

HOURLY EMPLOYEE PAYROLL

Purpose: Policies and procedures for hourly employee payroll.

Scope: Applies to all non-full time employees.

Policies:

I. PAYROLL

- a. All payroll questions should be directed to the Human Resources Specialist in 201 Ramsey Student Center. Contact information - recpay@uga.edu / 706-542-5060
- b. All employees are strongly encouraged to sign up for direct deposit of their paychecks and ePay notification.
- c. Per UGA policy, it is your responsibility to approve your time record at the end of each pay period. As a condition of employment, all UGA hourly employees must approve their payroll timesheets each pay period (every two weeks). Failure to sign timesheets by the required date (two weeks after the pay period ends) is a job performance issue that will result in the disciplinary action.
- d. Three violations of this policy during one semester will result in termination of employment.

II. PAYRATES

- a. Pay rates for specific jobs are set in the Rec Sports student wage plan. The base rate of \$7.25/hour is currently the federal minimum wage. Rec Sports starts most student/part-time positions at a rate of \$7.75/hour.
- b. Special pay rates are typically paid as shown below:
 - i. UGA School Breaks - Base rate + .40¢
Typically given when classes are not in session, but the University is open.
 - ii. Holiday – Base rate + time and a half
Typically given when classes are not in session and the University is closed.
 - iii. Overtime or time and a half
Only for special pre-approved circumstances, employees may be permitted to work more than 40 hours a pay period week.
 - iv. Early Morning Hours – Base rate + time and a half
Given for shifts between the hours of 1:00 - 5:30am. If a shift begins before 5:30am and extends past that time, time and a half pay stops at 5:30am.
- c. Except for overtime pay, all premium pay rates are discretionary and may be changed by the department as needed.

III. PAYCHECKS

- a. Your first check will probably be a paper check that you must pick up at the Member Services Desk.

- b. Rec Sports hourly employees are paid every other Friday for a two-week pay period. Payroll schedules (including payroll periods and pay dates) are available each semester at the Membership Services Desk and are usually posted near the time clock. Early payroll deadlines for UGA holidays will change the normal payroll cycle.
- c. If you do not sign up for direct deposit and ePay notification, you must pick up your paycheck and/or direct deposit (paper) advisement in person with a photo I.D. at the Membership Services Desk after 1:00 pm on specified Fridays (every two weeks). Pay checks may only be picked up by the payee during normal operating hours for the Membership Services Desk which is Monday – Friday, 8:00am to 5:00pm. We are only authorized to keep paychecks and deposit advisements for five (5) days after the check date. Checks will be mailed to the home address on file the Tuesday following pay day.
- d. Social security taxes are not withheld from student employees working on campus. Federal and state taxes are not withheld unless your gross earnings for the two-week pay period exceed a minimum amount (approximately \$100 if you claim zero deductions or \$200 if you claim one deduction).

Procedures:

I. PAYCHECKS

- a. For direct deposit, you will need to provide a voided check or deposit slip for your bank account to enroll in this service.
- b. For ePay notification, complete the following form <http://www.busfin.uga.edu/forms/estub.pdf> and mail to the Payroll Department or bring the form the Human Resource Specialist in 201 Ramsey Student Center.
- c. To request a copy of your pay check, you can go to the UGA self- service site (<https://employee.uga.edu/FacStaff/index.jsp>) and choose the My Paychecks & W-2 link on the left. You will be required to enter the answer to one of your safety questions in order to be redirected to your paychecks that have been issued to you for the past 60 pay periods.
- d. If you move, you will be able to change your address on the UGA self-service website - <https://employee.uga.edu/FacStaff/index.jsp>. Be sure to change your address when leaving Athens so that your final UGA W-2 will be mailed correctly.