. In those instances, and upon approval of the supervising President's Cabinet member, non-exempt employees working in excess of 40 hours per week are paid for their overtime.

Every hour **physically worked** over 40 hours, in a work week, must be compensated at **one and one half times their normal rate of pay**, or accrued as **compensatory time at time and one-half**. Compensatory time shall be calculated as straight time if actual hours physically worked in a pay period are less than 40, but combined work hours and paid leave hours exceed 40. For example, personal, medical, holiday, jury duty, and administrative leave are not hours physically worked and cannot be used to determine overtime hours worked in excess of 40 hours per pay period.

Compensatory time accrued should be used before personal leave.

USE OF ACCRUED LEAVE

Any hours not covered by available leave should be reported to Human Resources as Leave Without Pay, 5 working days prior to the payroll, if possible.

Employees should not be allowed to carry a deficit balance for Personal Leave or Major Medical Leave. Leave accruals should be added to employees' balances on the last working day of the month. **This time will be available for use beginning the first day of the next month.**

MEDICAL LEAVE

State law requires medical certification for any medical leave of 32 or more consecutive hours including the first 8 hours of personal leave. For employees that accrue personal leave, 8 hours of personal leave must be used before medical leave can be used for each occurrence of medical leave unless it is certified by an attending physician as an ongoing

medical condition. Employees that do not accrue personal leave (example - Faculty members that are less than 12 month employees) are not required to use personal time and may use medical leave immediately.

DEPARTMENT HEAD/SUPERVISOR'S RESPONSIBILITY

Monthly paid employees: All Leave Records should be verified and approved by the employee's supervisor in Banner by the deadline.

Biweekly paid employees: All Leave Records (paper form) should be verified and signed by the employee's supervisor and forwarded to Human Resources by the 5th working day of the next month.

- Ensuring that non-exempt employees are logging actual time worked (not automatically putting 8 hours, etc.) on the monthly leave form
- Ensuring that all time recorded is calculated in quarter hours
- Ensuring that all calculations are correct
- Ensuring that all employees have followed the procedure for requesting leave
- Reconcile actual leave taken with what is recorded on the leave form
- Informing Human Resources when an employee is out for 32 consecutive hours for medical reasons
- Informing Human Resources of employees' planned medical leave
- Informing Human Resources of employees' leave without pay situation 5 working days prior to payroll
- Approving the appropriate leave forms after the last working day of the month and verifying that the information is correct

NOTE: Department Heads/Supervisors will be held accountable for consistent, incorrect leave reporting.