

University Enterprises, Inc. Policies and Procedures	Policy No. 405
Section:	Human Resources
Policy:	Hours of Work/Payroll Practices
Revised Date:	December 16, 2008

Hours of Work and Pay Days

I. PURPOSE

To establish the hours of employment in University Enterprises, Inc.'s (UEI) basic work day, work week and to establish pay periods and pay days in order to administer wages, salaries, and overtime pay.

II. SCOPE

This policy applies to all UEI employees.

III. POLICY

- A. **Hours of Work:** It is the policy of UEI to follow a work schedule of 40 hours per week for full-time non-exempt employees. Daily work schedules may vary by function. The work week begins at 12:01 a.m. Sunday and ends at 12:00 midnight Saturday.
- B. **Lunch and Rest Periods:** Full-time, non-exempt employees regularly scheduled to work eight (8) hours per day receive either a one-hour or a 30-minute unpaid lunch break each day depending upon their schedules. Non-exempt employees who work six (6) or more continuous hours per day must take at least a 30-minute unpaid lunch break within the first five (5) hours of the shift. Non-exempt employees using a time clock must punch out for the unpaid lunch break. Non-exempt employees shall also be given a 15-minute break or rest period for each four (4) hour interval worked or major fraction thereof. For example, a 15-minute break shall be given to employees who work at least three-and-a-half (3 ½) hours, but less than seven-and-a-half (7 ½) hours. Employees who use a time clock should not punch out during these 15-minute breaks. Breaks may not be accumulated and used as excused time off.
- C. **Pay Periods and Pay Days:** UEI pay periods are semi-monthly, from the 1st through the 15th and the 16th through the last calendar day of each month. Pay days for all employees are generally the 22nd and the 7th of each month respectively, but may deviate due to weekends and holidays. If a scheduled pay day falls on a weekend, paychecks will be distributed on the last work day prior to the regularly scheduled pay day. Some holidays will impact the regularly scheduled pay day. (See the current Payroll Schedule for specifics.)

IV. PROCEDURE

- A. **Time Sheet/Card Submittal:** Time sheets or cards must be submitted to Payroll Services in accordance with Policy No. 410, Timekeeping.
- B. **Paycheck Distribution:** Payroll checks are mailed to all employees at the current address on file. The following alternatives are available:
 1. **Direct Deposit:** Employees may request to have their payroll checks deposited directly into a bank, savings and loan or credit union of their choice, that has a business location in California, by completing the appropriate forms available from Payroll Services.

2. Individual Pickup: An employee may request to have their check held in Payroll Services for pick up by completing a Request to Hold Check form.
 3. Authorization of Another Individual: An employee who has requested their paycheck be held in Payroll Services may authorize another person to pick up their check by providing a written request. The request must include which check is to be picked up, who is authorized to pick it up and the employee's signature. The authorized individual must bring the request into Payroll Services and provide a valid picture ID before the check is released to the designee.
- C. Manual Checks: Non-computer (manual) payroll checks will not be generated except in the following circumstances:
1. Processing error
 2. Stop payments
 3. Employee termination
- D. Salary or Wage Advances: Salary or wage advances may be granted only in extreme emergencies. Along with a copy of the time sheet or time card, a request must be submitted in writing from the department manager or director to Payroll Services stating the reason for the request, date needed, and the amount requested. The amount of the advance may equal up to 65 percent of the gross earnings for that pay period to date and must be submitted at least one working day prior to the day payment is requested. Approval for issuing salary or wage advances may be approved only by the UEI Payroll Manager.

V. RELATED POLICIES

Policy No. 410 Timekeeping

Policy No. 415 Overtime for Non-exempt Employees