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