

**NUMBER:** C-4

**TITLE:** PAY PROCEDURES AND REPORTING OF TIME

**POLICY:** It is the policy of Southern Nazarene University to pay employees by direct deposit or a prepaid debit card on a regular basis and in a manner so that the amount, method, and timing of wage payments comply with any applicable laws or regulations.

**PROCEDURE:** Salaried, exempt employees will be paid on the last working day of each month, with the exception of December, when the payment will be held until the first, non-holiday, business day in January. Hourly, non-exempt, and student employees (with limited exceptions) will be paid every other Friday according to the published SNU biweekly pay schedule.

On or after each payday, employees can visit the portal (SNU's intranet) to view/print a pay advice/stub statement showing gross pay, deductions, and net pay. Local, state, federal and Social Security taxes will be deducted automatically. No other deductions will be made unless required or allowed by law, contract, or employee obligation. Employees may elect to have additional voluntary deductions taken from their pay only if they authorize the deductions in writing or provide an electronic signature.

Employees who discover a mistake in their pay amount, lose their prepaid debit card, or have it stolen should notify the Payroll Department immediately. However, the employee is solely responsible for the monetary loss, and the University cannot be responsible for the loss or theft of a prepaid debit card. In the case of a mistake, the error will be remedied as efficiently as possible.

The Fair Labor Standards Act requires that Southern Nazarene University maintain accurate records of all hours worked by non-exempt employees. SNU requires time to be reported accurately down to the minute an employee reports for work and leaves work (no rounding of time is allowed).

Overtime is pay for any hours worked past forty (40) in a work week. A work week is defined as beginning on Sunday at 12:00am (Midnight) and ending at Saturday at 11:59pm. The university is required by law to pay overtime at a rate of 1.5 times the employee's regular hourly rate. Holiday, vacation, sick leave, personal leave or any other types of pay for hours not actually worked do not count towards the 40-hour work week when calculating overtime pay. Non-exempt employees are not permitted to work beyond forty (40) hours per week without prior authorization by their supervisor. Long-term, "blanket" prior authorizations are not allowed for more than one month at a time.

Supervisors are allowed to use flexible scheduling or "flex time" to ensure an employee does not work more than forty (40) hours in a work week. Supervisors are not allowed to offer employees "comp time" (carrying forward time off into another week) in lieu of accurately reporting extra hours worked and paying overtime.

Flexible Scheduling (Flex-time) Example: A department knows of an evening event that will be taking place on Thursday that will require the employee to work an additional 2 hours. The supervisor and the employee look at the week's schedule on Monday and determine that the employee can come in two hours late on Tuesday in order to "flex" the time. The employee reports on their timesheet 8 hours for Monday, 6 hours for Tuesday, 8 hours for Wednesday, 10 hours for Thursday, and 8 hours on Friday. The employee is not entitled to overtime pay because the employee has not worked over 40 hours in that week. This is permitted by law because the employee 1) accurately reported their time for the week and 2) did not carryover time worked into another work week.

The Internal Revenue Service and Fair Labor Standards Act use specific criteria to differentiate between an "employee" and an "independent Contractor." Therefore, payment for any work done on campus property by individuals who have a continuing working relationship with the University and using the tools, equipment and materials furnished by the University will be made through the payroll system. If there are any questions ~~about~~ concerning contract labor, please visit the Human Resources Department.

#### **ENFORCEMENT:**

Nonexempt employees may be subject to discipline for violating this policy if any of the following occur:

- 1) The employee works beyond forty (40) hours per week without prior authorization by their supervisor.
- 2) The employee performs any work for the university during unauthorized times (without prior authorization from their supervisor).
- 3) The employee does not accurately report their actual hours worked.

Supervisors may be subject to discipline for violating this policy if any of the following occur:

- 1) The supervisor requires a nonexempt employee to perform work for the university but does not compensate the employee for the time worked. This could include encouraging an employee to "volunteer their time", "donating their time", or coercing the employee (using any another method) to not accurately report the actual hours worked.
- 2) Supervisors offer employees "comp time" (carrying forward time off into another week) in lieu of accurately reporting extra hours worked and paying overtime.
- 3) The supervisor is responsible for their payroll budget and will be held responsible if over budget.