

## **Hourly Appointments**

Updated: 9/1/2019

### **Purpose**

To pay employees assigned to work at a specific hourly rate.

### **Policy**

Hourly appointments are authorizations to pay an employee from a cost center or project ID for hours worked at a specified hourly rate. These appointments are created by the department by using the [Appointment Actions Request Form](#) IAP (Interim Approval Process). Once the appointment is created, timesheets must be processed twice a month for each hourly employee.

### **Procedures**

Hourly documents:

- A Position Request & Modifications Form IAP is used to request a new position due to departmental reorganizations, special projects, new grants or contracts, workload increases, position combinations, etc. The Position Request IAP is also used to request an update to a position due to reclassifications, inactivating positions, working title changes, position transfers, reorganizations, changes in Full Time Equivalent (FTE) status, changes in Reports-To information, etc.
- The department must complete and submit an Appointment Actions Request Form IAP for a new hourly employee.
- The Appointment Actions Request Form IAP is also created to rehire or extend the appointment.

Timesheets:

- [Timesheets](#) are available under the Resources Section of the Payroll Website.
- Hours should be entered and submitted at least twice a month by the payroll deadline for hourly employee to receive a regular paycheck. The deadline to submit hours is the first working day after the end of the pay period at 2:00 PM. A reminder email is sent out twice a month with deadlines to all active timekeepers. Deadlines are also posted on the [PeopleSoft Calendar](#).
- Hours entered for any work performed during the 1<sup>st</sup> through the 15<sup>th</sup> of the month will be paid on the 5<sup>th</sup> working day after the 15<sup>th</sup> of the month. Hours worked from the 16<sup>th</sup> through the end of the month will be paid on the 5<sup>th</sup> working day of the following month.
- Departments should keep copies of the approved timesheets after entering and submitting the hours in PeopleSoft

### **Applicability**

All University departments with appointed hourly employees.

### **Responsible Party**

Assistant Vice President of Budget and Personnel