Policy *128* Version *1* *121014*

**Policy Change Cover Sheet**

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| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** ***ndsu.policy.manual@ndsu.edu*** ***first so that a clean policy can be presented to the committees.*** |
| **SECTION**:  | 128: Timeslip Payroll and Electronic Timekeeping/Temporary Staff |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
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| * Is this a federal or state mandate? [ ]  Yes [x]  No
* Describe change: Language regarding graduate assistants and student employees was inadvertently omitted, and needs to be placed back into the policy as it is still applicable.
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| 1. **This policy change was originated by (individual, office or committee/organization):**
 |
| * Colette Erickson – Office of HR/Payroll
* colette.erickson@ndsu.edu
 |
| ***This portion will be completed by Kelly Hoyt.***Note: Items routed as information by SCC will have date that policy was routed listed below. |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):**
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| **Senate Coordinating Committee:** |  |
| **Faculty Senate:** |  |
| **Staff Senate:** |  |
| **Student Government:** |  |
| **President’s Cabinet:** |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**North Dakota State University
Policy Manual**

**SECTION 128
TIMESLIP PAYROLL AND ELECTRONIC TIMEKEEPING/TEMPORARY STAFF**

SOURCE: NDSU President

1. A timeslip/temporary employee is a person employed in a position of intermittent or limited duration not to exceed one year, a seasonal position, or in a position working less than seventeen and one-half hours per week if hired before August 1, 2003, or twenty hours per week if hired on or after August 1, 2003 and at less than twenty weeks each year. (This also includes graduate assistants and student employees whose employment is incidental to their student status.) Policies and benefits included in this manual shall not apply to temporary employees except as noted. Individuals should be paid on an hourly basis. Timeslip pay periods will correspond to the regular semi-monthly pay periods which start on the first day of the month to the 15th of the month, and the 16th day of the month to the last day of the month. See Policy 122.1 for payment dates.
	1. Available to all NDSU departments is an electronic timekeeping system to pay temporary hourly staff. Pay periods and payment dates for departments utilizing this system correspond with the dates stated above in Policy 128.1.
	2. Contact the Human Resource/Payroll Office to implement electronic timekeeping. Please see the user's manual for instruction for use of the system.
2. Instructions
	1. Complete Hiring Form: 100 including the funding allocation on the second page. Submit one copy of Form 100 to the Human Resource/Payroll Office on or before the last day of the pay period in which the employee was hired. If a student is employed under work study, use a position number that has work study funding assigned to it.
	2. Departments enter time for each employee on the Higher Ed Time Entry screen at the end of each pay period when specified by the payroll calendar.
	3. Time not entered by the departments within the specified pay period will not be included in that pay period's payroll. The department must then fill out and submit to the Human Resource/Payroll office a late timeslip that will then be paid on the next regularly scheduled payday.
	4. Hours worked are to be entered as follows. Fractional hours must be expressed in "tenths". Round time to the nearest "six minute interval" as follows:

00-06 minutes worked = .1
07-12 minutes worked = .2
13-18 minutes worked = .3
19-24 minutes worked = .4
25-30 minutes worked = .5
31-36 minutes worked = .6
37-42 minutes worked = .7
43-48 minutes worked = .8
49-54 minutes worked = .9
55-60 minutes worked = 1.0

* 1. Departments cannot enter two different regular hourly rates of pay on the same position number for the same employee. Utilize a second Hiring Form 100 to submit to the Human Resource/Payroll office and assign a second pool position number for the second hourly rate. Enter hours worked for each position number separately on the Higher Ed Time Entry screen.
		1. NDSU as a whole is considered as the employer for overtime purposes. If a temporary employee works more than 40 hours in one week, whether in one department or multiple departments, those hours are subject to overtime payment.
	2. Students are exempt from FICA withholding when enrolled and regularly attending classes at the university where employed. The IRS uses the 12/20 rule as a standard to determine the qualifications for exemption. Under this guideline, students must be enrolled for 12 credit hours per semester and working an average of 20 or fewer hours per week. The 12/20 rule is used on a prorated basis for students enrolled between 6 and 12 credit hours per semester. An example of this proration is that a student enrolled for 9 credit hours should not work more than an average of 15 hours per week. Persons enrolled for less than 6 undergraduate credit hours are not exempt from FICA withholding.
	3. Where students are employed under the work-study program and have been hired into a position number that has work study funding assigned to it, hours must be entered on the Higher Ed Time Entry screen. In the "Other Earn Code" box, enter H14, and enter the hours in the "Other Hours" column. When this is done, the Actuals Distribution process will charge 25 percent matching to the fund specified on the Hiring form 100 and 75 percent to the work-study fund.
	4. Salary payments to nine, ten and eleven month personnel performing services during summer school or who have summer salary must be made by use of the Change Form 101. Fill in the summer payment information at the bottom of the second page of the form.

	Since summer salaries for faculty from summer school and grant funds may be subject to retirement, all fund sources will be subject to the matching requirement. Please note "Pay Retirement Benefits" in the Remarks section on the second page of the form.

	All faculty summer payments must be approved by the Office of the Provost and Vice President for Academic Affairs before being processed by the Human Resource/Payroll Office.
1. Timeslip employee raises are at the discretion of the department if the new hourly wage is $13.00 per hour or less. Department heads should be sensitive to the wage rates and amount of raises the regular staff are receiving in relation to the temporary staff.

