

Division of Agriculture
PMGS-97-5
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ARKANSAS AGRICULTURAL EXPERIMENT STATION PAYMENT PROCEDURES FOR HOURLY EXTRA HELP EMPLOYEES

INTRODUCTION

In addition to Arkansas Agricultural Experiment Station employees who are appointed through the budgeting process, there are employees who are hourly (extra help) and are paid on the 1^{0th} and 25th of each month for the actual hours worked. The payroll period of the first through the fifteenth of the month is paid on the 25th, the payroll period of the sixteenth through the end of the month is paid on the 1^{0th} of the following month. This category of employee often consists of student workers, temporary laborers and others who are employed for a short period of time. All individuals who are paid by the Arkansas Agricultural Experiment Station on an hourly basis must complete and submit for approval a record of their hours for the time they work in order to receive their paycheck on the scheduled pay date. Within the Arkansas Agricultural Experiment Station, there are two acceptable methods for recording and maintaining the hours worked by hourly employees: the Hourly Time Sheet and the Hourly Time Clock. This policy establishes acceptable procedures for processing both time forms.

HOURLY TIME SHEET

Arkansas Agricultural Experiment Station Units that utilize a Time Sheet for their hourly employees will utilize the Time Sheet format attached to this procedure. Exceptions to this format will be approved on a case-by-case basis by the Assistant Vice President for Finance and Administration.

Each hourly employee will have a Time Sheet made available to him/her at the beginning of the time period. The unit accountant will complete the top portion of the time sheet and make the sheet available to the hourly employee at the beginning of the time period.

The employee will note on the time sheet for each work period the date s/he worked, the time s/he began work, the time s/he left work and the total hours s/he worked during that period. If an employee has a split work schedule during the day, each work schedule will be entered on the time sheet as a separate and distinct work period. If the employee leaves the job site for personal business, s/he must treat the hours s/he worked prior to leaving as one work period and the hours worked after his/her return as another work period. Hourly employees must follow this process for breakfast, lunch and supper breaks. Short breaks of fifteen minutes or less do not require new work periods. All time sheets must remain at the job site where they are always available for inspection by Federal, State and System auditors.

On the 1^{0th} and 25th of each month, or the last working date for the employee within that pay period, the employee will complete and sign the time sheet. The employee's immediate supervisor will also sign the time sheet. The immediate supervisor will then deliver the signed time sheets to the unit accountant for data entry into BASIS. Time sheets that are not submitted by the due date or are incomplete when submitted may result in the paycheck being delayed until the next payroll cycle. In all cases falsification of time sheets will result in disciplinary action up to and including legal action by the Arkansas Agricultural Experiment Station.

Time sheets without both the employee's and the supervisor's signatures will not be entered into BASIS until the time sheet is signed by both. THERE IS NO EXCEPTION TO THIS REQUIREMENT. Unauthorized entry of unsigned or unapproved time sheet information into BASIS will result in disciplinary action of all employees involved.

Time sheets will be retained by the Unit for a period of five years so they may be available for inspection by the U.S. Department of Labor and other governmental oversight entities.

HOURLY TIME CLOCK

Arkansas Agricultural Experiment Station Units that utilize a Time Clock for their hourly employees will have available time cards for these employees. The unit/department accountant will prepare a time card for each hourly employee within the Unit. The time card should include the Employee's name and the pay period to be covered by the time card. The unit/department accountant may either hand out the time cards to the hourly employees personally or assign them to the hourly employee's immediate supervisor who will then hand out the time cards.

The hourly employee must use the hourly time card to clock in and out each day s/he actually works at his/her job site. If the employee leaves the job site for personal business, s/he must clock out and clock back in upon return to their job. Hourly employees must clock out and back in for breakfast, lunch and supper breaks. Short breaks of fifteen minutes or less do not require clocking out. Employees are not to clock in or out for other employees; they may use the time clock to record only their own work hours. Abuse of this policy will result in disciplinary action. All time cards must remain at the job site where they are always available for inspection by Federal, State and System auditors.

On the 10th and 25th of each month, or the last working date for the employee within that pay period, the employee will sign the time card and initial any manual corrections to the hours worked on the time card. The employee's immediate supervisor will also sign the time card and initial any manual corrections. The immediate supervisor will then deliver the signed time cards to the unit accountant for data entry into BASIS. Time cards that are not submitted by the due date or are incomplete when submitted may result in the paycheck being delayed until the next payroll cycle. In all cases falsification of time cards will result in disciplinary action up to and including legal action by the Arkansas Agricultural Experiment Station.

Time cards without both the employee's and the supervisor's signatures will not be entered into BASIS until the time card is signed by both. THERE IS NO EXCEPTION TO THIS REQUIREMENT. Unauthorized entry of unsigned or unapproved time sheet information into BASIS will result in disciplinary action of all employees involved.

Time cards will be retained by the Unit for a period of five years so they may be available for inspection by the U.S. Department of Labor and other governmental oversight entities.

APPROVAL:



Charles J. Scifres
Regional Associate Vice President for Agriculture

9.17.97

Date

Arkansas Agricultural Experiment Station

SEMI-MONTHLY TIME SHEET
For Non-Appointed Employees

Full Name _____

Department _____

Cost Center Number _____

For the pay period beginning _____ and ending _____

Work Period			Total Hours
Date	From	To	

Total Hours Worked

Work Period			Total Hours
Date	From	To	

Total Hours Worked

Work Period			Total Hours
Date	From	To	

Total Hours Worked

I certify that the hours reported on this form are true and correct to the best of my knowledge and that the work times and absences are in accordance with the University and Division of Agriculture policies.

Employee's Signature _____

Date _____

Supervisor's Signature _____

Date _____

OFFICE USE ONLY

ST Hours	_____	Rate per hour	_____	Amount Due	_____
OT Hours	_____	Rate per hour	_____	Amount Due	_____