

# **SALARY ADMINISTRATION**

## **Pay Plans**

Non-represented classified employee pay plans are developed by the Office of State Employment Relations (OSER). Any questions relating to these pay plans should be directed to the Office of Human Resources.

Represented classified employee pay plans are negotiated bi-annually and are part of the collective bargaining agreement. Any questions relating to these pay plans should be directed to a union representative or the Office of Human Resources.

## **Pay Procedures**

Classified employees are paid bi-weekly, on alternating Thursdays, 26 times per calendar year. Employees are encouraged to have their paycheck electronically deposited into a checking or savings account by completing a Direct Deposit Authorization form available in the Human Resources Office. Earnings statements are available the Friday following the end of the payroll period by logging into your E-hive account.

Each classified employee is required to complete a timesheet for each pay period, sign it and have his/her supervisor sign it. The timesheet should indicate the actual hours worked and any sick leave, vacation, legal holiday, personal holiday or compensatory time used during the pay period.

Timesheets are due in the Payroll Office no later than 12:00 noon on the Thursday employees are paid. Each area on campus handles the collection of timesheets differently. An employee should check with his/her supervisor for the procedure used in his/her area.

As timesheets are due before the end of the pay period, an employee must anticipate hours for Thursday, Friday, and Saturday of the second week. Therefore, if there are any changes/corrections to be made once a timesheet has been submitted, these changes/corrections must be submitted in writing to the Payroll Office and must be signed by both the employee and his/her supervisor. No changes/corrections will be made if a written request is not received.

## **Shift and Weekend Differentials**

If an employee is regularly scheduled to work between 6 p.m. and 6 a.m., s/he may qualify for shift differential compensation in addition to his/her salary depending on union contract for represented employees or the compensation plan for non-represented employees.

Depending upon an employee's union contract, a weekend differential may be paid for all hours worked between the hours of 12:01 a.m. Saturday and 12:00 midnight on Sunday. Non-represented employees receive a weekend differential for all hours worked between 12:01 a.m. on Saturday and 12:00 midnight on Sunday. Any questions relating to weekend differentials should be directed to the Payroll Office.

## **Hours of Work**

Full-time classified employees work 40 hours per week, usually 7:45 - 11:45 a.m. and 12:30- 4:30 p.m., Monday - Friday. Actual working hours and days, however, may vary depending on an individual department's requirements and the position. Lunch and rest periods are scheduled in accordance with the operational needs of the department.