Prior approval from the Office of Human Resources/Payroll is required prior to assigning more than $13.00 per hour compensation. These employees should possess unique skills and experience required for a specific job. Skills and experience possessed, responsibility level, accountability, supervision required and complexity of tasks will be used to determine rate of pay.

Temporary job codes are based on student or timeslip categories and the work performed:

Student job codes: <http://sits.ndus.edu/broadbanding/descriptors/8000_band/>

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| --- | --- | --- |
| 8800 | Student General  | Office & library workers, ITS  |
| 8805 | Student Medical Clinic\*  | All employees in a Medical Clinic setting  |
| 8806 | Student Medical Hospital  | Hospital workers  |
| 8810 | Student Aviation - Ground Crew  | Aviation ground crew  |
| 8811 | Student Aviation - Flying  | Aviation flying operations  |
| 8815 | Student Wellness & Entertainment Facilities\*  | All employees in Auditorium, Theatre, Wellness Ctr. (excluding Daycare)  |
| 8816 | Student Broadcasting  | Radio, TV employees  |
| 8820 | Student Security  | Parking, traffic, security, law enforcement  |
| 8825 | Student Farming - Machinery  | Farming & ranching machinery  |
| 8826 | Student Farming - Non-Machinery  | Farming & ranching non-machinery  |
| 8827 | Student Veterinary Medical  | Medical treatment of animal regardless of setting  |
| 8830 | Student Forest Nursery  | Working with plants (excluding lawn maintenance & services)  |
| 8835 | Student Painting  | Painters |
| 8836 | Student Plumbing  | Plumbers |
| 8837 | Student Carpentry  | Carpentry and general maintenance  |
| 8838 | Student Electrician  | Electrician |
| 8839 | Student Heating Plant Operator  | Heating plant assistant  |
| 8845 | Student Laboratory  | Research testing of samples in a lab setting  |
| 8846 | Student Non-Agricultural Field Work  | Environmentalist |
| 8847 | Student Electronics & ITS Hardware  | Computer & electronic hardware, installation, maintenance, repair  |
| 8848 | Student Roofer  | Roofers |
| 8850 | Student Custodial, Grounds & Maintenance  | Building service, janitorial workers, groundskeepers and general maintenance  |
| 8855 | Student Dining  | Food service workers  |
| 8856 | Student Daycare Workers  | Daycare and childcare workers  |
| 8860 | Student Auto  | Automobile repair & maintenance  |
| 8865 | Student Printing\* | All printing operations workers  |
| 8870 | Student Heavy Equipment Operator/Road Construction  | Heavy equipment operators  |
| 8871 | Student Bus Driver  | Bus, van drivers  |
| 8872 | Student Delivery  | Courier, delivery, etc.  |
| 8875 | Student Warehouse  | Warehouse workers i.e., forklift  |

Timeslip Employee Job Codes: <http://sits.ndus.edu/broadbanding/descriptors/9000_band/>

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| --- | --- | --- |
| 9800 | Temporary General  | Office & library workers, ITS  |
| 9805 | Temporary Medical Clinic\*  | All employees in a Medical Clinic setting  |
| 9806 | Temporary Medical Hospital  | Hospital workers  |
| 9810 | Temporary Aviation - Ground Crew  | Aviation ground crew  |
| 9811 | Temporary Aviation - Flying  | Aviation flying operations  |
| 9815 | Temporary Wellness & Entertainment Facilities\*  | All employees in Auditorium, Theatre, Wellness Ctr. (excluding Daycare)  |
| 9816 | Temporary Broadcasting  | Radio, TV employees  |
| 9820 | Temporary Security  | Parking, traffic, security, law enforcement  |
| 9825 | Temporary Farming - Machinery  | Farming & ranching machinery  |
| 9826 | Temporary Farming - Non-Machinery  | Farming & ranching non-machinery  |
| 9827 | Temporary Veterinary Medical  | Medical treatment of animal regardless of setting  |
| 9830 | Temporary Forest Nursery  | Working with plants (excluding lawn maintenance & services)  |
| 9835 | Temporary Painting  | Painters |
| 9836 | Temporary Plumbing  | Plumbers |
| 9837 | Temporary Carpentry  | Carpentry and general maintenance  |
| 9838 | Temporary Electrician  | Electrician |
| 9839 | Temporary Heating Plant Operator  | Heating plant assistant  |
| 9845 | Temporary Laboratory  | Research testing of samples in a lab setting  |
| 9846 | Temporary Non-Agricultural Field Work  | Environmentalist |
| 9847 | Temporary Electronics & ITS Hardware  | Computer & electronic hardware, installation, maintenance, repair  |
| 9848 | Temporary Roofer  | Roofers |
| 9850 | Temporary Custodial, Grounds & Maintenance  | Building service, janitorial workers, groundskeepers and general maintenance  |
| 9855 | Temporary Dining  | Food service workers  |
| 9856 | Daycare Workers  | Daycare and childcare workers  |
| 9860 | Temporary Auto  | Automobile repair & maintenance  |
| 9865 | Temporary Printing\* | All printing operations workers  |
| 9870 | Temporary Heavy Equipment Operator/Road Construction  | Heavy equipment operators  |
| 9871 | Temporary Bus Driver  | Bus, van drivers, etc.  |
| 9872 | Temporary Delivery  | Courier, delivery, etc.  |
| 9875 | Temporary Warehouse  | Warehouse workers i.e., forklift  |

\*Composite: all employees in department

HISTORY:

New July 1990
Amended November 1996
Amended January 1999
Amended January 2007
Amended October 2007
Amended November 2008
Amended January 28, 2014