NEW: JOB TERMINATION PROCESS

Payroll will begin processing job terminations (without notice to departments)

• ACA qualifying break
  • If job has been unpaid longer than the prior paid/work period (see ACA policy)
  • Termination processing will be delayed to accommodate unusual situations (e.g. late time submissions), but will be terminated back to last pay period paid

• Student unpaid job purge
  • Christmas break termination:
    • jobs remaining unpaid since beginning of fall semester
  • Summer break termination (June):
    • graduated students
    • jobs remaining unpaid since beginning of spring semester

!! NEW PAPERWORK !!
**Andrews University**

**One Time Payment Request**

Office of Human Resources

This form is to be used as payment instructions only for PROJECT BASED WORK or as an HONORARIUM and meets the following guidelines:

- One time payments are for current Andrews University employees.
- For payment of services not already accounted for through other earnings.
- Work or services performed is limited to one event or a relatively short amount of time, must be reported in pay period worked.
- There is no intent on the part of the department to establish a continuing employment relationship.
- Overtime will be processed if total employee hours, INCLUDING hours form one-time pay, exceed 40 in a given week.

<table>
<thead>
<tr>
<th>Name</th>
<th>Andrews ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Current Employee Class:</th>
<th>Hourly</th>
<th>Salaried</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount of Payment:</th>
<th>For week of (beginning date)</th>
<th>of week worked:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Hours Worked:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Please provide detailed information about the project:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Account</th>
<th>Program</th>
<th>Activity Code</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Account(s) to be charged:

|                     |                     |                |                     |
|---------------------|---------------------|----------------|
|                     |                     |                |

Supervisor: [Name]  ID #: [ID]  Date: [Date]

Updated 3/2016
TIMELINE FOR PROCESSING PAPERWORK: 2-WEEK ALLOWANCE

1. Complete online form
2. Submit form to Employment Office
3. Employment collects necessary paperwork from employee
4. Employment routes form for signatures
5. Employment forwards form to Payroll
## WORKED TIME

<table>
<thead>
<tr>
<th>Current Time</th>
<th>Late Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current time for Friday’s paycheck: The 2 weeks prior to the payday</td>
<td>Time prior to the 2-week pay period that was not submitted on the time clock</td>
</tr>
<tr>
<td>The time worked now is for the next paycheck</td>
<td>Send an email to <a href="mailto:payroll@andrews.edu">payroll@andrews.edu</a> ASAP. Please include name, ID, and total hours worked for each week</td>
</tr>
<tr>
<td>Please review and edit the time clock periodically.</td>
<td>Paid on the following pay day</td>
</tr>
<tr>
<td>Deadline for time clock submission is <strong>Monday</strong> at 1PM</td>
<td>Deadline for submission is Thursday of off-pay week.</td>
</tr>
<tr>
<td></td>
<td>Please be sure to keep late time at a minimum.</td>
</tr>
</tbody>
</table>
TIME FRAUD (PER WAGE & HOUR LAW)

• **Unapproved/unreported Time**
  - Work time reflected on time clock but not approved/submitted for payment or recorded on paper and never submitted for payment. **MUST BE** approved/submitted for payment.

• **Deleting Time**
  - If an employee punched in and worked you **CANNOT** delete the time.

• **Moving Time**
  - Time must be reported in the week worked. **DO NOT** move time to another week to avoid overtime.
# LEAVE TIME – HOURLY EMPLOYEES

<table>
<thead>
<tr>
<th>Paid Leave</th>
<th>Long-Term Sick Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid leave bank consists of:</td>
<td>Long-term sick leave is available on:</td>
</tr>
<tr>
<td>• Personal time off</td>
<td>• 4th day of illness</td>
</tr>
<tr>
<td>• Short-term sick leave (first 3 days)</td>
<td>• Immediately following surgery or</td>
</tr>
<tr>
<td>• Vacation</td>
<td>• Hospitalization needing an extended stay</td>
</tr>
<tr>
<td>• Holidays</td>
<td>Complete and submit form to Benefits ASAP. Payment will be delayed if form is turned in later than Monday of pay week.</td>
</tr>
<tr>
<td>May only be used when taking time off from work due to the above reasons</td>
<td>Attach doctor’s note</td>
</tr>
</tbody>
</table>
LEAVE TIME – HOURLY EMPLOYEES

• Jury Duty Leave
  • Paid for lost hours due to jury duty/selection

• Funeral Leave
  • Paid to attend funeral of immediate family member (see handbook for details)
  • You are allowed a maximum of 3 days

• Jury Duty and funeral leave have the same rate as regular worked hours.

• Both are entered on the time clock website
**LEAVE TIME - SALARIED EMPLOYEES**

- Salaried employees must submit a leave report every month whether or not vacation was taken.

- Leave reports are available to enter on the 1st of every month. Supervisors will not see leave report until employee has started leave report.

- A reminder email will be sent (first to employee, then to supervisor) near the end of each month. The monthly email does include instructions for both employees and supervisors.

- After the stated deadline the employee can no longer make adjustments. Only the supervisor can make adjustments after the deadline.

- Time must be submitted in the form of days (1 or .5) not hours

- Fridays must be recorded as 1 day

- Do not include sick days or holidays

- Quick Link: [www.andrews.edu/go/myleavereport](http://www.andrews.edu/go/myleavereport)

- **SUPERVISORS - NEVER** select “Return for Correction”. This functionality is not applicable to our supervising structure. Make the adjustments via “Change Record”.

TIME CLOCK WEBSITE

• Time clock manager access must be requested from the department head. Please send a request to payroll@andrews.edu with name, ID, and organization number.

• If there are any problems with the website contact Payroll IMMEDIATELY!

• Use time clock website for:
  • Time management
  • Access to various forms
    • Rate Sheet
    • Evaluation form
    • FMLA Request/Certification
    • Long-Term Sick Leave Form
    • Termination Request (Only for student workers)
PAYROLL EXPENSE REPORTS

• Available in VAULT under HR Reports
• Updated every Monday after pay day
• Includes the following information by employee
  • Pay by account numbers
  • Current pay hours & earnings
  • Year-to-date hours & earnings
  • Overtime YTD hours & earnings (1/2 time)
  • Rate of Pay per hour
PAYROLL EXPENSE REPORT: SAMPLE