
SUBJECT: HOURLY PAYROLL POLICY

1.0 PURPOSE

- 1.1. To provide a guiding policy for employee compensation regarding timekeeping and pay schedule at Snow College. The College abides by Title VII of the Civil Rights Act, the Equal Pay Act, the Fair Labor Standards Act, and other Federal, State, and College regulations.

2.0 POLICY

- 2.1. It is the responsibility of the supervisor to ensure that employment forms are completed and submitted to Human Resources.
- 2.2. The office of Human Resources is responsible for compensation administration, which includes the creation of employee time sheets.
- 2.3. All new employees are required to fill out an I-9 form within the timeframe indicated by law. This form is to prove U.S. citizenship or the right to work in the U.S.
- 2.4. All new employees are required to show identification documents, as listed on the I-9 form, to Human Resource officers.
- 2.5. The College Human Resource officers must complete, sign, and date the I-9 form. Completed I-9 forms are to be filed with the Human Resource Office.
- 2.6. All new employees **MUST** have a Social Security Number issued by the U.S. government. Dummy numbers of any kind cannot be used.
- 2.7. Federal and state regulations require that hours worked each day by non-exempt employees, including hourly and student employees, be recorded. Timekeeping must take place in the appropriate approved system as specified by the employee's department.
 - 2.7.1. Supervisors are responsible for maintaining accurate time records and approving timesheets.
 - 2.7.2. Non-exempt employees are required to:
 - 2.7.2.1. Report actual time worked.
 - 2.7.2.2. Notify supervisor of needed edits or changes, e.g. when more time is reported than worked.

- 2.8. All student/hourly time must be submitted on the College online time entry system no later than the deadline as per payroll procedures. Supervisors are required to approve no later than the deadline as per payroll procedures.
- 2.9. All student/hourly employees shall be paid twice a month, on designated paydays as dictated by the payroll office. In cases where payday falls on a weekend or public holiday, the payday will be adjusted to the prior working day.