

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.
 - 1.1 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.
 - 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
 - 2.1 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.
 - 2.2 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.
 - 2.3 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.
 - 2.4 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

- 2.5 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.
- 2.5.1 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.
- 2.6 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.
- 2.7 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.
- 2.8 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.

3. 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/

8800	Student General	Office & library workers, ITS
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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
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Timeslip Employee Job Codes: http://sits.ndus.edu/broadbanding/descriptors/9000_band/

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
Amended January 26, 2015