

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.5	Payroll Services	Revised:	September 2008
Policy 6.5.3	Instructions for Hourly/Overtime Pay	Responsibility:	Assistant Vice President for Business Affairs

INSTRUCTIONS FOR HOURLY/OVERTIME PAY

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 an 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 Executive Vice President for Business Affairs. All overtime approval memos must include employee name, employee identification number, and the project ID from which the overtime is to be paid.

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.
