

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 required to sign up for direct deposit of their paychecks.
- c. Per UGA policy, all student employees must clock in and out via the KABA timeclock.
- d. Staff must clock-in no earlier than 10 minutes prior to the scheduled start of their shift.
- e. Everyone should clock-out at the time their shift ends or when asked by a supervisor or manager.
- f. Employees have a ten-minute grace period to change or complete any cleanup after their shift.
- g. Remaining on the clock while not working could lead to termination.
 - a. Always check with the manager before leaving.

II. PAYRATES

- a. Pay rates for specific jobs are set in the Rec Sports student wage plan.
- b. Special pay rates are typically paid as shown below:
 - i. Holiday – Base rate + time and a half
Typically given when classes are not in session and the University is closed.
 - ii. 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.
 - iii. 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. 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.

- b. All UGA Employees are required to setup a direct deposit unless an employee has proof that they are not able to have a bank account.

- c. 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).