

5. PAYROLL POLICIES AND PRACTICES

5.1 **PAYROLL SCHEDULE**

The Payroll Department is responsible for processing the payroll for all System employees.

Bi-weekly Payroll Schedule

The bi-weekly payroll is processed every other week with paydays generally occurring on Wednesday. Employees must submit their time sheets electronically no later than noon on Monday following the end of the pay period. Employee Time and Attendance Sheets can be found on the UA System Office's [website](#) along with current payroll deadlines and processing dates.

Monthly Payroll Schedule

The monthly payroll is processed once a month with payday generally occurring between the twenty-fifth and twenty-seventh of the month. Additional information on specific payroll processing and pay dates can be found on the UA System Office's [website](#).

Employees paid on a monthly basis should submit leave time taken during the pay period no later than the 7th day of each month. Supervisors of employees who do not submit their leave in a timely manner will be notified and are at liberty to take disciplinary action. The leave reporting form may be accessed electronically on the UA System Office's [website](#).

5.2 **DIRECT DEPOSIT OF PAYCHECKS**

Employees must have their paycheck directly deposited into a checking or savings account. Employees who need to make changes to their direct deposit form may do so by completing the Direct Deposit Authorization Form found on the UA System [website](#). All changes are effective immediately unless otherwise indicated by the employee.

5.3 **WORK SCHEDULES AND TIME-KEEPING**

The normal hours of operation for the UA System Office are 8:00 a.m. to 5:00 p.m., with some exception. Administrative and technical employees generally have a standard 8.00 hour workday and a 40 hour workweek with a one-hour unpaid meal period.

The establishment of schedules within the workweek is the responsibility of supervisors, directors, and other administrative officials, who must consider operational requirements of their department.

It is the responsibility of both the employee and the supervisor to accurately report all hours worked and all leave time taken by the employee. Non-exempt employees should not work outside their normal work schedule or during their unpaid meal period without their supervisor's prior approval. All hours worked by a non-exempt employee are to be reported and compensated.

5.4 **OVERTIME FOR NON-EXEMPT EMPLOYEES**

All hours worked in excess of 40 hours in a workweek will be paid at the overtime rate of one and one half times the employee's regular (hourly) rate of pay.

For the purpose of calculating overtime pay in a workweek, sick leave, annual leave, and personal leave hours *do not count* toward hours worked.

Overtime will be paid only for hours actually worked and documented on non-exempt employee time records. Non-exempt employees should not work overtime without the prior knowledge and approval of their supervisor. Employees should not begin working prior to their scheduled start time and should not work beyond their scheduled end time without their supervisor's prior approval. Hourly paid employees should not be allowed to work while having lunch. If the supervisor determines that work load necessitates the employee working through lunch, time records should reflect this as worked time.

It is important for supervisors to monitor overtime violations. If an employee fails to adhere to this Overtime Policy, disciplinary action may be necessary. However, all overtime hours worked must be compensated regardless of whether the overtime was approved.

Neither non-exempt employees nor management of the UA System Office may waive the rights or obligations under the Fair Labor Standards Act nor agree to accept less or pay less than the required overtime rate.

Questions regarding overtime for non-exempt employees should be directed to the Department of Human Resources.

5.5 INDEBTEDNESS AND GARNISHMENTS

Wage garnishment orders are processed by the Payroll Department in accordance with federal and state guidelines or guidelines from the appropriate enforcement agency.

A garnishment is a court order that directs an employer to withhold money from an employee's paycheck and to forward that money to the appropriate payee as instructed by the court for payment of a debt that is owed. For example, wages can be garnished because of debts to creditors, federal and state tax levies or alimony and child support.

Garnishments of wages will be served on and answered by the Payroll Department according to the requirements of the Writ of Garnishment until the garnished sum has been paid to the court in full.

If an employee has a wage garnishment in effect with another employer prior to employment at the UA System Office, it is recommended that the employee present the wage garnishment information to the Payroll Department upon hire.