

OFFICE OF FINANCE AND ADMINISTRATION

I'm an hourly (non-exempt) employee. What do I need to know about Payroll?

New Hire Paperwork	<ul style="list-style-type: none"> Report to Human Resources to complete the necessary new hire paperwork before beginning employment.
Completing Time Sheets	<ul style="list-style-type: none"> Bi-weekly paid professional staff can access their electronic time sheets using Web Time Entry by logging into U-Online. Electronic time sheets need to be submitted for approval by the end of the pay period. Paper time sheets are needed in certain instances and need to be submitted to the Payroll Office by noon on the due day (typically Mondays, but exact due day can be found on the pay schedule.) Instructions on how to use Web Time Entry, the bi-weekly pay schedule and paper time sheets can be found on U-Online Employee Services and then HR/Payroll Downloadable Forms and Policies. If you will be on vacation the day time sheets are due, please submit your time sheet before you leave on Friday. Time sheets must be fully and accurately completed by the employee, reviewed and approved/signed by their supervisor at the end of the pay period.
Vacation Leave	<ul style="list-style-type: none"> All employees receiving their vacation time in advance should understand that they are being given access to their vacation leave prior to actually having earned it. If an employee should terminate employment having used more vacation than they earned, they shall reimburse the University for the over usage (by direct deduction from their paycheck or if insufficient, by immediate repayment.) Unused earned vacation time shall be paid to the employee in the event of employment termination. At the start of employment, vacation leave is prorated for that fiscal year according to the date of hire. Regular full and half time employees are advanced 10 days of vacation leave the first year of employment. After 3 years of employment, employees are advanced 15 days of vacation. After 5 years of employment, employees are advanced 20 days of vacation. Vacation leave may be used before the 90 day probation period has ended.
Sick Leave	<ul style="list-style-type: none"> Sick leave is earned on a monthly prorated basis and is earned on the basis of completed calendar months of service. While sick leave will be earned during the 90 day probation period, it cannot be used until the employee has completed the 90 day probation period. Sick leave balances are not payable upon employment termination. Regular full-time personnel earn sick leave at the rate of eight hours for each completed calendar month of service. Regular half-time employees earn one half the sick leave earned by their full time counterparts.
Personal Leave	<ul style="list-style-type: none"> Regular full time employees earn 8 hours of personal leave upon attaining one year of continuous service. Regular half time employees earn 4 hours of personal leave upon attaining one year of continuous service. Personal leave must be used within the anniversary year following the earning. Any personal leave not used before the following anniversary date will be lost. Personal leave is not payable upon employment termination.
Maine Earned Paid Leave (MEPL)	<ul style="list-style-type: none"> Temporary hourly employees earn one (1) hour of Maine Earned Paid Leave (MEPL) time for every forty (40) hours worked as determined by submitted timesheets to accumulate a maximum of forty (40) hours in a year. A maximum of forty (40) hours of accumulated and unused MEPL may carry over to the subsequent year. MEPL can be used in increments of at least one quarter hour.

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	<ul style="list-style-type: none"> The employee's supervisor shall approve the alternate day to use the holiday time.
Overtime Pay	<ul style="list-style-type: none"> Overtime is calculated on a weekly basis for hours physically worked over 40 hours in a seven day work period starting Sunday and ending Saturday. Holiday hours are included in the calculation of overtime. All other paid leave time is not regarded as hours worked for the determination of overtime.
Direct Deposit	<ul style="list-style-type: none"> Direct deposit is mandatory. You can establish and manage your direct deposit accounts via U-Online. To access the self-service feature log into U-Online and select 'Employee Services', 'Pay Information', 'Direct Deposit Allocation' and 'Update Direct Deposit Allocation'. Instructions, if needed, have been saved on U-Online in that 'Direct Deposit Allocation' section under 'Help' in the upper right hand corner. Please check on the box for Payroll to have your Payroll check automatically deposited (not just Accounts Payable).
W-4s	<ul style="list-style-type: none"> If you want to make a change to either your Federal or State W-4, you will need to complete the appropriate W-4 and submit the original form to the Payroll Office. The Payroll Office must have the original form in order to make your requested change. Federal and State W-4s can be found on U-Online or under V:\UNEDocs\Payroll.
Pay Date & Pay Statements	<ul style="list-style-type: none"> Pay date is every two weeks on the Friday following the end of the two week pay period. You can view your pay and print your pay stubs from U-Online. If you are having trouble accessing U-Online, contact the ITS Department.
Contact Information	<ul style="list-style-type: none"> Please do not hesitate to contact a member of the Payroll Office with any questions you may have or through e-mail at payroll@une.edu Human Resources can be reached at hr@une.edu U-Online can be accessed at http://U-Online.une.edu/ For technical issues or password resets, contact ITS at (207) 602-2487 (for both campuses)

****This is an overview of the most common payroll related items for hourly (non-exempt) employees. For more comprehensive information, please refer to the Personnel Handbook on the Human Resources Website, as well as other resource documents, available under: V:\UNEDocs\Payroll and V:\UNEDocs\Human Resources and U-Online*