

North Dakota State University

Policy Manual

SECTION 128

TIMEKEEPING FOR HOURLY EMPLOYEES

SOURCE: NDSU President

1. This policy applies to any employee paid on an hourly basis. Students and other non-exempt (eligible for overtime) temporary staff should be paid on an hourly basis. Non-exempt regular staff members may also be paid on an hourly basis. 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 Section 1 for payment dates.
2. All NDU departments should use the timekeeping system in Peoplesoft or approved electronic timeclocks to pay hourly staff. Pay periods and payment dates for departments utilizing this system correspond with the dates stated above in Policy 128 Section 1. Any exceptions to using these systems to report time, must be approved by NDSU Payroll Services.
3. All hourly employees must enter their time as it is worked and not delay time reporting. Only time entered by employees within the specified pay period, and approved by their supervisor no later than two business days after the end of the pay period, will be included in that pay period's payroll. In the event of an administrative error, an exception can be requested by the department chair/head and approved by NDSU Payroll Services to issue an off-cycle check, outside of the regular Payroll cycle.
4. NDSU as a whole is considered as the employer for overtime purposes. If a non-exempt employee works more than 40 hours in one work week, whether in one department or multiple departments, those hours are subject to overtime payment.
5. Per IR Section 3121(b)(10) Student FICA Exemption - Students are exempt from FICA withholding when enrolled and regularly attending classes at the university where employed. To be eligible for the FICA exemption a student must be enrolled at least half time and employed in a non-benefited position averaging less than 20 hours per week in a twelve month period.
6. Prior approval from the Office of Human Resources is required prior to offering more than \$25.00 per hour compensation to a student/temporary employee. 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.

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
Amended	October 24, 2023