

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 and supervisors must verify non-exempt time sheets in isolved no later than noon on Monday following the end of the pay period. Current payroll deadlines and processing dates can be found on the UA System Office's [website](#).

Monthly Payroll Schedule

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

Monthly leave time should be submitted by employees and approved by supervisors before the respective payroll processing date found on the payroll calendar found on the UA System Office's [website](#). Supervisors of employees who do not submit their leave in a timely manner will be notified and are at liberty to take disciplinary action.

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 updating their direct deposit information in isolved. A voided check or letter from the employee's banking institution is required for all new bank accounts. 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 must use isolved to clock in and out each day. 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, personal leave, and paid holiday hours *do not count* toward hours worked. Non-exempt employees who are called out to work during paid holidays should be paid a minimum of four (4) hours at their overtime rate, or the actual overtime hours worked, whichever is greater. Callout time/pay does not apply to Contingent/On-Call employees nor does it apply to employees coming in to work early. Call-Out pay is not applicable during times when normal operations are suspended.

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 CALL-OUT PAY

When non-exempt employees are called back to work unexpectedly after their regularly scheduled hours, or on their off days, they should be paid a minimum of four hours at their overtime rate, or the actual overtime hours worked, whichever is greater. Call-out time/pay does not apply to Contingent/On-Call employees nor does it apply to employees called in early to their shift or who remain after their shift concludes. Should an employee be called out more than once in the same four-hour period, the employee receives only one four-hour minimum pay out.

Call-Out pay is not applicable during times when normal operations are suspended. Employees who are called out to work during times when normal operations are suspended will be paid only under the guidelines of the [Inclement Weather and Emergency Closings](#) policy.

5.6 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.