TIME RECORDS, PAYCHECK, PAYDAY

A. Purpose

The purpose of this policy is to set forth the basic pay requirements for all employees of the University.

B. Persons Affected

This policy applies to all employees of the University.

C. Policy

The policy of the University is:

1. Official time records are to be accurately prepared and maintained on all employees in accordance with established University procedures (*Texas Government Code*, sec. 661.908).

2. Time records are to be submitted by published due dates.

3. Time records must be retained in accordance with the University's records retention schedule.

4. Paydates are established in accordance with state law (*Texas Government Code*, sec, 659.083) and established University procedures.

D. Definitions

1. *Salaried Employees*. Those faculty and staff employees, both exempt and non-exempt, who are paid a fixed monthly salary.

2. *Waged Employees*. Those employees, both work-study employees and those under direct wages, who are paid a fixed hourly rate and whose paycheck varies according to the number of hours worked.

3. *Exempt Employees*. Those employees who are not protected under the overtime provisions of Fair Labor Standards Act. This category of employees includes faculty, executive, managerial, administrative, and professional employees.

4. *Non-exempt Employees*. Those employees who are protected under the overtime provisions of the Fair Labor Standards Act. This category of employees includes

clerical and secretarial, service maintenance, technical, and paraprofessional employees.

5. *Regular Employees*. Those employees who are employed to work at least 20 hours per week for a period of at least four and one half months, excluding students employed in positions that require student status as a condition for employment.

E. Responsibilities

1. Employees other than faculty are responsible for:

   a. accurately completing timecards;

   b. submitting timecards by published due dates;

   c. following up with their supervisor regarding timely approval of timecards;

   d. reporting discrepancies in pay to supervisor and Human Resources; and

   e. complying with University leave policies.

2. Supervisors of employees excluding faculty are responsible for:

   a. ensuring employees' timecards are completed accurately and submitted by published due dates;

   b. verifying monthly timecards for accuracy;

   c. submitting/approving timecards by due dates;

   d. assisting employees in resolving discrepancies in pay; and

   e. complying with University leave policies.

3. Faculty are responsible for submitting absences under the modified Faculty Absence Reporting process through the respective dean's office.

F. Procedures

1. Time Records

TIME RECORDS, PAYCHECK, PAYDAY

Time records are official certifications of time worked and leave charged and as such should be completed carefully and accurately. Falsification of time records is considered a serious offense for which disciplinary actions will be taken.

a. Time records are submitted using the EiS Self-service Time responsibility in Oracle E-Business Suite. Time entry must be completed by all employees for all assignments other than faculty assignments.

b. Time records are to be completed as follows:

   i. Waged employees must record time in and time out as actually worked;

   ii. Exempt employees must record time on an exception basis, recording only absences to the nearest ¼ hour; and

   iii. Non-exempt employees must record time on a daily basis, to the nearest ¼ hour.

c. Published due dates are available at: http://portal.utpa.edu/utpa_main/dba_home/comptroller_home/payroll_home/payroll_general_info.

d. Instruction for Completion of Timecards. Specific instructions for the completion of timecards are provided on the Payroll Office website: http://portal.utpa.edu/utpa_main/dba_home/comptroller_home/payroll_home/payroll_time_record.

2. Payday

a. Salaried Employees. Payday for salaried employees is the 1st business day (of State agencies) of the month following the month in which the employee worked. This is usually the first day of each month for work in the previous month unless the first day is a holiday or falls on a weekend.

b. Waged Employees. Payday for waged employees is normally by the 10th day of the month following the month in which the employee earned the pay. The Payroll Office will publish a waged payday schedule for each fiscal year.

c. Published pay dates are available on the Payroll Office website at: http://portal.utpa.edu/utpa_main/dba_home/comptroller_home/payroll_home/payroll_general_info.

3. Paychecks

   a. A statement of payroll earnings and deductions is available to employees via the UTPA Employee Self-service responsibility in Oracle E-Business Suite.

   b. The University has established stringent controls to ensure employees are paid accurately and on a timely basis. The employee, however, shares the responsibility of checking his or her paycheck carefully and regularly and for promptly reporting discrepancies in pay to Human Resources.

G. <u>Review</u>

The Divisional Head for this policy is the Vice President for Business Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Assistant Vice President for Business Affairs/Director of Human Resources – Senior Reviewer
2. Director of Payroll and Tax Compliance
3. Academic Affairs Executive Team
4. Faculty Senate Chair
5. Staff Senate Chair