

## **Part-Time Faculty Additional Pay Process**

### **Effective January 1, 2015**

The additional pay process for part-time faculty has changed in order to meet the time tracking requirements of the Affordable Care Act. There are now separate forms for part-time and full-time additional pay. The existing form should continue to be used for full-time faculty additional pay.

The new process for part-time additional pay:

- The Dean completes the “Part-Time Faculty Additional Assignment Authorization” form and submits it to the Personnel Office.
  - There must be a form in place prior to processing timesheets.
  - The information includes hourly rate of pay and “not-to-exceed” amount.
    - Personnel will not track the cumulative pay total; the supervisor should be monitoring the number of hours and total amount paid.
  - If a timesheet is received without an authorization form, it cannot be processed and payment may be delayed.
- The employee will submit a timesheet for the hours worked during a specified period.
  - The Dean should approve the timesheet prior to submission to Personnel.
  - The timesheet covers the period of the 11<sup>th</sup> to the 10<sup>th</sup> (timeframe crosses over two months)
  - Timesheets must be submitted to Personnel by the deadline of the 13<sup>th</sup> of the month – no exceptions! If the 13<sup>th</sup> falls on weekend, the timesheet is due the preceding Friday.
  - The employee will be paid at end of month for the hours worked on the timesheet
    - For example, hours worked from January 11<sup>th</sup> to February 10<sup>th</sup> will be paid on February 28<sup>th</sup>.
  - The timesheet is a legal document and requires the signature of both the employee and supervisor.
    - It should always be completed in ink (no pencil)
    - Any changes should be initialed by the employee and supervisor
  - Round time to nearest .25 hours