

# INDIANA STATE UNIVERSITY

## PAYROLL OFFICE

### NON-EXEMPT STAFF PAYROLL SUMMARY SHEET

Revised May 2020

This sheet is intended to summarize payroll policies and procedures for the Non-Exempt Staff Payroll of Indiana State University and is provided for general information purposes only. For additional information, please contact the Payroll Office, 408 Rankin Hall, (812) 237-3533, or visit our website at [www.indstate.edu/payroll](http://www.indstate.edu/payroll).

#### **PAY AUTHORIZATION**

Hourly non-student employees of Indiana State University are paid biweekly on the Non-Exempt Staff Payroll. Non-exempt staff appointments are processed through the Human Resources Office upon recommendation of the supervisor and appropriate vice president. An Electronic Personnel Assignment Form (EPAF) is prepared by Human Resources for each person; this is the official authorization to pay a salary, to change a salary or other pertinent information, or to terminate an appointment. Approvals may be found in People Admin 7 (PA 7) for any position filled through that process. A Personnel Assignment Status Sheet (PASS) may be processed in lieu of the EPAF in certain situations.

#### **PAY PERIOD**

The pay period consists of two work weeks. Each work week begins at one minute past midnight on Saturday morning and ends the following Friday at midnight. The shift start time determines the day to which the hours worked are attributed. The standard number of hours in a pay period for most full-time non-exempt staff employees is 75 hours, based on a 37.5 hour workweek. Pay period dates are posted on the Payroll website at <https://www.indstate.edu/payroll/pay-dates>.

#### **ROSTERS**

At the end of each pay period, a roster is emailed to each primary and secondary departmental timekeeper as well as the department head. The roster lists all non-student, non-exempt employees authorized to work in a department during the pay period. Also included are available leave balances for each employee and instructions for situations regarding new or terminating employees.

#### **KRONOS TIME AND ATTENDANCE SYSTEM**

Each non-exempt employee is required to maintain a record of hours worked and benefit time claimed by utilizing the Kronos time and attendance system. All hours spent working must be reported. Detailed guidelines for timekeeping may be found on the Payroll Office website at <https://www.indstate.edu/payroll/kronos>.

#### **ELECTRONIC APPROVALS**

At the end of each pay period, all benefits-eligible employees are required to apply electronic approval to their Kronos timecards. Temporary non-benefits-eligible employees are encouraged to electronically approve their timecards when feasible within the context of their jobs. All timecards must bear the electronic approval of the supervisor or other person as authorized by the department head. Employees are granted access to Kronos timecards within a department by submitting the Kronos Access Authorization form. Passwords must not be shared. At no time should a user log into the system as someone else. Contact the Non-Exempt Staff Payroll Coordinator for special situations regarding electronic approvals.

#### **DEPARTMENTAL TIMEKEEPERS**

A departmental timekeeper is an employee whose responsibilities include payroll reporting. Each department head should designate a timekeeper, who shall assure that the employee and supervisor electronic approvals have been applied when due. A backup timekeeper should also be designated so that payroll reporting functions are still accomplished promptly in the event of the absence of the primary timekeeper. Timekeepers are authorized by the department head by completing the [Departmental Timekeeper Authorization](#) form. A list of departmental contacts and contact information is maintained in the Payroll Office for the purpose of efficient communication of special payroll events.

#### **OVERTIME**

Based on a 37.5 hour work week, any hours in pay status exceeding 37.5 hours will be paid at the rate of one and one-half times the employee's base hourly rate. Employees whose schedule is based on a 40 hour work week will receive overtime for any hours in pay status which exceed 40 hours. Benefit time is included in the calculation of overtime.

#### **HOLIDAYS**

University-designated holidays are listed in the [Policy Library](#). Time off with pay for University-designated holidays will be granted to all benefits-eligible employees provided they have payable hours for the last workday before the holiday and for the first workday following the holiday. Employees who are required to work will receive pay according to the policies in the [Policy Library](#).

