

New Timecard Code – Addl Regular Over40

Who:

- **Non temporary Merit and P&S employees with weekly timecards**
- Normally full time employees, but part time employees will use it if they code over 40 hours that may not be overtime due to holiday/leave usage

What:

- **New timecard code to be used for hours over 40 that are not overtime because the employee hasn't yet actually worked over 40 hours.** This is normally because the employee had holiday, vacation, sick leave, or other leave usage during the week.
- Addl Regular Over40 hours are **paid at the employees regular base hourly rate**
- Accounting object code is the same as regular wages
- Examples in [Addl Regular Over 40 presentation](#)

Where:

- **Training [Addl Regular Over 40 presentation](#) with sample timecards**
- **Training available** – beneficial for employees (and/or timecard approvers) who code more than 40 hours in a week but did not work more than 40 due to Holiday/leave usage. [Register Online](#)

When:

- Begin using new code the week of **October 13**

Why:

- Currently employees code these hours as Regular and Payroll staff do manual adjustments to pay these hours. The new code will automate the payment of these hours

Questions? – Contact Kim Andersen x36425 or Linda Gruetzmacher x33003 or email Payroll@uni.edu