

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 TCP 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. PAY RATES

- 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.
- 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.
- b. All UGA Employees are required to set up 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.
- d. Meals and Breaks: Non-exempt employees who are required to work six or more hours per day should be given an unpaid meal break of at least 30 minutes. During the meal period, the non-exempt employee must be completely relieved from duty; otherwise, he/she must be paid for work time. It is not necessary that the employee leave the premises if s/he is otherwise completely freed from duties during the meal period. Supervisors determine the schedule for lunch breaks. Employees may not forego meal periods to accumulate extra time off in the future or to shorten the workday. Lunch periods for exempt employees are not required but are highly recommended.