## **ABSENCES and USE OF BENEFIT TIME**

Non-exempt/Non-Exempt Professional staff employees are obligated to report any absences to the appropriate supervisor or department head. For benefits-eligible staff, vacation and sick leave time accrue with each pay. Non-Exempt Staff (with the exception of Non-Exempt Professionals) are granted one convenience day per fiscal year. Benefits-eligible employees may also use up to two days per fiscal year for approved community service leave. When necessary, the University provides employees with other benefit time, which includes funeral leave, jury duty, and military leave. Benefit time must be used to replace standard hours not worked when benefit balances are available. Sick leave, funeral leave, jury duty, and military leave may be used only for reasons outlined in the [Policy Library](#). When standard hours are not met, and benefit time is not claimed, the Payroll Office will charge first the convenience day balance, then the vacation balance in order to remain in compliance with University policy. Only when both balances are exhausted can leave without pay be processed. The use of benefit time for a portion of a day may not cause that day's total payable hours to exceed the hours in a standard workday. Department heads are responsible for the accuracy of reporting absences.

## **PAYROLL DEDUCTIONS**

Deductions from pay are made when the Payroll Office receives the appropriate authorization. The employee will authorize voluntary deductions, such as health coverage, voluntary life insurance, vision insurance, and tax-deferred annuities. The employee may elect an option for some voluntary deductions to be made with pre-tax dollars. Information regarding available voluntary deductions may be obtained by contacting Staff Benefits. These deductions will be taken on the first two biweekly pays of each month. Each year there are two months in which a third biweekly pay occurs; most voluntary deductions will not be withheld on the third pay. Involuntary deductions, such as child support, tax levies and garnishments, are ordered by a court or government agency and will be taken from each pay with no exception.

## **PAYROLL TAXES**

Deductions from pay are made on each pay cycle for federal, state, and county income tax withholding, and FICA (Social Security and Medicare) taxes. Employees should provide the Payroll Office with new withholding forms whenever a change in status occurs, such as a change in personal allowances, marital status, or a change in residence which may affect county income tax withholding. Tax withholding forms are available in the Payroll Office and on the Payroll website at: <https://www.indstate.edu/payroll/forms/employee-forms> or may be updated online through Employee Self-Service.

## **DIRECT DEPOSIT**

Effective July 1, 2000, all newly hired employees are required to authorize electronic direct deposit of their pay. All other employees are encouraged to take advantage of the benefits of ACH direct deposit. Employees must complete a Direct Deposit Authorization Form and provide a voided check or other appropriate document to verify account information. Direct Deposit Authorization Forms are available in the Payroll Office or on the Payroll Office website. Direct Deposit may also be updated online through the Employee Self Service. Please be sure to notify the Payroll Office promptly and provide a new authorization when changing financial institutions or account numbers.

## **PAYROLL ISSUE DATES**

All University payrolls are issued on regularly scheduled dates, which are posted on the Payroll Office website. Non-Exempt Staff Payrolls are issued biweekly on every other Friday. Special schedules may apply for holiday periods, and notification is provided in advance. Employees will receive an electronic notification of pay, sent to their University-designated email address, on the scheduled pay issue date. Pay detail and history are available to all employees via the MyISU Portal.

## **TERMINATIONS**

All terminations, whether voluntary or involuntary, should be coordinated through Human Resources and the appropriate vice president's office immediately upon notice of resignation. Prompt communication of termination dates is essential in order for the University to comply with final pay requirements and benefits administration. In most cases, the last day of work will become the effective termination date. For benefits-eligible support staff, the final pay should include a payoff of unused vacation and unused convenience day. Arrangements for the return of University property should be made prior to the final pay. According to Indiana statute, final pay may not be withheld.

### **Payroll Office**

408 Rankin Hall  
(812)237-3533  
FAX (812)237-8893  
[www.indstate.edu/payroll](http://www.indstate.edu/payroll)

### **Non-Exempt Staff Payroll Coordinator**

Karen Sheets  
(812)237-3530  
[Karen.Sheets@indstate.edu](mailto:Karen.Sheets@indstate.edu)

### **Employee Benefits**

307 Rankin Hall  
(812)237-4151  
FAX (812)237-8084  
[Benefits](#)

### **Human Resources**

307 Rankin Hall  
(812)237-4114  
FAX (812)237-8331  
[www.indstate.edu/humres](http://www.indstate.edu/humres)