

Please review this guide. It outlines important information about payroll procedures, and outlines information non-exempt* employees and their supervisors need to know about completing and approving timesheets in Banner Web Time Entry. *These instructions do not apply to Physical Plant employees who use TimeClock Plus to record hours.*

1. Regular Schedule

- The regular schedule for a non-exempt employee is 7.5 hours per day, or 37.5 hours per week.
 1. If a non-exempt employee works 7.5 hours in a day, they record the actual work time and .5 hour of “Paid Time Not Worked” (PTN) on the timesheet.
 2. If a non-exempt employee works 8 hours in a day, they record the actual work time and do not record PTN
- During “4:00 hours”, the regular schedule is 7 hours per day, or 35 hours per week. The employee should record the actual work hours, and up to 1 hour of PTN on the timesheet.

2. Accurate Record of Time Worked

- A timesheet is considered a legal document and must accurately reflect the actual hours worked by the employee
- It is a breach of university policy to record hours as worked if they were not worked or to under-report actual hours worked.
- Hours worked by non-exempt employees *and* student employees should be recorded daily. Hours should not be recorded retroactively at the end of a pay period.
- Supervisors are entrusted with the responsibility of ensuring that time is recorded timely and accurately.
- Hours will be reviewed and corrected, if necessary, by the Payroll Coordinator when payroll is processed.

3. Meal Break

- For non-exempt employees scheduled to work at least 7 hours in a day, a meal break **MUST** be granted and **MUST** begin no later than the 5th hour.
- Meal breaks are not paid and should not be entered as Paid Time Not Worked.

4. Overtime

- Overtime (time and a half) is applicable for hours worked beyond 40 in a week.
- The standard payroll week is Sunday through Saturday

5. Paid Time Not Worked (PTN)

- Biweekly-paid employees are granted up to ½ hour of Paid Time Not Worked (PTN) during the regular schedule, or up to 1 hour of PTN during “4:00 hours” This code allows for a full 8 hours of pay per day.
- PTN is only entered if the employee has worked the full 7.5 hours in a day, or 7 hours during “4:00 hours.”
- PTN should not be entered if the employee actually worked 8 or more hours in a day. In such a case, the employee should enter only the actual hours worked.
- PTN hours cannot be flexed in order to work fewer hours on another day.
- If an employee works 7.5 hours or more, but less than 8 hours, the difference between 8 hours and the total hours worked should be entered as PTN.
- Temporary and part-time employees are not eligible for PTN

PTN Examples:

Example Scenario, Regular Schedule, Less than 7.5 hours worked:

An employee works from 8 am to noon (4 hours) and then resumes work from 1 pm to 3 pm (2 hours). They leave for the day due to a doctor's appointment, resulting in a total of 6 hours worked—falling short of the required 7.5 hours. No PTN should be entered.

To make up for the shortfall and receive a full 8 hours of pay, the employee should record 2 hours of sick time for the remaining hours.

Example Scenario, Regular Schedule, 7.75 hours worked:

An employee is asked by their supervisor to come in 15 minutes early to complete a task. The employee begins work at 7:45 and works until noon. They work the regular afternoon shift of 1-4:30. The employee should enter 7:45 am - 12 pm and 1 pm - 4:30 pm for time worked. They should enter .25 hours of PTN for that day.

Example Scenario, Regular Schedule, 8.5 hours worked:

An employee is asked by their supervisor to stay late to complete a task. The employee begins work at 8 and works until noon. They work the regular afternoon shift but work until 5:30 pm. The employee should enter 8 am - 12 pm and 1 pm - 5:30 pm for time worked. They should not enter PTN for that day since the total hours actually worked is equal to or greater than 8.

6. Deadlines for Timesheet Submission and Approval

- **Non-exempt Employees:** Approve and submit time before **noon on Monday** after the pay period ends

- **Supervisors for non-exempt employees:** Approve and submit time before **5 pm on Monday** after the pay period ends.
- **Student employees:** During the academic year, students are paid on a monthly basis. Students are responsible for entering their time by **noon on the 2nd day of the following month**. During the summer months, students are paid on the same schedule as biweekly employees, thus their time must be submitted by the Monday following the end of the pay period.
- **Student Employee Supervisors:** During the academic year, supervisors are responsible for approving student hours by **5 pm on the 3rd day** of the following month. During the summer, supervisors must approve time by 5 pm on the Monday following the end of the pay period.

Please Note:

Timesheets should generally not be submitted early without permission from the Business Office. Recording or submitting hours as worked that have not yet occurred may result in a timesheet being returned to the employee.

Annual payroll schedules and dates can be assessed here: [LINK](#).

If you have any questions, please contact the IWU Business Office.

*Non-exempt employees are those employees paid on a bi-weekly basis. They are eligible for overtime (time and a half) pay for hours worked over 40 in a week.